

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 Lehi, Utah, and has approximately 125 full-time and part-time employees.
- As a distance education institution, Career Step offers the following certificate programs: Applied PCS, Career FastTrack: Medical Assisting, Career FastTrack: Medical Transcription Editor, Certificate of Basic MACRA-MIPS Proficiency, Certified MACRA-MIPS Healthcare Professional, Computer Technician, CPT Recharge, DRG Recharge, EKG Technician, Executive Assistant, Healthcare IT, ICD-10 for ICD-9 Coders, ICD-10 Recharge, Inpatient Auditing, Medical Administrative Assistant with EHR, Medical Administrative Assistant, Medical Assistant, Medical Assistant with Clinical Externship, Medical Assistant with Introduction to Scribe, Medical Billing, Medical Office Manager, Medical Terminology, Medical Transcription Editor, Medical Transcription, Microsoft Access 2010/2016, Microsoft Excel 2010/2016, Microsoft Outlook 2010/2016, Microsoft PowerPoint 2010/2016, Microsoft Word 2010/2016, Pharmacy Technician with Healthcare Administration, Pharmacy Technician with Healthcare Administration and Billing, Pharmacy Technician with Healthcare Billing, Pharmacy Technician, Pharmacy Technician (ASHP/ACPE), Phlebotomy Technician, Physical Therapy Aide, Physical Therapy Office Professional, Professional Medical Coding and Billing with Applied PCS, Professional Medical Coding and Billing, RHDS Exam Prep, Veterinary Assistant, and Veterinary Office Manager. 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 advisors for each program of study. Ongoing student support is available via toll-free phone, email, or chat. 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 beyond the age of compulsory high school attendance as prescribed by Utah law and must either have a high school diploma or a General Education Development Certificate (GED), or pass the Career Step competency test. The Career Step competency test cannot be used in lieu of a high school diploma or GED for the Professional Medical Coding and Billing, Medical Assistant, or Career FastTrack: Medical Assisting programs. To enroll in the Career FastTrack: Medical Assisting program students must have graduated from the Career Step Medical Administrative Assistant program or provide proof of equivalent experience. To enroll in the Inpatient Auditing program students must have 3 years of experience in acute inpatient medical coding and should hold a current RHIA, RHIT, CCS, or CPC credential. 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:

PROGRAM NAME	PRICE	S/H
Applied PCS	\$699.00	N/A
Career FastTrack: Medical Assisting	\$1,499.00	\$29.95
Career FastTrack: Medical Transcription Editor	\$699.00	N/A
Certificate of Basic MACRA-MIPS Proficiency	\$39	N/A
Certified MACRA-MIPS Healthcare Professional	\$699	N/A
Computer Technician	\$1,999.00	\$29.95
CPT Recharge	\$599.00	N/A
DRG Recharge	\$199.00	N/A
EKG Technician	\$499.00	N/A
Executive Assistant	\$1,999.00	\$29.95
Healthcare IT	\$3,899.00	\$29.95
ICD-10 Recharge	\$999.00	N/A
Inpatient Auditing	\$2,699.00	\$29.95
Medical Administrative Assistant with EHR	\$3,199.00	\$29.95
Medical Administrative Assistant	\$2,399.00	\$29.95
Medical Assistant	\$3,499.00	\$29.95
Medical Assistant with Clinical Externship	\$3,999.00	\$29.95
Medical Assistant with Introduction to Scribe	\$3,599	\$29.95
Medical Billing	\$2,999.00	\$29.95
Medical Office Manager	\$3,899.00	\$29.95

