



SPECIALTY CERTS INSTITUTE

2026 School Catalog

Volume One

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Specialty Certs Institute, reserves the right to change this catalog
in content, equipment, materials, organizations, certifications, policy,
and curriculum whenever the institute feels it is necessary.



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Welcome

On behalf of Specialty Certs Institute, we would like to congratulate you for taking the next step towards a rewarding future. Please take a moment to review our catalog. It is important that you understand the policies, services, staff, and expectations that Specialty Certs Institute holds in the highest of esteem.

We are committed to providing an online educational experience that focuses on preparing our students with the necessary academic and occupational skills that are in high demand in today's workforce.

Our Specialty Program Instructors are chosen because of their passion for teaching, expertise in the field, and exceptional instructional ability. Each instructor holds specialized industry certifications, and every lesson is designed to prepare you for your certification.

SCI staff and faculty work as one team to ensure that we can all stand in excellence. Our culture is inclusive, supportive, and strives to provide an environment where everyone feels empowered and has the tools to succeed.

Our faculty and staff acknowledge that individuals come to us with different strengths and areas of opportunity. We meet people where they are and challenge them in a way that helps them grow in their confidence and abilities.

We are honored you have chosen Specialty Certs Institute as your educational school. We are looking forward to sharing in your success.

Yours in education,

Mollie E. Woodworth

Mollie E. Woodworth
Founder & CEO



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Mission

*Our mission is to train and enhance
the skills of individuals who want to compete
and grow within today's global job market.*

Educational Objectives

- Ensure success beyond the classroom by providing a caring online community, reinforcing strong critical thinking skills, and practicing effective communication
- Measure student outcomes through skill development, passing of specialized industry certifications and career placement
- Build student confidence by providing a learning environment that is both challenging and rewarding
- Encourage professionalism and leadership skills by stressing the importance of self-reflection, teamwork, and personal accountability



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Admission Requirements

- Individuals can enroll in any Specialty Certs training program, but they must have proof of a high school diploma or general education diploma from a creditable school before they can complete training and be scheduled to sit for their certification. Visit www.nhanow.com for further explanation of requirements.
- Applicants should contact Specialty Certs Institute to schedule an appointment to discuss their training program of interest. All applicants are required to complete an intake with a Specialty Certs Program Specialist.
- Specialty Certs Institute, also offers specialized training to companies who wish to enhance their employees with new skills training and certifications. Please contact Specialty Certs Institute for details regarding business training options.
- Applicants enrolling in any training program must follow the requirements that are defined within each program outlined in Specialty Certs Institute's catalog.

There are no other prerequisite requirements to begin a training program.



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Tuition

- Specialty Certs Institute programs are cash only paid programs.
- Tuition cost is \$4,700 for six (6) months of training. Students will discuss with their Program Specialist payment options and assistance.
- Students will need to have their payment that is due, paid to the Institution on time. Students who do not have their payment in on time will be dismissed.
- *Attempted Course is defined as the student was counted as active and did not withdraw or drop within the Drop/Add time period. Active is defined as a student completed one or more of the following course work: Discussion Questions, Assessments, or Practical/Online Assignments.*
- If dismissed, students may return, but will have to pay in full to start their program over. *This does not include students who were dismissed for failing a class or not meeting program completion requirements.*
- Textbooks, class materials, are included in the tuition cost, along with the National Healthcareer Services membership and certification.
- Students are allowed to keep all their books and materials.

Refunds

Before Drop/Add of Term I - Refundable amount: \$2,350.00

After Drop/Add of Term I - No refunds



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Credit Hours

- Specialty Certs Institute defines one semester credit hour as equivalent to 8 contact hours. There are a total of 32 clock hours per class for each term.

Enrollment Period

- Enrollment Periods are in four week terms . Students will progress to their next scheduled classes if all academic requirements have been met at the end of their term.

Transfer Session

- Students will be granted permission to transfer between day and evening sessions as long as the request is made before the start of a new term and only if the class session is available. Session transfers cannot be made during the same term. Students who need to switch sessions must submit an email request to:
Assitance@Specialtycerts.com.
- Students will then receive an electronic Transfer Session Form to complete. Students need to have the form signed and submitted before Wednesday of week IV. If received after Wednesday of week IV - students may not be granted approval.



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Scheduling Contact Hours

- For students enrolled in a Training Program, the minimum attendance schedule consists of 8 hours per week, per class.
- Students will have a minimum of 32 hours per course and should plan accordingly. Any concerns with this time commitment should be discussed immediately with a Program Specialist.

