



**FOCUS**  
sleep school

## Course Catalog

Focus Sleep School is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.



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## Introduction

Obstructive Sleep Apnea (OSA) is a chronic condition that, if untreated, leads to shallow breathing and frequent sleep disruptions. Diagnosis is confirmed with a polysomnogram (PSG) or a home sleep apnea test, conducted by Sleep Technicians who monitor patients during sleep, apply sensors, and initiate therapy if necessary.

The most recognized credential in Sleep Medicine is the Registered Polysomnographic Technologist (RPSGT) designation, awarded by the Board of Registered Polysomnographic Technologists (BRPT) with multiple eligibility pathways. Focus Sleep School offers an Introduction to Sleep Medicine for Technologists course, providing students with certification preparation through asynchronous modules, live virtual lectures, and on-site hands-on training.

## Welcome message!

Welcome to our catalog!

Whether you're starting a new career, building your skills, or exploring new interests, we have something for you. The AASM Sleep Team Education Programs (ASTEP), accredited by the American Academy of Sleep Medicine (AASM), offer comprehensive training in sleep technology, featuring coursework, hands-on training, and online modules.

Our Introduction to Sleep Medicine for Technologists course provides an in-depth look into sleep technology, equipping you for a fulfilling career in sleep medicine.

Explore our catalog, discover your potential, and join us on this educational journey. We're here to support you every step of the way.

Welcome aboard!



## About our institution

### Program

#### Introduction to Sleep Medicine for Technologists Course

Accredited Sleep Technologist Education Program (A-STEP) is a fast-tracked education program that will help you obtain your goal of a career in the field of sleep technology and become a certified or registered sleep technologist.

Consisting of a combination of self-study, LIVE virtual instruction, and hands-on training, A-STEP is nationally recognized as an affordable, entry level education program designed for anyone who does not currently hold credentials as an: RPSGT, CPSGT, RRT-SDS, or CRT-SDS, or Technicians required to complete an education program to meet current eligibility with BRPT requirements to apply to take either the RPSGT or CPSGT credentialing examinations, and/or State medical board licensure requirements to work in the field of sleep technology.

### Location

Focus Sleep School's primary headquarters and course locations are at 7730 Wolf River Blvd. Suite 107 Germantown, TN 38038.

### Accreditation and Authorization

The Focus Sleep School Introduction to Sleep Medicine for Technologists Course is accredited by the American Academy of Sleep Medicine. Accreditation must be renewed every two years.

Focus Sleep School is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

### Definitions and abbreviations

- **A-STEP:** The acronym stands for "AASM Sleep Team Education Programs". A-STEP is a specialized educational program accredited by the AASM (American Academy of Sleep Medicine). Its primary goal is to offer comprehensive training and education to individuals aspiring to pursue careers as sleep technologists, ensuring they attain the highest standards of proficiency and competence in the field of sleep medicine. To successfully fulfill the requirements of A-STEP, participants need to complete both the 80-hour Introductory Course and the AASM Introduction to Sleep Medicine for Technologists Modules. These components collectively provide a thorough grounding in the principles, practices, and skills essential for effective performance in the realm of sleep technology.
- **Introduction to Sleep Medicine for Technologists Course:** Consisting of 80 hours of practical education on the role of a sleep technologist, history of sleep medicine, and hands-on experience to properly set up and perform various patient sleep studies. After this course, learners will have the basic knowledge needed to begin working as sleep trainees.
- **AASM Introduction to Sleep Medicine for Technologists Modules:** Refers to the educational modules offered as part of the AASM A-STEP program. These modules cover various aspects of sleep technology, including sleep disorders, polysomnography techniques, patient care, and

professional standards. Completion of these modules is typically required for individuals seeking certification or accreditation in sleep technology.

- **CPSGT:** Abbreviation for "Certified Polysomnographic Technician." CPSGT is a professional certification awarded by the Board of Registered Polysomnographic Technologists (BRPT) to individuals who have demonstrated competencies in performing polysomnographic procedures and data analysis by receiving a passing score on the CPSGT exam. Full completion of A-STEP and BLS certification typically meets eligibility criteria to sit for the CPSGT exam. Specific eligibility criteria can be found at [brpt.org](http://brpt.org).
- **RPSGT:** Abbreviation for "Registered Polysomnographic Technologist." RPSGT is a professional credential granted by the Board of Registered Polysomnographic Technologists (BRPT) to sleep technologists who have met rigorous education, experience, and have received a passing score on the RPSGT exam. RPSGTs are recognized as experts in the field of polysomnography and sleep medicine. Full completion of A-STEP, BLS certification, and 960 clinical hours typically meet eligibility requirements to sit for the RPSGT exam. Specific eligibility criteria can be found at [brpt.org](http://brpt.org).
- **Clinical Hours:** Clinical experience that includes on-site polysomnography duties performed as direct patient recording and/or scoring.
- **AASM:** Abbreviation for the "American Academy of Sleep Medicine," AASM is a professional organization dedicated to advancing the field of sleep medicine and sleep health. It sets standards for the diagnosis and treatment of sleep disorders, provides education and training for healthcare professionals, and advocates for public awareness of sleep-related issues.
- **Contact Hour:** A unit of measurement to quantify the time spent in direct instruction or contact with a learning resource, including assignments, didactic lecture, practical skills application, third-party platforms (i.e.-AASM ISR), quizzes, and assessments. Asynchronous contact hours are estimated based on content provided, and will be reassessed annually based on actual student time spent. One contact hour equals a sixty (60) minute period that contains at least fifty (50) minutes of actual directed or supervised instructional time.
- **Distance learning:** A system and process that connects learners with distributed learning resources through delivery systems at a distance such as correspondence, video tape, audio tape, telecommunications, computer resources, computer network system or an electronic delivery system, where there is physical separation of the instructor and student.
- **Asynchronous Education:** Asynchronous learning refers to a mode of education where students engage with learning materials, assignments, and discussions at their own pace and on their own schedule, rather than in real-time. This means that students can access course materials and complete assignments at times that are convenient for them, without the need for simultaneous interaction with instructors or peers.
- **Synchronous Education:** Education involves real-time interaction between instructors and students, as well as among students themselves. In this mode, students participate in scheduled activities, such as live lectures, discussions, or group activities, at specific times designated by the instructor. Synchronous learning requires all participants to be present simultaneously, either physically or virtually, using communication tools such as video conferencing or live chat platforms.

- **On-site Education:** Refers to education that takes place in a physical location, such as a classroom, laboratory, or campus facility. In this mode, students attend classes, lectures, or practical sessions in person, interacting directly with instructors and classmates. On-site learning often provides opportunities for hands-on experiences, face-to-face interactions, and immediate feedback from instructors. This term contrasts with remote or distance learning, where instruction and activities are conducted virtually, without the need for physical presence at a specific location.
- **Certificate of Completion:** A document issued to an individual upon successful fulfillment of the requirements of the Introduction to Sleep Medicine for Technologists Course. It signifies the completion of all necessary tasks, coursework, or objectives.
- **A-STEP Student:** Refers to an individual currently enrolled in A-STEP, either the Introduction course or AASM ASTEP modules.
- **Sleep Technician Trainee:** An individual who is undergoing training to become a sleep technician. This trainee engages in supervised clinical experience and hands-on learning activities as part of their preparation for a career in sleep technology.
- **Sleep Technician:** A healthcare professional specializing in the diagnosis and treatment of sleep disorders. Sleep technicians are responsible for conducting sleep studies, monitoring patients during sleep, analyzing sleep data, and assisting in the implementation of treatment plans under the general or direct supervision of an RPSGT or sleep specialist.
- **Sleep Technologist:** A highly skilled healthcare professional trained in the assessment, diagnosis, and treatment of sleep disorders. Sleep technologists have advanced training and expertise in conducting sleep studies, analyzing sleep data, interpreting results, and providing patient care within the scope of sleep medicine. Sleep technologists must have a certification by a nationally recognized certification board and holds either the Registered Sleep Technologist (RST), Registered Polysomnographic Technologist (RPSGT), or Sleep Disorders Specialist (SDS) credential.
- **Direct Supervision:** Involves a supervisor being physically present and immediately available to provide guidance, instruction, or intervention as needed during procedures or tasks.
- **General Supervision:** Involves oversight where a supervisor is not physically present but is available for consultation or support if required. The worker operates independently, following established protocols or guidelines.

