

2019-20

FIRST SLEEP  
SCHOOL

SCHOOL  
CATALOG

# Table of Contents

History	5
Facilities and Equipment	5
Key Staff	6
Instructors	6
Fees and Tuition	7
Polysomnography Education Program (PEP)	7
RPSGT Board Prep - LIVE	7
RPSGT Board Prep - ONLINE	7
CPSGT Board Prep - ONLINE	7
Scoring Manual: Adult & Pediatric - ONLINE	7
Scoring Manual: Adult Only - ONLINE	8
Scoring Manual: Pediatric Only - ONLINE	8
Self Study for Sleep Technology - ONLINE	8
Polysomnographic Instrumentation - ONLINE	8
Basic Cardiac Pathophysiology - ONLINE	8
Basic Respiratory Pathophysiology - ONLINE	8
Medications and Sleep - ONLINE	8
Insomnia: The Essential Features - ONLINE	9
Sleep Related Breathing Disorders: The Essential Features - ONLINE	9
Hypersomnia: The Essential Features - ONLINE	9
Circadian Rhythm Disorders: The Essential Features - ONLINE	9
Parasomnia: The Essential Features - ONLINE	9
Sleep Related Movement Disorders: The Essential Features - ONLINE	9
AAST Technical Guideline: Standard Polysomnogram - ONLINE	9
AAST Technical Guideline: PAP Acclimation and Desensitization - ONLINE	10
AAST Technical Guideline: Manual Titration of PAP for OSA - ONLINE	10
AAST Technical Guideline: PAP Adherence and Follow Up Care - ONLINE	10
AAST Technical Guideline: Out of Center Sleep Testing - ONLINE	10
AAST Technical Guideline: Clinical Use of Actigraphy - ONLINE	10
MSLT and MWT Protocol - ONLINE	10
Supplemental Oxygen in Sleep Centers - ONLINE	10

Patient Encounter: Before Lights Out - ONLINE	11
Patient Encounter: After Lights Out - ONLINE	11
Patient Safety and Emergencies - ONLINE	11
ICSD-3: The Essential Features - ONLINE	11
AAST Technical Guidelines with Bonus Material - ONLINE	11
Patient Encounter: Before and After Lights Out - ONLINE	11
Financing (PEP Only)	12
School Calendar	12
Normal Hours of Operation	15
Admission and Enrollment	16
Course Prerequisites	19
Policy for Granting Credit	21
PEP Course Cancellation Policy	22
PEP Course Refund Policy	22
ONLINE Course Cancellation Policy	24
ONLINE Course Refund Policy	24
PEP Program Outline	25
PEP Subject Description	26
RPSGT Board Prep Outline LIVE & ONLINE	30
CPSGT Board Prep Outline ONLINE	30
Scoring Manual: Adult & Pediatric ONLINE	30
Scoring Manual: Adult Only ONLINE	31
Scoring Manual: Pediatric Only ONLINE	31
Self Study for Sleep Technology ONLINE	31
Polysomnographic Instrumentation ONLINE	33
Basic Cardiac Pathophysiology ONLINE	33
Basic Respiratory Pathophysiology ONLINE	33
Medications and Sleep ONLINE	33
Insomnia: The Essential Features ONLINE	33
Sleep Related Breathing Disorders: The Essential Features ONLINE	34
Hypersomnia: The Essential Features ONLINE	34
Circadian Rhythm Disorders: The Essential Features ONLINE	34
Parasomnia Disorders: The Essential Features ONLINE	34
Sleep Related Movement Disorders: The Essential Features ONLINE	34

AAST Technical Guideline: Standard Polysomnogram ONLINE	35
AAST Technical Guideline: PAP Acclimation and Desensitization ONLINE	35
AAST Technical Guideline: Manual Titration of PAP for OSA ONLINE	35
AAST Technical Guideline: PAP Adherence and Follow Up Care ONLINE	35
AAST Technical Guideline: Out of Center Sleep Testing ONLINE	36
AAST Technical Guideline: Clinical Use of Actigraphy ONLINE	36
MSLT and MWT Protocol ONLINE	36
Supplemental Oxygen in Sleep Centers	36
Patient Encounter: Before Lights Out	37
Patient Encounter: After Lights Out	37
Patient Safety and Emergency Situations	37
ICSD-3: The Essential Features	37
AAST Technical Guidelines with Bonus Material	38
Patient Encounter: Before and After Lights Out	38
Grading and Marking System Used and Schools Policy Concerning Satisfactory Progress	38
General Requirements for Attendance	39
Conduct Policy	40
PEP Graduation Requirements	40
RPSGT Board Prep LIVE Graduation Requirements	40
All Online Graduation/Completion Requirements	40
Job Placement Assistance Policy	40
Any Grievances	41

# Catalog

Vol. 1 No. 8

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Effective Dates: 01/01/2020 - 12/31/2020

## First Sleep School

Classroom Instruction: 1500 N. Corinth St., Corinth, Texas 76208

Practical Training: 1500 N. Corinth St., Corinth, Texas 76208

Online Training: [www.firstsleepschool.com](http://www.firstsleepschool.com)

Phone: 866.790.2813

Fax: 866.790.2813

## History

First Sleep School, formally known as North Texas School of Sleep Medicine & Technology, was established in the summer of 2013 to provide sleep education and training for individuals seeking a career in or to advance their career in the field of sleep medicine. First Sleep School is also approved and regulated by the Texas Workforce Commission.

Additionally, the school is also recognized by the Board of Registered Polysomnographic Technologists (BRPT) as a STAR (Sleep Technology Approved Resource) provider, #F2006, which can be verified on their website at [www.brpt.org](http://www.brpt.org). Graduates of First Sleep School are eligible to use the Focused Training eligibility pathway for the RPSGT exam (Pathway 4) and CPSGT exam (Pathway 3).

## Facilities and Equipment

The school can accommodate a maximum of 20 students for each live weekday or weekend course. The instruction will take place in a classroom setting. Items used for instruction include projectors, power-point presentations, mannequins for EEG placement, conference tables, and computers. Students will get hands on experience with items that are commonly used on the job as a sleep technologist. This will include items such as EEG electrodes, ECG electrodes, EMG electrodes, z-rip respiratory belts, SaO2 sensors, snore sensors, flow devices and positive airway pressure equipment with Continuous, Bi-Level and Auto-Servo Ventilation capabilities.

## Key Staff

### Ownership - First Sleep LLC.

First Sleep School is owned by First Sleep LLC, which is co-owned by Larry Brewer and Shauna Brewer. First Sleep LLC also does business under the assumed name First Sleep Center as well as First Sleep Services and currently provides sleep related services in multiple locations in the Dallas/Ft. Worth.

### School Director- Larry Brewer, B.A., RPSGT, RST

Mr. Brewer started as a sleep trainee in Garland, TX during the summer of 2002 and quickly earned his way into sleep center management. In October of 2003, he was transferred to Athens, GA where he became the General Manager and expanded the center's operation to three locations statewide. Taking advantage of every training opportunity, he obtained his RPSGT in the June of 2004. In the spring of 2005, Mr. Brewer joined a national company headquartered in Charlotte, NC as the Implementation Specialist. This role allowed him the unique opportunity to travel and work within the states of North Carolina, Virginia, Colorado and Texas in partner with Cardiology groups opening sleep centers. In the spring of 2006, he returned to Texas as the Practice Manager with Children's Medical Center Dallas until he joined Alliance Sleep Center in the fall of 2009 as part of the ownership group. During his 9 years in the field of sleep medicine, Mr. Brewer has facilitated and/or participated in several Joint Commission Accreditations, AASM Accreditations, insurance negotiations, Medicare/Medicaid applications, ASTEP implementation and training, UT Southwestern Sleep Fellowship physician training, policy and procedure development, personnel management, sleep study scoring and interpretation support for reading physicians.

## Instructors

### Specialties / Areas of Instruction:

Larry Brewer, B.A., RPSGT, RST	Adult/Pediatrics, Center Management & Operations, Scoring & Interpretation Support; Disease State Management, AASM Accreditation
Jacob David Gardner, RPSGT, RST	Adult, EEG/Epileptiform , Scoring, HIPPA
Stephanie Elaine Gardner, RPSGT, RST	Adult, Marketing, Scoring, Co-morbidities associated with OSA like Diabetes.