Medical Terminology	\$300.00	N/A
Medical Transcription Editor	\$3,199.00	\$29.95
Medical Transcription	\$2,999.00	\$29.95
Microsoft Access 2010/2016	\$149.00	\$14.95
Microsoft Excel 2010/2016	\$149.00	\$14.95
Microsoft Office 2010/2016	\$499.00	\$29.95
Microsoft Outlook 2010/2016	\$149.00	\$14.95
Microsoft PowerPoint 2010/2016	\$149.00	\$14.95
Microsoft Word 2010/2016	\$149.00	\$14.95
Pharmacy Technician	\$1,999.00	\$29.95
Pharmacy Technician (ASHP/ACPE)	\$2,999.00	\$69.95
Pharmacy Technician with Healthcare Administration	\$3,899.00	\$29.95
Pharmacy Technician with Healthcare Administration and Billing	\$3,999.00	\$29.95
Pharmacy Technician with Healthcare Billing	\$3,899.00	\$29.95
Phlebotomy Technician	\$499.00	N/A
Physical Therapy Aide	\$2,999.00	\$29.95
Physical Therapy Office Professional	\$3,799	\$29.95
Professional Medical Coding and Billing with Applied PCS	\$3,499.00	\$69.95
Professional Medical Coding and Billing	\$3,199.00	\$69.95
RHDS Exam Prep	\$179.00	\$29.95
Veterinary Assistant	\$1,999.00	\$29.95
Veterinary Office Manager	\$3,899.00	\$29.95

Residents of California, Colorado, Florida, Illinois, Missouri, Ohio, or Utah 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 Career FastTrack: Medical Assisting, Computer Technician, Executive Assistant, Healthcare IT, Inpatient Auditing, Medical Administrative Assistant with EHR, Medical Administrative Assistant, Medical Assistant, Medical Assistant with Clinical Externship, Medical Assistant with Introduction to Scribe, Medical Billing, Medical Office Manager, Medical Transcription Editor, Medical Transcription, Pharmacy Technician (ASHP/ACPE), Physical Therapy Aide, Physical Therapy Office Professional, Professional Medical Coding and Billing, Veterinary Assistant, and Veterinary Office Manager 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 1-800-411-7073.

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

PROGRAM NAME	HOURS	ACCESS
Applied PCS	117 hours	4 months
Career FastTrack: Medical Assisting	284 hours	3 months
Career FastTrack: Medical Transcription Editor	107 hours	4 months
Certificate of Basic MACRA-MIPS Proficiency	2 hours	1 month
Certified MACRA-MIPS Healthcare Professional	15 hours	1 month
Computer Technician	230 hours	3 months
CPT Recharge	20 hours	4 months
DRG Recharge	3 hours	4 months
EKG Technician	31 hours	3 months
Executive Assistant with Microsoft Office 2010 Training	160 hours	3 months
Executive Assistant with Microsoft Office 2016 Training	165 hours	3 months
Healthcare IT	582 hours	4 months
ICD-10 Recharge	22 hours	4 months
Inpatient Auditing	410 hours	4 months
Medical Administrative Assistant	228 hours	3 months
Medical Administrative Assistant with EHR	285 hours	3 months
Medical Assistant	510 hours	4 months
Medical Assistant with Clinical Externship	640 hours	4 months
Medical Assistant with Introduction to Scribe	516 hours	4 months
Medical Billing	180 hours	3 months
Medical Office Manager	330 hours	4 months
Medical Terminology	25 hours	60 days
Medical Transcription	570 hours	4 months
Medical Transcription Editor	640 hours	4 months
Microsoft Access 2010	29 hours	3 months
Microsoft Access 2016	30 hours	3 months
Microsoft Excel 2010	29 hours	3 months
Microsoft Excel 2016	30 hours	3 months
Microsoft Office 2010	121 hours	4 months
Microsoft Office 2016	130 hours	4 months
Microsoft Outlook 2010	21 hours	3 months
Microsoft Outlook 2016	20 hours	3 months
Microsoft PowerPoint 2010	21 hours	3 months
Microsoft PowerPoint 2016	22 hours	3 months
Microsoft Word 2010	25 hours	3 months
Microsoft Word 2016	28 hours	3 months
Pharmacy Technician	292 hours	3 months
Pharmacy Technician (ASHP/ACPE)	600 hours	4 months
Pharmacy Technician with Healthcare Administration	554 hours	4 months
Pharmacy Technician with Healthcare Administration and Billing	599 hours	4 months
Pharmacy Technician with Healthcare Billing	449 hours	4 months

Phlebotomy Technician	57 hours	3 months
Physical Therapy Aide	275 hours	4 months
Physical Therapy Office Professional	395 hours	4 months
Professional Medical Coding and Billing	523 hours	4 months
Professional Medical Coding and Billing with Applied PCS	640 hours	4 months
RHDS Exam Prep	90 hours	4 months
Veterinary Assistant	150 hours	3 months
Veterinary Office Manager	347 hours	4 months

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 administrative assisting, computer technician, medical administrative assisting, medical assisting, medical coding and billing, medical transcription, or veterinary assisting fields. Students in the state of Utah who take the Pharmacy Technician program are required to complete an externship to comply with state requirements. Entry-level employment opportunities within all of these fields are abundant, and employment decisions are typically made on the basis of demonstrated competency. Because the Career Step programs are competency based, Career Step graduates tend to do well in securing employment.

