PALLADIUM

TECHNICAL ACADEMY

SCHOOL CATALOG

January 2026 – December 2026

Your Path to a Healthcare Career

10229 Lower Azusa Rd., Temple City, California 91780
Phone: (626) 444-0880 | Fax: (626) 444-4441
www.palladium.edu

Approved to Operate by the Bureau for Private Postsecondary Education
Nationally Accredited by the Council on Occupational Education

All information in this catalog is current, correct, and certified by Amir Shafe.

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1. MISSION, PHILOSOPHY & OBJECTIVES

Mission

Palladium Technical Academy's objectives are to educate and train students from diverse backgrounds in the essential skills and knowledge required by companies in the medical field and computer field. This means that the students will obtain technical knowledge and the skills necessary to embark on careers in their respective fields.

Philosophy

Palladium Technical Academy believes that each student deserves a quality education. An educational institution and its curriculum needs to relay the actual and practical knowledge and skills needed in the real world. We strongly believe that provided an environment conducive to learning and growth, students would reach their best abilities and enhance their capabilities. Palladium Technical Academy believes in co-intentional education where a student and the institution define the criteria of the education together in a collaborative manner. This institution seeks to be an educational center where all students can reach out to enhance their knowledge for a more promising career.

Three professionals founded the school: a medical physician, a computer professional and a medical administrator. They brought many years of experience to the institution and the knowledge of what is actually needed to perform and succeed in a real working environment.

Objectives

The main objectives of Palladium Technical Academy are:

- To provide quality education with both technical skills and knowledge.
- To provide an understanding of what it takes to perform efficiently and successfully in a working environment.
- To provide empowerment through knowledge and skills.

All technical programs taught in this school are in high demand in the occupational market with great future growth potential.

2. APPROVAL & ACCREDITATION

State of California

Palladium Technical Academy's approval to operate through November 11, 2029 in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. Palladium Technical Academy is a private institution that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

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:

Bureau for Private Postsecondary Education

Address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834

Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: (888) 370-7589 (toll-free) | (916) 574-8900

Fax: (916) 263-1897 | Website: www.bppe.ca.gov

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

Accreditation

Palladium Technical Academy has achieved national accreditation from the Council on Occupational Education (COE), which is an accrediting agency recognized by the United States Department of Education.

COE Address: 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350

Phone: (800) 917-2081 | Fax: (770) 396-3790

Governing Body

Director/CAO: Amir Shafe

Executive Officer: Dani Duncan

3. FACILITIES & EQUIPMENT

All courses are taught and held on campus at Palladium Technical Academy, 10229 Lower Azusa Rd. in Temple City, California 91780.

Our training facility occupies 7,000 square feet of a two-story building. The classrooms are large, air conditioned and furnished appropriately for their instructional purpose. Palladium Technical Academy meets all safety standards.

Equipment & Resources

Our facility offers its students a reference library/media center with reference texts and other educational materials related to our curriculum. Our computer labs are equipped with IBM compatible computers with educational software for students to practice new skills and enhance their learning experience. Special medical equipment is provided for the use of students in our medical programs including simulated examination and patient care areas.

Library/Media Center

An assortment of books and references are readily available to all students and instructors. Students may check out books by completing a “check out” form provided by Student Services. The books and media are accessible and available during school hours.

Location & Transportation

Convenient free parking for students is available at the campus. The campus is located in close proximity to public transportation such as the El Monte bus station and the El Monte Metro Link Station.

Administrative Office:	10229 Lower Azusa Rd., Temple City, CA 91780
Office Hours:	8:30 AM to 5:00 PM
Phone:	(626) 444-0880
Fax:	(626) 444-4441
Website:	www.palladium.edu

4. FACULTY & ADMINISTRATION

Name	Position	Qualifications	Department
Amir Shafe	Director/Education Director/ PT Instructor-FT	MA & BS Computer Sciences, Cal State Long Beach	Administration
Dani Duncan	Director of Financial Aid-FT	15 yrs Financial Aid exp., 20 yrs medical office exp.	Administration
Marilyn Gesualdo	Business Office-FT	15 Years Financial Aid exp.	Administration
Lorena Lopez	Registrar/Student Services-FT	10 Years Business Admin exp.	Administration
Nellie Clark	PT Instructor	Teaching Credential-Voc. Ed., UC Riverside, 15 yrs MA exp.	Medical Programs
Meri Khana	PT Instructor	BS Health/Human Sciences, Tbilisi State Univ., 20 yrs coding	Medical Programs
Deborah Miller, RN	Director of Phlebotomy PT Instructor	BS Nursing, 50 Years experience	Medical Programs
Margaret Quiroz, CPT 1	PT Instructor	30 Years CPT 1 experience	Medical Programs
Barry Walker	PT Instructor	BA Sir George Williams Univ., 30 Yrs EMR/Medical Billing	Medical Programs
Anas Melikian	PT Instructor	MS Computer Science, Technical Inst. of Yerevan, 25 yrs	Computer Programs