## Fees and Tuition

### Polysomnography Education Program (PEP)

Total Program Tuition:	\$3000	10% Refundable Deposit to secure seat in class and balance due before the start of the course.
Total Registration Fees:	\$0.00	– Included in Deposit
Total Optional Expenses:	\$0.00	– Textbook and all study material will be provided as part of fully paid tuition. If student withdrawals from class, all student materials provided must be returned back to the school or pay the listed fees. Textbooks with digital copy option that has been activated can not be returned and will incur the listed fee.
*Textbook used:	Fundamentals of Sleep Technology - 2nd Edition (June 1st, 2012)	\$185.00
	Fundamentals of Sleep Technology Workbook	\$85.00
	First Sleep School Student Binder	\$65.00

### RPSGT Board Prep - LIVE

Total Program Tuition:	\$300	10% Refundable Deposit to secure seat in class and balance due before the start of the course.
Total Registration Fees:	\$0.00	– Included in Deposit
Total Optional Expenses:	\$0.00	– Textbook and all study material will be provided
*Textbook used:	RPSGT Exam Secrets	

### RPSGT Board Prep - ONLINE

Total Seminar Tuition:	\$375	6 Month Access Payment in Full to Release Online Content for Review
	\$300	3 Month Access Payment in Full to Release Online Content for Review
	\$225	1 Month Access Payment in Full to Release Online Content for Review
	*Includes the RPSGT Practice Exam + Self Assessment	
	\$100	**RPSGT Practice Exam + Self Assessment, if purchased separately
Total Registration Fees:	\$0.00	– None
Total Optional Expenses:	\$0.00	– None
*Textbook Referenced:	RPSGT Exam Secrets by Mometrix	

### CPSGT Board Prep - ONLINE

Total Seminar Tuition:	\$175	3 Month Access Payment in Full to Release Online Content for Review
	\$140	1 Month Access Payment in Full to Release Online Content for Review
Total Registration Fees:	\$0.00	– None
Total Optional Expenses:	\$0.00	– None
*Textbook Referenced:	RPSGT Exam Secrets by Mometrix	

### Scoring Manual: Adult & Pediatric - ONLINE

Total Seminar Tuition:	\$250	3 Month Access Payment in Full to Release Online Content for Review
	\$150	1 Month Access Payment in Full to Release Online Content for Review
Total Registration Fees:	\$0.00	– None
Total Optional Expenses:	\$0.00	– None
*Textbook Referenced:	The AASM Manual for the Scoring of Sleep and Associated Events	

## Scoring Manual: Adult Only - ONLINE

Total Seminar Tuition: \$200 3 Month Access Payment in Full to Release Online Content for Review  
\$100 1 Month Access Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: The AASM Manual for the Scoring of Sleep and Associated Events

## Scoring Manual: Pediatric Only - ONLINE

Total Seminar Tuition: \$150 3 Month Access Payment in Full to Release Online Content for Review  
\$75 1 Month Access Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: The AASM Manual for the Scoring of Sleep and Associated Events

## Self Study for Sleep Technology - ONLINE

Total Seminar Tuition: \$440 Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: The AASM Manual for the Scoring of Sleep and Associated Events; Fundamentals of Sleep Technology, 2nd Edition; AAST Technical Guidelines, International Classification of Sleep Disorders III

## Polysomnographic Instrumentation - ONLINE

Total Seminar Tuition: **FREE** 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: Fundamentals of Sleep Technology, 2nd Edition

## Basic Cardiac Pathophysiology - ONLINE

Total Seminar Tuition: \$10 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: The AASM Manual for the Scoring of Sleep and Associated Events; Fundamentals of Sleep Technology, 2nd Edition

## Basic Respiratory Pathophysiology - ONLINE

Total Seminar Tuition: \$20 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: The AASM Manual for the Scoring of Sleep and Associated Events; Fundamentals of Sleep Technology, 2nd Edition

## Medications and Sleep - ONLINE

Total Seminar Tuition: **FREE** 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: Fundamentals of Sleep Technology, 2nd Edition

### **Insomnia: The Essential Features - ONLINE**

Total Seminar Tuition: \$10 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: International Classification of Sleep Disorders III

### **Sleep Related Breathing Disorders: The Essential Features - ONLINE**

Total Seminar Tuition: \$10 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: International Classification of Sleep Disorders III

### **Hypersomnia: The Essential Features - ONLINE**

Total Seminar Tuition: \$10 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: International Classification of Sleep Disorders III

### **Circadian Rhythm Disorders: The Essential Features - ONLINE**

Total Seminar Tuition: \$10 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: International Classification of Sleep Disorders III

### **Parasomnia: The Essential Features - ONLINE**

Total Seminar Tuition: \$10 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: International Classification of Sleep Disorders III

### **Sleep Related Movement Disorders: The Essential Features - ONLINE**

Total Seminar Tuition: \$10 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: International Classification of Sleep Disorders III

### **AAST Technical Guideline: Standard Polysomnogram - ONLINE**

Total Seminar Tuition: \$55 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: AAST Technical Guidelines

## **AAST Technical Guideline: PAP Acclimation and Desensitization - ONLINE**

Total Seminar Tuition: \$25 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: AAST Technical Guidelines

## **AAST Technical Guideline: Manual Titration of PAP for OSA - ONLINE**

Total Seminar Tuition: \$25 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: AAST Technical Guidelines

## **AAST Technical Guideline: PAP Adherence and Follow Up Care - ONLINE**

Total Seminar Tuition: \$10 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: AAST Technical Guidelines

## **AAST Technical Guideline: Out of Center Sleep Testing - ONLINE**

Total Seminar Tuition: \$15 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: AAST Technical Guidelines

## **AAST Technical Guideline: Clinical Use of Actigraphy - ONLINE**

Total Seminar Tuition: \$5 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: AAST Technical Guidelines

## **MSLT and MWT Protocol - ONLINE**

Total Seminar Tuition: \$15 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: Fundamentals of Sleep Technology, 2nd Edition

## **Supplemental Oxygen in Sleep Centers - ONLINE**

Total Seminar Tuition: \$10 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: Fundamentals of Sleep Technology, 2nd Edition

### **Patient Encounter: Before Lights Out - ONLINE**

Total Seminar Tuition: **FREE** 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: AAST Technical Guidelines, Fundamentals of Sleep Technology, 2nd Edition, The AASM Manual for the Scoring of Sleep and Associated Events

### **Patient Encounter: After Lights Out - ONLINE**

Total Seminar Tuition: **FREE** 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: AAST Technical Guidelines, Fundamentals of Sleep Technology, 2nd Edition, The AASM Manual for the Scoring of Sleep and Associated Events

### **Patient Safety and Emergencies - ONLINE**

Total Seminar Tuition: **FREE** 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: AAST Technical Guidelines, Fundamentals of Sleep Technology, 2nd Edition, The AASM Manual for the Scoring of Sleep and Associated Events

### **ICSD-3: The Essential Features - ONLINE**

Total Seminar Tuition: \$45 3 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: International Classification of Sleep Disorders III

### **AAST Technical Guidelines with Bonus Material - ONLINE**

Total Seminar Tuition: \$125 3 Month Access - Payment in Full to Release Online Content for Review  
\$75 1 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: AAST Technical Guidelines

### **Patient Encounter: Before and After Lights Out - ONLINE**

Total Seminar Tuition: \$85 3 Month Access - Payment in Full to Release Online Content for Review  
\$45 1 Month Access - Payment in Full to Release Online Content for Review  
Total Registration Fees: \$0.00 – None Total Optional Expenses: \$0.00 – None  
\*Textbook Referenced: AAST Technical Guidelines, Fundamentals of Sleep Technology, 2nd Edition, The AASM Manual for the Scoring of Sleep and Associated Events

## Financing (PEP Only)

As a small private training career school we are not eligible to receive federal financial aid. We do, however, offer in-house financing to our student that allows the student to pay with three different payment plans by the first day of class and then pay the remaining balance over the next 2, 3, or 4 months. Just tell us you need in-house financing and we will guide you through the process. The Certificate of Completion for the course will be issued once tuition is paid in full.

Payment for course may be made online in the form of Visa, American Express, MasterCard and, by mail by Cashier's Check, Check and Money Order.

## School Calendar

2019-2020

### PEP Weekend Courses

SPRING 2020 Weekend Course (Saturday's Only); Saturday, Feb 22nd – Saturday, May 2nd

SUMMER 2020 Weekday Course (Mon-Thur Only); July 13th - 28th

FALL 2020 Weekend Course (Saturday's Only); Saturday, September 19th - November 21st

\*Enrollment for each weekend course ends the preceding Saturday at 5:00pm before the course start date.

### RPSGT Board Prep Courses

Please contact us for the next date and time or check our website for updates. Courses are scheduled on an as needed basis and subject to minimum student participation of at least 3 students.

