Med Sales INSTITUTE

2026 COURSE CATALOG

VOLUME 7.0

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

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Houston: 15810 Park Ten Place, Suite 170, Houston, TX 77084
Austin: 2101 E. St. Elmo Rd., Bldg 1, Suite 100, Austin, TX 78744

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About Med Sales Institute

History

Medical device sales is a specialized sector within both the healthcare and sales industries, focused on providing medical devices and equipment to healthcare professionals, hospitals, clinics, and other medical institutions. Professionals in this field serve as a vital link between manufacturers and healthcare providers, ensuring access to the latest tools and technologies used to diagnose, treat, and care for patients.

Medical Sales College (MSC) was established in 2010 in response to the rapidly growing demand for highly trained medical device sales professionals. As the industry expanded—driven in part by an aging population and rapid technological advancements—companies increasingly struggled to find candidates with the specialized skills, clinical understanding, and sales acumen needed to succeed in this complex field. MSC was created to bridge that gap, offering industry-focused training programs designed to prepare motivated individuals for careers in medical device sales and to support employers seeking qualified, job-ready talent.

In December 2010, MSC received Initial Provisional Approval from the Colorado Department of Higher Education and is now fully Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board. After nine successful years of operation and placing thousands of candidates in the industry, MSC launched an ambitious expansion project to bring its programs to locations across the continental United States.

In 2020, University Ventures Fund L.P., a venture capital firm specializing in educational institutions with exceptional program outcomes, recognized the value of MSC and invested in the school, resulting in a majority ownership change. Today, our team of experienced trainers and mentors—seasoned professionals with extensive clinical and sales expertise in the orthopaedic and spine sectors—are dedicated to guiding students toward becoming top-performing medical device sales representatives.

Med Sales Institute (MSI) is the name by which the Texas campuses are operated. Med Sales Institute facilities are located at 3481 Plano Parkway, Suite 125, The Colony, TX 75056, 15810 Park Ten Place, Suite 170, Houston, Harris County, Texas 77084 and 2101 E. St. Elmo Rd., Bldg 1, Suite 100, Austin, TX 87844.

Our Mission

Med Sales Institute provides access to higher education opportunities that enable students to develop the knowledge and skills necessary to enter and succeed in the lucrative and promising field of medical device sales and, through this education, achieve their personal and professional goals.

Our Purpose

- To facilitate effective student learning by providing appropriate knowledge, skills, and experience and to encourage their use in the field of medical device sales.

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- To help bridge the gap of experience and knowledge between new and existing sales representatives in the medical device field.
- To provide students with real world knowledge of medical device sales as it relates to the salesperson's perception, the challenges related to the surgeon client, and the difficulties encountered in selling to hospitals.
- To employ faculty members who bring our students' academic excellence and the advanced skills that come from years of practice within the medical device sales profession.
- To provide critical education and fundamental instructional services that prepare students to enter the challenging field of medical device sales and become successful.
- To use the newest teaching technology as part of our instruction so that access to these resources results in a better learning environment for all.
- To assess student learning continually and use assessment data to improve the curriculum, instruction, counseling, and services offered to students.
- To be organized as a for-profit institution, and generate the financial resources necessary to support MSI's mission and satisfy its stakeholders.
- To provide an educational experience to the student that will provide a lifetime of knowledge– more than simply a career.

Our Educational Values

Accountability

In their capacity as professional medical sales representatives, each student will be accountable to hiring managers, to the manufacturers they represent, to the patient, to the surgeon customer, and to themselves. As a result, students must practice being accountable – to all stakeholders.

Commitment

Each student must understand the importance of doing what is promised, by the time it is promised. Every company requires that employees demonstrate commitment and be actively engaged in activities that lead to success. Total effort will be expected each day.

Communication

Open and direct communication is crucial to facilitate smooth operations within an organization. Moreover, the invaluable relationships built with surgeon customers are founded upon communication. MSI expects students to demonstrate effective communication skills daily.

Customer Service

Customer service and relationship building are the cornerstones of success in any business. MSI teaches the fundamental principle that "if we do not take care of the customer, someone

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else will". Surgeon customers demand and deserve exceptional service. MSI encourages students to embrace a customer-focused approach to their interactions.

