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**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.

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JON VECCHIO, Director  
ARLINGTON CAREER INSTITUTE

# FACULTY

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

Danielle Trahan, CRI, CPE  
AAB, Court Reporting  
Academy of Court Reporting

Christie Leiter  
California and Texas Certified Shorthand Reporter  
Lee College of Court Reporting

Dianna Vecchio  
Registered Professional Reporter  
Arlington Court Reporting College  
(Now Arlington Career Institute)

Lysandra Waitemon  
Certified Registered Medical Assistant  
Certified Allied Health Instructor  
American Medical Technologists  
AS in Health Studies, Carrington College

Laura McCaskill  
Attorney at Law  
BA, Austin College  
JD, St. Mary's University School of Law

Vicki Little  
Administrative Assistant  
Frito Lay, Inc. (Retired)

Erin Lopez  
BGS, University of Nebraska – Omaha  
MA, College of Saint Mary  
Specialist in Education, University of South Dakota  
U.S. Military Veteran

Mathie Earvin  
Licensed Vocational Nurse  
AA, Florida Community College at Jacksonville  
BA, University of Maryland University College  
Diploma, Practical Nursing, Computer Dynamics Institute  
U.S. Military Veteran

Ashley Ramos  
Licensed Vocational Nurse  
Career Colleges of America

Cherresa Ingram  
Licensed Vocational Nurse  
Vernon Regional College

Alana Thompson  
Registered Nurse  
BSN, Aspen University

Judy Brownlow  
Assistant Director/Paralegal Department Head  
Arlington Court Reporting College  
(Now Arlington Career Institute)

Helen Faulkner  
Registered Nurse  
BA, Western Michigan University  
MA, Saint Francis College, Graduate Division  
ASN, Ivy Tech Community College

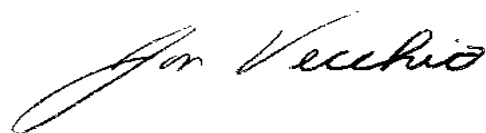
Andrea Houser  
BA, University of North Texas  
MA, Texas Woman's University  
AD, Court Reporting, Broward Community College

Gloria Moss  
AAS, Court Reporting Institute of Dallas  
Texas Certified Shorthand Reporter (Retired)

Brandie Morris  
Registered Nurse  
BSN, University of Alabama at Birmingham

Tommy January  
AS, Keiser University  
Nationally Certified Registered Medical Assistant

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# ADMINISTRATIVE STAFF

Jon Vecchio  
CEO/Director  
BBA, University of Texas at Arlington

Tom Vecchio  
CFO/Financial Aid Director  
BA, University of Texas at Arlington

Jamie Jordan  
Executive Vice President  
BS, Anthem College

Terri McDougald  
Assistant Director of Admissions  
Texas CSR (Retired)

Jon Vecchio, Jr.  
Assistant Director of Student Services  
BA, Austin College

Tommy Vecchio  
Assistant Financial Aid Director  
University of Arkansas

Maryetta Oakley  
Registrar

Laura Castillo  
Financial Aid Officer

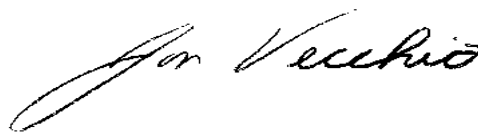
Judy Brownlow  
Assistant Director

Amber Rodriguez  
Administrative Assistant

Ashley Plociniak  
Admissions Representative  
Bachelor's in Clinical Psychology, Kaplan University  
U.S. Military Veteran

Tommy January  
Executive Director of Career Services  
AS, Keiser University  
Nationally Registered Certified MA

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## COURT REPORTING STENO MACHINE PROGRAM TUITION AND FEES

Registration Fee	\$100
Tuition	\$22,800
Books	\$655
Steno Machine and Case CATalyst Software	\$2,365
Lab Fees/Realtime Coach Access	\$1,500
<b>Total Cost of Program</b>	<b>\$27,420</b>

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

**NOTE:** Steno machine and 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 15 Individual  
Realtime Voice Writing Manual and Setup Files by Bettye Keyes  
Talk Tech Smart Mic (SR Pro-1)  
Andrea USB Mic Adapter (MA)  
CAT Voice 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

**Total Cost of Program** \$14,355

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

## ADMINISTRATIVE ASSISTANT PROGRAM TUITION AND FEES

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

**Total Cost of Program** \$ 9,317

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## HVAC PROGRAM TUITION AND FEES

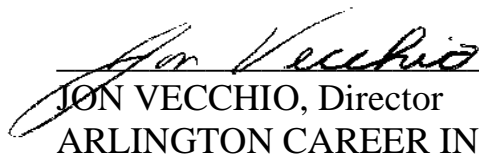
DESCRIPTION	COST
Registration Fee	\$100
*Tools and Supplies	\$1,350
Tuition	\$6,400
<b>TOTAL COST OF PROGRAM</b>	<b>\$7,850</b>

\*All students must purchase these items from ACI to ensure safety, uniformity, and authenticity. No exceptions under any circumstance will be made.

**Note to Students:** Please see page 44 of the school catalog for potential out-of-pocket costs related to attending the HVAC program.

*For full refunds, ACI can withhold cost of the tools from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. After the 72-hour cancellation privilege has expired, no refund is permitted nor will be given to the student for the cost of the tools and supplies. After the expiration of the 72-hour cancellation privilege, the tools and supplies become the property of the student.*

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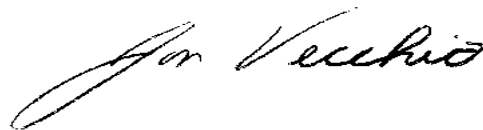
## MEDICAL OFFICE SPECIALIST PROGRAM TUITION AND FEES

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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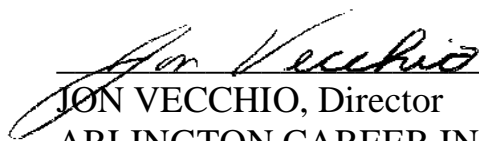
## NURSING ASSISTANT PROGRAM TUITION AND FEES

Registration Fee	\$50
Tuition	\$882
Books	\$63
<b>Total Cost of Program</b>	<b>\$995</b>

## VOCATIONAL NURSING PROGRAM TUITION AND FEES

Registration Fee	\$100
Tuition	\$18,600
Books	\$2,090
Lab Fees	\$500
<b>Total Cost of Program</b>	<b>\$21,290</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.*

## ACI EMERGENCY PREPAREDNESS PLAN

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

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