Drop/Add Period

- Specialty Certs official registration for drop/add ends on Monday of week 2 for Term I. Students who wish to drop after becoming active, must contact their Specialty Certs Program Specialist before Monday 10:00 PM of week 2.
- Students are responsible for completing any course work missed each week. New and returning students who have not completed any course work for 7 consecutive days, (including weekends) will be administratively withdrawn from Specialty Certs Institute.



Absences

- Specialty Certs Institute has no “excused” absences, Students who do not complete any course work for (7) seven consecutive days, will be administratively dropped from their program. If students miss a due date, it is their responsibility to make-up the work within two (2) days after the initial due date. Any course work submitted after 2 days of initial due date will result in a zero.

Academic Accommodations

- *Specialty Certs Institute, LLC is an Equal Opportunity Educational Institution and does not discriminate in the recruitment and admission of students with respect to race, color, sexual orientation, sexual identity, sex, age, handicap, disability, national origin.*
- Students will need to submit the following to receive accommodations. 1. Past documentation of a 504 Plan or Letter from a M.D or License Counselor 2. Signed document of *Specialty Certs Institutes Accommodation Plan* and submitted back to the Specialty Program Specialist.
- Applicants, prospective, or enrolled students with disabilities will work with Specialty Certs Institute to identify reasonable accommodations/adjustments necessary to enable him/her to fully participate in the admissions and/or educational program of interest. Note: Students will need to contact NHA if they are seeking approval for accommodations for their certification test.



Re-Enrollment

- A student who wishes to be re-enroll back into their program after voluntarily or involuntarily being withdrawn will be required to contact the Institution and schedule a re enrollment meeting.
- Upon re-enrollment, students will be required to complete a new enrollment agreement. This enrollment will reflect a new expected start and completion date along with any other updates that reflect the current program.
- Students who are granted re-enrollment will start their training over and will be responsible for full cost of tuition. Any previous balances or financial obligations to the Institution must also be paid before the student will be granted re- enrollment.
- Students must have been withdrawn/dropped for a minimum of 90 days of the student's official drop/ withdrawal date before they can restart training.
- Upon re-enrollment, students will also be required to complete a Student Success Plan.
- The Student Success Plan is used to provide extra support to students as they restart their training.
- The Program Specialist will complete a Student Success Plan that will discuss the circumstances that caused the student to withdraw or drop from their program , along with expectations and goals to successfully complete their program.
- Students will only be required to complete a Success Plan for the term they are starting. Further evaluation, intervention, and coaching maybe implemented if satisfactory progress is not met.



Academic Transcript & Student Records

- Academic transcripts are prepared and reviewed at the end of each term. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student records at Specialty Certs Institute are only open for inspection to students and parents of dependent students to review and challenge any and all parts of said records. This inspection can be requested during regular business hours. The following items are exempt from FERPA:
 1. Parents' Confidential Statement, Financial Need Analysis Report, and Institutional Student Information Record (ISIR).
 2. Letters of recommendations received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.
 3. Records about students made by instructor or administrators, which are maintained by and accessible only to the instructors or administrators.
 4. Security records.
 5. Employment records for school employees who are not current students.
 6. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for the treatment purposes and which are available only to persons providing the treatment.
- Students who complete enrollment paperwork will have the option to fill out a release form that includes disclosing their academic records.

*Students who are being funded through an agency
or a business will be required to complete a release form.*



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Student Records

- Student records include enrollment data, payment of fees, attendance, progress information, certificates earned and various placement information. These records will be maintained for at least 3 years following a student's departure and will be retained by SCl and for perpetuity of time.

Completion of Program

- Student records, including Academic Transcripts, are confidential. Academic Transcripts may be provided directly to students and parents of dependent students upon request.
- Academic Transcripts may not be provided to any other individual, employer, institution or any other party without the student's written request or completion of the release form.
- At the time of completion, or if withdrawn/drop, an electronic Official Academic Transcript from the Student Information System will be sent to students personal email on file with the Institute.
- Specialty Certs encourages students to save the email with the Official Transcript to use for future reference.



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Program Completion Requirements

- Program completion requirements must be met in order for a student to complete and graduate from their program.
- Please review the Program Description within this catalog for detailed program information.
- Students must have an overall GPA of a 2.5 in order to complete their program and sit for the certification.
- Courses with required proficiencies must be completed satisfactorily to successfully earn a passing grade for that course and to continue training.