Self-Direction

Successful sales reps require a great deal of internal drive and initiative. They must be self-thinkers and self-starters. MSI encourages students to be curious, to ask questions, and to exercise creative thinking. Ultimately, sales reps must be resourceful and learn how to create value.

Flexibility

Sales representatives in the medical device industry will constantly be challenged with new products, new opportunities, and new obstacles. Successful salespeople are flexible, and eagerly adapt to change. MSI promotes an environment where change and innovation are valued.

Participation

All sales reps – regardless of their level within an organization – get their "hands dirty" and "pitch in" to help. MSI encourages students to take pride in their careers, to take an active role in all activities, and to offer unique contributions to the learning environment.

Teamwork

Sales representatives collaborate with surgical teams to solve problems, make decisions, and take action that will result in the best patient outcomes. MSI emphasizes that patient outcomes reflect all contributors, and these good outcomes precede individual gain.

Legal Control

AIMS Medical Sales College LLC, Board of Directors

Members of the Board

Aanand Radia, Ryan Craig, Nolan Muiria

Licenses and Approvals and Disclosures

State Approval

Med Sales Institute is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

Accreditation and Eligibility for Federal Student Assistance

MSI is an unaccredited institution and does not participate nor is approved to participate in any state or Federal financial aid programs.

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Academic Delivery

This is a residential program in which students will receive a total of 225 clock hours of instruction over the course of 10 weeks.

Class Hours

All students are expected to be present Monday through Friday during the scheduled on-campus class hours:

Dallas campus: 8:00am – 5:00pm Tuesday – Thursday

Houston campus: 7:00am – 4:00pm Tuesday – Thursday

Austin campus: 7:00am – 4:00pm Tuesday – Thursday

There will be two 15-minute breaks and a one-hour lunch break. Please refer to your Enrollment Agreement for your specific class hours.

Administrative Office Hours

Office hours are 8:00 a.m. to 5:00 p.m EST Monday through Friday. If you need office support, please contact our office during normal business hours.

School/Office Holidays

MSI observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving Day
- Christmas Eve
- Christmas Day

If one of these holidays falls on a weekend, MSI may observe the holiday on the Friday preceding or the Monday following the actual holiday.

Facilities, Learning Resources and Equipment

Med Sales Institute has three locations, and each is designed to accommodate the TotalOrtho+ program. Med Sales Institute facilities are located at

- 3481 Plano Parkway, Suite 125, The Colony, TX 75056
- 15810 Park Ten Place, Suite 170, Houston, Texas 77084
- 2101 E. St. Elmo Rd., Bldg 1, Suite 100, Austin, TX 87844

Check the school's website for the most current program offerings.

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MSI provides exceptional facilities and training tools designed to promote a comprehensive education in medical device sales. We maintain classrooms, a mock-up of an operating room, and sawbones labs.

Additional training tools that may be offered to supplement the lecture and classroom environment include:

- PowerPoint Presentations
- Internet Research Exercises
- Skeletal Models
- Surgical Instrumentation and Equipment
- Surgical Videos
- Surgical Education
- Virtual Reality Surgical Training

Med Sales Institute students have access to Canvas, which is an online database of information required to succeed as a medical sales representative. Canvas resources includes:

- Medical terminology
- Medical vocabulary
- Surgical techniques
- Product manuals
- Procedures
- Surgeon profiles

In addition to the resources that are related specifically to the programs, students may access their local libraries for general learning resources.

Students will receive a secure log-in username and password to access the LMS.

Equipment includes:

Reamers, trials, retractors, trauma tray, screws, plates, surgical sets, large power, saw handpiece, sag blade, sawbones, Video camera, projector/TV, printer, mayo stand, OR bed, back table, ring stand, knee holder, student tables & chairs.

Student access to a refrigerator and microwave is also provided.