### RPSGT Board Prep Courses - ONLINE

Available 24/7 as self-study, self-paced format within a 6 month, 3 month or 1 month window from date of purchase via school website. [FirstSleepSchool.com](http://FirstSleepSchool.com)

### CPSGT Board Prep Courses - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month or 1 month window from date of purchase via school website. [FirstSleepSchool.com](http://FirstSleepSchool.com)

### Scoring Manual: Adult & Pediatric; Adult Only as well as Pediatric Only - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month or 1 month window from date of purchase via school website. [FirstSleepSchool.com](http://FirstSleepSchool.com)

### Self Study for Sleep Technology - ONLINE

Available 24/7 as self-study, self-paced format within a 1 year window from date of purchase via school website.  
[FirstSleepSchool.com](http://FirstSleepSchool.com)

Polysomnographic Instrumentation - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.  
[FirstSleepSchool.com](http://FirstSleepSchool.com)

Basic Cardiac Pathophysiology- ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.  
[FirstSleepSchool.com](http://FirstSleepSchool.com)

Basic Respiratory Pathophysiology - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.  
[FirstSleepSchool.com](http://FirstSleepSchool.com)

Medications and Sleep - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.  
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Insomnia: The Essential Features - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.  
[FirstSleepSchool.com](http://FirstSleepSchool.com)

Sleep Related Breathing Disorders: The Essential Features - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.  
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Hypersomnia: The Essential Features - ONLINE

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Circadian Rhythm Disorders: The Essential Features - ONLINE

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Parasomnia: The Essential Features - ONLINE

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Sleep Related Movement Disorders: The Essential Features - ONLINE

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AAST Technical Guideline: Clinical Use of Actigraphy - ONLINE

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Patient Safety and Emergency Situations- ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.

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ICSD-3: The Essential Features - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.

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AAST Technical Guidelines with Bonus Material- ONLINE

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Dates school will be closed, if course scheduled during that holiday day:

New Years Day	Martin Luther King Day	Washington's Birthday
Memorial Day	Independence Day	Labor Day
Columbus Day	Veteran's Day	Thanksgiving Day
Christmas Eve and Christmas Day		

\*Additionally, First Sleep School will follow any additional NCTC Corinth campus closings, such as Spring Break dates or inclement weather dates.

## **Normal Hours of Operation**

School hours:	Monday – Saturday	8:30am- 5:30pm
Office Hours:	Monday – Friday	8:00am- 4:30pm

## **Admission and Enrollment**

### PEP Class Schedule - LIVE

Class begins at 8:30 am on each scheduled day of instruction.

The Class will run no later than 5:30 pm with a 1 hour break for lunch at noon and a 5 minute break at the end of every hour.

### RPSGT Exam Prep - LIVE

Class begins at 8:30 am on each scheduled day of instruction.

The Class will run no later than 5:30 pm with a 1 hour break for lunch at noon and a 5 minute break at the end of every hour.

### RPSGT Exam Prep - ONLINE

Available 24/7 as self-study, self-paced format within a 6, 3 or 1 month window for date of purchase.

### CPSGT Exam Prep - ONLINE

Available 24/7 as self-study, self-paced format within a 3 or 1 month window for date of purchase.

### Scoring Manual - Adult & Pediatric - ONLINE

Available 24/7 as self-study, self-paced format within a 3 or 1 month window for date of purchase.

### Scoring Manual - Adult Only - ONLINE

Available 24/7 as self-study, self-paced format within a 3 or 1 month window for date of purchase.

### Scoring Manual - Pediatric Only - ONLINE

Available 24/7 as self-study, self-paced format within a 3 or 1 month window for date of purchase.

### Self Study for Sleep Technology - ONLINE

Available 24/7 as self-study, self-paced format within a 1 year window for date of purchase.

### Polysomnographic Instrumentation - ONLINE

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[FirstSleepSchool.com](http://FirstSleepSchool.com)

Sleep Related Movement Disorders: The Essential Features - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.

[FirstSleepSchool.com](http://FirstSleepSchool.com)

AAST Technical Guideline: Standard Polysomnogram - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.

[FirstSleepSchool.com](http://FirstSleepSchool.com)

AAST Technical Guideline: PAP Acclimation and Desensitization - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.

[FirstSleepSchool.com](http://FirstSleepSchool.com)

AAST Technical Guideline: Manual Titration of PAP for OSA - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.

[FirstSleepSchool.com](http://FirstSleepSchool.com)

AAST Technical Guideline: PAP Adherence and Follow Up Care - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.

[FirstSleepSchool.com](http://FirstSleepSchool.com)

AAST Technical Guideline: Out of Center Sleep Testing - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.

[FirstSleepSchool.com](http://FirstSleepSchool.com)

AAST Technical Guideline: Clinical Use of Actigraphy - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.

[FirstSleepSchool.com](http://FirstSleepSchool.com)

MSLT and MWT Protocol - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.  
[FirstSleepSchool.com](http://FirstSleepSchool.com)

Supplemental Oxygen in Sleep Centers - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.  
[FirstSleepSchool.com](http://FirstSleepSchool.com)

Patient Encounter: Before Lights Out - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.  
[FirstSleepSchool.com](http://FirstSleepSchool.com)

Patient Encounter: After Lights Out - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.  
[FirstSleepSchool.com](http://FirstSleepSchool.com)

Patient Safety and Emergency Situations- ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.  
[FirstSleepSchool.com](http://FirstSleepSchool.com)

ICSD-3: The Essential Features - ONLINE

Available 24/7 as self-study, self-paced format within a 3 month window from date of purchase via school website.  
[FirstSleepSchool.com](http://FirstSleepSchool.com)

AAST Technical Guidelines with Bonus Material- ONLINE

Available 24/7 as self-study, self-paced format within a 3 or 1 month window from date of purchase via school website. [FirstSleepSchool.com](http://FirstSleepSchool.com)

Patient Encounter: Before and After Lights Out - ONLINE

Available 24/7 as self-study, self-paced format within a 3 or 1 month window from date of purchase via school website. [FirstSleepSchool.com](http://FirstSleepSchool.com)

## Course Prerequisites

### **RPSGT Board Prep LIVE Prerequisites**

At least 17 years old

High School Diploma or GED; copy of your Diploma is required with Application.

Not Required but recommended; Certified in CPR by the AHA or Red Cross

### **RPSGT Board Prep LIVE Prerequisites**

At least 6 months of clinical experience in the field of sleep technology

Or within 90 days of becoming “Board Eligible” by the BRPT for the RPSGT exam or ABSM for the RST exam

It is recommended, though not required for this course, that the student have a general knowledge of medical terminology, safety, verbal and written communication skills, ethics, patient confidentiality, basic patient care and emergency procedures, basic math skills and calculations, computer skills. Additionally, a successful candidate for the Board Exam would have knowledge of sleep disorders and diagnostic criteria, sleep related co-morbidities, anatomy and physiology, neurophysiology, cardiac physiology, respiratory physiology, sleep physiology, scoring rules, practice parameters, testing procedures, medications and over-the-counter products, basic knowledge of computers, EEG waveforms morphology, instrumentation, intervention/treatment/therapy modalities, treatment methods.

### **RPSGT Board Prep ONLINE Prerequisites**

At least 6 months of clinical experience in the field of sleep technology

Or within 90 days of becoming “Board Eligible” by the BRPT for the RPSGT exam or ABSM for the RST exam

It is recommended, though not required for this course, that the student have a general knowledge of medical terminology, safety, verbal and written communication skills, ethics, patient confidentiality, basic patient care and emergency procedures, basic math skills and calculations, computer skills. Additionally, a successful candidate for the Board Exam would have knowledge of sleep disorders and diagnostic criteria, sleep related co-morbidities, anatomy and physiology, neurophysiology, cardiac physiology, respiratory physiology, sleep physiology, scoring rules, practice parameters, testing procedures, medications and over-the-counter products, basic knowledge of computers, EEG waveforms morphology, instrumentation, intervention/treatment/therapy modalities, treatment methods.

### **CPSGT Board Prep ONLINE Prerequisites**

None. It is recommended, though not required for this course, that the student have a general knowledge of medical terminology, safety, verbal and written communication skills, ethics, patient confidentiality, basic patient care and emergency procedures, basic math skills and calculations, computer skills.

