

# 2026

## SCHOOL CATALOG

For January 1 - December 31, 2026



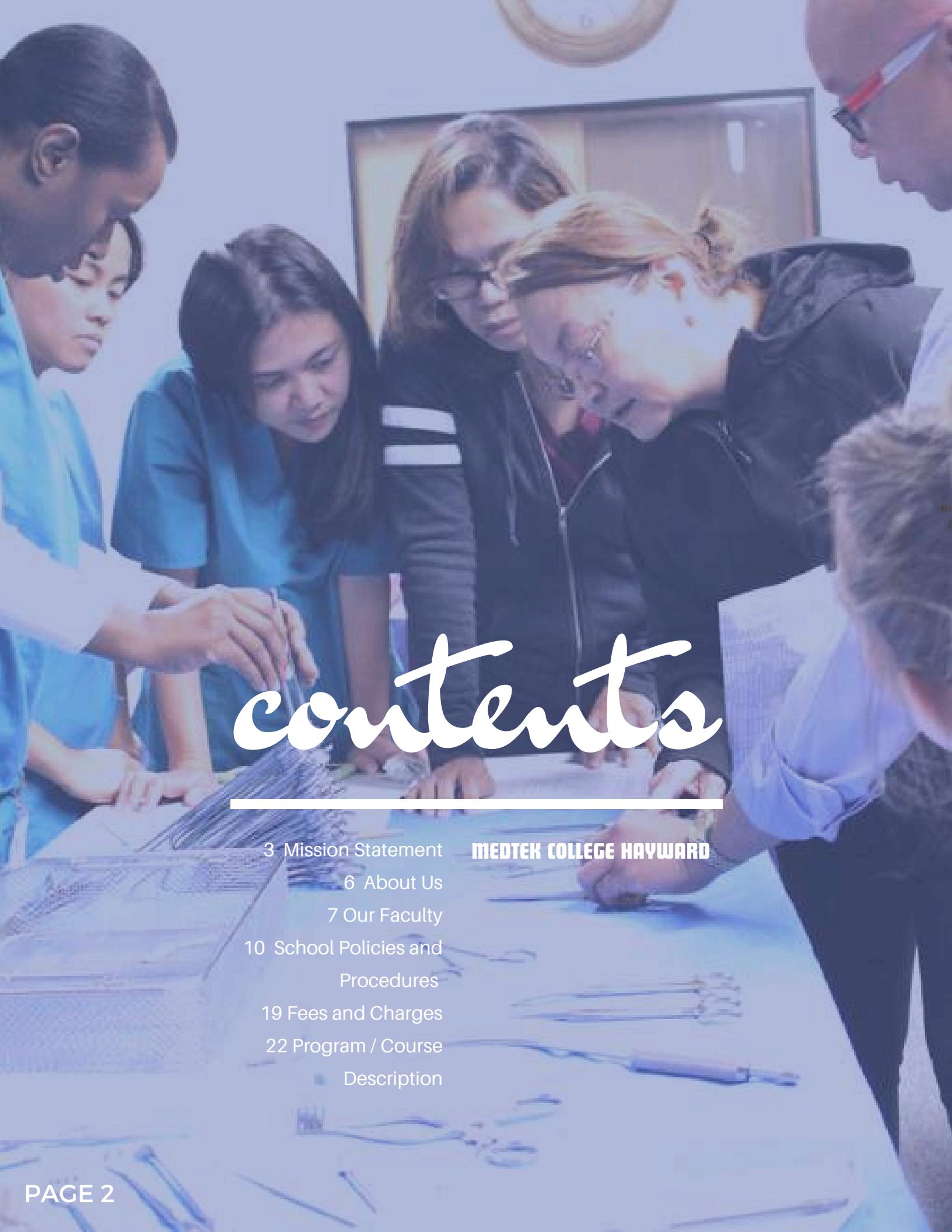
**MEDTEK**  
COLLEGE  
*Hayward*

*Sterile Processing Technician Training*

3524 BREAKWATER AVENUE, SUITE G, HAYWARD CA 94545

[www.medtekcollegehayward.com](http://www.medtekcollegehayward.com) \* (866) 770-3281





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**MEDTEK COLLEGE HAYWARD**

# OUR Mission Statement

We, at MedTek College Hayward are committed to provide a comprehensive educational program that will benefit individuals preparing to become sterile processing technicians.

Sterile Processing Technicians are in high demand throughout the country and play a critical role in preventing infection in medical facilities by sterilizing, cleaning, processing, assembling, disassembling, storing and distributing medical supplies. Successful graduates of this program will be prepared to pursue and achieve their Sterile Processing Technician certification and gain employment in one of the most rapidly growing healthcare sector job positions available.

## *Our Objectives Are:*

- \* To encourage and foster the value of life-long learning in our students and a commitment to continuously excel,
- \* To train our students in aseptic technique, infection control, disinfection processes, preparation and packaging, sterilization, and supply distribution processes,
- \* To provide an appropriate balance of theory and practical instruction to provide students with both a conceptual understanding of the tasks required of a Sterile Processing Technician as well as the hands-on experience of those tasks,
- \* To utilize appropriate tools and materials germane to the application of the skills of a Sterile Processing Technician to effectively demonstrate understanding of both the concepts and skills they have learned, and
- \* To prepare our graduates to achieve their certification and enter the job market as a strongly qualified individual ready to begin their career.





## about us



MedTek College Hayward is a private institution focused solely on training Sterile Processing Technicians. Established in 2011, MedTek was born out of the desire to provide a better and more efficient training environment for this fast-upcoming field in medical service. With only a few providers available and the need growing, necessity dictated the opportunity to share the passion that we already have for this field. Back then, Maricel Nguyen was already an instructor with much to share but unfortunately was not in the ideal setting to do so. Knowing the potential, she sought out a better way to train Sterile Processing Technicians and, in the process, contributed to making this the highly sought-after field it is today.

