

## Memorandum of Understanding

### **Prior Learning Credit Agreement: Hostos' Health Information Technology Professional Certificate Program & BMCC's AAS in Health Information Technology (HIT)**

Division of Continuing Education & Workforce Development at Hostos Community College and  
the Office of Academic Affairs at Borough of Manhattan Community College

#### Rationale:

Since 2002, the Division of Continuing Education and Workforce Development (CEWD) at Hostos Community College (HCC) has offered grant-funded occupational training programs that support unemployed and underemployed individuals in their pursuit of higher education, as a means of educational and career advancement.

The CUNY CareerPATH (CCP) is an exciting new initiative funded by the United States Department of Labor's Trade Adjustment Assistance Community College and Career Training grant. HCC is part of a consortium of CUNY's six community colleges and two comprehensive colleges tasked with meeting the needs of workers affected by competition from foreign trade by providing them with occupational and academic skills training, stackable credentials, connections to industry, job placement, and the support and assistance needed to progress to a college degree. As a result of offering bankable credits, CEWD has attracted hundreds of dedicated participants, who are now committed to pursuing higher education after completing their occupational training program.

Focusing on occupational trainings in healthcare, HCC is offering a Health Information Technology Professional (HITP) Certificate Program. Trainees who complete the certificate program will be better equipped to enter the workforce in the growing field of health information technology and have the opportunity to further their education at the Borough of Manhattan Community College.

#### Purpose:

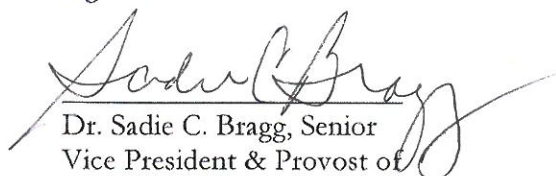
The purpose of this agreement is to ensure that graduates from the HITP Certificate Program receive prior learning credit towards an Applied Science Associate's Degree (AAS) in Health Information Technology (HIT) at Borough of Manhattan Community College (BMCC). Participants who complete the HITP Certificate Program and choose to enroll at BMCC may earn up to 6 prior learning credits towards the AAS in Health Information Technology. To earn credit towards an AAS Degree in Health Information Technology at BMCC, the following stipulations apply to the HITP Certificate Program and its graduates:

1. The HITP Certificate Program will follow a curriculum in electronic health records management developed specifically for the CCP program in accordance with the competencies laid out by the Office of the National Coordinator for Health Information

Technology to support the widespread, meaningful use of health information technology. Learning outcomes of the certificate program will be comparable to the following two 3-credit courses at BMCC: Medical Terminology I (HIT 103) and Medical Terminology II (HIT 203).


2. Participants must earn a passing grade of 73% on the Medical Terminology challenge exam at BMCC in order to earn 6 prior learning credits towards the AAS Degree in Health Information Technology.
3. A faculty member from the Health Information Technology degree program will administer and grade the challenge exam. The faculty member will also collaborate with the CCP program director to schedule exam dates.
4. A staff member from the Health Information Technology degree program and a staff member from the BMCC Admissions office will work with the CCP program director to facilitate the enrollment of qualified HITP Certificate Program graduates into the Health Information Technology degree program.
5. Participants can only apply credits towards the AAS Degree in Health Information Technology at BMCC.
6. Once enrolled in the AAS Degree in Health Information Technology at BMCC, prior learning credits will be applied to the course transcripts of eligible HITP Certificate Program graduates as follows: 3 credits in Medical Terminology I (HIT 103) and 3 credits in Medical Terminology II (HIT 203). Students will not have to take additional electives as a replacement for these courses.
7. Credits will be valid and applicable as long as the college-level courses of Medical Terminology I and II are offered by BMCC. If these courses are changed or eliminated, the CCP program director and faculty liaison will work to revise the HITP Certificate Program curricula to meet any new requirements for earning prior learning credit. Graduates that complete the requirements outlined in this MOU prior to any changes, will be grandfathered in and able to receive the 6 prior learning credits.

Signature:

  
Dr. Sadie C. Bragg, Senior  
Vice President & Provost of  
Academic Affairs

Date:

Signature:

  
Dr. Carlos Molina, Vice President of  
Continuing Education & Workforce  
Development

Date:

6/19/2013