Student Complaint Procedures

- If students have any problems or complaints with the Institution or its administration the following steps should be followed:
 1. Request for a meeting with the school staff and any other parties that may be involved. This meeting will be to discuss the grievances and to come up with a solution.
 2. If students are not satisfied with the outcome of the meeting, they can submit a written complaint email to the Chief Executive Officer .
 3. The Letter of Complaint will need to include the following:
 - I. Describe the problem/s or cause of concern.
 - II. Establish a timeline with accurate dates.
 - III. Identify the individuals name/s or group involved
 - IV. Proof of documentation or other exhibits that support students claim.
 - V. Summary of outcome from original meeting and explanation why student progressed to step 2.
- Students will receive a response within ten (10) business days from the time of the initial submission of complaint.
- If a student's questions or concerns are not resolved to the student's satisfaction, then the student may bring the situation to the attention of the institution's.,

Licensing Board: The Michigan Department Licensing and Regulatory Affairs,
P.O. Box 30714, Lansing, MI 48909



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Professional Assistance

- Students will receive professional development by completing our *Career Navigation Workshops*
- These workshops are designed to give students the knowledge and confidence to navigate the workforce.
- Career Assistance will be provided once students have successfully attained their certification.
- A criminal background history may hinder a student's ability to start, or complete training.
- It is important that the students disclose any criminal history or convictions with their Specialty Certs Program Specialist.

Career Assistance Services are available,
however Specialty Certs Institute does not and
cannot guarantee employment to any student.



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Learning Platforms

- Specialty Certs Institute's training is 100% online and uses Google Classroom as their learning platform. Google Classroom is a suite of online tools that allows teachers to set assignments, have work submitted by students, to mark, and to return graded papers. Google Classrooms allows digital learning possible.
- Since Google Classroom is online-based, students can access it in some form from pretty much any device with a web browser. Processing is done at Google's end mostly, so even older devices are able to handle most of Google's resources.
- Google Classroom has a lot of options to help educate and train students remotely. Instructors are able to set assignments and upload documents that explain what is required for completion, and also provide extra information and a place for students to actually work.
- Specialty Certs Institute also works directly with the National Health-Career Association to provide students with an engaging and interactive learning experience.
- Students will receive a personal account through NHA that will remain active up to 2 years. Students will still be able to access their account even after they complete their program.



Grading Scale

- Student progress will be measured based on a 0% - 100% grading scale. Students who receive a course grade of 60% or higher will be dismissed from their training.
- Students must complete their overall Program with a 2.5. Students who do not pass with a 2.5 overall, will not be eligible to sit for certification.

Percentage	Point Values	Letter Grade	GPA
100 - 97	1280 - 1241	A+	4.0
96 - 93	1240 - 1190	A	3.9
92 - 90	1189 - 1150	A-	3.7
89 - 87	1151 - 1112	B+	3.3
86 - 83	1113 - 1060	B	3.0
82 - 80	1061 - 1022	B-	2.7
79 - 77	1023- 984	C+	2.3
76 - 73	983- 932	C	2.0
72 - 70	933 - 894	C-	1.7
69 - 67	895 - 858	D+	1.3
66 - 63	857 - 830	D	1.0
62 - 60	831 - 767	D-	0.7
Below 60 (Fail)	766 - Zero	E/F	0.0



Academic Progress & Standards

- Students are expected to satisfactorily complete their program of study in a timely manner. Academic progress will be applied consistently to all students.
- Each student has a prescribed Enrollment Period, which specifies his or her Start date and expected Graduation date.
- Students are expected to complete training by their Graduation date.
- Students must maintain satisfactory academic progress in order to remain eligible to continue as a student of Specialty Certs Institute.
- Students who earn below a 60%) in a class will FAIL their program. Students who fail a class will not be allowed to continue their training. **(See extenuating Circumstances)**
- Students who fall below a 2.5 overall GPA, will be placed on Academic Probation and will have to complete a Student Progress Plan.
- Students will have a weekly meeting with their Program Specialist to review progress plan and to discuss best practices.
- The Student Progress Plan will be part of the students official records, along with any notes from the meetings with the Program Specialist.

Extenuating Circumstances

An extension to complete course work may be given for emergency situations and extenuating circumstances. Appropriate documentation must be submitted to SCI before a new completion date will be approved for student. The time to complete work will be determined by SCI.