## Professional Development

After completing the Accredited Sleep Technologist Education Program (A-STEP), individuals have the option to begin their career as sleep technician trainees or Certified Polysomnographic Technicians (CPSGT), gaining hands-on experience. With time and experience, they advance to become fully-fledged sleep technicians.

Further education and certifications, such as the Registered Polysomnographic Technologist (RPSGT) credential, can lead to enhanced career opportunities and responsibilities. Some may progress into supervisory or managerial roles, specialize in specific areas like pediatric sleep disorders, or contribute to sleep research. Career progression in sleep technology involves continuous learning and skill development, offering opportunities for fulfilling and rewarding careers in sleep medicine.

State, local, and organizational differences apply. Students are encouraged to research local rules, regulations, and guidelines to ensure A-STEP is an approved pathway in their region. This catalog details the rules and regulations for becoming a sleep technologist in the state of Tennessee.

Students must be able to perform the duties specified in the AASM/AAST/ BRPT job description for a Polysomnographic Trainee as listed in this catalog.

### AASM Polysomnographic Trainee Position Summary

A Polysomnographic Trainee develops competency in and performs the basics of polysomnographic testing and associated interventions under direct supervision of a Polysomnographic Technician or a Polysomnographic Technologist.

#### Domains of Practice

- Gather and analyze patient information.
- Verify the medical order and protocol.
- Complete and verify documents.
- Explain the procedure and orient the patient to the sleep center.
- Perform testing preparation procedures.
- Prepare and calibrate equipment required for testing to determine proper functioning.
- Apply electrodes and sensors according to accepted published standards.
- Perform appropriate physiologic calibrations to ensure proper signals.
- Perform routine positive airway pressure (PAP) mask fitting.

#### Polysomnographic Procedures

- Follow procedural protocols [such as Multiple Sleep Latency Test (MSLT), Maintenance of Wakefulness Test (MWT), parasomnia studies, PAP and oxygen titration, etc.] to ensure collection of appropriate data.
- Follow “lights out” procedures to establish and document baseline values (such as body position, oxyhemoglobin saturation, respiratory and heart rates, etc.).



- Perform polysomnographic data acquisition while monitoring study-tracing quality to ensure signals are artifact-free. Identify and report signal abnormalities.
- Document routine observations, including sleep stages and clinical events, changes in procedure, and other significant events in order to facilitate scoring and interpretation of polysomnographic results.
- Assist with appropriate interventions (including actions necessary for patient safety and therapeutic intervention such as continuous and bi-level positive airway pressure, oxygen administration.).
- Follow “lights on” procedures to verify integrity of collected data and complete the data collection process (e.g., repeats the physiological and instrument calibrations and instructs the patient on completing questionnaires, etc.)
- Demonstrate the knowledge and skills necessary to recognize and provide age specific care in the treatment, assessment, and education of neonatal, pediatric, adolescent, adult, and geriatric patients.

### **Service Management and Professional Issues**

- Comply with applicable laws, regulations, guidelines and standards regarding safety and infection control issues.
- Participate in equipment care and maintenance.
- Maintain current CPR or BCLS certification.
- Demonstrate effective written and spoken communication skills.
- Demonstrate appropriate social skills.
- Demonstrate ability to follow direction.

### **Education and/or Experience**

- High school diploma or GED plus six months of direct patient care experience or one year of postsecondary education.
- OR
- Current enrollment in an accredited educational program leading to an associate degree with an emphasis in sleep technology.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to walk, sit; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job



include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In the performance of this job, the employee may be exposed to chemical vapors such as acetone, ether, or glutaraldehyde. There may also be skin contact with these substances. The employee may also be exposed to infectious agents including blood-borne pathogens.

*NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.*

### **AASM Polysomnographic Technician Position Summary**

A sleep technician performs comprehensive sleep testing and analysis, and associated interventions under the general supervision of a sleep technologist and/or the medical director or designee. A sleep technician can provide supervision of a sleep trainee.

### **Domains of Practice**

- Sleep study preparation and set-up.
- Review the patient's history and verify the medical order.
- Follow sleep center protocols related to the sleep study.
- When patients arrive, verify their identification, collect documents, and obtain consent for the study.
- Explain the procedure and orient the patient for either in center or out of center sleep testing.
- Select appropriate equipment and calibrate for testing to determine proper functioning and adjust if necessary.
- Apply electrodes and sensors according to accepted published standards.
- Perform routine positive airway pressure (PAP) interface fitting and desensitization.

### **Procedures**

- Follow procedural protocols (such as Multiple Sleep Latency Test (MSLT), Maintenance of Wakefulness Test (MWT), parasomnia studies, PAP and oxygen titration, etc.) to ensure collection of appropriate data.
- Perform appropriate physiological calibrations to ensure proper signals and make required adjustments.
- Follow "lights out" procedures to establish and document baseline values (such as body position, oxyhemoglobin saturation, respiratory and heart rates, etc.).
- Perform data acquisition while monitoring study-tracing quality to ensure signals are artifact-free. Identify, correct and document artifact.

- Document routine observations, including sleep stages and clinical events, changes in procedure, and other significant events in order to facilitate scoring and interpretation of polysomnographic results.
- Implement appropriate interventions (including actions necessary for patient safety and therapeutic intervention such as positive airway pressure, oxygen administration, etc.).
- Follow “lights on” procedures to verify integrity of collected data and complete the data collection process (e.g. repeat the physiological and instrument calibrations and instructs the patient on completing questionnaires, checking for completeness, etc.).
- Assist with scoring sleep/wake stages by applying professionally accepted guidelines.
- Assist with scoring clinical events (such as respiratory events, cardiac events, limb movements, arousals, etc.) utilizing AASM standards.
- Assist with the generation of accurate reports by tabulating sleep/wake and clinical event data.
- Demonstrate the knowledge and skills necessary to recognize and provide age specific care in the treatment, assessment, and education of neonatal, pediatric, adolescent, adult, and geriatric patients.
- Demonstrate the knowledge and skills necessary to perform portable monitoring equipment preparation and data download.
- Perform patient education and instruction appropriate for out of center sleep testing.
- Demonstrate adherence to cleaning and disinfection procedures for portable monitoring devices.
- Assist with scoring portable monitoring recordings according to AASM scoring parameters; identify artifact, inadequate signals and study failures and generate an accurate report.

### **Service Management and Professional Issues**

- Comply with applicable laws, regulations, guidelines and standards regarding safety and infection control issues.
- Perform routine equipment care and maintenance and inventory evaluation.
- Maintain current CPR or BCLS certification.
- Demonstrate computer skills appropriate for the position.
- Demonstrate effective written and verbal communication skills.
- Demonstrate appropriate social skills.
- Demonstrate customer service skills.
- Demonstrate critical thinking and ability to work with minimal supervision.
- Demonstrate teamwork skills.
- Follow HIPAA policies to maintain the privacy and security of patient information.
- Demonstrate ability to follow direction.
- Respond to sleep patients’ procedural-related inquiries by providing appropriate information.
- Assist with patient education utilizing sleep center specific protocols.
- Adhere to sleep center policies related to quality assurance.

### **Education and/or Experience**



- Successful completion of a sleep technology program, associated with a state licensed and/or a nationally accredited educational facility.  
OR
- A minimum of six months of experience as a sleep trainee with documented proficiency in all required competencies.  
OR
- Holds a Certified Polysomnographic Technician (CPSGT) credential or equivalent.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to walk; sit; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In the performance of this job, the employee may be exposed to chemical vapors such as cleaning and disinfecting solutions. There may also be skin contact with these substances. The employee may also be exposed to infectious agents including bloodborne pathogens.

*NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.*

### [AASM Polysomnographic Technologist Position Summary](#)

A sleep technologist works under the general supervision of the medical director or designee to provide comprehensive evaluation and treatment of sleep disorders including in center and out of center sleep testing, diagnostic and therapeutic interventions, comprehensive patient care and direct patient education. A sleep technologist can perform the duties defined for a sleep technician and is able to provide oversight of other sleep center staff. The sleep technologist is credentialed in sleep technology.

### **Domains of Practice**

- Sleep study preparation and set-up
- Collect, analyze and integrate patient information in order to identify and meet the patient-specific needs (physical/mental limitations, current emotional/physiological status regarding the testing procedure, pertinent medical/social history).

- Determine final testing parameters/procedures in conjunction with the ordering physician or clinical director and laboratory protocols.
- Review the patient's history and verify the medical order.
- Follow sleep center protocols related to the sleep study.
- When patient arrives, verify identification, collect documents and obtain consent for the study.
- Explain the procedure and orient the patient for either in-center or out-of-center sleep testing.
- Select appropriate equipment and calibrate for testing to determine proper functioning and make adjustments, if necessary.
- Apply electrodes and sensors according to accepted published standards.
- Perform routine positive airway pressure (PAP) interface fitting and desensitization.

### **Sleep Study Procedures**

- Follow procedural protocols [such as Multiple Sleep Latency Test (MSLT), Maintenance of Wakefulness Test (MWT), parasomnia studies, PAP, oxygen titration etc.] to ensure collection of appropriate data.
- Perform appropriate physiological calibrations to ensure proper signals and make required adjustments.
- Follow "lights out" procedures to establish and document baseline values (such as body position, oxyhemoglobin saturation, respiratory and heart rates, etc.).
- Perform data acquisition while monitoring study-tracing quality to ensure signals are artifact-free. Identify, correct and document artifact.
- Document routine observations, including sleep stages and clinical events, changes in procedure, and other significant events in order to facilitate scoring and interpretation of polysomnographic results.
- Implement appropriate interventions (including actions necessary for patient safety and therapeutic intervention such as positive airway pressure, oxygen administration, etc.).
- Follow "lights on" procedures to verify integrity of collected data and complete the data collection process (e.g. repeat the physiological and instrument calibrations and instructs the patient on completing questionnaires, checking for completeness, etc.).
- Score sleep/wake stages by applying professionally accepted guidelines.
- Score clinical events (such as respiratory events, cardiac events, limb movements, arousals, etc.) utilizing AASM standards.
- Generate accurate reports by tabulating sleep/wake and clinical event data.
- Demonstrate the knowledge and skills necessary to recognize and provide age specific care in the treatment, assessment, and education of neonatal, pediatric, adolescent, adult, and geriatric patients.
- Demonstrate the knowledge and skills necessary to perform portable monitoring equipment preparation and data download.
- Perform patient education and instruction appropriate for out-of-center sleep testing.
- Demonstrate adherence to cleaning and disinfection procedures for portable monitoring devices.



- Demonstrate adherence to AASM scoring parameters for HSAT; identify artifact, inadequate signals and study failures and generate an accurate report.

### **Service Management and Essential Skills**

- Comply with applicable laws, regulations, guidelines and standards regarding safety and infection control issues.
- Perform routine equipment care, maintenance, and inventory evaluation.
- Maintain current CPR or BCLS certification.
- Demonstrate computer skills appropriate for the position.
- Demonstrate effective written and verbal communication skills.
- Demonstrate appropriate social skills.
- Demonstrate customer service skills.
- Demonstrate critical thinking and ability to work with minimal supervision.
- Demonstrate teamwork skills. Follow HIPAA policies to maintain the privacy and security of patient information.
- Demonstrate ability to follow direction.
- Respond to sleep patient's procedural-related inquiries by providing appropriate information.
- Provide patient education utilizing sleep center specific protocols.
- Adhere to sleep center policies related to quality assurance.
- Evaluate sleep study related equipment and inventory.
- Review and evaluate sleep studies and provide feedback to staff.
- Demonstrate the ability to analyze complex situations and apply policy.
- Comply with professional standards of conduct.
- Assist the medical director and/or manager in all aspects of sleep center operations.

### **Education and/or Experience**

- Successful completion of an accredited educational program leading to a certificate or associate degree with an emphasis in sleep technology.  
OR
- Successful completion of a sleep technology program associated with a state licensed and/or a nationally accredited educational facility or equivalent experience and documented proficiency for all competencies required of a sleep technician.  
AND
- Certification by a nationally recognized certification board and holds either the Registered Sleep Technologist (RST), Registered Polysomnographic Technologist (RPSGT), or Sleep Disorders Specialist (SDS) credential.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of



this job, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to walk; sit; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In the performance of this job, the employee may be exposed to chemical vapors such as cleaning and disinfecting solutions. There may also be skin contact with these substances. The employee may also be exposed to infectious agents including blood-borne pathogens.

*NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.*

### **Tennessee Residents**

Tennessee residents are encouraged to review the rules and regulations to work as a sleep technologist in Tennessee. Tenn. Code Ann. § 63-31-101. Free public access to the Code can be found at [www.tn.gov](http://www.tn.gov).

The Tennessee Board of Medical Examiners requires licensure for individuals to engage in the practice of polysomnography in the state of Tennessee. It is unlawful for a Polysomnographic Student or Trainee to practice Polysomnography without first notifying the Polysomnography Professional Standards Committee, Administrative Offices, or to practice in such a capacity after completing his/her schooling.

Tenn. Code Ann. § 63-31-107

*63-31-107. Classes exempt from licensing requirement — Temporary permit.*

(a) The following persons may provide sleep-related services without being licensed as a polysomnographic technologist under this chapter:

(1) A polysomnographic technician may provide sleep-related services under the general supervision of a licensed physician for a period of up to one (1) year from the date of the person's graduation from one (1) of the accredited programs described in § 63-31-106(b)(1), and the board may in its sole discretion grant a one-time extension of up to three (3) months beyond this one-year period;

(2) A polysomnographic trainee may provide sleep-related services under the direct supervision of a polysomnographic technologist as a part of the person's educational program while actively enrolled in an accredited sleep technologist educational program (A-STEP) that is accredited by the American Academy of Sleep Medicine;

(3) A polysomnographic student may provide sleep-related services under the direct supervision of a polysomnographic technologist as a part of the person's educational program while actively

enrolled in a polysomnographic educational program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP);

(4) A person who is credentialed in one (1) of the health-related fields accepted by the board of registered polysomnographic technologists may provide sleep-related services under the direct supervision of a polysomnographic technologist, for a period of up to one (1) year, while obtaining the clinical experience necessary to be eligible to sit for the examination given by the board of registered polysomnographic technologists; and

(5) Respiratory therapists who provide polysomnography services shall be credentialed as a registered polysomnographic technologist by the board of polysomnographic technologists, or as a sleep disorders specialist by the national board for respiratory care, or have undergone a standardized, uniform mechanism to document competency in polysomnography as approved by the Tennessee board of respiratory care with documentation of passage of this mechanism made available at the request of the board of respiratory care. The Tennessee board of respiratory care shall consult with the Tennessee board of medical examiners in the development of this mechanism. The consultation with the board of medical examiners shall be documented and the documentation, including any comments by the board of medical examiners regarding the mechanism developed by the board of respiratory care, shall be filed with the chairs of the health committee of the house of representatives and the health and welfare committee of the senate. Respiratory therapists are not required to have a second license as a polysomnographic technologist.

(b) Before providing any sleep-related services, a polysomnographic technician shall obtain a temporary permit from the board. While providing sleep-related services, the technician shall wear a badge that appropriately identifies the person as a polysomnographic technician.

(c) Before providing any sleep-related services, a polysomnographic trainee shall give notice to the board that the trainee is enrolled in an A-STEP educational program accredited by the American Academy of Sleep Medicine. Trainees shall wear a badge that appropriately identifies the trainee as a polysomnographic trainee while providing such services.

(d) Before providing any sleep-related services, a person who is obtaining clinical experience pursuant to subdivision (a)(4) shall give notice to the board that the person is working under the direct supervision of a polysomnographic technologist in order to gain the experience to be eligible to sit for the examination given by the board of registered polysomnographic technologists. The person shall wear a badge that appropriately identifies the person while providing such services.