Administration, Faculty and Staff

Administration

Travis Allen
Chief Executive Officer

Kim Smalley
President of Student Operations – 25+ years

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Dallas Campus Administration:
Rick Prentiss
Campus Director

Dallas Faculty:
Rick Prentiss – 35+ years

Rod Karns – 35+ years

John Quattrochi – 15+ years

Joe Giordano – 15+ years

Rebecca Camp – 25+ years

Houston Campus Administration:
Pete Regnery
Campus Director

Houston Faculty:
Peter Regnery – 25+ years

Rick Prentiss – 35+ years

Rod Karns – 35+ years

Rebecca Camp – 25+ years

Tom Lee – 25+ years

Mark Weber – 25+ years

Joe Giordano – 15+ years

Austin Campus Administration:
Mark Weber
Campus Director

Austin Faculty:
Mark Weber – 25+ years

Rebecca Camp – 25+ years

Joe Giordano – 15+ years

Peter Regenery – 25+ years

John Quattrochi – 15+ years

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The Goal of the School

The goal of MSI is to fill a niche in a specific area of education and to prepare students for a specialized sales job in medical device sales. MSI will attempt to provide an education, an exposure, a familiarity with the nomenclature to the science of medical devices, and a realistic sales training specific to successful medical sales. MSI will determine the best candidates for admission and offer only those candidates' acceptance into MSI.

The Goal of the Student

The goal of the student is to learn how to become successful in the medical device sales field. The student will learn areas of human anatomy nomenclature specific to the industry and gain knowledge of surgical procedures and sales training aimed specifically toward medical device sales.

Admissions

Applying to Med Sales Institute

MSI is committed to making educational opportunities available to all applicants wishing to enter the field of medical device sales. Admission is based on evidence of previous levels of achievement in areas such as academics, business, and competitive sports, along with the applicant's performance on their phone interviews which is designed to gauge the level of sales aptitude of the applicant during their application and screening process.

Applicants, students, and the industry benefit equally from MSI's admission policies. It is the successful graduates of MSI that perform in the field for companies and, therefore, it is the companies that continue to return to MSI for top sales performers that ensures the continued success of our graduates and MSI, alike.

There is no "formula" for gaining admission to MSI. Students with vastly different credentials come from across the country and from many different industries and backgrounds. What is common in our students is the talent they bring to MSI and the passion to explore and succeed in the medical device industry.

As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the addendum for your state of residency which will identify any additional disclosures and or policies not included in the catalog and are required by the state licensing authority in the state in which you reside.

Admission Requirements

Applicants must be 18 years of age and provide evidence of having earned a bachelor's degree or High School Diploma, GED or equivalent. A current resume or CV must be provided, and a phone interview conducted. They must also meet MSI's English proficiency requirements (EPR).

What Do We Look For?

Applicants can set themselves apart from thousands of other applicants in various ways. Some show promise through previous experiences or achievements in a business endeavor. Other successful applicants have demonstrated excellence in academic or extracurricular initiatives. Still others bring perspectives formed by unusual personal circumstances or experiences.

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Admission Process

The process begins with an enrollment application. After submitting an enrollment application, MSI's admission staff will contact the applicant to discuss the process, program and technology requirements and answer any questions the applicant may have. We will explore the applicants potential fit for MSI and the industry. Applicants will be required to provide a copy of their transcripts, degree or diploma and a current resume or CV. Determination of acceptance to MSI will be granted by a licensed agent of the State, where required.

Technology Requirements

Students must have regular daily access to a laptop computer or tablet, and bring the computer to all classes, which the following minimum requirements:

- A functioning email account
- High-speed Internet access
- A supported web browser (Google Chrome - Preferred)
- Functioning audio input/output (Speakers, Microphone and Camera)
- Most up-to-date downloaded version of "Lockdown browser"

Note: Best practice is to allow application software to update as new versions are released.

Postponement of Starting Date

Postponement of starting date, whether at the request of MSI or the student, requires a written agreement signed by the student and MSI. The agreement must set forth:

- Whether the postponement is for the convenience of MSI or student, and
- A deadline for the new start date, beyond which the start date will not be postponed

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within as set forth in the agreement, determined in accordance with MSI's refund policy and all applicable laws and rules.