5. ADMISSION POLICIES & PROCEDURES

Admission Requirements

Palladium Technical Academy admits as regular students only persons with:

- A high school diploma, or
- The recognized equivalent of a high school diploma such as GED, HISET or TASC certificate, or
- A certificate of the successful completion of the California High School Proficiency Exam, or
- For home schooled students, a transcript or the equivalent signed by the parent or guardian
- And/or are beyond the age of compulsory school attendance (18 years old in California).

All applicants will be considered without regard to race, color, national origin, sex, age, disability, religion, or sexual orientation.

Additional Admission Requirements

- Pass a Wonderlic Assessment (English, Reading, Numerical) with a minimum score of 60%.
- Visit the school and have an interview with an admissions representative.
- Complete the required application for admission.
- Meet with Financial Aid to discuss tuition, fees, and financial options.

Students who fail the entrance exam must wait a minimum of seven calendar days prior to retaking the exam. Students must take an alternate form of the exam the next time it is taken.

Ability to Benefit Students

We do not accept ability to benefit (ATB) students unless eligibility was established prior to July 1, 2012; the applicant will be required to provide such documentation.

English Instruction/Proficiency

Palladium Technical Academy does not provide instruction in English as a Second Language. All instruction is provided in English. English language proficiency is documented through the Wonderlic Assessment.

Foreign Students

Palladium Technical Academy does not admit students from other countries, provide visa services or vouch for foreign student status.

Transfer of Credit Policy

The school will evaluate previous education and training at the discretion of the Education Director. No credit for prior experiential experience is granted. There is no charge for evaluation of credit. All decisions on credit are final.

Notice Concerning Transferability of Credits

The transferability of credits you earn at Palladium Technical Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you seek to transfer. If the credits or certificates that you earn at this institution are not accepted at the institution you seek to transfer to, 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 would meet your educational goals.

Palladium Technical Academy has not entered into an articulation or transfer agreement with any other college or university.

6. ACADEMIC POLICIES

Schedule and Calendar

This catalog is for the year January 1, 2026 – December 31, 2026. Programs are comprised of several modules. Modules provide flexible scheduling allowing students to embark on their education at the start of any given module. All programs have open enrollment at the start of each module.

Holidays Observed

New Year's Day • Martin Luther King Day • Presidents Day • Memorial Day • Independence Day • Labor Day • Veterans Day • Thanksgiving Day • Day after Thanksgiving • Christmas Day

Holy Days of all Religions are respected and allowed.

Instruction Methods

Various methods are utilized for instruction such as lectures, laboratories, case studies, simulations and individualized methods. Video and audiotapes are both utilized. Assignments, field trips, and guest speakers are also part of our educational process.

Program Measurement

- 1 quarter credit hour = 10 clock hours of lecture
- 1 quarter credit hour = 20 clock hours of laboratory time
- 1 quarter credit hour = 30 clock hours of externship work experience

Grading Scale

Grade	Description	Percentage
A	Excellent	90% - 100%
B	Good	80% - 89%
C	Satisfactory	70% - 79%
D	Poor	60% - 69%
F	Failing	0% - 59%
W	Withdrawal	No credit

Satisfactory Academic Progress (SAP)

All students must progress toward completion at a pace specified by the SAP policy, regardless of how they pay for tuition.

Qualitative Requirement

Students must maintain a cumulative GPA of 2.0 in all programs.

Quantitative Requirement – Pace of Completion

Students must successfully complete 67% of cumulative credits or clock hours attempted.

Maximum Timeframe

Students must complete their program within 150% of the scheduled length.

SAP Sanctions

Students not meeting SAP requirements will be subject to SAP Warning, SAP Probation, and/or dismissal/termination. Students may appeal within ten (10) business days following notification. Only appeals based on extenuating circumstances will be considered. The decision of the Campus Director is final.

Attendance Policy

A minimum of 75% attendance must be maintained throughout the enrollment period. Satisfactory attendance is evaluated at 25%, 50%, and 75% of program length. A student arriving more than 15 minutes late will be considered tardy.