(e) Polysomnographic students shall not receive compensation for the sleep-related services they provide and shall wear badges that appropriately identify them as students.

#### State licensing requirements

We strongly encourage all students to review and familiarize themselves with the licensing requirements specific to their region. State licensure for polysomnography varies across the country, and it's important to understand the eligibility criteria and regulations in your area.





## Affiliation/Apprenticeship Opportunities

Focus Sleep School offers A-STEP graduates an exclusive opportunity to gain hands-on experience through affiliations with select clinical sites. This affiliation allows graduates to accumulate the required clinical hours to qualify for the Registered Polysomnographic Technologist (RPSGT) credential. By participating in this structured program, graduates receive focused training and mentorship in sleep technology, enhancing their skills and preparing them for professional certification. Clinical sites provide direct supervision and support, ensuring that graduates meet all necessary requirements for RPSGT certification. This affiliation is structured solely for career-specific training, aligning with industry standards and requirements.

### Apprenticeship Requirements:

- Completion of the Introduction to Sleep Medicine for Technologists course
- Adherence to attendance and punctuality standards as outlined in this catalog
- Successful completion of AASM Introduction to Sleep Medicine for Technologists modules
- Current BLS certification
- CPSGT credential

Apprentices are selected based on these requirements and clinic site availability, with placement not guaranteed. Apprenticeships are offered on a no-cost basis to the participant, with hourly pay provided during clinical experiences. This program is designed exclusively for those seeking to advance within the field of sleep technology and is offered only to graduates of the A-STEP program, ensuring a focused and closed enrollment for training and practical experience.

This apprenticeship program is provided at no charge to participants, with no fees, payroll deductions, or employment obligations required from apprentices. Focus Sleep School maintains closed enrollment for the apprenticeship, available only to graduates of our A-STEP program. The program is developed solely to prepare participants for the RPSGT credential, without granting additional academic credentials. Furthermore, the program's exclusive focus on career preparation within a specific professional track aligns with regulatory exemptions that apply to closed, employer-sponsored, or no-fee educational programs aimed solely at enhancing job readiness and professional certification.

By structuring this program around existing career paths and certification goals, Focus Sleep School provides an industry-aligned, professionally supervised apprenticeship that fosters targeted skill development for eligible graduates, while adhering to specific regulatory exemptions.



## Program Overview

### Objective

Focus Sleep School's Introduction to Sleep Medicine for Technologists Course provides training and education on the history of sleep medicine, sleep disorders, sleep studies, and patient care. This hands-on course equips trainees with the critical knowledge needed to start working as a sleep technician, leading to a successful career as a sleep technologist.

### Minimum Entry Requirements

Students are required to have a High School diploma or equivalent prior to beginning the program. Students must be able to perform the duties specified in the AASM/AAST/ BRPT job description for a Polysomnographic Trainee as listed in this catalog.

It is the policy of this institution not to offer ability to benefit (ATB) tests.

### Enrollment Procedures

As required by the Tennessee Higher Education Commission, individuals enrolling in a course or program shall require an institution representative and the prospective student to sign and date an enrollment agreement prior to the student attending one (1) session of class, turning in one (1) assignment, or receiving one (1) distance learning lesson, whichever occurs first. The document is the enrollment agreement and not an application for admission.

Registration must be completed online. Paper registrations can be submitted with a paper check but online registration is required for module access. Prospective students are required to upload identification.

### Admissions Procedures

Focus Sleep School shall not accept funds for *tuition* prior to ten (10) business days of the scheduled start date of the course or program.

1. To initiate the application process, prospective students must complete an application for admission at [focussleepschool.com](http://focussleepschool.com), along with submitting relevant documents.
  - a. Applicants must review and sign the *Transferability of Contact Hours* disclosure.
  - b. A **\$100 non-refundable application fee** is required to apply.
  - c. Prospective applicants are responsible for requesting official transcripts. Proof of secondary education must be:
    - i. An official transcript from the high school or other government body, such as a county school board;
    - ii. An official high school equivalency transcript, HiSET, or GED score sheet from the appropriate issuing entity; or
    - iii. An official military document indicating that the student completed high school such as an Enlisted Record Brief.
2. Applicants undergo assessment based on completion of application and required documents.

- a. Successful candidates are informed of their admission status via email and must confirm their enrollment by the designated deadline, adhering to outlined payment schedules.
  - b. Prospective students will receive a course catalog, syllabus, enrollment checklist, and enrollment agreement.
  - c. Upon full execution of the enrollment checklist and agreement, a **\$100 non-refundable enrollment fee** is necessary to finalize enrollment.
3. Upon completion of all enrollment documentation, tuition is due within the specified enrollment period. The tuition for Focus Sleep School’s Introduction to Sleep Medicine for Technologists Course amounts to \$3,000. Additionally, there are refundable fees for required items as follows:

Item	Required	Fee
Tuition	Yes	\$3,000
Textbook	Yes	\$250
Shipping costs	Yes	\$50
FSS Learning Companion	Yes	\$50
AASM Scoring Manual	Yes	\$50
Supplies and materials	Yes	\$100
Introduction to Sleep Medicine for Technologists Final Exam Fee	Yes	\$50
<b>Total</b>		<b>\$3,550</b>

Students have the option to enroll in a 3-hour Basic Life Support (BLS) CPR certification course for \$70. This course will be scheduled during the on-site sessions, but students may choose to complete it through other providers if preferred. The BLS course equips students with essential skills and knowledge to respond to emergencies and perform life-saving techniques, a requirement for employment as a sleep technician.

Students residing outside the local area are responsible for covering their own travel expenses, including transportation, lodging, and meals. While the institution can offer guidance and discounts to aid in arranging travel accommodation, any associated costs are solely the responsibility of the student. We encourage students to plan and budget accordingly to ensure their participation in the course without undue financial strain.

### Refund, withdrawals, and cancellations

We understand that circumstances may arise that require students to withdraw from a our course. Our withdrawal policy is designed to be fair and reasonable for all parties involved. We encourage students to carefully consider their commitment to the program before enrolling, but we understand that unexpected circumstances may arise. Our goal is to provide a clear and fair withdrawal policy for all students.

Focus Sleep School will allow students to request a withdrawal from the Introduction to Sleep Medicine for Technologists Course. To initiate the withdrawal process, we prefer, but do not require a formal request to the program director at [info@focussleepschool.com](mailto:info@focussleepschool.com). The timing of the withdrawal may

impact the student’s financial obligations and academic record, and students are encouraged to review the below information before making a final decision.

- a) If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars (\$100.00).
- b) A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student.
- c) In addition to subparagraph (b) of this rule, if after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00);
- d) In addition to subparagraph (b) of this rule, if after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the seventy-five percent (75%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00); or
- e) In addition to subparagraph (b) of this rule, if after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution.
- f) For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

#### Refund Calculator Sample

Percent of Contact Hours Completed	Equivalent Contact Hours of course	Eligible Refund Percentage	Tuition and Refundable fees total	Eligible Refund
Withdrawal on or before the first day of classes	0	100%	\$ 3,550.00	\$ 3,550.00
10% or less	0.1-8	75%	\$ 3,550.00	\$ 2,662.50
10.1%-25%	20	25%	\$ 3,550.00	\$ 887.50
More than 25%	20.08	0%	\$ 3,550.00	\$ 0.00



## Length

The Introduction to Sleep Medicine for Technologists Course includes 80 contact hours of education through a hybrid combination of asynchronous online self-paced modules, LIVE synchronous didactic and demonstrative lectures, and in-person on-site hands-on education. A syllabus will be provided during enrollment.

In the event of hazardous weather, other unforeseen emergencies or acts of God, the program director will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of a class. The Program Director will notify students via email when schedule changes are necessary.

## Faculty

It is hoped that you will have pleasant experiences in your dealings with your instructors, program administrators and colleagues. Below are the titles of the staff and job descriptions who are involved with your education.