Prior to the re-organization that occurred in 2014, MedTek College started out with four different branches and three business owners which unfortunately, eventually affected the way we originally envisioned our business model to be. With the quality of our service deteriorating, Maricel found it necessary to go back and reclaim the business and re-structure it to the way it was originally intended.

Today, MedTek Hayward is a SEPARATE organization that proudly reflects the standard that we originally want to promote in providing thorough and quality training and we do so by first being the example to follow. Everyone in our organization lives and breathes Sterile Processing in some way, most as working professionals with numerous years of experience and training. But on top of that, we pride ourselves with the community environment that you will not experience anywhere else. In MedTek Hayward, being one big, happy family is no cliché. Every student is valued here and seen at their greatest potential. Classes are kept small so that we can give every student individual attention. Support amongst students and the team environment is encouraged because we believe success comes when we cheer each other on and inspire one another to become their fullest potential. Our goal is to have confident and competent professionals who will be proficient and effective members of any healthcare institution that they become a part of, and we are proud to say that our high hiring percentage is a testament that we are succeeding in this regard!

# our faculty



## Maricel Nguyen

CEO, PROGRAM DIRECTOR

CERT #20921

Maricel is a veteran of both SPT and SPT instruction with over 15 years of experience. She's been a proud member of Kaiser Oakland's SPT team since 2014 and is not only an instructor and mentor but a passionate advocate of quality SPT education and training.



## Mario Ventigan

THEORY INSTRUCTOR,  
CERT #142473

Mario, our newest member, is already a veteran in the SPT field. He has served as the Sterile Processing supervisor at Kaiser Vacaville Medical Center since 2019.



## Moises Abad

INSTRUMENTATION INSTRUCTOR, CERT #136099

Moises is a proud Medtek Alumnus with over 10 years of spt experience. He works as a lead at Stanford's Byers Eye Institute since 2017.

# additional facility disclosures

## Instructional Location

3524 Breakwater Ave. Suite G  
Hayward, CA 94545

## Description of the Facilities & Type of Equipment Used for Instruction

The new Hayward office is on the second floor of a 1,250-square-foot facility in a multi-tenant, professional building in the city of Hayward. The suite includes a large conference/classroom that is also used as the laboratory, a kitchenette/break room, and an administrative office. Parking is on a private lot and has ample space for students and guests. Instruction is provided in the primary classroom. At the present time, the classroom is equipped with modern and currently in-use systems including laptops, a projector, and standard peripherals.

Classroom Equipment

Laptop with standard peripherals

Projector with screen

Tables and Chairs

Laboratory Equipment

Miscellaneous Medical Instruments For Staging

## Library Resources

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Learning resources provided include access to books, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered. Student may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance.

## SELECTED INTERNET SOURCES OF REFERENCE

<https://www.iahcsmm.org/education/education-faqs.html>

<https://www.iahcsmm.org/about.html>

<https://www.iahcsmm.org/chapters/ce-approval-protocol.html>

<https://www.iahcsmm.org/certification/howto.html>

These learning resources are sufficient to support the instructional needs of the students since they provide current information related to Sterile Processing Technicians certification test preparation, and to resources that provide basic and more advanced information related to this profession.





*policies  
and  
procedures*

1. TRANSFERABILITY OF CREDITS AND CREDENTIALS
2. ADMISSION REQUIREMENTS
3. VISA RELATED SERVICES
4. LANGUAGE PROFICIENCY
5. LANGUAGE INSTRUCTION
6. ENGLISH AS A SECOND LANGUAGE
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26. STUDENT RECORD AND TRANSCRIPTS
27. PROFESSIONS - REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE
28. CHARGES: TUITION AND FEES

## **1. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at MEDTEK College Hayward is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Sterile Processing Technician program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MEDTEK College Hayward to determine if your certificate will transfer.

## **2. ADMISSIONS POLICIES & RECOGNITION OF CREDITS**

1. Applicants must be at least 18 years of age
2. Student must have graduated from high school, or earned a GED.
3. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
4. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
5. This institution does not award credit for experiential learning.
6. No Ability to Benefit Students will be admitted. .
7. This institution does not accept credit earned at other institutions.
8. This institution has not entered into an articulation or transfer agreement with any other institution.
9. Applicants must have a personal interview with school personnel.
10. Applicants must speak, write and understand English.
11. Applicants must possess a valid driver's license.
12. Applicants must be physically fit.
13. Applicants must have no criminal record.

## **3. VISA RELATED SERVICES**

This institution does not admit students from other countries, so no visa related services are offered.

**Proficiency in the English language is required. Applicants must speak, write and understand English.**

## **4. LANGUAGE PROFICIENCY**

The following apply to students for whom English is not their primary language and will be taught in English.

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

## **5. LANGUAGE OF INSTRUCTION**

Instructions will be given in no language other than English.