### **Scoring Manual: Adult & Pediatric ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course.

### **Scoring Manual: Adult Only ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course.

### **Scoring Manual: Pediatric Only ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course.

### **Self Study for Sleep Technology ONLINE Prerequisites**

The ideal candidate will be seeking CPSGT exam eligibility through BRPT’s Pathway #1 for Clinical Experience and/or Pathway #3 for Focused Training or RPSGT exam eligibility through BRPT’s Pathway #1 Clinical Experience and/or Pathway #4 Focused Training. It is recommended, though not required for this course, that the student have a

general knowledge of medical terminology, safety, verbal and written communication skills, ethics, patient confidentiality, basic patient care and emergency procedures, basic math skills and calculations, computer skills.

**Polysomnographic Instrumentation - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course.

**Basic Cardiac Pathophysiology- ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Basic Respiratory Pathophysiology - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Medications and Sleep - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Insomnia: The Essential Features - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Sleep Related Breathing Disorders: The Essential Features - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Hypersomnia: The Essential Features - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Circadian Rhythm Disorders: The Essential Features - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Parasomnia: The Essential Features - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Sleep Related Movement Disorders: The Essential Features - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**AAST Technical Guideline: Standard Polysomnogram - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**AAST Technical Guideline: PAP Acclimation and Desensitization - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**AAST Technical Guideline: Manual Titration of PAP for OSA - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**AAST Technical Guideline: PAP Adherence and Follow Up Care - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**AAST Technical Guideline: Out of Center Sleep Testing - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**AAST Technical Guideline: Clinical Use of Actigraphy - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**MSLT and MWT Protocol - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Supplemental Oxygen in Sleep Centers - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Patient Encounter: Before Lights Out - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Patient Encounter: After Lights Out - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Patient Safety and Emergency Situations- ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**ICSD-3: The Essential Features - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**AAST Technical Guidelines with Bonus Material- ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Patient Encounter: Before and After Lights Out - ONLINE Prerequisites**

Prior working knowledge of sleep and sleep technology would be helpful for those taking this course

**Policy for Granting Credit**

All previous didactic and practical instruction that is well documented and can be verified will be review by the school's Director for consideration in granting credit toward this course.

## **PEP Course Cancellation Policy**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## **PEP Course Refund Policy**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;

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<sup>1</sup> More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

## **ONLINE Course Cancellation Policy**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

## **ONLINE Course Refund Policy**

1. Refund computations will be based on the number of lessons in the program
2. The effective date of termination for refund purposes will be the earliest of the following: (a) the date of notification to the student if the student is terminated;  
(b) the date of receipt of written notice from the student; or  
(c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.
4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school
  - (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
  - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

### **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (A) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

## PEP Program Outline

Program Title: Polysomnography Education Program

Program Description:

This course of instruction prepares individuals for entry-level jobs as a polysomnographic technician, a.k.a. sleep technician. Graduates may find suitable employment with sleep disorder centers. Students will learn the basics of performing the typical operational tasks as a sleep technician as well as adult and pediatric sleep studies performed within a hospital based or free-standing sleep disorder center. Upon completion of this program students will be able to understand the role and scope of the sleep technician within a sleep center, educate the patient on basic elements of sleep related disorder, perform patient hookups, perform diagnostic sleep studies, perform therapeutic sleep studies with the use of positive airway devices such as CPAP and BiPAP, perform daytime hypersomnia studies such as Multiple Sleep Latency Tests (MSLT) and Maintenance of Wakefulness Tests (MWT).

Subject #	Subject Title	Clock Hours			
		Lec	Lab	Ext	Total
PEP1	Introduction to Sleep and the Sleep Disorder Patients	5.75	2.25	00	8.0
PEP2	EEG and Staging Infant and Pediatric Studies	5.00	3.00	00	8.00
PEP3	Sleep and Cardiovascular Monitoring	5.00	3.00	00	8.00
PEP4	Respiratory Monitoring	7.00	1.00	00	8.00
PEP5	Sleep Related Breathing Disorders I	5.00	3.00	00	8.00
PEP6	Sleep Related Breathing Disorders II	3.00	5.00	00	8.00
PEP7	EMG and Movement Disorders	5.00	3.00	00	8.00
PEP8	Narcolepsy, Seizures, Parasomnia	5.00	3.00	00	8.00
PEP9	Insomnia, Circadian Rhythm & Psychiatric Disorders	6.00	2.00	00	8.00
PEP10	Pediatric Polysomnography	3.00	5.00	00	8.00
	<b>TOTAL HOURS**</b>	<b>49.75</b>	<b>30.25</b>	<b>00</b>	<b>80.00</b>

Attendance for at least 90% of total course (72 hours) and pass the final example is required for satisfactory completed of the course. The program consists of a total of 80 contact hours and is delivered in either a 2 week continuous format (Monday-Friday) similar to a work week or a Saturday only format and both provides 30.25 hours (38%) Practical instruction, 45.75 hours (57%) Didactic instruction and 04.00 hours (5%) for the exam. A Certificate of Completion is awarded at the end of the program.

## **PEP Subject Description**

### ***PEP1- Introduction to Sleep and the Sleep Disorders Patients (5.75/2.25/8.00)***

Prerequisites: None

Synopsis of Subject: This subject will focus on introducing the student into the broad field of sleep medicine and what it will be like to be a sleep technologist. The content will review the typical and expected role of working as a sleep technologist at a sleep center. The topics will discuss items like dress code, professionalism, ethics, criteria for employment, patient confidentiality, patient interaction, documentation and paperwork expectations, infection control, patient safety, equipment cleaning and common emergency responses they may encounter as a sleep technologist. Additionally, the topics will also include a review of what sleep is, how it impacts people mentally and physically as well as a review of sleep definitions, terminology and various sleep disorders.

Student Will Learn to Do: How to appropriately greet the patient when they arrive at the center, how to interact with patients throughout the encounter and how to take a comprehensive sleep history with and without using Sleep Questionnaires.

### ***PEP2- EEG and Staging Infant and Pediatric Studies (5.00/3.00/8.00)***

Prerequisites: None

Synopsis of Subject: This subject will focus on the brain, the electrical activity produced by the brain as well as how it is collected and formatted for review and interpretation by sleep professional, commonly referred to as Electroencephalogram (EEG). It will introduce the student to the major brain structures and their involvement in sleep, neurons, synapses, dendrites and neurotransmitters that regulate sleep/wake cycles. It will also cover basic instrumentation, amplification, polarity and amplitude as well as the use of filters and sensitivities. It will cover the 10-20 electrode placement system, which acts like a grid map over the brain for electrode placement, and the use of bipolar/referential derivations used in recording montages during the study. The subject will also introduce the student to normal sleep in infants, pediatrics and adults as well as the various stages of sleep and their qualifying characteristics for scoring.

Student Will Learn to Do: How to measure the head using the 10-20 electrode placement system and how to start recognizing the earmark differences between sleep stages.

### ***PEP3- Sleep and Cardiovascular Monitoring (5.00/3.00/8.00)***

Prerequisites: None

Synopsis of Subject: This subject will continue to expand on the EEG principles and now also includes the electrode measuring/placement to collect the eye movements and chin movements that are needed to support the scoring of different sleep stages. It will also focus on the cardiovascular system as it relates to sleep. The student will explore the basic anatomy relating to heart, the generation of ECG tracing, the flow of blood through the body and blood pressure. It will also introduce the student to electrode placement for collecting an ECG tracing as well as what normal sinus rhythm looks like and the common cardiac arrhythmias that may be seen during a sleep study.

Student Will Learn to Do: How to properly prepare the patient's skin for EEG electrode placement on the scalp, near the eyes, on the chin/jaw and the chest. How to connect the wires to the sleep equipment and then how to start recognizing the earmark differences between sleep stages and the difference between a normal sinus rhythm and cardiac arrhythmia.

### **PEP4- Respiratory Monitoring (7.00/1.00/8.00)**

Prerequisites: None

Synopsis of Subject: This subject will focus on the respiratory system and how it relates to sleep and potential sleep disorders. The student will be introduced to the basic anatomy and physiology of the upper airway, the sleep physiology relating to breathing mechanics, gas exchange, ventilatory control during REM/NREM sleep and blood oxygen/carbon dioxide saturations. The subject will also explore the different monitoring techniques for measuring respiratory effort and airflow as well as monitoring blood oxygen/carbon dioxide levels during a study.

Student Will Learn to Do: How to apply appropriate sensors for effort, airflow and blood oxygen/carbon dioxide monitoring and how to connect the sensor to the sleep equipment. The student will learn how to perform a full hook up of a routine polysomnogram.