Leave of Absence

The initial leave does not exceed 60 days. The total leave granted in a 12-month period may not exceed 180 days.

Graduation Requirements

- Achieve a cumulative GPA of 2.0 or higher and pass every course/module
- Complete training with an attendance rate of 75% of total program hours
- Meet all financial obligations to the school

7. TUITION, FEES & FINANCIAL INFORMATION

Schedule of Total Charges

Program	Tuition	Reg Fee	STRF	Books/Equip	Total
Medical Clinical Assistant	$13,500	$75	$37.50	$1,387.50	$16,000
Medical Billing Specialist	$13,500	$75	$37.50	$1,387.50	$16,000
Community Health Worker	$13,500	$75	$37.50	$1,387.50	$16,000
Medical Administrative Asst.	$5,850	$75	$17.50	$1,057.50	$7,000
Phlebotomy Technician	$1,160	$250	$0	$190	$1,600

All tuition and fees are payable in advance unless other arrangements have been made. Registration and STRF fees are non-refundable.

If you obtain student loans, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

Student Tuition Recovery Fund (STRF)

"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."

To be eligible for STRF, you must be a California resident or 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:

- The institution or educational program was closed or discontinued.
- You were enrolled within 120 days before closure.
- The Bureau determined a significant decline in program quality more than 120 days before closure.
- The institution failed to pay a Bureau-ordered refund.
- The institution failed to pay or reimburse federal student loan proceeds as required.
- You received a monetary award from an arbitrator or court but could not collect.
- You sought legal counsel resulting in cancellation of student loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event. No claim can be paid without a social security number or taxpayer identification number.

Financial Aid Programs

Palladium Technical Academy participates in financial aid programs. Federal Financial Aid is available for all programs except Phlebotomy and Medical Administrative Assistant:

- Federal Pell Grant (PELL)
- Federal Parent PLUS Loans
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Subsidized and Unsubsidized Loans
- Workforce Investment Act (WIA)
- Private Rehabilitation Benefits
- Veterans Benefits (GI Bill)

8. CANCELLATION & REFUND POLICY

Student's Right to Cancel

You have the right to cancel agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.

After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a pro rata refund if you have completed 60% or less of the scheduled hours in the current payment period.

Cancellation may occur when the student provides a written notice of cancellation at: Palladium Technical Academy, 10229 Lower Azusa Rd., Temple City, CA 91780. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

If the Enrollment Agreement is cancelled, the school will refund the student any money paid, less a registration or administration fee not to exceed $100.00.

Withdrawal and Refund Policy

You may withdraw at any time after the cancellation period and receive a pro rata refund if you have completed 60% or less of the scheduled hours. If more than 60% of the period of attendance has been completed, the tuition is considered earned. The refund will be less registration, STRF, and any equipment not returned in good condition.

Refunds are made without requiring a request from the student, as soon as possible but no later than 45 days after the institution's determination that the student withdrew.

Return of Title IV Funds

All Title IV recipients who withdraw having completed 60% or less of the payment period are subject to federal refund regulations. Funds are returned in this order:

- 1. Unsubsidized Direct Loans
- 2. Subsidized Direct Loans
- 3. Direct Plus Loans
- 4. Federal Pell Grants
- 5. FSEOG

Official Withdrawal Contact: Dani Duncan, Financial Aid Director, 10229 Lower Azusa Rd, Temple City, CA 91780 or daniduncan@palladiumta.com

9. STUDENT SERVICES

Orientation

Students will be scheduled to attend an orientation session prior to the start of their program. Policies and procedures will be reviewed and the student will receive their student handbook.

Advising

Students have access to staff for both vocational and academic advising. Students experiencing personal problems requiring professional counseling will be referred to appropriate agencies.

Job Placement Services

Palladium Technical Academy assists graduates in employment preparation and search activities. Students receive training in resumes and interview skills. The Placement Department actively provides assistance in locating suitable employment. Palladium Technical Academy does not guarantee employment to any student.

Housing

Palladium Technical Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. Rental properties in Temple City start at approximately $1,200.00 and in nearby El Monte start at approximately $900.00 per month.

Americans with Disabilities Act

Our school is committed to providing equal opportunities to otherwise qualified individuals with disabilities, including providing reasonable accommodations whenever necessary.

Office of Student Assistance and Relief

The Office of Student Assistance and Relief may be reached by calling (888) 370-7589, Option #5, or by visiting https://osar.bppe.ca.gov/.