- Owned and Operated by Focus Health Management
- Program Director and Instructor-Sherri Hanson, RPSGT, CCSH
- Clinical Director-Kumar Yogesh, MD
- Instructor- Sherri Hanson, RPSGT, CCSH
- Alison Faulk, Grievance Officer

### Clinical Director

The Clinical Director is responsible for overseeing clinical instruction, ensuring that course content accurately reflects current practices in sleep medicine, and providing instruction on the role of sleep technologists and sleep disorders. This role is typically held by a board-certified sleep specialist or physician with expertise in sleep medicine.

### Program Director

The Program Director coordinates and manages the overall structure of the course, including curriculum development, faculty selection, and student evaluation. They ensure compliance with ASTEP standards and maintain high-quality education and training outcomes. This individual typically holds the RPSGT credential or is a board-certified sleep specialist.

### Grievance Officer

The Grievance Officer handles student complaints and issues within the program, adhering to outlined policies to ensure fair resolution. They maintain clear communication with students about procedures and facilitate a supportive learning environment by addressing concerns promptly and professionally.

**Instructor:** Instructors deliver both practical and didactic instruction to students, ensuring the material aligns with ASTEP standards and provides hands-on experience in polysomnography and sleep technology. Instructors should have relevant credentials and experience in sleep medicine to facilitate effective learning.



This policy outlines the minimum qualifications for instructors to ensure a high level of expertise and instructional quality in our certificate program.

Instructors must:

- Hold a high school diploma or GED, along with a certificate from a recognized postsecondary institution in a relevant field.
- Possess the Registered Polysomnographic Technologist (RPSGT) credential, with the Certified Clinical Sleep Health (CCSH) credential preferred.
- Have a minimum of three years of practical experience within the last seven years in the subject area they'll be teaching.

In cases where a post-secondary certificate is not held, an additional six years of documented, relevant experience may fulfill this requirement.

All qualifications and experience documentation will be maintained in the instructor's record for verification and compliance.

### AASM Sleep Team Education Programs

The American Academy of Sleep Medicine is the accreditor for Focus Sleep School's Introduction to Sleep Medicine for Technologists Course. The Program in its entirety includes the Introduction to Sleep Medicine for Technologists Course and AASM Introduction to Sleep Medicine for Technologists Modules. Students have not completed A-STEP until the post course Introduction to Sleep Medicine for Technologists Modules are completed.

### Course Calendar

The Introduction to Sleep Medicine for Technologists Course is held several times throughout the calendar year. The following dates are scheduled for the 2025 calendar year. Asynchronous online module completion is expected before Synchronous Virtual sessions begin. Full-time enrollment is required, part time is not available.

### Holiday Calendar

Focus Sleep School observes a designated holiday calendar, during which sessions will not be held, and inquiries to the program director or faculty will not be addressed. These non-instructional days ensure that students and staff have time for rest and observance of holidays. The holiday calendar will be shared at the beginning of each term and may include national holidays, winter break, and additional observed days off. Any exceptions or changes to the holiday calendar will be communicated in advance.

Holiday	2025
New Year's Day	1-Jan
Memorial Day	26-May
Independence Day	4-Jul
Labor Day	1-Sep
Thanksgiving Day	27-Nov
Christmas Day	25-Dec



## 2025 Course Schedules

Focus Sleep School shall not accept funds for tuition prior to ten (10) business days of the scheduled start date of the course or program. Enrollment begins 8 weeks before the first synchronous virtual session.

Spring Term	Start Date	End Date	Contact Hours
Enrollment Period	Monday, March 31 <sup>st</sup> , 2025	Friday, May 23, 2025	NA
Tuition Due	Monday, May 5, 2025	Friday, May 23, 2025	NA
Asynchronous Modules	Monday, May 19, 2025	Friday, May 30, 2025	15
Synchronous Virtual Sessions/Assignments and Assessments	Monday, June 2, 2025	Friday, June 6, 2025	29.5/16.5
On-Site Sessions, including evening observations	Wednesday, June 11, 2025	Thursday, June 12, 2025	19
Summer Term	Start Date	End Date	Contact Hours
Enrollment Period	May 26 <sup>th</sup> , 2025	Friday July 25 <sup>th</sup> , 2025	NA
Tuition Due	Monday July 14 <sup>th</sup> , 2025	Friday July 25 <sup>th</sup> , 2025	NA
Asynchronous Modules	July 21 <sup>st</sup> , 2025	Friday August 1 <sup>st</sup> , 2025	15
Synchronous Virtual Sessions/Assignments and Assessments	Monday August 4 <sup>th</sup> , 2025	Friday August 8 <sup>th</sup> , 2025	29.5/16.5
On-Site Sessions, including evening observations	Wednesday August 13 <sup>th</sup> , 2025	Thursday August 14 <sup>th</sup> , 2025	19
Fall Term	Start Date	End Date	Contact Hours
Enrollment Period	Monday July 28 <sup>th</sup> , 2025	Friday September 26 <sup>th</sup> , 2025	NA
Tuition Due	Monday September 15 <sup>th</sup> , 2025	Friday September 26 <sup>th</sup> , 2025	NA
Asynchronous Modules	September 22 <sup>nd</sup> , 2025	Friday October 3 <sup>rd</sup> , 2025	15
Synchronous Virtual Sessions/Assignments and Assessments	Monday, October 6 <sup>th</sup> , 2025	Friday October 10 <sup>th</sup> , 2025	29.5/16.5
On-Site Sessions, including evening observations	Wednesday October 15 <sup>th</sup> , 2025	Thursday October 16 <sup>th</sup> , 2025	19
Winter Term	Start Date	End Date	Contact Hours
Enrollment Period	Monday September 22 <sup>nd</sup> , 2025	Friday November 21 <sup>st</sup> , 2025	NA
Tuition Due	Monday November 10 <sup>th</sup> , 2025	Friday November 21 <sup>st</sup> , 2025	NA
Asynchronous Modules	Friday November 14 <sup>th</sup> , 2025	Friday November 28 <sup>th</sup> , 2025	15
Synchronous Virtual Sessions/Assignments and Assessments	Monday December 1 <sup>st</sup> , 2025	Friday December 5 <sup>th</sup> , 2025	29.5/16.5
On-Site Sessions, including evening observations	Wednesday December 10 <sup>th</sup> , 2025	Thursday December 10 <sup>th</sup> , 2025	19

### Daily Schedule:

- Enrollment: Director responses will occur Monday-Friday 8am-5pm CST.
- Asynchronous Modules: Can be completed at any time during the scheduled dates.



- Synchronous Virtual Sessions: Video conferencing is scheduled from 9:00am-4:00pm CST daily. A 30-minute break will be provided at 12:30pm CST. This time is not included in contact hours. Asynchronous assessments and assignments can be completed at any time before the next scheduled session.
- On-Site Sessions. 8:00am-5:00pm CST, daily. One Evening observations 8pm-11pm CST. A 60-minute break will be provided at 12:00pm CST. This time is not included in contact hours.

### Cleaning Tasks

As a community, we are responsible for maintaining a clean and healthy learning environment. All students are expected to do their part by disposing of trash properly and keeping common areas tidy.

Students will be expected to clean diagnostic equipment after use, according to infection control policy reviewed during synchronous virtual sessions. This is the standard cleaning and infection control required in the work environment.

### Attendance

At minimum students are required to attend 6 of the 7 scheduled synchronous sessions. All students are required to complete 15 hours of self-paced pre-course modules.

Late arrivals or early departures must be communicated to the instructor within 1 hour of the daily start or end times. If a student has more than 1 full absence, they will be ineligible for course completion and must attend the next course.

The Introduction to Sleep Medicine for Technologists Course is limited in length and fast paced. On written request, a student who becomes ineligible to complete the program will be permitted one opportunity to repeat the course with the next scheduled class. Students will be charged an administrative fee of \$100 to repeat the program.

### How attendance is determined

Synchronous distance learning attendance will be determined through a Microsoft Teams attendance record. This record documents the time of arrival and departure of each attendee. During on-site sessions, students will be responsible for signing in and out of each day.