### **PEP5- Sleep Related Breathing Disorders I (5.00/3.00/8.00)**

Prerequisites: None

Synopsis of Subject: This subject will focus on teaching the student about the most common types of sleep disordered breathing issues that people may experience, along with the diagnostic criteria, for obstructive sleep apnea syndrome, central sleep apnea and the associated sleep fragmentation, hypoventilation and/or hypoxemia that may accompany the events during the night. It will also discuss the use of Positive Airway Pressure, like CPAP and Bi-Level PAP, to optimally control the sleep disordered breathing.

Student Will Learn to Do: How to define and recognize the obstructive apneas, obstructive hypopneas, Respiratory Effort Related Arousals (RERAs), snoring as well as central apneas, central hypopneas, periodic breathing episodes like Cheyne-Stokes Breathing. How to define and recognize hypoventilation/hypoxemia. How Continuous Positive Airway Pressure (CPAP) works and about the many different interfaces that can be available to the patient during the study and at home. The student will also learn when, how and why to adjust the pressure during a study and under what conditions would a split night study be performed. The subject will also discuss the protocol relating to decannulation studies, which are performed on patients with a tracheotomy in place to bypass the upper airway.

### **PEP6- Sleep Related Breathing Disorders II (3.00/5.00/8.00)**

Prerequisites: None

Synopsis of Subject: This subject will continue to expand on the principles of Positive Airway Pressure and introduce the student to many modes of Bi-Level Positive Airway Pressure and on Non-Invasive Ventilation. The subject will identify the differences between CPAP and Bi-Level PAP and explore the reasons to use one over the other. The subject will also introduce the use of Auto-PAP and supplemental oxygen during a polysomnogram with or without the use of Positive Airway Pressure. The subject will also outline the alternative treatments for sleep apnea such as surgical therapies, oral appliances, pharmacologic therapies, and weight reduction.

Student Will Learn to Do: How to explain to the patient how Positive Airway Works and the difference between Auto-PAP, CPAP and BiPAP, how to desensitize the patient to PAP during orientation, how to place an interface on the patient and take it off, how and when to adjust the pressures, how and when to initiate CPAP during a split night study, how and when to switch between Auto-PAP, CPAP and BiPAP during a study, how and when to initiate/stop supplemental oxygen during a study. How to educate the patient on the alternative options to PAP therapy for treating sleep disordered breathing.

### **PEP7- EMG and Movement Disorders (5.00/3.00/8.00)**

Prerequisites: None

Synopsis of Subject: This subject will focus on the use of electromyogram (EMG) to measure and monitor different skeletal muscle movements on the body throughout the sleep study. The student will be introduced to movement disorders such as Restless Leg Syndrome (RLS) and Periodic Limb Movement Disorder (PLMD), their clinical presentation in the sleep center and their typical treatment options. It will expand the student's knowledge of proper lead placements for the chin/jaw, the legs, and intercostals breathing muscles. The subject will review the scoring criteria relating to movement disorders as well. Other movement disorders such as bruxism, rhythmic movement disorders, head banging, sleep terrors and REM Behavior Disorders will also be discussed. The subject will also attempt to connect movement disorders and sleep disorder breathing for the purpose of differential diagnosis and scoring criteria. The student will be introduced to a typical polysomnographic report and then being able to understand the hypnogram as well as the other key indices and elements to look for within the report.

Student Will Learn to Do: How to properly apply the different EMG electrodes on the patient and monitor the EMG tracing within the recording montage, how to define and recognize movement disorders such as PLMD and bruxism, how to define and score periodic limb movements, how to differential between sleep disordered breathing events or true neurological movements not associated to a sleep disordered breathing issue, how to review and read a polysomnographic report and how the many indices are calculated for reporting.

### **PEP8- Narcolepsy, Seizures and Parasomnia (5.00/3.00/8.00)**

Prerequisites: None

Synopsis of Subject: This subject will focus on parasomnias commonly communicated by people, epileptiform commonly seen in an EEG tracing associated seizure activity and the sleep/wake cycle disorder known as Narcolepsy. The subject will introduce several different NREM and REM related parasomnia like sleep talking, sleep walking, etc... as well as the clinical features and manifestation of epileptiform and/or seizure activity commonly seen during sleep studies. The student will also be introduced to Narcolepsy, its associated clinical features, epidemiology and treatment options. It will also discuss the daytime test used to help in the differential diagnosis and measurement of daytime sleepiness called Multiple Sleep Latency Test (MSLT) as well as the similar daytime test call Maintenance of Wakefulness Test (MWT), which attempts to measure a person's ability to maintain wakefulness during a controlled, no stimulus environment.

Student Will Learn to Do: How to differentiate between nocturnal parasomnia and nocturnal seizures, how to define and Narcolepsy and all its clinical features, how to set up a patient for and perform a MSLT test and MWT test.

**PEP9- Insomnia, Circadian Rhythm & Psychiatric Disorders (6.00/2.00/8.00)**

Prerequisites: None

Synopsis of Subject: This subject will focus on the common sleep disorder of insomnia, circadian rhythm disorders such as Advance Sleep Phase Syndrome (ASPS), Delayed Sleep Phase Syndrome (DSPS), Shift Work Sleep Disorder (SWSD), Jet Lag, etc... as well as behavioral related sleep disorders like sleep hygiene or limit setting disorder or psychiatric disorders that intrinsically present sleep issues. The subject will also expand the student's ability to recognize expected and unexpected waveforms within a tracing, commonly called artifact and increase their ability to troubleshoot/eliminate unwanted artifact from a tracing during a sleep study. The subject will also review emergency management of issue they may encounter as a sleep technologist, such as cardiac emergencies, seizure related issues, parasomnia related issues, psychiatric related issues, breathing related issues and environmental related issues, like severe weather.

Student Will Learn to Do: How to identify common clinical manifestation of issues relating to insomnia, seizures, circadian rhythm disorders and/or behavioral/psychiatric related issues, how to recognize and eliminate artifact from the different tracings in a sleep study, how to manage emergencies and when to escalate the response to outside help, how to independently hook up a patient for a routine polysomnogram with our without the use of positive airway pressure.

**PEP10 - Pediatric Polysomnography (3.00/5.00/8.00)**

Prerequisites: None

Synopsis of Subject: This subject will focus on the pediatric sleep study. It will introduce the student to techniques interacting with various ages of pediatric patients and their primary caregivers, usually the parents. It will highlight the differences between adult and pediatric sensors/electrodes and the waveform presentation. It will introduce the student to infant scoring rules and when they should be used over the rules relating to older pediatric and adult patients. It will review the clinical features of pediatric sleep disordered breathing and first line treatment considerations as well as the different co-morbidities that children can have that could cause the child to potentially also have a sleep disorders such as genetic disorders, neuromuscular disorders, and pulmonary disorders.

Student Will Learn to Do: How to define and score using the pediatric scoring rules, how to interact with the pediatric patient and their caregiver, how to recognize the clinical features of common sleep disorders children can have, how to describe the typical management for children suffering from sleep disordered breathing, narcolepsy, circadian rhythm disorders and behavioral related sleep disorders.

## RPSGT Board Prep Outline LIVE & ONLINE

**Program Title:** RPSGT Board Prep

**Program Description:**

This eight to ten hour LIVE course of instruction prepares individuals primarily for the RPSGT exam offered by the BRPT but the content may also be useful for those preparing for the RST exam offered by the ABSM. The course will review the RPSGT Exam blueprint outlined by the BRPT in their RPSGT Handbook, which summarizes the four principle areas of responsibility that the exam groups into domains. Familiarity with the exam blueprint is crucial to successful preparation for the exam. This course will explore and expound in greater detail those four domains, which includes Study Performance/Instrumentation, Scoring and Data Processing, Perform Therapeutic Treatment and Intervention as well as Therapy Adherence and Management. The course will also review some of the most relevant content within the other BRPT recommended primary reference material; [The AASM Manual for the Scoring of Sleep and Associated Events, Rules Terminology and Technical Specifications, Version 2; International Classification of Sleep Disorders: Diagnostic and Coding Manual; Practice Parameters and Clinical Guidelines published by the AASM.](#)

The online course allows you to access the 5 sections and 85 learning modules totaling 9.75 contact hours of video that specifically parallel the BRPT Exam Blueprint for the RPSGT Exam. This course is for those that seek an intensive review of the field of sleep technology and can be taken on the computer anytime as a self-study, self paced program..