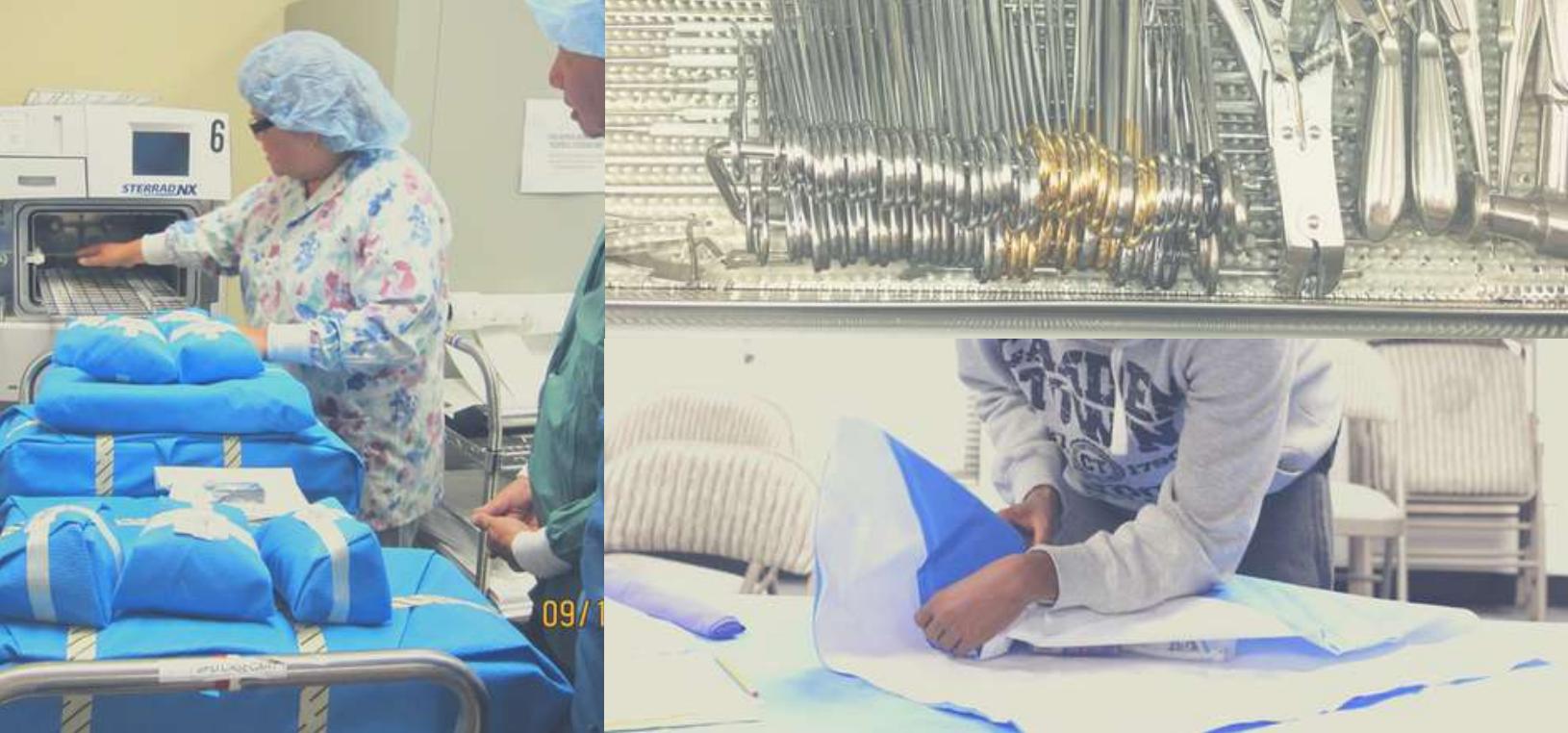
## **6. ENGLISH AS A SECOND LANGUAGE INSTRUCTION**

This institution does not provide ESL instruction.

## **7. ACCREDITATION STATUS**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.





## 8. STRF DISCLOSURE

### *Student Tuition Recovery Fund Disclosures*

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition."

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

*To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:*

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## 9. PRIVACY ACT

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## 10. STUDENT CONDUCT

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration, a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.



## 11. NON-DISCRIMINATORY POLICY

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## 12. ACADEMIC FREEDOM

descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval. MEDTEK College Hayward encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

**Students are expected to behave professionally and respectfully at all times, which includes dressing and acting accordingly**

### **13. SEXUAL HARASSMENT**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **14. STUDENT'S RIGHT TO CANCEL**

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first day of class, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to Maricel Nguyen at [maricel@medtekcollegehayward.com](mailto:maricel@medtekcollegehayward.com). Written notices may also be delivered in person to Maricel Nguyen or mailed to the school's administrative office, care of Maricel Nguyen at 3524 Breakwater Avenue, Suite G, Hayward, CA 94545. Notice of cancellation must be in writing. If a student provides a verbal cancellation in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal cancellation and the date the verbal cancellation was made.

All records about the student's cancellation and refund issuance will be retained in the student's file, and the student will be added to the institution's cancellation log records, to include the student's name, address, telephone number, personal email address, date of cancellation, and refund amount.

**Students have the right to cancel and receive a full refund through attendance of the first class session or the seventh day after enrollment.**





## 15. WITHDRAWAL POLICY

### Withdrawals Initiated by the Student

A withdrawal for the current period of attendance may be effectuated by the student's written notice sent by email to Maricel Nguyen at [maricel@medtekcollegehayward.com](mailto:maricel@medtekcollegehayward.com). Written notices may also be delivered in person to Maricel Nguyen or mailed to the school's administrative office, care of Maricel Nguyen, at 3524 Breakwater Avenue, Suite G, Hayward, CA 94545. Notice of withdrawal must be in writing. If a student provides a verbal withdrawal notice in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal withdrawal and the date the verbal withdrawal was made. The effective date of the student's withdrawal shall be the date it is received by the institution.

### Withdrawals Initiated by the Institution

Withdrawal for the current period of attendance may also be brought about by the student's conduct or lack of attendance. This is referred to as an "administrative withdrawal" and will be effectuated by the institution's written notice to the student, which is to include the reasons for administrative withdrawal and the effective date of the administrative withdrawal. For students who are administratively withdrawn due to lack of attendance, the effective date of the administrative withdrawal shall be the student's last date of attendance.