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Academic Integrity

- Plagiarism/ Plagiarizing is simply copying another persons work, idea, or material/s and claiming it to be their own.
- Specialty Certs Institute expects all students to prepare and submit work which is their own and which acknowledges the work of others.
- Students who are caught plagiarizing will be given a warning and receive a zero for the work that was not their own. The same holds for anyone caught cheating.
- Further disciplinary action will take place up to suspension or expulsion if further offenses occur.

Student Conduct

- Every student will sign a Student Conduct form as part of their enrollment agreement. Specialty Certs Institute expects all students to conduct themselves in professional and respectful manner in their thoughts, ideas, actions, and communication.
- Any unprofessional behavior will be delt with swiftly and will be documented and placed in the student's records.
- Students are expected to review the Student Conduct form in the enrollment packet. We want every student and employee to feel respected and valued and are committed to fostering a learning environment where students and employees can stand in excellence.



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Medical Billing & Coding

Approximate Completion Time: 26 weeks

Tuition: \$4,700 / CIP Code: 51.0713

384 Total Program Contact Hours or 48 Total Credit Hours

Billing and Coding is an essential part of any healthcare team. Students will learn the essentials to successfully work in any billing and coding position. Students will have the option to work in a variety of healthcare settings including, doctor offices, hospitals, and insurance companies. Students will be trained to interact with patients, handle medical records, gain basic coding skills including diagnosis and procedure coding. Students will also attain knowledge in how to complete medical claims.

- Throughout training, students will attain knowledge in the following subject areas:

EHR

Point-of-Service (POS)

Anatomy & Physiology

Preferred Provider Arrangements (PPA) plans.

CMS-1500 forms

Medicare, Medicaid

Career Preparation

ICD-10,

Medical Terminology

CPT & HCPCS

Potential Careers:

Medical Billing Specialist

Medical Office Receptionist

Patient Registration Specialist

Health Insurance Specialist

- Students who are eligible, can sit for their NHA ***Certified Billing & Coding Specialist*** certification that is .
- Instructional & Training Methods are taught 100% online through Live Lectures, Videos, Assessments & Discussion Questions
- To successfully complete the Medical Coding & Billing Program, students must pass all courses and have an overall Program GPA of 2.5.
- Career Placement Assistance Services are available, however Specialty Certs Institute does not and cannot guarantee employment for any student.

Applicants must have proof of a High School Diploma or GED from a recognized school in order to sit for certification.



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Medical Billing & Coding

Approximate Completion Time: 26 weeks

Tuition: \$4,700 / CIP Code: 51.0713

384 Total Program Contact Hours or 48 Total Credit Hours

Course Code	Course Title	Term	Contact Hours	Credit Hours
MED 200	Introduction to Healthcare Administration	A	32	4
MED 100	Introduction to Anatomy & Physiology	A	32	4
MED 220	Medical Coding	B	32	4
MED 110	Anatomy and Physiology I	B	32	4
MED 240	Billing & Reimbursement	C	32	4
MED 120	Anatomy & Physiology II	C	32	4
MED 260	Insurance & Payer Requirements	D	32	4
MED 130	Anatomy & Physiology III	D	32	4
MED 280	The Revenue Cycle	E	32	4
MED 140	Anatomy & Physiology IV	E	32	4
MED 300	Regulatory Compliance	F	32	4
MED 150	Anatomy Physiology V	F	32	4

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Medical Administrative Assistant

Approximate Completion Time: 26 weeks

Tuition: \$4,700 / CIP Code: 51.0710

384 Total Program Contact Hours or 48 Total Credit Hours

- Specialty Certs Institute's Medical Administrative Assistant program provides students with the skills and knowledge to successfully execute the duties necessary to assist with operations within a medical office.
- Throughout training, students will attain knowledge in the following subject areas:

*Computer & Typing Skills
Medical Terminology
Correspondence*

*Encounter & Completion Forms
Anatomy & Physiology
Career Preparation
Demographic & Insurance Information*

*Coding Systems
Charting
Medical Records*

Potential Careers:

*Medical Front Office Assistant
Scheduling Specialist
Health Administrative Professional*

*Administration Specialist
Scheduling Specialist*

*Medical Care Coordinator
Medical Receptionist*

- Students who are eligible, can sit for their NHA **Certified Medical Administrative Assistant** certification.
- Instructional & Training Methods are taught 100% online through Live Lectures, Videos, Assessments & Discussion Questions
- To successfully complete the Medical Coding & Billing Program, students must pass all courses and have an overall Program GPA of 2.5.
- Career Placement Assistance Services are available, however Specialty Certs Institute does not and cannot guarantee employment for any student.