## CPSGT Board Prep Outline ONLINE

**Program Title:** CPSGT Board Prep

**Program Description:**

This online course of instruction prepares individuals primarily for the CPSGT exam offered by the BRPT. The course will review the CPSGT Exam blueprint outlined by the BRPT in their CPSGT Handbook, which summarizes the three principle areas of responsibility that the exam groups into domains. Familiarity with the exam blueprint is crucial to successful preparation for the exam. This course will explore and expound in greater detail those three domains, which includes Study Performance/Instrumentation, Scoring and Data Processing, Perform Therapeutic Treatment and Intervention. The course will also review some of the most relevant content within the other BRPT recommended primary reference material; [The AASM Manual for the Scoring of Sleep and Associated Events, Rules Terminology and Technical Specifications, Version 2.4;](#)

The online course allows you to access the 3 sections and 49 learning modules totaling 6.5 contact hours of video that specifically parallel the BRPT Exam Blueprint for the CPSGT Exam. This course is for those that seek an introductory review of the field of sleep technology and can be taken on the computer anytime as a self-study, self paced program.

## Scoring Manual: Adult & Pediatric ONLINE

**Program Title:** Scoring Manual: Adult & Pediatric

**Program Description:**

This online course of instruction will review all sections of [The AASM Manual for the Scoring of Sleep and Associated Events, Rules Terminology and Technical Specifications, Version 2.4,](#) which explains the scoring criteria areas of sleep staging, arousals, respiratory events and movement events for both adult and pediatric patients. The online course allows you to access 9 sections and 47 learning modules totaling 4.5 contact hours of video that specifically parallel the AASM for Scoring of Sleep. This course is for those that seek an adult and pediatric review of the scoring manual and can be taken on the computer anytime as a self-study, self paced program.

## Scoring Manual: Adult Only ONLINE

**Program Title:** Scoring Manual: Adult Only

**Program Description:**

This online course of instruction will review all sections of [The AASM Manual for the Scoring of Sleep and Associated Events, Rules Terminology and Technical Specifications, Version 2.4](#), which explains the scoring criteria areas of sleep staging, arousals, respiratory events and movement events for adult patients. The online course allows you to access 6 sections and 25 learning modules totaling 3.5 contact hours of video that specifically parallel the AASM for Scoring of Sleep. This course is for those that seek an adult only review of the scoring manual and can be taken on the computer anytime as a self-study, self paced program.

## Scoring Manual: Pediatric Only ONLINE

**Program Title:** Scoring Manual: Pediatric Only

**Program Description:**

This online course of instruction will review all sections of [The AASM Manual for the Scoring of Sleep and Associated Events, Rules Terminology and Technical Specifications, Version 2.4](#), which explains the scoring criteria areas of sleep staging, arousals, respiratory events and movement events for pediatric patients. The online course allows you to access 5 sections and 31 learning modules totaling 2.5 contact hours of video that specifically parallel the AASM for Scoring of Sleep. This course is for those that seek a pediatric only review of the scoring manual and can be taken on the computer anytime as a self-study, self paced program.

## Self Study for Sleep Technology ONLINE

**Seminar Title:** Self Study for Sleep Technology

**Seminar Description:**

This online course of instruction will review content in all the sections required by the BRPT to be considered a STAR-designated Self-Study education program. There are a total of 299 video-lessons that are sub-grouped into 14 distinct sections. The entire seminar totals 25.50 video contact hours. By completing this seminar, the student will learn how to use polysomnographic instrumentation, perform polysomnographic procedures, how to interact with sleep patients, perform overnight monitoring as well as how to perform waveform recognition for the scoring and analysis of sleep stages, arousals, limb movements and sleep related breathing events. The student will also learn how to recognize the essential features of the most common sleep disorders.

Section	Lessons	Contact Time	Learning Objectives
Introduction: The Sleep Technologist	6	55 mins	Introduction to sleep technology, the role of a sleep technologist and strategies for performing shift work.
Polysomnographic Instrumentation	12	100 mins	Basic review of neurons, neuroanatomy of wakefulness, electrical principles and safety, components of sleep acquisition systems and EEG waveform appearance.
Sleep-Wake Physiology & Pathophysiology	21	178 mins	Basic review of sleep physiology, cardiac anatomy and pathophysiology, respiratory anatomy and physiology, pathophysiology of sleep disordered breathing as well as a basic review of medications and their effects on sleep.
Sleep Disorders Classification and Diagnostic Criteria	46	181 mins	Review of the essential features outlined by the International Classification of Sleep Disorders III, which includes Insomnia Disorders, Sleep Related Breathing Disorders, Hypersomnia Disorders, Circadian Rhythms Disorders, Parasomnia Disorders and Movement disorders.
Polysomnographic Procedures	60	276 mins	Comprehensive review of the AAST Technical Guidelines for performing studies like the PSG, MSLT, MWT, OCST and Actigraphy.
Chart Review and Questionnaires	4	26 mins	An introduction to the new patient encounter with an emphasis on activities performed before the patient arrival, such as a review of the physician order, the health and physical and sleep questionnaires found in the patient's medical record.
Patient Interaction and Professionalism	9	54 mins	A continuation of the new patient encounter with an emphasis on activities performed at the time of the patient's arrival, such as professionalism, maintaining confidentiality, patient assessment, facility orientation, procedural orientation and the patient-tech interview.
Patient and Equipment Preparation	24	114 mins	A continuation of the new patient encounter with an emphasis on activities performed during the "Hook-up," the equipment calibration and the physiologic calibrations that must be performed before starting the procedure.
Patient Monitoring	17	85 mins	A continuation of the new patient encounter with an emphasis on activities for starting the procedure as well as on-going monitoring of the procedure, such as documentation and responding to unwanted artifact.
Patient Safety and Emergency Situations	15	67 mins	A review of topic related to patient safety as well as the possible risk factors associated with being a sleep technologist, such as chemical safety, electrical safety, fire safety, infection control, and managing various types of emergencies.
Therapeutic Interventions	55	185 mins	Comprehensive review of the AAST Technical Guidelines related to positive airway pressure, such as PAP Acclimation, PAP Titration protocols, and PAP Adherence. It will also review the use of supplemental oxygen during procedures as well as alternative treatments for Sleep Disordered Breathing, such as oral appliances and surgical interventions.
Scoring	23	155 mins	An introduction to waveform recognition and the scoring rules set out by the the AASM Manual for Scoring for sleep staging, arousals, respiratory events and movement events.
Data Analysis and Reporting	8	37 mins	A review of the data analysis that is required after performing sleep studies as well as the items that should be included in the clinical summary and the physician's interpretation.
Data Archiving and Storage	1	4	A basic review of the key aspects for proper archiving and storage of patient medical records and digital records associated with performing sleep studies.

## Polysomnographic Instrumentation ONLINE

**Seminar Title:** Polysomnographic Instrumentation

**Seminar Description:**

Basic review of neurons, neuroanatomy of wakefulness, electrical principles and safety, components of sleep acquisition systems and EEG waveform appearance. This is a great course to learn the fundamentals of how sleep studies are recorded and how the amplifier converts analog signals to digital format. It also explains sampling rates, sensitive versus gain and the use of filters. There are 12 lessons totaling 90 minutes of video-contact time.

## Basic Cardiac Pathophysiology ONLINE

**Seminar Title:** Basic Cardiac Pathophysiology

**Seminar Description:**

Basic review of cardiac anatomy, cardiac electrical activity and cardiac waveform recognition. This is a great course for anyone wanting to learn the difference between normal and abnormal cardiac rhythms, especially those that may require an emergency response. There are 2 lessons totaling 30 minutes of video-contact time.

## Basic Respiratory Pathophysiology ONLINE

**Seminar Title:** Basic Respiratory Pathophysiology

**Seminar Description:**

Basic review of respiratory anatomy of the upper and lower airway as well as the physiology and pathophysiology associated with sleep disordered breathing. This is a great course for anyone wanting a greater understanding of breathing mechanics and the control process that allow the body to respond to hypoxemia and hypercapnia. There are 6 lessons totaling 60 minutes of video-contact time.

## Medications and Sleep ONLINE

**Seminar Title:** Medications and Sleep

**Seminar Description:**

Basic review of the different classifications of medications and their possible effects on the sleep patient. This is a great course for anyone needing a fundamental review of what to expect to see from medications such as hypnotics, antidepressants, cardiovascular drugs, stimulants, antihistamines, anticonvulsants, opioids, antipsychotics, mood stabilizers as well as common over the counter sleep aids. There are 11 lessons totaling 60 minutes of video-contact time.

## Insomnia: The Essential Features ONLINE

**Seminar Title:** Insomnia: The Essential Features

**Seminar Description:**

Review of the essential features outlined by the International Classification of Sleep Disorders III for Insomnia Disorders. This is a great course for anyone that wants to have a greater understanding for this classification of sleep disorders as well as the essential diagnostic criteria for the most common subtypes. This is a review of only the essential features listed by the ICSD-III. There are 3 lessons totaling approximately 15 minutes of video-contact time.