Career Step program graduation rates

PROGRAM NAME ¹	2013	2014	2015
Medical Transcription	66%	62%	40%
Medical Coding and Billing	45%	59%	64%
Pharmacy Technician	49%	55%	61%
Medical Administrative Assistant	67%	66%	57%
Executive Assistant	65%	51%	40%
Medical Billing	58%	60%	65%
Computer Technician	49%	57%	55%
Medical Administrative Assistant with EHR	-	69%	70%
Healthcare IT	-	-	25%
Medical Office Manager	-	-	79%
Veterinary Assistant	-	-	99%
Pharmacy Technician with Healthcare Administration	-	-	-
Pharmacy Technician with Healthcare Administration and Billing	-	-	-
Pharmacy Technician with Healthcare Billing	-	-	-
Veterinary Office Manager	-	-	-
Inpatient Auditing	-	-	-
Medical Assistant	-	-	-
Pharmacy Technician (ASHP/ACPE)	-	-	-
Career FastTrack: Medical Assisting	-	-	-

Career FastTrack: Medical Transcription Editor	-	-	-
Physical Therapy Aide	-	-	-
Medical Assistant with Clinical Externship	-	-	-
Medical Assistant with Introduction to Scribe	-	-	-
Physical Therapy Office Professional	-	-	-

Career Step program placement rates:

PROGRAM NAME ¹	2013	2014	2015
Medical Transcription	85%	95%	94%
Medical Coding and Billing	51%	74%	61%
Pharmacy Technician	50%	77%	68%
Medical Administrative Assistant	56%	50%	46%
Executive Assistant	50%	62%	60%
Medical Billing	-	57%	33%
Computer Technician	-	100%	75%
Medical Administrative Assistant with EHR	-	-	67%
Healthcare IT	-	-	-
Pharmacy Technician with Healthcare Administration	-	-	-
Pharmacy Technician with Healthcare Administration and Billing	-	-	-
Pharmacy Technician with Healthcare Billing	-	-	-
Veterinary Assistant	-	-	-
Veterinary Office Manager	-	-	-
Inpatient Auditing	-	-	-
Medical Assistant	-	-	-
Pharmacy Technician (ASHP/ACPE)	-	-	-
Career FastTrack: Medical Assisting	-	-	-
Career FastTrack: Medical Transcription Editor	-	-	-
Physical Therapy Aide	-	-	-
Medical Assistant with Clinical Externship	-	-	-
Medical Assistant with Introduction to Scribe	-	-	-
Physical Therapy Office Professional	-	-	-

SATISFACTORY PROGRAM COMPLETION CREDENTIALS

For any program other than Inpatient Auditing, 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. Students are allowed to take the final exam up to three (3) times. Each final exam will be unique.

Medical Transcription and Medical Transcription Editor programs:

- *Standard Graduation:* 85%-90% on both portions of the final
- *Graduation with Honors:* 90%-94% on both portions of the final
- *Graduation with High Honors:* 95%-100% on both portions of the final

MACRA-MIPS programs: 80% on the final

All other programs:

- *Standard Graduation*: 75%-89% on the final
- *Graduation with Honors*: 90%-100% on the final

The Inpatient Auditing course requires students to pass all course exams with a score of 85% or better. All course exams can be attempted up to three (3) times. Students are allowed two (2) attempts to complete the online components of the Audit Practicum. The audit summary report and recorded presentation components of the practicum can only be submitted once. Upon successful completion of all courses (providing the student's account is paid), students will receive a Certificate of Graduation from Career Step.

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.

1 Based on program launch dates, 3 years of data may not be available for every program as an insufficient amount of time may have passed to effectively measure rates for a statistically significant population of students.