### Circumstances under which a student will be interrupted for unsatisfactory attendance.

Unsatisfactory attendance can significantly impede a student's academic journey. To maintain the integrity of our educational environment and uphold academic standards, our institution has established clear guidelines regarding attendance and potential interruptions to enrollment.

A student will be subject to interruption for unsatisfactory attendance under the following circumstances:

1. The student has accrued a substantial number of absences from classes without a valid excuse, as outlined in the institution's attendance policy.





2. The student has failed to proactively communicate with their instructor or the institution regarding their absences.

3. The students' frequent absences have demonstrably hindered their academic progress and overall success, as determined by their instructor or academic advisor.

Should a student meet these criteria, their enrollment will be interrupted. This interruption will necessitate the student's reapplication for admission to the program.

We strongly emphasize the importance of maintaining satisfactory attendance and fostering open communication with instructors and the institution regarding any absence. Our commitment lies in supporting every student's academic endeavor, and we are dedicated to collaboratively addressing any attendance-related challenges that may arise.

### Readmission Policy

We understand that circumstances may arise that require a student to take a leave of absence from their studies. We strive to be supportive of our students and to provide opportunities for them to return to their studies when the time is right.

In order to be considered for readmission, a student must meet the following conditions:

1. The student must have left the program in good academic standing.
2. The student must have left the program voluntarily or for reasons beyond their control (e.g., medical, or personal circumstances).
3. The student must apply for readmission in writing.
4. The program the student seeks readmission to must still be offered by the institution.
5. The student must demonstrate their readiness and ability to resume their studies, including any necessary academic preparation.

Meeting these conditions does not guarantee readmission to the program. The decision to grant readmission will be made by the institution based on a review of the student's application and supporting documentation.

We understand that each student's situation is unique, and we are committed to working with them to support their academic goals. Our goal is to provide a fair and transparent process for readmission that supports the academic success of all students.

### Curriculum

Our program includes a minimum of eighty (80) hours of instruction. Our Clinical Director will provide instruction on the history of sleep medicine, an overview of sleep disorders, and the role of the sleep technologist. The syllabus covers topics including, but not limited to, a basic understanding of the nervous, respiratory, skeletal, and cardiovascular systems.

Training will cover patient safety, incorporating infection control techniques, fall precautions, and recognizing emergencies, how to obtain patient histories, interpersonal communication, and how to manage a difficult patient, patient confidentiality, informed consent, and HIPAA regulations.



We will review instructions on how to conduct adult and pediatric patient in-take and equipment set up for sleep studies (i.e., In Lab polysomnography, and/or Home Sleep Apnea Test, etc.), introduce the student to polysomnographic recording, diagnostic and treatment equipment, and electrical safety, and introduce the student to sleep stage scoring and polysomnographic event detection.

Industry protocols will be reviewed including standard polysomnographic procedures, the Multiple Sleep Latency Test and Maintenance of Wakefulness Test, application of positive airway pressure and supplemental oxygen as well as discussion of nocturnal ventilation.

### Learning Resources

Learning resources will be shipped to each student one week before the synchronous virtual sessions begin. These resources are not required to complete the asynchronous self-paced modules. Resources are meant for student's personal educational use and should not be disseminated. Items do not need to be returned. Shipping cost is included in "other fees". Issued course materials:

- Textbook listed in BRPT RPSGT Primary references
- Focus Sleep School Learning companion
- AASM Scoring manual

The program has a library of the following learning resources available for student use in addition to issued course materials:

- International Classification of Sleep Disorders (Current Edition).
- An Introduction to Sleep Disorders (Print Version).
- Clinical Practice Guidelines of the American Academy of Sleep Medicine.
- The AASM Manual for the Scoring of Sleep and Associated Events: Rules, Terminology, and Technical Specifications (Current Version).
- Technologist's Handbook for Understanding and Implementing the AASM Manual for the Scoring of Sleep (Current Version).
- CPR/AED for the Professional Rescuer by the American Red Cross.
- Basic Life Support (BLS) Provider Manual by the American Heart Association.
- Additional publications, textbooks, and materials as needed.

Students are encouraged to enhance their learning experience by signing out these resources. Resources are available for one night at a time on a first come first served basis. Resources must be returned prior to the final examination to receive a certificate of completion.

Electronic devices are not provided by Focus Sleep School. During the synchronous virtual course sessions, it is a requirement for students to have their own Windows or Mac desktop computer or laptop, and reliable internet connection. The minimum screen size is 10-inches. This ensures that students have access to the necessary technology and tools to engage with course materials and participate in online activities and discussions. Cell phone screens are not large enough to review sleep study data.



## Facility Equipment

Focus Sleep School Introduction to Sleep Medicine for Technologists Course is affiliated with an AASM accredited sleep facility and has access to polysomnographic recording, diagnostic and treatment equipment used routinely in a sleep center by sleep technologists. A classroom environment is available within Focus Sleep School's location.

This equipment is owned by Focus Health Management. Polysomnography is a diagnostic test used to evaluate sleep disorders. The following is a list of equipment commonly used during polysomnography:

1. Electroencephalogram (EEG) to record brain activity.
2. Electrooculogram (EOG) to record eye movements.
3. Electromyogram (EMG) to record muscle activity.
4. Electrocardiogram (ECG) to record heart activity.
5. Respiratory effort sensors to record chest and abdominal movements.
6. Nasal and oral airflow sensors to record airflow.
7. Oxygen saturation monitor to record blood oxygen levels.
8. Body position sensors to record body position.
9. Microphone to record snoring and other noises.
10. Video cameras record body movements and behaviors during sleep.
11. Computers and accessories are located in the control room to monitor activity and analyze data.

## Program Language

It is recognized that the program attracts students from all backgrounds. It is also recognized that the practice of sleep medicine and of medicine in general in the United States is conducted in English. For this reason, it is the policy of the program to have students learn and speak only in English within the program setting.

## Academic Policies

### Satisfactory Progress and Academic Performance Policy

Focus Sleep School is committed to supporting student success through continuous evaluation, structured feedback, and clear standards for academic achievement. This policy outlines expectations for satisfactory progress, grading, and the procedures for monitoring and reporting academic performance.

### Evaluation and Grading System

Student progress is evaluated through daily quizzes, practical assessments, and participation in synchronous and asynchronous sessions. A passing grade of 70% or higher is required for all quizzes and assessments to demonstrate mastery of course material. Key evaluations include:

- Daily Quizzes: Five quizzes (20 points each) administered online to reinforce learning and encourage discussion.
- Setup Evaluation: Practical assessment of hands-on skills related to equipment setup.



- AASM ISR Scoring Course: Lessons 1-3 from the AASM Inter-Scorer Reliability program to evaluate proficiency in scoring practices.

#### Midterm and Final Evaluations

A formal midterm evaluation is conducted during the 4th synchronous virtual session to identify any deficiencies and ensure students are progressing satisfactorily. After the course completion, a final evaluation is conducted to assess overall competence and readiness for the final exam.

- Satisfactory Progress: Achieving 70% or higher on quizzes, active participation, and positive feedback in practical evaluations.
- Deficient Progress: Failure to achieve 70% or higher on assessments or demonstrating areas needing improvement in practical skills.

#### Probation and Remediation Policy

Students who do not meet satisfactory progress standards at midterm or final evaluation will be placed on probation, with a structured remediation plan to address specific deficiencies. During the probationary period:

- The student must follow a customized improvement plan, which may include additional study assignments, mandatory attendance in support sessions, or targeted skills practice.
- Failure to meet the requirements of the probation plan will result in ineligibility to take the *Introduction to Sleep Medicine for Technologists* Final Examination and may lead to program dismissal.

#### Progress Tracking and Reports

Student progress is continually tracked within each student's Focus Sleep School website account, accessible to the student at any time. Formal progress reports are provided after the midterm evaluation, upon completion of probation (if applicable), and after the final evaluation. These reports provide feedback on performance, highlight any areas for improvement, and outline next steps for successful completion.