## Sleep Related Breathing Disorders: The Essential Features ONLINE

**Seminar Title:** Sleep Related Breathing Disorders: The Essential Features

**Seminar Description:**

Review of the essential features outlined by the International Classification of Sleep Disorders III for Sleep Related Breathing Disorders. This is a great course for anyone that wants to have a greater understanding for this classification of sleep disorders as well as the essential diagnostic criteria for the most common subtypes. This is a review of only the essential features listed by the ICSD-III. There are 9 lessons totaling 30 minutes of video-contact time.

## Hypersomnia: The Essential Features ONLINE

**Seminar Title:** Hypersomnia: The Essential Features

**Seminar Description:**

Review of the essential features outlined by the International Classification of Sleep Disorders III for Hypersomnia. This is a great course for anyone that wants to have a greater understanding for this classification of sleep disorders as well as the essential diagnostic criteria for the most common subtypes. This is a review of only the essential features listed by the ICSD-III. There are 6 lessons totaling 15 minutes of video-contact time.

## Circadian Rhythm Disorders: The Essential Features ONLINE

**Seminar Title:** Circadian Rhythm Disorders: The Essential Features

**Seminar Description:**

Review of the essential features outlined by the International Classification of Sleep Disorders III for Circadian Rhythm Disorders. This is a great course for anyone that wants to have a greater understanding for this classification of sleep disorders as well as the essential diagnostic criteria for the most common subtypes. This is a review of only the essential features listed by the ICSD-III. There are 7 lessons totaling 15 minutes of video-contact time.

## Parasomnia Disorders: The Essential Features ONLINE

**Seminar Title:** Parasomnia Disorders: The Essential Features

**Seminar Description:**

Review of the essential features outlined by the International Classification of Sleep Disorders III for Parasomnia Disorders. This is a great course for anyone that wants to have a greater understanding for this classification of sleep disorders as well as the essential diagnostic criteria for the most common subtypes. This is a review of only the essential features listed by the ICSD-III. There are 13 lessons totaling 30 minutes of video-contact time.

## Sleep Related Movement Disorders: The Essential Features ONLINE

**Seminar Title:** Sleep Related Movement Disorders: The Essential Features

**Seminar Description:**

Review of the essential features outlined by the International Classification of Sleep Disorders III for Sleep Related Movement Disorders. This is a great course for anyone that wants to have a greater understanding for this classification of sleep disorders as well as the essential diagnostic criteria for the most common subtypes. This is a review of only the essential features listed by the ICSD-III. There are 5 lessons totaling 15 minutes of video-contact time.

## AAST Technical Guideline: Standard Polysomnogram ONLINE

**Seminar Title:** AAST Technical Guideline: Standard Polysomnogram

**Seminar Description:**

This course is a comprehensive review of the AAST Technical Guideline for Standard Polysomnogram. This course is great for anyone wanting to learn the fundamental and recommended standardized approach to performing a routine sleep study. Incredible development tool for newer sleep professionals and a great review for experienced technologists or those in leadership positions looking to implement a standardized approach within their sleep center. There are 30 lessons totaling 3 hours of video-contact time.

## AAST Technical Guideline: PAP Acclimation and Desensitization ONLINE

**Seminar Title:** AAST Technical Guideline: PAP Acclimation and Desensitization

**Seminar Description:**

This course is a comprehensive review of the AAST Technical Guideline for Positive Airway Pressure Acclimation and Desensitization. This course is great for anyone wanting to learn the fundamental and recommended standardized approach to introducing a patient to positive airway pressure for the very first time as well as how to respond those patients that have difficulty initially acclimating to the treatment option. Incredible development tool for newer sleep professionals and a great review for experienced technologists or those in leadership positions looking to implement a standardized approach within their sleep center. There are 14 lessons totaling 75 minutes of video-contact time.

## AAST Technical Guideline: Manual Titration of PAP for OSA ONLINE

**Seminar Title:** AAST Technical Guideline: Manual Titration of PAP for OSA

**Seminar Description:**

This course is a comprehensive review of the AAST Technical Guideline for the Summary of AASM Clinical Guidelines for the Manual Titration of Positive Airway Pressure in Patients with Obstructive Sleep Apnea. This course is great for anyone wanting to learn the fundamental and recommended standardized approach to performing a manual titration of PAP, both CPAP and BPAP, during an overnight sleep study. Incredible development tool for newer sleep professionals and a great review for experienced technologists or those in leadership positions looking to implement a standardized approach within their sleep center. There are 19 lessons totaling 60 minutes of video-contact time.

## AAST Technical Guideline: PAP Adherence and Follow Up Care ONLINE

**Seminar Title:** AAST Technical Guideline: PAP Adherence and Follow Up Care

**Seminar Description:**

This course is a comprehensive review of the AAST Technical Guideline for evaluating a patient's PAP adherence as well as the recommended short term and long term follow up after starting treatment with PAP. This course is great for anyone wanting to learn the fundamental and recommended standardized approach to helping patients maintain compliant PAP treatment. Incredible development tool for newer sleep professionals and a great review for experienced technologists or those in leadership positions looking to implement a standardized approach within their sleep center. There are 10 lessons totaling 15 minutes of video-contact time.

## AAST Technical Guideline: Out of Center Sleep Testing ONLINE

**Seminar Title:** AAST Technical Guideline: Out of Center Sleep Testing

**Seminar Description:**

This course is a comprehensive review of the AAST Technical Guideline for performing Out of Center Sleep Testing. This course is great for anyone wanting to learn the fundamental and recommended standardized approach to performing unattended, home sleep studies. Incredible development tool for newer sleep professionals and a great review for experienced technologists or those in leadership positions looking to implement a standardized approach within their sleep center. There are 12 lessons totaling 30 minutes of video-contact time.

## AAST Technical Guideline: Clinical Use of Actigraphy ONLINE

**Seminar Title:** AAST Technical Guideline: Clinical Use of Actigraphy

**Seminar Description:**

This course is a comprehensive review of the AAST Technical Guideline for the Clinical use of Actigraphy. This course is great for anyone wanting to learn the fundamental and recommended standardized approach to how Actigraphy can be used to help in the diagnosis and treatment of sleep disorders, usually Insomnia and Parasomnia related disorders. Incredible development tool for newer sleep professionals and a great review for experienced technologists or those in leadership positions looking to implement a standardized approach within their sleep center. There are 6 lessons totaling approximately 15 minutes of video-contact time.

## MSLT and MWT Protocol ONLINE

**Seminar Title:** MSLT and MWT Protocol

**Seminar Description:**

Comprehensive review of the standard approach for performing the Multiple Sleep Latency Test and Maintenance of Wakefulness Test. This course is great for anyone wanting to learn how to perform these two polysomnographic procedures used for the objective measurement of hypersomnia. There are 12 lessons totaling 30 minutes of video-contact time.

## Supplemental Oxygen in Sleep Centers

**Seminar Title:** Supplemental Oxygen in Sleep Centers

**Seminar Description:**

A review of the standard use of supplemental oxygen in sleep centers during diagnostic and PAP procedures. This course is great for anyone wanting to have a fundamental review of the basic purpose and rationale of using supplemental oxygen, storage and delivery methods, necessary precautions and the typical titration protocol. There are 11 lessons totaling 15 minutes of video-contact time.

## Patient Encounter: Before Lights Out

**Seminar Title:** Patient Encounter: Before Lights Out

**Seminar Description:**

This course is an introduction to the new patient encounter with an emphasis on activities performed before the patient arrival, such as a review of the physician order, the health and physical and sleep questionnaires found in the patient's medical record. It also reviews the continuation of the new patient encounter with an emphasis on activities performed at the time of the patient's arrival, such as professionalism, maintaining confidentiality, patient assessment, facility orientation, procedural orientation and the patient-tech interview. It completes the process of the patient encounter with an emphasis on activities performed during the "Hook-up" (including the 10-20 Lead Placement System and Electrode application), the equipment calibration and the physiologic calibrations that must be performed before starting the procedure. This is a great course for those that are looking for a better understanding to the standard approach to things considered up just before LIGHTS OUT! There are 37 lessons totaling 3.5 hours of video-contact time.

## Patient Encounter: After Lights Out

**Seminar Title:** Patient Encounter: After Lights Out

**Seminar Description:**

This course is a continuation of the new patient encounter with an emphasis on activities after the LIGHTS OUT designation such as the recording montage, starting the procedure and the on-going monitoring of the procedure in regards to documentation, recognizing and then responding to unwanted artifact. This course also has a great review of topics related to patient safety as well as the possible risk factors associated with being a sleep technologist, such as chemical safety, electrical safety, fire safety, infection control, and managing various types of emergencies most probable while working at a sleep center. There are 17 lessons totaling 75 minutes of video-contact time.