10. STUDENT CONDUCT & INSTITUTIONAL POLICIES

Dress Code

Students enrolled in Medical Programs are required to wear medical attire as specified during enrollment and orientation. Students dressed inappropriately may be asked to leave class.

Student Conduct

Any student who fails to maintain satisfactory progress or attendance, violates safety regulations, interferes with another student's work, is disruptive, obscene, or appears to be under the influence of alcohol or drugs is subject to immediate termination.

Sexual Harassment Policy

Palladium Technical Academy is committed to providing an environment free from all forms of discrimination. Conduct that can be considered harassing, disruptive, or coercive is prohibited. Anyone engaging in harassment will be subject to disciplinary action up to and including termination.

Drug Abuse Prevention

The use of drugs or alcohol is strictly forbidden on premises. Students who need counseling assistance should contact Student Services. All referrals are kept confidential.

Campus Safety

Security cameras are located in the facility and parking area. Campus crime statistics are maintained and updated annually in compliance with regulations.

11. STUDENT GRIEVANCE & COMPLAINT PROCEDURES

Students should submit a written complaint within 48 hours after the incident. The school director will commence a grievance committee within 7 days. All complaints must be resolved within 30 days of their initial report.

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 at www.bppe.ca.gov.

Unresolved complaints may also be reported to the Council on Occupational Education: 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, Phone: (800) 917-2081.

12. STUDENT RECORDS & FERPA

Student records are kept for not less than five (5) years. Academic transcripts are kept indefinitely and are available upon written request.

FERPA Rights

- The right to inspect and review educational records within 45 days of a written request.
- The right to request amendment of records believed to be inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information.
- The right to file a complaint with the U.S. Department of Education: Family Policy Compliance Office, 600 Independence Avenue, SW, Washington, DC 20202-4605.

13. CONSUMER PROTECTION & DISCLOSURES

Bankruptcy Disclosure

Palladium Technical Academy has never filed for bankruptcy petition, currently does not have a pending petition in bankruptcy, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal Law.

Prospective Student Notice

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.

For graduation rates, median debt of graduates, and other important information, please visit www.palladiumta.com.

14. OFFERED EDUCATIONAL PROGRAMS

Programs at a Glance

Program	Hours / Credits	Duration	Credential	SOC Code
Medical Clinical Assistant	760 hrs / 51 QCH	30 weeks	Diploma	31-9092
Medical Billing Specialist	760 hrs / 51 QCH	32 weeks	Diploma	29-2072
Community Health Worker	760 hrs / 53.5 QCH	32 weeks	Diploma	21-1094
Medical Administrative Asst.	480 hrs / 32 QCH	20 weeks	Diploma	43-6013
Phlebotomy Technician	104 hrs	16 days	Diploma	31-9097

Medical Clinical Assistant

SOC Code: 31-9092 | Diploma Program

Length: 30 Weeks | 760 Clock Hours | 51 Quarter Credit Hours

Schedule: Mon–Fri 8:30 AM – 1:30 PM

This program is designed to train students for the clinical duties routinely performed in health care facilities including taking medical histories, recording vital signs, preparing patients for examination, and assisting the physician during exams and procedures. Students learn human anatomy, medical terminology, commonly used medical instruments, taking vital signs, drawing blood, giving injections, disposing of contaminated supplies, basic laboratory tests, and performing electrocardiograms.

Course	Clock Hours	Quarter Units
MA100 - Medical Fundamentals	40	3
CS100 - Computer Essentials	40	3
MA101 - Business and Medical Office	40	3
MA150 - Basic Pharmacology	80	6
MS200 - Medical System I	80	6
MS201 - Medical System II	80	6
MS202 - Medical System III	80	6
MA103 - HIPAA-EMR	80	6

Course	Clock Hours	Quarter Units
MA104 - Medical Forms	40	3
EM102 - Employment Preparation	40	3
EM100 - Externship	160	6
TOTAL	**760**	**51**

Medical Billing Specialist

SOC Code: 29-2072 | Diploma Program

Length: 32 Weeks | 760 Clock Hours | 51 Quarter Credit Hours

Schedule: Mon–Thu 8:30 AM – 1:30 PM

This program trains students to perform billing duties for health care providers. Students learn computer software, medical terminology and anatomy for ICD-10 and CPT coding, insurance plans and coverage, computerized and manual billing, claims processing, collection procedures, and medical office management software.