Students attending programs at our institution may be administratively withdrawn for the following reasons:

- Disruptive and/or offensive and inappropriate behavior in class or outside of class to classmates and/or faculty and staff
- As a result of an investigation of plagiarism and cheating in which it was concluded the student did commit such actions
- Being absent for more than seven (7) consecutive calendar days with no communication with the school to excuse the absences or otherwise seek to arrange a leave of absence

All records about the student's withdrawal and refund issuance will be retained in the student's file, and the student will be added to the institution's withdrawal log records, to include the student's name, address, telephone number, personal email address, date of withdrawal, and refund amount.

## 16. REFUND POLICY

What follows is the sole refund policy for this institution. No other refund policy shall be enforced other than this policy, as specified in our institutional catalog and enrollment agreement.

### Timing and Documentation of Refunds

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's cancellation of, completion of, or withdrawal from, the educational program in which the student was enrolled. This institution shall provide the student with documentation specifying the amount of a refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, as well as the payment method of refund (check, cash, ACH transfer, Zelle, etc.).

## REFUND POLICY (CONTINUED)

### How Refunds are Calculated in the Event of a Cancellation

If a student cancels their enrollment according to the Cancellation Policy, this institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars (\$250), as specified in the catalog and enrollment agreement. Any fees collected related to the Student Tuition Recovery Fund shall be refunded. Any fees collected for educational materials otherwise noted as non-refundable shall also be refunded.

### How Refunds are Calculated in the Event of a Withdrawal

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

{A} The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

All amounts that the student has paid shall be subject to a pro rata refund unless the enrollment agreement and the refund policy outlined in the catalog specify a non refundable deposit or application fee, not to exceed two hundred fifty dollars (\$250), or non-refundable amounts paid for educational materials, or both. This institution does charge both a non-refundable deposit as well as non-refundable amounts paid for educational materials ; these amounts are specified in our Charges and Fees section in the catalog and on the student's enrollment agreement. Please refer to the Fees section of the catalog and the enrollment agreement for an itemization of charges that are non-refundable as part of a pro rata refund, as well as a description of the conditions under which those items may or may not be refundable (for example only: fees for hard-copy textbooks could be deemed refundable on a case-by-case basis if the materials are returned in a reuseable and unsullied state).

### Refunds to 3rd Parties, as applicable

If a refund is made to a third party on behalf of a student who has cancelled or withdrawn from their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation or withdrawal, a written notice, as described in section 71920(b)(10), in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

### Refunds of Payments Collected and Payable to 3rd Party Entities, as applicable

If this institution has collected money from, or on behalf of, a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party or has not yet been billed or invoiced by the third party at the time of the student's cancellation or withdrawal, the institution shall refund the money to the student within 45 calendar days of the student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.





## 17. FINANCIAL AID DISCLOSURES

The institution does provide financial aid directly to its students in the form of a monthly payment plan. No interest is charged, however late fees to apply for late payments two or more days delinquent. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will be encouraged to make specific arrangements with the institute in order to remove their delinquency and remain in good financial standing.

## 16. POLICIES AND PROCEDURES REGARDING FINANCIAL AID

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

**Students must achieve a 75% grade of C or higher to pass the program and receive their certificate**

## 18. GRADES AND STANDARDS OF STUDENT ACHIEVEMENT

### • SATISFACTORY PROGRESS

#### *Theory Evaluation*

Grade Scale	Grade	GPA
91-100	A	4.0
81-90	B	3.0
75-80	C	2.0
69 & Below	F	0.0

Students must achieve a 75% grade of C or higher in the theory components.



## GRADES AND STANDARDS (CONTINUED)

### Instrumentation Lab Evaluation

Rubrics are used by instructors to record student acquisition and mastery of assorted skills. Students must achieve 75% or better on the scoring rubric.

### OVERALL GRADE EVALUATION

Type	Weight
THEORY FINAL	30%
QUIZZES/HOMEWORK	20%
ATTENDANCE/PARTICIPATION	10%
LAB SKILLS	40%
<b>Total</b>	<b>100%</b>

If the student has not completed the coursework and earned a grade at the end of the program, the instructor may issue one of the following grades.

#### I - Incomplete

If the program has not been completed, the instructor may grant a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

#### W - Withdraw

The student may withdraw from any program before the end of the term. At the end of the term, the instructor may withdraw the student from the program and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

