



Career Step

Disclosure Statement

School Background and Qualifications

- Career Step was founded in 1992. Since that time we have provided distance education services to thousands of students in all 50 states.
- Career Step operates out of approximately 10,000 square feet of leased office space in Provo, Utah, and has approximately 100 full-time and part-time employees.
- As a distance education institution, Career Step offers the following certificate programs: Pharmacy Technician, Medical Transcription, Medical Transcription Editor, Medical Coding, Outpatient Medical Coding and Billing, Inpatient and Outpatient Medical Coding and Billing, Medical Terminology, Medical Transcription Editor Supplement, CMT Preparation, and RMT Preparation. All of these competency-based programs operate under a self-paced, distance-learning model.
- Career Step employs the latest distance education programming techniques, technology, and instructional design methodologies. Career Step partners with premium technology partners to ensure the highest levels of speed, availability, and reliability in delivering electronic instruction to its students.
- Career Step has a highly experienced academic support staff, which includes trained medical transcriptionists and medical coders. Ongoing student support is available via toll-free phone or email. Career Step also employs a professional technical support staff that is available to answer technical questions.
- Career Step is registered and authorized to operate as an educational institution in the State of Utah under the Utah Postsecondary Proprietary School Act (Title 13, Chapter 34, Utah Code).

Minimum Enrollment Requirements

To be considered for admittance to a Career Step training program, a prospective student must be at least 18 years old and a high school graduate (or equivalent). Additionally, prospective students should possess basic computer and keyboarding skills and a high degree of English language literacy.

Tuition, Fees, and Other Charges

The online enrollment and program costs (without upgrades) for the Career Step programs are as follows:

Pharmacy Technician Program

\$1,795.00 + \$14.95 Shipping & Handling

Medical Transcription Program

\$1,875.00 + \$14.95 Shipping & Handling

Medical Transcription Editor Program

\$2,375.00 + \$14.95 Shipping & Handling

Outpatient Medical Coding and Billing Program

\$1,875.00 + \$59.95 Shipping & Handling

Inpatient and Outpatient Medical Coding and Billing Program

\$2,250.00 + \$49.95 Shipping & Handling

Medical Coding Program

\$1,875.00 + \$39.95 Shipping & Handling

Medical Terminology Program

\$300.00

Medical Transcription Editor Supplement Program

\$600.00

Certified Medical Transcriptionist (CMT) Preparation Program

\$200.00

Registered Medical Transcriptionist (RMT) Preparation Program

\$200.00

Residents of NC, OH, or UT are also responsible for sales tax.

Financial Assistance

Career Step students can take advantage of a variety of financing and financial assistance options with the Pharmacy Technician, Medical Transcription, Medical Transcription Editor, Medical

Coding, Outpatient Medical Coding and Billing, and Inpatient and Outpatient Medical Coding and Billing programs. These include payment plans and tuition assistance. Please refer to our enrollment application or our website for further details on these options, or call one of our enrollment advisors at 1-800-246-7837.

Right to Rescind

The right to rescind shall mean the right of the Student to rescind the “Agreement”, which the Student must exercise (if he or she so chooses) in writing. The student must also serve or mail postmarked within the three (3) business-days cooling off period following the date of the signing of a written application or the date of submission of an online Application—whichever occurs first.

Length of Program and Graduation Requirements

The Career Step Medical Transcription Editor, Medical Coding, and Inpatient and Outpatient and Billing training programs are designed to be completed in 640 hours, or full time for a period of four (4) months.

The Career Step Medical Transcription and Outpatient Medical Coding and Billing training programs are designed to be completed in 570 hours, or full time for a period of just over three (3) months.

The Career Step Pharmacy Technician training program is designed to be completed in 285 hours, or full time for a period of two (2) months.

The Career Step Medical Transcription Editor Supplement Program is designed to be completed in 106.5 hours. Course access is granted for a period of four (4) months.

The Career Step Certified Medical Transcriptionist and Registered Medical Transcriptionist Preparation Programs are designed to be completed in 75 hours. Course access is granted for a period of four (4) months.

The Career Step Medical Terminology Program is designed to be completed in 25 hours. Course access is granted for a period of sixty (60) days.

Extensions beyond the initial enrollment period are available. All extensions are subject to the current extension policy at the time of purchase.

Licensing Requirements, Graduation and Employment Information

Currently there are no state or federally mandated licensing requirements for employment in the field of medical transcription. Entry-level employment opportunities are abundant, and employment decisions are typically made on the basis of demonstrated competency. Because the Career Step programs are competency-based and practicum focused, Career Step graduates tend to do very well in securing employment. While Career Step does not require graduates to report on employment outcomes, Career Step makes every effort to capture employment information on its graduates. Forty percent of 5400 Career Step medical transcription graduates responded to a survey conducted in March of 2008. Of the responses received,

more than 85% reported successful employment as medical transcriptionists.

Credentials Awarded to Indicate Satisfactory Program Completion

For the Pharmacy Technician, Medical Transcription, Medical Transcription Editor, Medical Coding, and the Medical Coding and Billing Programs:

Upon successful completion of the program and final examination, (providing that the student’s account is paid), a student will receive a Certificate of Graduation from Career Step. The type of graduation certificate awarded to a student will depend on the scores received on the final exam.

- *Standard Graduation*
85% - 90% on the final exam
- *Graduation with Honors*
90% - 94% on the final exam
- *Graduation with High Honors*
95% - 100% on the final exam

Students are allowed to take the final exam up to three times. Each final exam will be unique.

Career Step Cancellation and Refund Policy

If, for any reason, a student withdraws within fourteen (14) days after the initial access to online program materials has been granted, his/her money shall be refunded IN FULL, less a \$50 application fee and the nonrefundable shipping and handling fee, and the Enrollment Agreement shall be rescinded. Under this policy the student must return any and all program materials and supplies received from the school before receiving the refund. Dates regarding receipt of the program will be based on the date of email with password and login for the online program. The student must notify Career Step by telephone before the fourteenth (14th) day to receive a return code, and returned materials must be sent to Career Step at the student’s expense, insured and tracked through the carrier. The student will be assessed a fee of \$10.00 per book for minor damage or retail price of book (\$8.00 to \$95.00 per book) if materials are returned written in, damaged, or destroyed. Pack returned materials to prevent damage.

If, for any reason, a student withdraws after the initial fourteen (14) day review period, the cost of the program materials is nonrefundable. After this fourteen(14) day period, the student is responsible for payment of the entire program. A \$100 Tuition fee is only refundable up to sixty (60) days after the date of enrollment. Any Student withdrawing under this paragraph terminates his/her enrollment.

Surety Requirements

Career Step maintains a Certificate of Deposit with Zions Bank in an amount required by the State of Utah Department of Commerce. This certificate of deposit provides protection to Career Step students in the event of insolvency or dissolution of Career Step as an educational institution.