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**CATALOG SUPPLEMENT PUBLISHED AND EFFECTIVE NOVEMBER 15, 2024**

**This catalog supplement is part of the Arlington Career Institute school catalog.**

The information contained in this catalog and supplement is true and correct to the best of my knowledge.

A handwritten signature in cursive script, reading "Jon Vecchio".

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**JON VECCHIO, Director  
ARLINGTON CAREER INSTITUTE**

# FACULTY

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Texas Certified Shorthand Reporter  
AA, Court Reporting Institute of Dallas  
BS, Howard Payne University

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AAB, Court Reporting  
Academy of Court Reporting

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Lee College of Court Reporting

Dianna Vecchio, RPR  
Registered Professional Reporter  
Arlington Court Reporting College  
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MA, College of Saint Mary  
Specialist in Education, University of South Dakota  
U.S. Military Veteran

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Lake County Vo-Tech

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BSN, University of Texas at Arlington

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Arlington Court Reporting College  
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Registered Nurse  
BA, Western Michigan University  
MA, Saint Francis College, Graduate Division  
ASN, Ivy Tech Community College

Andrea Houser, MAT, CRI  
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MA, Texas Woman's University  
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Texas Certified Shorthand Reporter (Retired)

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BSN, University of Alabama at Birmingham

Barbara Montgomery, BS, CVR, CCR-V  
Certified Verbatim Reporter  
Certified Court Reporter – Voice  
BS, University of Nevada, Las Vegas  
Diploma, Arlington Career Institute, CR-VW

Genesis Morgan, PMHNP-BC, RN  
Certified Nurse Practitioner  
MSN, University of Alabama at Birmingham

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ARLINGTON CAREER INSTITUTE

# ADMINISTRATIVE STAFF

Jon Vecchio  
CEO/Director  
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BA, Austin College

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Texas CSR (Retired)

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BBA, McMurry University

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Administrative Assistant  
BA, Austin College

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BFA, Texas Christian University

Courtney Smithey  
Admissions Representative

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## COURT REPORTING STENO MACHINE PROGRAM TUITION AND FEES

Registration Fee	\$100
Tuition	\$22,800
Books	\$655
Lab Fees/Realtime Coach	\$1,500
<b>Total Cost of Program</b>	<b>\$25,055</b>


**NOTE:** See ACI Catalog, page 8, for important information regarding the Court Reporting Steno Machine Program.

**NOTE:** Textbook prices are subject to change by suppliers.

*Optional fees for Texas court reporting certification can be found at [www.txcourts.gov/jbcc/court-reporters-certification/exam/](http://www.txcourts.gov/jbcc/court-reporters-certification/exam/) and [www.trca-online.com/](http://www.trca-online.com/).*

*Optional fees for national court reporting certification can be found at [www.ncra.org/](http://www.ncra.org/).*

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## COURT REPORTING VOICE WRITING PROGRAM TUITION AND FEES

Registration Fee	\$100
Tuition	\$16,236
Books	\$465
*Voice Writing Equipment, Software, and Hardware	\$4,100
Lab Fees	\$820
<b>Total Cost of Program</b>	<b>\$21,721</b>

**\*Voice Writing Equipment Includes:**

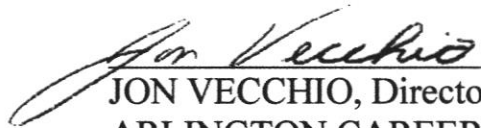
Lenovo ThinkPad P15s G2 with i7/16GB/512SSD/W10P-64/3y  
(includes custom setup and support)  
Dragon Professional 16 Individual  
*Voice Writing Method, 8<sup>th</sup> Edition*, by Bettye Keyes  
Talk Tech Smart Mic (SR Pro-1)  
Andrea USB Mic Adapter (MA)  
Case CATalyst Software

\* Prices and equipment subject to change

*Optional fees for Texas court reporting certification can be found at*  
[www.txcourts.gov/jbcc/court-reporters-certification/exam/](http://www.txcourts.gov/jbcc/court-reporters-certification/exam/) *and* [www.trca-online.com/](http://www.trca-online.com/).

*Optional fees for national verbatim reporting certification can be found at*  
[www.nvra.org/](http://www.nvra.org/).