#### Grading System Standard

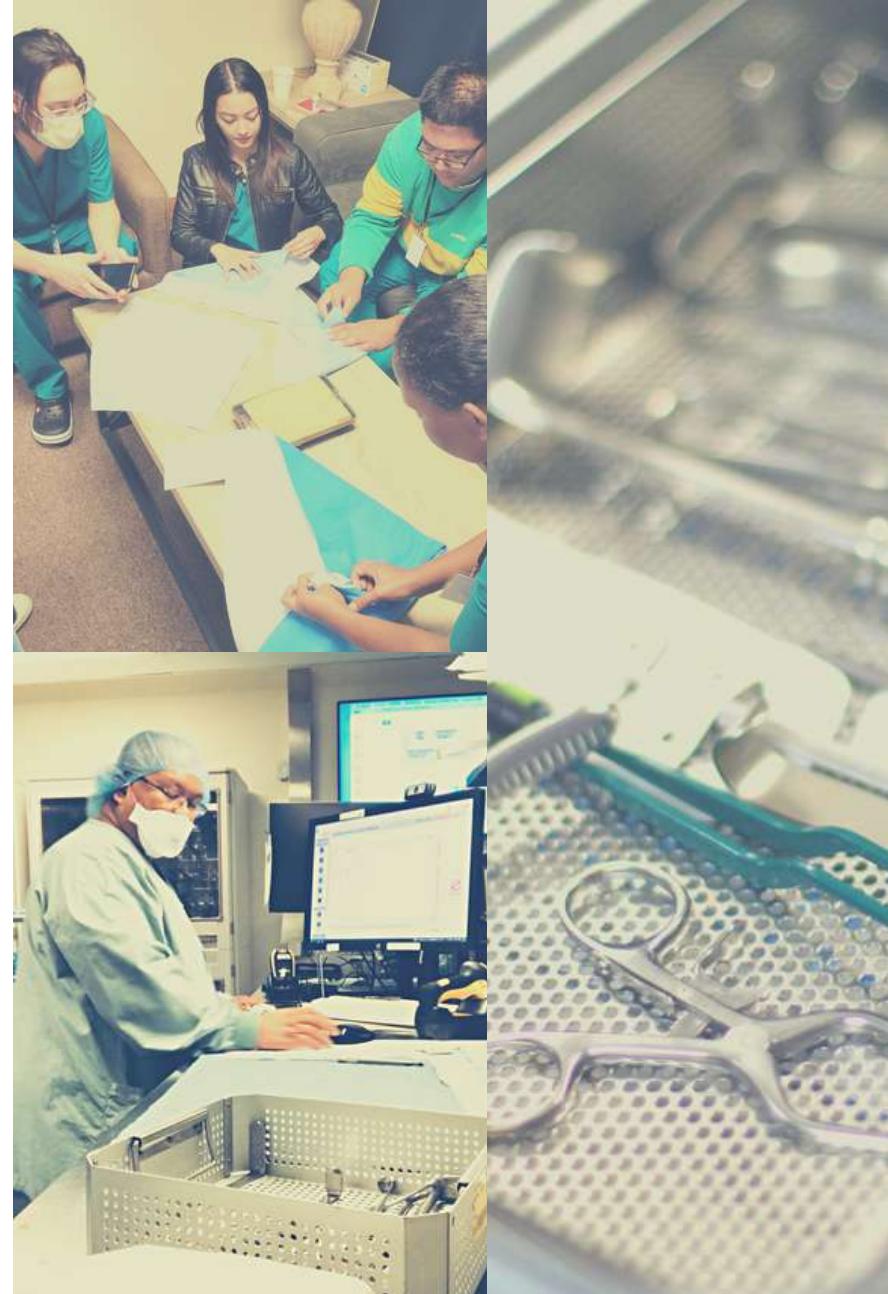
Evaluation of student achievement will be based on meeting the objectives for each program.

## 19. ATTENDANCE POLICY

The school maintains an attendance record on the student. The school requires a minimum of eighty percent (80%) completion of class hours in order to receive a certificate of completion from the course. You may be required to provide proof that the problem that caused your chronic absenteeism has been resolved. Tardiness is defined as showing up more than fifteen minutes late for the beginning of a class. Tardiness without legitimate reason on more than three different occasions will be considered as one unexcused absence. Students are expected to be on time and attend all scheduled classes. Documentation of the reason for the absences may be required for a student returning to class after an absence. All classes missed by a student will be made up prior to graduation.

## 20. MAKE-UP POLICY

Students missing more than 80% attendance must attend make-up classes arranged by the Program Director to complete the minimum hours required in each module of the program. If the student fails to complete the minimum hour requirement during their term, an extension of time will be permitted. See #18 - Incomplete.



## 21. ACADEMIC PROBATION AND DISMISSAL POLICIES

The Program Director may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's academic progress will be monitored at the end of each module as the grades are posted. Should the student's pass/fail percentage fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail and email, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

MEDTEK College Hayward  
3524 Breakwater Ave., Suite G  
Hayward, CA 94545

After the completion of the current module, the student will have two additional modules to bring his or her pass/fail percentage up to or in excess of the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Program Director will offer assistance should such be requested by the student.

## ACADEMIC PROBATION AND DISMISSAL POLICIES (CONTINUED)

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the University. A student who has become subject to disciplinary action may submit an appeal to the Program Director per the University's Grievances policy.

## 22. LEAVES OF ABSENCE

The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 30 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence.

## 23. STUDENT GRIEVANCE PROCEDURES - STUDENT RIGHTS

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: 3524 Breakwater Ave. Suite E, Hayward, CA 94545. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. The COO will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the COO will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present. The person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence. Each party involved may be asked to present their version of the incident prior to all parties being present. The COO will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the COO explaining why they believe the decision is unacceptable.. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.

Continued unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 574-8900

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)



## 24. STUDENT SERVICES

This institution does not provide airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## 25. PLACEMENT SERVICES

This institution does not represent to the public, in any manner, or by any means, that it offers job placement assistance.

## 26. STUDENT HOUSING

This institution has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month.

## 27. STUDENT PLACEMENT AND TRANSCRIPTS

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress.

## 28. PROFESSIONS – REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE

Graduates of the program received a certificate and are eligible to apply to take the C.S.P.D.T. certification exam. This exam is the introductory certification for Sterile Processing staff. Completion of the exam indicates that a technician is competent to perform the role of a Sterile Processing Technician.

<https://www.cbspd.net/tech>

- Eligibility Requirements /
  - Completion of a Sterile Processing Technician Training Course, with a passing grade of 70 or higher (student must provide certificate of completion for the school)

# Charges Tuition and Fees

ALL FEES ARE SUBJECT TO CHANGE FROM TIME TO TIME,  
WITHOUT NOTICE.