## Patient Safety and Emergency Situations

**Seminar Title:** Patient Safety and Emergency Situations

**Seminar Description:**

This course is a compliment to the new patient encounter courses regarding new patient encounters. This course is a great review of topics related to patient safety as well as the possible risk factors associated with being a sleep technologist, such as chemical safety, electrical safety, fire safety, infection control, and managing various types of emergencies most probable while working at a sleep center. This is great course for anyone wanting to make sure they are prepared for maintaining a safe workplace and being prepared in the unlikely event of an emergency. There are 13 lessons totaling 60 minutes of video-contact time.

## ICSD-3: The Essential Features

**Seminar Title:** ICSD-3: The Essential Features

**Seminar Description:**

Review of the essential features outlined by the International Classification of the most common Sleep Disorders, including Insomnia, Sleep Related Breathing Disorders, Hypersomnia, Circadian Rhythm Disorders, Parasomnia Disorders and Sleep Related Movement Disorders. This is a great course for anyone that wants to have a greater understanding for the classification of sleep disorders as well as the essential diagnostic criteria for the most common subtypes for each classification. This is a review of only the essential features listed by the ICSD-III. There are 43 lessons totaling 2.25 hours of video-contact time.

## AAST Technical Guidelines with Bonus Material

**Seminar Title:** AAST Technical Guidelines with Bonus Material

**Seminar Description:**

This course is a comprehensive review of the most common AAST Technical Guideline, including Standard Polysomnogram, PAP Acclimation and Desensitization, Manual Titration of PAP for OSA, PAP Adherence and Follow Up Care, Out of Center Sleep Testing and Clinical Use of Actigraphy. This course is great for anyone wanting to learn the fundamental and recommended standardized approach to performing sleep related procedures. Incredible development tool for newer sleep professionals and a great review for experienced technologists or those in leadership positions looking to implement a standardized approach within their sleep center. There are 114 lessons totaling 7.50 hours of video-contact time.

## Patient Encounter: Before and After Lights Out

**Seminar Title:** Patient Encounter: Before and After Lights Out

**Seminar Description:**

This course is a compilation of three individual courses being offered, including Patient Encounter: Before Lights Out, Patient Encounter: After Lights Out and Patient Safety and Emergency Situations. This is a great course for those that are looking for a better understanding to the standard approach to things considered up just before LIGHTS OUT, after LIGHTS OUT and how to better manage patient safety in the sleep center. There are 67 lessons totaling 6.00 hours of video-contact time.

## Grading and Marking System Used and Schools Policy Concerning Satisfactory Progress

Satisfactory progress is defined as a score of 70% or better on a 100 point scale at the midpoint evaluation exam as well as 70% or better on a 100 point scale at the final evaluation exam.

- a. In regards to progress evaluation and frequency of progress reporting, there will only be two evaluations and two reporting of progress, which will take place at the midpoint of the course (after 40 hours have been completed) and at the completion of the course (after 80 hours have been completed.)
- b. In regards to probation relating to not meeting satisfactory progress, there is no probation period; however, if student not making satisfactory progress at the midpoint the student will be given additional training on course content missed and be retested until satisfactory progress is obtained.
- c. In regards to termination related to not meeting satisfactory progress, a student will not be terminated for not meeting satisfactory progress; however, if student not making satisfactory progress at final exam the student will be given additional training on course content missed and be retested until satisfactory progress is obtained. The student must pass the final exam as part of the graduation requirements.

## General Requirements for Attendance

Attendance is defined as being physically present on and throughout the day and time class is scheduled to be held and taught by an instructor.

- a. In regards to absences, being absent is defined as not being physically present on and throughout the day and time class is scheduled to be held and taught by an instructor. A national holiday will not be counted as an absent if class is being taught on that day despite the holiday.
- b. In regards to tardies, being tardy is defined as arriving after the scheduled time that class is scheduled to be held and taught by an instructor. If the student shows up after 45 minutes (approximately 10%) of the class has been taught, then the course content missed will need to be made up and the day will be considered as a partial day of absence.
- c. In regards to make up work, the student must make arrangements with instructor to review content and then demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session. Must be completed by the end of the course and before taking the final exam. Must be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor. Must be signed by the student and instructor as being completed.
- d. In regards of leaves of absences, the Director may grant a leave of absence after determining that good cause is shown. In a 12-month calendar period, a student may have no more than two leaves of absences. For a program with course time of 200 hours or less, a student may be on leave of absence for a total of 30 calendar days. The student will be required to return to the next available course being taught and complete the content missed in original course dates but must coordinate this in advance with the Director by the course admission deadline. The approved dates for leave and/or return must be clearly documented in the students file.
- e. In regards to attendance probation, there is no probation period for attendance related issues.
- f. In regards to termination for unsatisfactory attendance, school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences;
  - a. More than 1 consecutive school days
  - b. More than 10% of the total course time
  - c. Any number of days if student fails to return as scheduled from an approved leave of absence.
  - d. In regards to re-admittance after termination for unsatisfactory attendance, the student may not reenter before the start of the next grading period. The student can apply for Readmission with a written submission to the Director requesting readmission and explaining how the individual will correct attendance related issues that caused them to be terminated in the first place. Readmission reviews are subject to approval by the Director, which may consult others in the school such as the owner, instructors and the school representatives, as part of the decision making process.
- g. In regards to school's way of taking and maintaining a positive record of attendance, including when taken, symbols, methodology and provisions for permanent maintenance, the school will take attendance at the beginning of course instruction and the end of that day's course instruction using the "Ten Day PEP Course Attendance Sheet." The sheet will list the student's printed name, their signature on day 1 and initial for days 2-10. If student is not present to sign/initial, the final day's instructor will denote "A" for absent the entire day or when more than 50% of the day is missed, "T" for showing up after instruction begins and "P" for partial day which more than 50% of the day and less than 80% was attended but not all of the instruction day. The Director will transfer the attendance information to the "PEP Master Attendance and Performance Record" for permanent maintenance and keeping.

## **Conduct Policy**

Conditions for dismissal- Any threat of violence, any violent action, profane or racist comments

And/or any action that violates State of Federal Law.

The student can apply for Readmission with a written submission to the Director requesting readmission and explaining how the individual will conduct themselves differently from the behavior that led them to be dismissed in the first place.

Readmission reviews are subject to approval by the Director, which may consult others in the school such as the owner, instructors and the school representatives, as part of the decision making process.

## **PEP Graduation Requirements**

The student must attend at least 90% of the course and pass the 04.00 hours exam. A score of 70% or better is required on the final exam. The student will be allowed two retest of the final. The student must complete all requirements within 12 months of starting the Polysomnography Education Program (PEP) course, if not completed within the original two week course.

## **RPSGT Board Prep LIVE Graduation Requirements**

The student must attend at least 90% of the eight hour course.

## **All Online Graduation/Completion Requirements**

The student must complete all sections and all earning modules assigned in that specific course for Certificate of Completion and/or any approved continuing education credits, if any, to be awarded.

## **Job Placement Assistance Policy**

First Sleep School does not guarantee job placement. We will provide the PEP Program student with a list of Employers in the Dallas/Ft. Worth area and how they may contact them for employment opportunities. We will also post a job board at the school location.

## Any Grievances

The process for filing a complaint is listed below in this section of the catalog, will be posted in the class room instructional area as well as on our website. The TWC-assigned school number is: S4200.

Information on filing a complaint with TWC can also be found on TWC's Career Schools and Colleges Website at <http://csc.twc.state.tx.us/>. Or submitted to the following Address:

Texas Workforce Commission

Career Schools and Colleges, Room 226T

101 East 15th Street

Austin, Texas 78778-0001

Phone 512-936-3100

### NOTICE

#### STUDENT COMPLAINT POLICY

Dear Students:

1. First Sleep School has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC assigned school number is: S4200.
2. First Sleep School's programs are approved by TWC.
3. Students must address their concerns about First Sleep School or any of its educational programs by following the grievance process outlined in the school's catalog. First Sleep School is responsible for ensuring and documenting that all students have received a copy of the First Sleep School's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform First Sleep School management.
4. Students dissatisfied with First Sleep School's response to their complaint or who are not able to file a complaint with the First Sleep School, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.
5. Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at <http://csc.twc.state.tx.us/>.

"Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas."

"The Information contained in this catalog is true and correct to the best of my knowledge"

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