*Applicants must have proof of a High School Diploma or GED from a
recognized school in order to sit for certification.*

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Medical Administrative Assistant

Approximate Completion Time: 26 weeks

Tuition: \$4,700 / CIP Code: 51.0710

384 Total Program Contact Hours or 48 Total Credit Hours

Course Code	Course Title	Term	Contact Hours	Credit Hours
MED 200	Introduction to Healthcare Administration	A	32	4
MED 100	Introduction to Anatomy & Physiology	A	32	4
MED 210	Scheduling Guidelines	B	32	4
MED 110	Anatomy and Physiology .I	B	32	4
MED 220	Patient Intake & Office Procedures	C	32	4
MED 120	Anatomy & Physiology .II	C	32	4
MED 230	Office Logistics	D	32	4
MED 130	Anatomy & Physiology .III	D	32	4
MED 240	Office Policies	E	32	4
MED 140	Anatomy & Physiology .IV	E	32	4
MED 300	Regulatory Compliance	F	32	4
MED 150	Anatomy Physiology .V	F	32	4

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Medical Assistant

Approximate Completion Time: 26 weeks

Tuition: \$4,700 / CIP Code: 51.0801

384 Total Program Contact Hours or 48 Total Credit Hours

- Specialty Certs Institute's Medical Assistant program provides students with the skills and knowledge to successfully execute the duties necessary to assist with operations within a medical office.
- Throughout training, students will attain knowledge in the following subject areas:

*Computer & Typing Skills
Medical Terminology
Phlebotomy Injections*

*I.V Training
Anatomy & Physiology
Career Preparation*

*EKG's
Demographics
Insurance*

Potential Careers:

Clinical Medical Assistant

Clinical Office Manager

Clinical Team Leader

Medical Assistant Instructor

Lead Medical Assistant

- Students who are eligible, can sit for their NHA **Certified Medical Administrative Assistant** certification.
- Instructional & Training Methods are taught 100% online through Live Lectures, Videos, Assessments & Discussion Questions
- To successfully complete the Medical Coding & Billing Program, students must pass all courses and have an overall Program GPA of 2.5.
- Career Placement Assistance Services are available, however Specialty Certs Institute does not and cannot guarantee employment for any student.

*Applicants must have proof of a High School Diploma or GED from a
recognized school in order to sit for certification*



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Medical Assistant

Approximate Completion Time: 26 weeks

Tuition: \$4,700 / CIP Code: 51.0801

384 Total Program Contact Hours or 48 Total Credit Hours

Course Code	Course Title	Term	Contact Hours	Credit Hours
MED 205	Introduction to Medical Assisting	A	32	4
MED 100	Introduction to Anatomy & Physiology	A	32	4
MED 215	Medical Assisting: Cardiovascular & Phlebotomy	B	32	4
MED 110	Anatomy and Physiology. I	B	32	4
MED 225	Medical Assisting: Psychology & Infection Control	C	32	4
MED 120	Anatomy & Physiology .II	C	32	4
MED 235	Medical Assisting: Nutrition & Disease Process	D	32	4
MED 130	Anatomy & Physiology .III	D	32	4
MED 245	Medical Assisting: Patient Care	E	32	4
MED 140	Anatomy & Physiology .IV	E	32	4
MED 255	Medical Assisting: Administrative & Patient Education	F	32	4
MED 150	Anatomy Physiology .V	F	32	4

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2026 Academic Calendar

Term Start Date	Term End Date	Days Off/Breaks
1/12/2026	2/6/2026	MLK Day 1/19
2/9/2026	3/6/2026	Presidents Day 2/16
3/9/2026	4/10/2026	Spring Break 3/23-3/27
4/13/2026	5/8/2026	
5/11/2026	6/5/2026	Memorial Day 5/25
6/8/2026	7/10/2026	4th of July Break 6/29-7/6
7/13/2026	8/14/2026	SCI Closed 8/9-8/15
8/17/2026	9/11/2026	
9/14/2026	10/09/2026	Labor Day 9/7
10/12/2026	11/06/2026	Halloween 10/31
11/09/2026	12/04/2026	Veterans Day - 11/11 Thanksgiving Break - 11/25-11/29
12/07/2026	1/15/2027	Holiday Break - 12/21 - 01/03