### Sterile Processing Technician

#### Base Program

TUITION	\$5,000.00
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RESERVATION	\$100.00
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#### *Non-Refundable fees:*

Registration Fee	\$250.00
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#### *Non-refundable after cancellation period ends:*

STRF (\$0.00/\$1k)	\$0.00
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2 SCRUB UNIFORMS	\$60.00
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SUPPLIES	\$90.00
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<b>TOTAL:</b>	<b><u>\$5,500.00</u></b>
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#### *Other Fees (not included in program fee):*

\$35 - Bounced check/declined credit card payments fee

#### *Other Out-of-Pocket Fees (not included in the BASE program fee):*

2 Textbooks - Approximately \$400

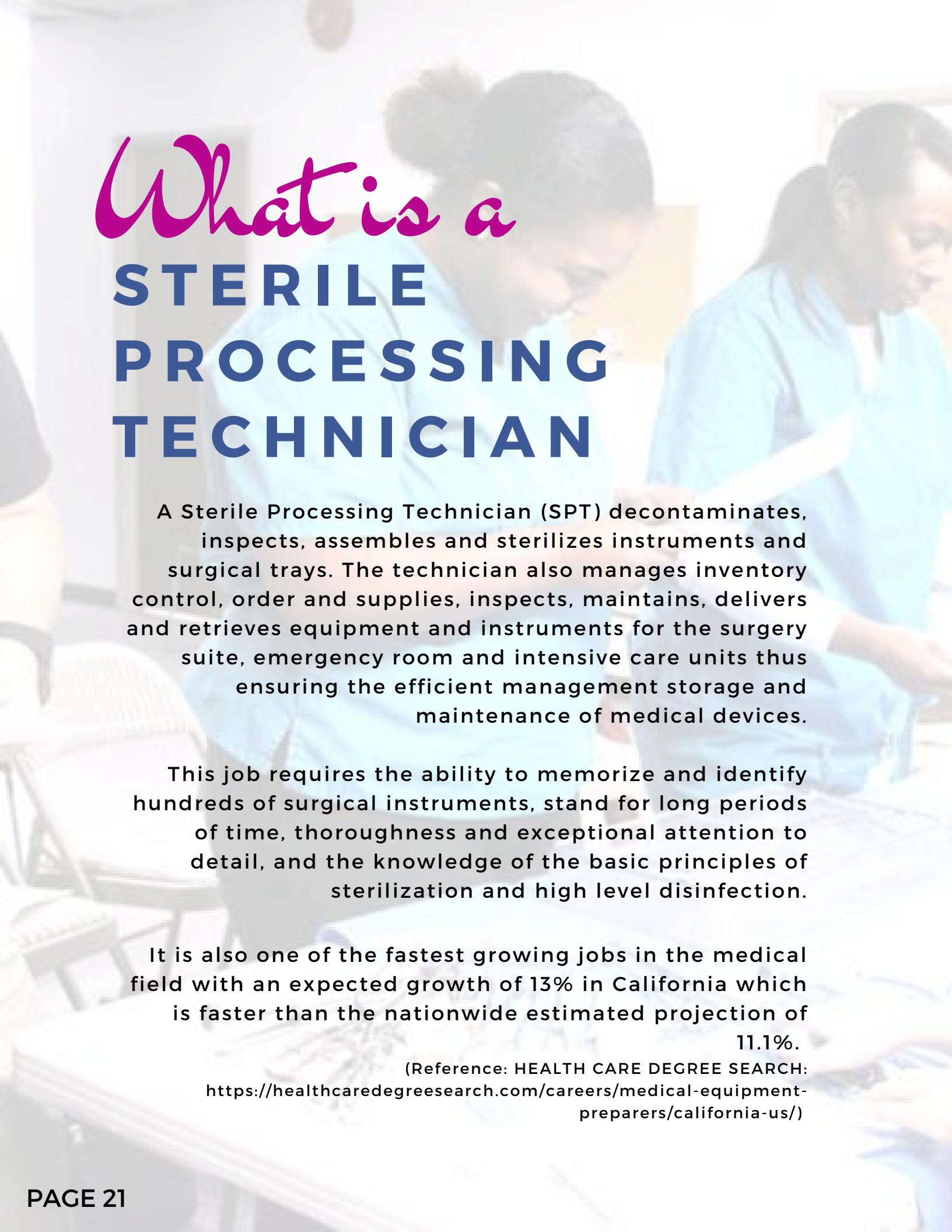
CBSPD Board Exam Application - \$135

Externship Add-On Program - \$1,000

#### **Estimated Total Charges for the Entire Educational Program (with Externship):**

**\$7,035.00**

No student shall be charged nor collected from or on behalf of any amount for total charges that exceed the amount listed in our catalog and on the student's enrollment agreement. Within 5 days of the institution's receipt of payments, students shall receive a written receipt or updated student ledger, in hard copy or electronic format, for any payments received from the student or on behalf of the student, including the date of the payment(s), amount of the payment(s), description of the payment(s), and the payor(s). A copy of the receipt(s) or ledger shall be kept in the student's records.