#### Final Examination and Passing Grade

The final passing grade is determined by the *Introduction to Sleep Medicine for Technologists* Final Examination, which requires a score of 70% or higher. The exam consists of 106 multiple-choice questions and lasts 180 minutes. Students will have three attempts to pass the final exam, with the first attempt proctored on-site during the last day of the course. Subsequent attempts may be made at the student's discretion. A \$50 exam fee is included in course fees.

#### Certificate of Completion

Minimum passing score on Final Examination is 70%. Students who fail the final examination will be offered a review of the course material with the instructor that allows for correction of deficiencies in knowledge. Passing the A-STEP Introduction to Sleep Medicine for Technologists Final Exam will result in a certificate of completion.

### Virtual Student Proctoring and Academic Integrity Policy

To ensure academic integrity and maintain a secure testing environment, all virtual students will be required to use the Safe Exam Browser (SEB) for completing exams. The SEB ensures that only the enrolled student completes the exam without external assistance by limiting access to communication and other tools during the test. Below are the guidelines and features of the Safe Exam Browser:

#### *Safe Exam Browser Features:*

- **Full-Screen Mode:** SEB launches the exam in full-screen mode, preventing access to any other programs, applications, or windows.
- **Wi-Fi Control:** Disables the ability to toggle Wi-Fi on or off during the exam, ensuring uninterrupted network connection.
- **Browser Restrictions:** Blocks the ability to open new browser windows or tabs and prohibits text searches.
- **File Security:** Prevents downloading files during the exam.
- **Session Control:** Clears the browser session at both the start and end of the exam, requiring the student to log in again upon launching the exam.
- **Application Blocking:** Blocks the opening or switching to other applications while the exam is in progress, as well as any screen recording or capture software.
- **Copy/Paste Restrictions:** Copy and paste functionality is only allowed within the exam itself. Any copied content before the exam is cleared when the exam starts, and any copied content during the exam is cleared when the exam ends.
- **Single Monitor Use:** SEB allows only one monitor to be used during the exam, preventing multi-screen use.
- **Voice Assistants Disabled:** Features such as Siri are blocked during the exam.
- **Password Protection:** A password is required to start the exam, and we will manage this password for each exam to ensure students do not access it prematurely.

#### *Asynchronous Online Module Exam Process:*

- **Module Completion:** Before taking an exam, students must complete the associated module to unlock the exam.
- **Exam Availability:** Once the exam is unlocked, it will be available for download via a configuration file.
- **Downloading SEB Configuration:** Students will download the SEB configuration file from the exam page, which applies the security settings required to launch the exam.
- **Login Verification:** Upon launching SEB, students will be required to log in again to verify their identity.
- **Taking the Exam:** Once logged in, students can proceed with the exam. The SEB will manage all restrictions to ensure a secure testing environment.
- **Completion:** After completing the exam, students will close the SEB, which ends the secure session.



### *Device Requirements:*

The Safe Exam Browser is only available on Windows or Mac computers. Mobile devices, such as phones or tablets, are not supported, so students must use a computer to complete exams.

By adhering to this policy, students contribute to a fair and secure academic environment. Any violations or attempts to bypass SEB settings will be subject to disciplinary actions.

### Student Rights and Responsibilities

At Focus Sleep School, students are afforded both rights and responsibilities to ensure a safe, supportive, and equitable learning environment. By understanding and upholding these, students contribute to a positive academic community and enhance their educational experience.

#### **Student Rights**

- **Right to Quality Education:** Students have the right to receive a high-quality education, which includes access to knowledgeable instructors, relevant course material, and necessary academic resources to support their learning.
- **Right to a Safe Environment:** Every student has the right to learn in an environment that is free from harassment, discrimination, intimidation, and threats to their physical or emotional safety.
- **Right to Due Process:** If accused of violating the Code of Conduct or any other school policy, students are entitled to a fair and timely investigation, where they have the opportunity to present their perspective before any disciplinary action is taken.
- **Right to Privacy:** Students' personal information and academic records will be protected under institutional policies and applicable privacy laws, ensuring that their information remains confidential.
- **Right to Support Services:** Students have the right to access academic and career support services, including tutoring, counseling, and guidance on licensure and certification requirements.

#### **Student Responsibilities**

- **Academic Integrity:** Students are responsible for maintaining honesty in all academic work and upholding the Academic Integrity Policy, which prohibits cheating, plagiarism, and other forms of dishonesty.
- **Professional Conduct:** All students must behave professionally and respectfully towards instructors, staff, and peers in both in-person and virtual environments, reflecting positively on Focus Sleep School.
- **Compliance with Policies:** Students are required to adhere to all school policies, including the Code of Conduct and any program-specific rules.
- **Active Participation:** Students must engage in all aspects of their education by attending sessions, completing assignments on time, and demonstrating a commitment to their learning process.

- **Respect for Others:** Students are expected to respect the rights, dignity, and opinions of others, fostering an inclusive and non-discriminatory learning environment.
- **Appropriate Use of Resources:** Students must use Focus Sleep School's resources, including technology and facilities, responsibly and in accordance with school policies.

### Student Code of Conduct

Focus Sleep School holds students to a high standard of behavior, both in-person and virtually. The Code of Conduct is designed to create a respectful and lawful learning environment that aligns with the school's educational goals. Compliance with this Code, as well as the separate Academic Integrity Policy, is required at all times. Violations may result in disciplinary action, as outlined below.

This Code of Conduct applies to:

- All on-campus activities, including classes, labs, and events.
- All virtual sessions, online learning modules, and exams.
- Any off-campus activities that are affiliated with or impact the Focus Sleep School community.

At Focus Sleep School, students are expected to conduct themselves with professionalism, respect, and integrity in all settings, both in-person and virtual. This includes approaching studies with honesty, completing individual work without misrepresentation, and actively engaging in the learning process. Maintaining a respectful attitude toward instructors, staff, and peers is essential, contributing to a positive and inclusive environment.

Students should promote a safe and supportive atmosphere, ensuring their actions do not harm others physically, emotionally, or professionally. Responsible use of school resources, including technology, is required, with respect for intellectual property and the security of school systems. Additionally, students are expected to maintain a drug-free and weapons-free presence on school property and during school activities, while adhering to all school policies and professional guidelines set by the institution and the Board of Registered Polysomnographic Technologists (BRPT).

Certain behaviors are prohibited at Focus Sleep School and may result in disciplinary action. These include acts of dishonesty, such as cheating, falsifying data, or providing false information. Disruption of school activities or creating unsafe environments through physical or verbal misconduct is not tolerated. Misuse of technology, including unauthorized access to school systems or tampering with official records, is also unacceptable. Furthermore, the use of drugs, alcohol, or weapons on school premises, as well as any form of harassment or discrimination, violates the school's standards and may lead to suspension or expulsion from the program.

### Sanctions and Dismissal Policy for Violations of the Student Code of Conduct

Focus Sleep School requires students to maintain standards of professionalism, integrity, and respect in all aspects of their educational experience. Violations of the Student Code of Conduct or Academic Integrity Policy will result in the following disciplinary actions, applied progressively based on the severity and nature of the violation:

## Sanctions for Code of Conduct Violations

1. First Violation
  - a. Warning: A verbal or written warning will be issued to the student, specifying the nature of the violation and emphasizing the importance of compliance.
2. Second Violation
  - a. Probation: The student will be placed on probationary status with specific conditions for continued enrollment, such as mandatory counseling or additional monitoring requirements.
3. Third Violation or Serious Misconduct
  - a. Suspension: The student will be temporarily suspended from the program, losing access to classes, facilities, and school resources for a defined period.
4. Repeated or Severe Violations
  - a. Expulsion: In cases of repeated or severe misconduct, the student will be permanently expelled from Focus Sleep School without a tuition refund. The school will also notify relevant licensing or certification bodies if the violation involves ethical or professional standards.