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## PARALEGAL/LEGAL ASSISTANT PROGRAM TUITION AND FEES

Registration Fee	\$100
Tuition	\$13,080
Books and E-books	\$925
Lab Fees	\$250

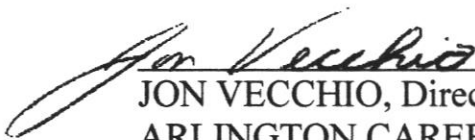
<b>Total Cost of Program</b>	<b>\$14,355</b>
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## ADMINISTRATIVE ASSISTANT PROGRAM TUITION AND FEES

Registration Fee	\$100
Tuition	\$8,456
Books	\$511
Lab Fees	\$250

<b>Total Cost of Program</b>	<b>\$ 9,317</b>
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JON VECCHIO, Director  
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## **MEDICAL OFFICE SPECIALIST PROGRAM TUITION AND FEES**

Registration Fee	\$100
Tuition	\$12,500
Books	\$1,809
Lab Fees	\$250
<b>Total Cost of Program</b>	<b>\$14,659</b>

## **MEDICAL ASSISTANT PROGRAM TUITION AND FEES**

Registration Fee	\$100
Tuition	\$12,671
Books	\$1,158
Lab Fees	\$350
<b>Total Cost of Program</b>	<b>\$14,279</b>

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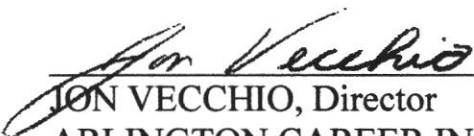
## NURSING ASSISTANT PROGRAM TUITION AND FEES

Registration Fee	\$95
Tuition	\$837
Books	\$63
<b>Total Cost of Program</b>	<b>\$995</b>

## VOCATIONAL NURSING PROGRAM TUITION AND FEES

Registration Fee	\$100
Tuition	\$21,117
Books	\$2,235
Lab Fees	\$500
<b>Total Cost of Program</b>	<b>\$23,952</b>

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## MISCELLANEOUS FEES

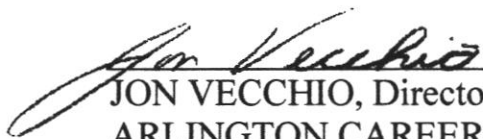
Reentry Fee	\$100
ACI Transcript Fee	\$7
Replacement Diploma Fee	\$20
Texas High School Transcript	\$10
Out-of-State High School Transcript	\$15
GED – Texas	*Free
GED – Out of State	\$15
Texas College Transcript	\$15
Out-of-State College Transcript	\$20

\*If available on Texas GED website. If not, the fee is \$10.

NOTE: Textbook prices are subject to change by suppliers. All textbooks and equipment subject to applicable state sales tax.

*ACI reserves the right to change tuition. Students are charged for their tuition by the program, and there will be no change in the tuition amount provided the student remains in school. Should a student withdraw from school and return at a later date, the student would be charged the current tuition rate, which may be different from the original tuition amount, for the remainder of the program. All equipment and textbooks are subject to applicable sales tax.*

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## **ACI EMERGENCY PREPAREDNESS PLAN**

**A copy of the ACI Emergency Preparedness Plan is located on the Arlington Career Institute's website.**

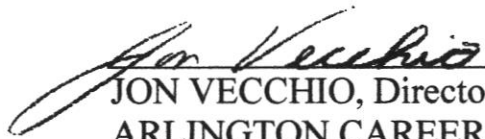
### **STUDENT COMPLAINT PROCEDURE ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org) / [complaints@accsc.org](mailto:complaints@accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

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## 2024 SCHOOL CALENDAR

### FULL-TIME DAY SCHEDULE

Term	Start	End
Winter	Jan. 09	March 28
Spring	April 08	July 01
Summer	July 09	Sept. 25
Fall	Oct. 1	Dec. 19

### NURSING ASSISTANT SESSION STARTS

START	END
Jan. 09	Feb. 16
Feb. 26	March 28
April 08	May 10
May 20	June 21
July 01	Aug. 02
Aug. 12	Sept. 13
Sept. 23	Oct. 25
Nov. 04	Dec. 06

### Mini SESSION STARTS

	START	END
Winter	Feb. 20	March 28
Spring	May 20	July 01
Summer	Aug. 19	Sept. 25
Fall	Nov. 11	Dec. 19

### SCHEDULED BREAKS

Term	Start	End
End-of-Qtr. Break	April 01	April 05
End-of-Qtr. Break	July 02	July 08
End-of-Qtr. Break	Sept. 26	Sept. 30
End-of-Qtr. Break	Dec. 23	Jan. 06

### STUDENT HOLIDAYS

*New Year's Day	Monday, January 1, 2024
Martin Luther King Day	Monday, January 15, 2024
Presidents' Day	Monday, February 19, 2024
*Good Friday	Friday, March 29, 2024
*Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
*July 4 <sup>th</sup>	Thursday, July 4, 2024
*Labor Day	Monday, September 2, 2024
Columbus Day	Monday, October 14, 2024
Thanksgiving Break (*Only Thursday 28 & Friday 29)	Wednesday, Nov. 27-Fri, Nov. 29
Winter Break (*December 24, 25, 26, & 27)	December 23, 2024- January 06, 2025
*New Year's	Wednesday, January 1, 2025

**\*Administrative Offices Closed**

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*Schedule is tentative and subject to change. Revised 3/1/2024*