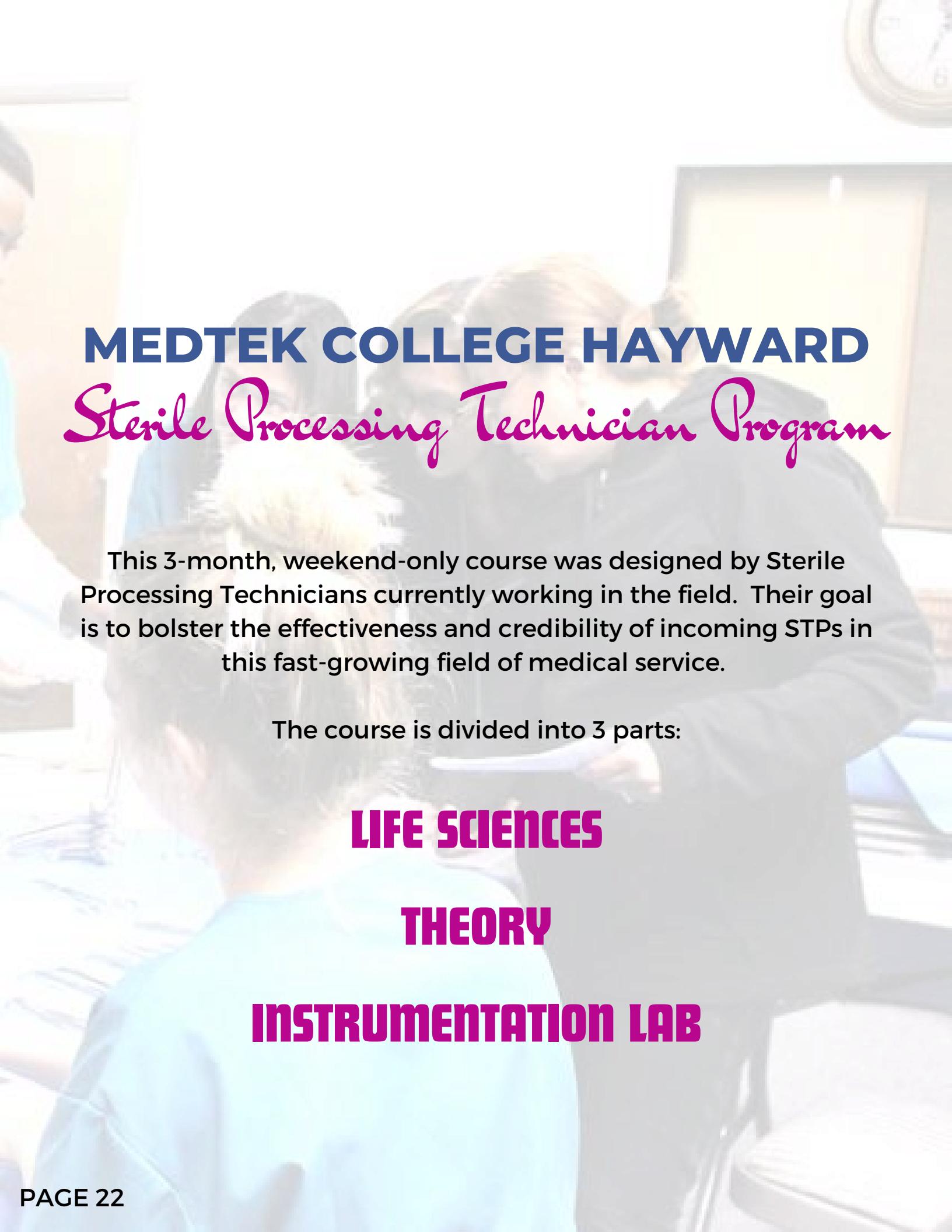
# What is a STERILE PROCESSING TECHNICIAN

A Sterile Processing Technician (SPT) decontaminates, inspects, assembles and sterilizes instruments and surgical trays. The technician also manages inventory control, order and supplies, inspects, maintains, delivers and retrieves equipment and instruments for the surgery suite, emergency room and intensive care units thus ensuring the efficient management storage and maintenance of medical devices.

This job requires the ability to memorize and identify hundreds of surgical instruments, stand for long periods of time, thoroughness and exceptional attention to detail, and the knowledge of the basic principles of sterilization and high level disinfection.

It is also one of the fastest growing jobs in the medical field with an expected growth of 13% in California which is faster than the nationwide estimated projection of 11.1%.

(Reference: HEALTH CARE DEGREE SEARCH:  
<https://healthcaredegreesearch.com/careers/medical-equipment-preparers/california-us/>)



# **MEDTEK COLLEGE HAYWARD**

## *Sterile Processing Technician Program*

This 3-month, weekend-only course was designed by Sterile Processing Technicians currently working in the field. Their goal is to bolster the effectiveness and credibility of incoming STPs in this fast-growing field of medical service.

The course is divided into 3 parts:

**LIFE SCIENCES**

**THEORY**

**INSTRUMENTATION LAB**

# THE SPT BASE PROGRAM *Fact Sheet*

<b>Name of Program</b>	Sterile Processing Technician Training Base Program
<b>Program Description</b>	<p>This CERTIFICATE program prepares individuals to function competently in the central service department of a healthcare facility and qualifies one to take the CBSPD board certification. Duties include, but are not limited to, cleaning patient care equipment and surgical instruments and sterilizing until it safe for patient use, delivering medical supplies to all departments. Including principles and practices of decontamination; cleaning; disinfection; instrument inspection, test, and assembly; sterilization and distribution of medical / surgical supplies.</p>
<b>Program Mission and Objectives</b>	<p>Sterile Processing Technician is an Allied Health Professional specifically educated, certified, and trained in aseptic technique, infection control, disinfection processes, preparation and packaging, sterilization, and supply distribution processes, which qualifies them to work within the Central Supply and Distribution and work along with the OR department. This program is intended for qualified students who understand the gravity of their work as a Sterile Processing Technician and are committed to excellence in the field; this program is ideally suited for individuals who have already gained experience in another healthcare industry role.</p> <p><b>Board Exam Schedule:</b> After the program, the graduate student will be eligible to sit for the CBSPD certification exam to become a Certified Sterile Processing Technician (CSPDT). The board test is given 4x a year by CBSPD &amp; scheduled on the 1st week of the third month. Board exams are offered the month of February, May, August and November.</p>

<b>Total Clock Hours</b>	120 hours
<b>Is an Externship or Internship Required?</b>	No
<b>Graduation Requirements</b>	To complete this program, a student must complete all prescribed modules and earn a grade of 75% or better on the Theory, life sciences and instrumentation module
<b>Job Classification</b>	The SOC code for job placement is 31-9093
<b>Final Tests or Exams</b>	Yes

#### **Module 1: Life Sciences 16 Hours**

This module covers a basic understanding of human anatomy and physiology, as well as defining microbiological processes and terminologies in relation to sterile processing. It also discusses in detail healthcare-associated infections, modes of disease transmission, standard precautions, and safety measures necessary in SPD.