Course	Clock Hours	Quarter Units
MA100 - Medical Fundamentals	40	3
CS100 - Computer Essentials	40	3
MA101 - Business and Medical Office	40	3
MB100 - Intro to Insurance Billing	40	3
MB102 - Office Equipment & Telephone	40	3
MB200 - Medical Billing Computer	80	6
MB201 - ICD-10 & CPT Coding	80	6
MB202 - Coding for Special Programs	80	6
MA103 - HIPAA-EMR	80	6
MA104 - Medical Forms	40	3
EM102 - Employment Preparation	40	3
EM100 - Externship	160	6
TOTAL	**760**	**51**

Community Health Worker

SOC Code: 21-1094 | Diploma Program

Length: 32 Weeks | 760 Clock Hours | 53.5 Quarter Credit Hours

Schedule: Mon–Fri 8:30 AM – 1:30 PM

This Community Health Worker (CHW) certification program is designed to equip students with the knowledge, skills, and experience required to work effectively in the field of community health. The course covers key topics such as communication skills, health education, public health principles, patient advocacy, chronic disease management, mental health, basic medical knowledge, health data collection, and ethics. The program concludes with a practicum where students apply their learning in a real-world healthcare setting.

Course	Clock Hours	Quarter Units
Intro to Community Health Work	60	4.5
Communication Skills	80	6
Health Education and Promotion	80	6
Public Health Principles	60	4.5
Patient Advocacy and Navigation	60	4.5
Chronic Disease Management	60	4.5
Mental Health and Substance Abuse	80	6
Basic Medical Knowledge	80	6
Health Data Collection & Reporting	60	4.5
Ethics and Confidentiality	60	4.5
EM100 - Externship	80	2.5
TOTAL	**760**	**53.5**

Medical Administrative Assistant

SOC Code: 43-6013 | Diploma Program

Length: 20 Weeks | 480 Clock Hours | 32 Quarter Credit Hours

Schedule: Mon–Fri 8:30 AM – 1:30 PM

This program prepares students for administrative positions in healthcare settings. Students learn medical office procedures, records management, scheduling, patient communications, insurance verification, billing basics, HIPAA compliance, and electronic medical records. Graduates are qualified to manage the front office operations of medical practices, clinics, and hospitals.

Course	Clock Hours	Quarter Units
MA100 - Medical Fundamentals	40	3
CS100 - Computer Essentials	40	3
MA101 - Business & Medical Office	40	3
MAA100 - Medical Office Procedures	60	4
MAA110 - Medical Records Management	60	4
MAA120 - Insurance & Billing Basics	40	3
MA103 - HIPAA-EMR	60	4
MAA130 - Office Communications	40	3
EM102 - Employment Preparation	40	3
EM100 - Externship	60	2
TOTAL	**480**	**32**

Phlebotomy Technician

SOC Code: 31-9097 | Diploma Program

Length: 16 Days | 104 Clock Hours

Schedule: Mon–Fri 8:30 AM – 12:30 PM, 1:30 PM – 5:30 PM, or 6:00 PM – 10:00 PM

This program provides students with the skills to become a Certified Phlebotomist Technician (CPT1). Students are given classroom and clinical instruction to safely collect and handle blood specimens. The program includes an externship with 50 venipunctures and 10 skin punctures.

Module	Clock Hours
Module 1 - Introduction / Infection Control	8
Module 2 - Anatomy & Physiology / Skin Prep	8
Module 3 - Circulatory System / Order of Draw	8
Module 4 - Special Populations / Butterfly & Syringe	8
Module 5 - Safety & Blood Borne Pathogens	8
Module 6 - Specimen Collection & EMR	8
Module 7 - Capillary Puncture / Arterial Gases	8
Module 8 - Legal Issues / CLIA	8
Externship	40
TOTAL	**104**

Licensure

Applicants apply at California Department of Public Health, Laboratory Field Services (CDPH, LFS) at www.cdph.ca.gov. Requirements: high school diploma/GED, 40-hour course, 40-hour practicum (50 venipunctures + 10 skin punctures), passing the NHA certification exam, and state application fee.

Catalog Acknowledgment

I have received a copy of the school catalog. I have read and understand the information contained in this catalog, including the program descriptions, tuition and fees, refund policy, student grievance procedures, and all other policies and disclosures.

I understand that the information in this catalog is subject to change and that it is my responsibility to keep informed of any such changes.

Student Name (Print) _____ **Date** _____

Student Signature _____ **Date** _____

School Official Signature _____ **Date** _____