## Immediate Dismissal

Certain actions result in immediate dismissal without prior warnings or probation. Grounds for immediate dismissal include, but are not limited to:

- Academic Dishonesty: Cheating, plagiarism, falsifying records, or any other breaches of academic integrity.
- Harassment or Violence: Physical or verbal abuse, intimidation, or harassment that disrupts the learning environment.
- Criminal Activity: Conviction of any felony or misdemeanor that impacts the safety and integrity of the school community.
- Drug and Weapon Policy Violations: Possession or use of drugs, alcohol, or weapons on school premises or during school activities.
- Severe Misuse of Technology: Unauthorized access to school systems, tampering with official records, or misuse of intellectual property.

## Dismissal Procedure

Students facing dismissal will receive a formal notice detailing the violation and relevant evidence. They will be given an opportunity to respond before a final decision is made. Dismissed students must leave the institution immediately and are ineligible for future readmission.

Focus Sleep School upholds a fair and transparent process in all disciplinary matters, ensuring that all students are treated equitably. Compliance with the Student Code of Conduct and institutional policies is essential for maintaining a positive and supportive learning environment.

## Probation Policy for Student Code of Conduct Violations



Focus Sleep School is committed to maintaining a positive and supportive learning environment. Probation is designed as an opportunity for students to demonstrate corrective action and return to full compliance with school policies. This policy outlines the conditions, expectations, and review process associated with probation.

- Grounds for Probation
  - Probation is assigned after a second violation of the Student Code of Conduct or as a response to behaviors or actions that do not warrant immediate suspension or dismissal. Common grounds for probation include, but are not limited to, breaches of professionalism, minor academic integrity violations, or disruptive conduct.
- Probation Notification
  - The student will receive a formal written notice outlining:
    - The specific reasons for probation.
    - The terms and conditions for remaining in the program.
    - The expected improvements or behavioral changes.
    - The duration of the probationary period
- Probation Conditions.
  - During probation, students are required to:
    - Adhere strictly to all terms outlined in the probation notice.
    - Maintain professional conduct and compliance with all school policies.
    - Demonstrate consistent attendance and engagement in all scheduled classes and activities.
    - Refrain from any further Code of Conduct violations.
- Monitoring and Support
  - Students on probation will be monitored closely for additional support. The program director will:
    - Monitor the student's compliance with probationary conditions.
    - Meet regularly with the student to discuss progress.
    - Document each meeting and any relevant updates.
- Evaluation and Outcome
  - At the end of the probation period, the student's performance and adherence to conditions will be reviewed by a school administrator. Outcomes of this evaluation include:
    - Removal from Probation: If all conditions were met satisfactorily, the probation will end, and the student will return to regular standing.
    - Extended Probation: If improvements were made but full compliance was not achieved, probation may be extended with revised conditions.
    - Dismissal: Failure to meet probationary conditions or any further Code of Conduct violations will result in immediate dismissal from the program without a tuition refund.



Focus Sleep School ensures all students are provided with clear guidelines and support to fulfill their probation requirements and re-engage in their studies in alignment with the institution's standards and policies.

### Social Media Policy

To outline and set standards of conduct on social media websites for all FOCUS SLEEP SCHOOL students. If a student maintains a presence on social media, he/she must adhere to the following best business practices.

- Students must abide by all applicable confidentiality laws and policies. No disclosure of identifiable information regarding a fellow student, business affiliate, or patient is permitted.
- If any student identifies as a participant of the program and, if relevant, their role at the program it should be clear they speak for themselves and not on behalf of the program.
- Students are personally responsible for content they publish online.
- Students should obtain approval from the program director before establishing a practice-hosted blog or another social media site or forum.
- Photos taken inside the facility need to be approved by the institutional director to protect against capture of documents, paperwork, patient charts, or other information protected by privacy law.
- Any student improperly using social media will be subject to immediate expulsion.

## Student Services

### Transfer of Contact Hours

Focus Sleep School is a specialized institution dedicated to providing sleep medicine education specifically for prospective Sleep Technician Trainees. Due to the unique and focused nature of our programs, we do not grant credit for previous education, training, or experience. All students are expected to complete the entire curriculum as designed to ensure comprehensive training in the subject matter.

Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

### Tutoring Services

Focus Sleep School's Introduction to Sleep Medicine for Technologists course is designed to be a comprehensive and fast-paced program, providing foundational knowledge essential for a career in sleep technology. Due to the intensive nature of this course, formal tutoring is not offered as part of the curriculum. However, students may request informal review sessions to clarify specific topics or address questions related to course material.

After completing the Introduction to Sleep Medicine for Technologists course, students interested in additional preparation for the CPSGT or RPSGT exams can access formal private tutoring services



through Focus Sleep School. These services are intended as intensive review courses of previously received instruction, focusing solely on exam preparation for professional certification. As such, they are provided exclusively to assist with mastery of existing knowledge and are not designed to serve as initial training in sleep technology.

### Placement Assistance

The program director will make every effort to assist in Job placement for Focus Sleep School's students. All students who reside or plan to relocate to Tennessee will have the opportunity to apply for the apprenticeship program. The application is not a guarantee of clinical experience or employment. These candidates must meet apprenticeship requirements outlined in this catalog.

Job placement anywhere in the United States will be attempted but not guaranteed.

### Records Policy

Student performance and attendance will be logged in a secure file for each student. Grades and records will be used to assess the overall performance of student, instructors, and program material. Records will be kept confidential and faculty other than the Program Director will have access on a need-to-know basis. The records must be maintained even if FOCUS SLEEP SCHOOL ceases to operate and must be easily accessible and available to legal counsel retained by FOCUS SLEEP SCHOOL to provide continuum for a total of three (3) years after it ceases as an organization. In the event FOCUS SLEEP SCHOOL is purchased by another entity, all records immediately convert to the policies of the purchasing organization. Additionally, all records of cases involved in litigation are kept until the case is concluded, even if it goes beyond the time prescribed by law.

At minimum, student records will include:

- The executed transferability of credit disclosure statement
- Documentation evidencing the student's basis for admission as outlined in admissions.
- The executed pre-enrollment checklist;
- The executed enrollment agreement;
- An exhibit of the institution's enforcement of standards acceptable to the Commission related to attendance, academic satisfactory progress, and proper documentation of any leave of absence (LOA) that may affect progress;
- Written records of the previous training and education of the applicant student which clearly indicates the appropriate credit which has been given by the institution for previous training and education; and
- An up-to-date reconciled account statement.

Focus Sleep School will maintain up to date reconciled account statements as a separate document. The statement will clearly reflect:

- The balance due to institution or student
- All charges and payments
- The reason for the debit or credit



- All tuition charged will indicate the period of enrollment for which the student is being charged.

### Student grievance procedure

We take all student grievances seriously and are committed to providing a fair and transparent process for addressing them.

To file a grievance, a student must submit a written complaint via email to the Grievance Officer, detailing the nature of the grievance and any supporting documentation. The institutional office will provide the student with a written acknowledgement of receipt of the complaint via email within five business days.

Within 30 days of receipt of the complaint, the institutional office will investigate the grievance and provide the student with a written response, including any recommended actions or resolutions.

If the student is not satisfied with the response, they may appeal the decision to the appropriate institutional authority within 10 business days of receipt of the response.

The institutional authority will review the appeal and provide the student with a written decision within 30 days of receipt of the appeal.

We are committed to addressing all grievances in a timely and fair manner, and we encourage all students to utilize this process if they have a complaint or concern.

Grievances should be submitted to:

Alison Faulk, Grievance Officer  
7730 Wolf River Blvd. Suite 107  
Germantown, TN 38138  
662-349-9802 ext.111  
[alison.faulk@focushealthmgmt.com](mailto:alison.faulk@focushealthmgmt.com)

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization after exhausting the grievance process at the institution.

312 Rosa Parks Ave, 9th Floor  
Nashville, TN 37243  
(615) 741-3605



## Closing Statements

In closing, welcome to Focus Sleep School, your gateway to a fulfilling career in sleep technology. Our Introduction to Sleep Medicine for Technologists Course offers a comprehensive path to becoming a certified sleep technologist, with coursework, hands-on training, and accreditation from the American Academy of Sleep Medicine. Embark on your educational journey with us and unlock your potential in the dynamic field of sleep medicine. We're here to guide you every step of the way.

Welcome aboard!

## Contact Information

### Headquarters

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