#### **Module 2: Theory of Sterile Processing 64 Hours**

It has been said that Sterile Processing & Distribution (SPD) Department is the "Heart of the Hospital". Its main goal is to provide dependable and reliable service to enhance the quality of patient care.

The students must know how to process, distribute in an accurate and timely manner. They need to learn, perform and participate to improve efficiency in the department. To learn the basics, the task and responsibilities that requires varied knowledge and skills including the various regulations impacting SPD activities. All regulations need to be followed at all times for the safety of the patient and employees.

This Module 2 will outline all various skills, operation and methods that a student needs to learn leading to his or her certification. The task and procedures that must be followed in order for the department to function, to meet standards of care and to provide the quality assurance of the products processed and the services provided in SPD.

### Module 3 - 40 Hours

The Instrumentation Lab program is one that is uniquely MedTek College Hayward and one that set us up and above the rest! Here, students will spend up to 40 hours familiarizing themselves with the instruments and processes that will make up their day-to-day responsibilities as Sterile Processing Technicians.

This program sets aside textbook learning in favor of real-life scenarios and procedures you will face in the field. It discusses workplace etiquette and conduct, potential problems and solutions. It provides a great forum for both students and instructors to discuss concerns, questions and expectations. Our instructor IS a credible, knowledgeable Sterile Processing Technician in one of the nation's leading facilities and he is also a MedTek Alumni so he understands the field and its challenges and he cares that his fellow MedTek students reach the same success and become future leaders in this up and coming medical field!

It is the goal at the completion of this program, that each student will be able to perform all basic tasks of an entry level Sterile Processing Technician with confidence because they are knowledgeable enough to know the instruments and their processing and will therefore need little or no training when they enter their externship assignments.

# THE HANDS-ON INSTRUMENTATION LAB



# EXTERNSHIP ADD-ON

## Fact Sheet

<b>Name of Program</b>	Externship and Job Placement Assistant Program
<b>Program Description</b>	<p>This is an ADD-ON Program to the SPT Base Program or Refresher Course. Qualified students who meet all prerequisites will be assigned an externship assignment with one of MedTek's healthcare affiliates. The assignment will be for 200 to 400 hours of unpaid, regular schedule work. Mentorship and job placement assistance are included in this program, with weekly meetings with the Program Director.</p>
<b>What it includes</b>	<ul style="list-style-type: none"><li>• 400 hours of Externship with Affiliate Hospital or Surgery Center</li><li>• 10 hours of weekly check-in meetings with the Program Director</li><li>• Interview Preparation and Mentorship</li></ul>
<b>Fee Breakdown</b>	<ul style="list-style-type: none"><li>• CPR BLS TRAINING - \$85.00</li><li>• DRUG &amp; BACKGROUND CHECK - \$150.00</li><li>• LIABILITY INSURANCE - \$200.000</li><li>• EXTERNSHIP ADMINISTRATIVE &amp; EXPENSE FEE - \$465.00</li></ul> <p><b>TOTAL: <u>\$1,000.00</u></b></p>

# REFRESHER COURSE

# Fact Sheet

<b>Name of Program</b>	<b>Sterile Processing Technician Refresher Course</b>
<b>Program Description</b>	<p>This weeknight-only program is designed for students who have taken the MedTek SPT Training Program before or have completed a similar program but were unable to move forward with their SPT careers. Proof of completion (certificate or transcript) will be required upon enrollment. Completion of this refresher course satisfies the course requirement for the CBSPD Board Exam.</p>
<b>What it includes</b>	<ul style="list-style-type: none"><li>• <b>48 hours of refresher SPT Training (Theory and Hands-On Lab)</b></li><li>• <b>CBSPD Test Preparation Workshops</b></li><li>• <b>Refresher Program Google Classroom</b></li><li>• <b>Study Tools and Notes</b></li></ul>
<b>Fee Breakdown</b>	<ul style="list-style-type: none"><li>• <b>RESERVATION FEE - \$100</b></li><li>• <b>REGISTRATION FEE - \$250</b></li><li>• <b>PROGRAM FEE - \$1,540</b></li><li>• <b>2 SCRUB UNIFORMS - \$60</b></li><li>• <b>SUPPLIES - \$50</b></li></ul> <p><b>TOTAL: <u>\$2,000.00</u></b></p>

# TEST PREPARATION

## Fact Sheet

<b>Name of Program</b>	<b>Sterile Processing Technician Refresher Course</b>
<b>Program Description</b>	<p>This is a test preparation program designed for students who have taken the MedTek SPT Training Program before or those who have completed a similar program. Proof of completion (certificate or transcript) will be required upon registration.</p>
<b>What it includes</b>	<ul style="list-style-type: none"><li>• 2 day of IN-PERSON CBSPD Test Preparation Workshops</li><li>• Study Tools and Notes</li><li>• Practice Exams</li><li>• CBSPD Exam Fee</li></ul>
<b>Program Fee (Due upon registration)</b>	<b><u>\$500.00</u></b>

# required disclosures

-The policy of this institution is to update the official school catalog annually, in January of each year.

-Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

-This institution makes its current student catalog available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

-This institution is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. "Bureau approval means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009" pursuant to CEC, 94909 (a) (2) and CEC 94897 (l) (1) (2).

-This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

-As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies paid from federal student financial aid program funds.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 Fax (916) 263-1897.

-A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

- The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5) or by visiting (<https://www.bppe.ca.gov>).



Let it be  
*Your Success  
Story!*