Late Enrollment Policy

A late enrollment is defined as less than 30 days prior to the program's scheduled start date.

Students who do not complete enrollment during the 30-day period prior to the start of the program may do so during the late registration period but will be charged a late registration fee. Permission to register late does not affect any academic policies.

Immunizations

As future medical device sales professionals, and the work you will perform in the operating room, please be aware there are a number of industry required immunizations. We encourage all students to have these completed prior to beginning their job search.

- MMR
- TB
- Hepatitis B
- Varicella or proof of chickenpox
- Current seasonal flu vaccine

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- COVID-19

Certificate Programs

TotalOrtho+ Program -225 Total Clock Hours

Program Objective and Description

The objective of this program is to equip students with the training and skills needed to secure entry-level employment in medical device sales. The curriculum provides comprehensive coverage of orthopedic specialties, including Knees, Hips, Shoulders, Spine, Trauma, Extremities, Sports Medicine, Biologics, and Regenerative Medicine. The program also emphasizes advanced sales techniques, such as evidence-based selling, problem-based selling, and territory business planning, ensuring graduates are well-prepared for the demands of the medical sales field.

This program is conducted entirely in-person, fostering an immersive and interactive learning environment. Each week begins and ends with asynchronous online homework assignments designed to reinforce key concepts and prepare students for the in-person sessions. These assignments include self-directed learning modules and assessments that complement the hands-on, instructor-led training delivered during the week.

Students will participate in dynamic classroom instruction, live discussions, and hands-on workshops, with the program culminating in a final week of saw bone instruction. This practical component ensures students can apply their knowledge and skills in realistic, real-world scenarios.

Graduates of this program will be well-prepared for employment opportunities across the United States. Upon successful completion, students will receive a Certificate of Completion in Total Ortho+, a credential that signifies their readiness to enter the workforce in orthopedic medical sales. The program also includes a year-long career placement service, offering personalized support such as resume building, interview preparation, and access to an extensive professional network. Our dedicated team is committed to helping graduates achieve their career goals in this competitive and rewarding field.

The following is an overview of content taught within this program:

- Program Orientation
- Professional Representative Certification (PRC)/Pre-Study
- Program Welcome & Foundations
- Trauma & Pathology
- Regenerative Medicine/Biologics
- Specialty Curriculum (Extremities, Knees, Hips, Shoulders, Spine)
- Advanced Sales Methodologies, Industry/Market Insights & Training
- Hospital Buying Cycles & Logistics
- Business Development & Placement Services
- SawBones Lab

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The following course material will be taught over 10 weeks. Students will utilize Canvas LMS which serves as the student's portal for the entire program.

Program Orientation

The Program Orientation is designed to ensure you have all the tools and knowledge necessary to succeed in the Orthopedic Medical Sales Program. During this orientation, you'll be introduced to the Canvas Learning Management System (LMS), which will serve as your central hub for accessing course materials, submitting assignments, participating in discussions, and tracking your progress throughout the program.

You'll receive a detailed walkthrough of Canvas, learning how to navigate the system effectively and utilize all its features. This includes accessing weekly learning modules, submitting assignments, engaging in discussions with peers and instructors, and reviewing feedback to ensure you stay on track for success.

Additionally, the orientation will provide an overview of the program structure, expectations, and resources available to support your learning journey. You'll gain insights into how to prepare for the in-person training sessions and maximize the value of the asynchronous online assignments that bookend each week.

By the end of the orientation, you will be fully equipped to begin the program with confidence, ready to engage with the curriculum and build the skills necessary for a successful career in orthopedic medical sales.

Professional Representative Certification (PRC)- Recommended Pre-Study

As a requirement, all medical sales representatives must complete industry credentialing prior to entering the operating room. Knowing hospital protocol and operating room etiquette is a must. Most company sponsored training programs spend less than a day covering this subject matter. At Med Sales Institute, we offer the best-trained professional representatives for the benefit of the employer, hospital and patient safety. In addition, as a selling representative, you work with several departments at the hospital. Prior to the start of the course, our PRC segment, a student of the Med Sales Institute takes it a step further. A typical representative learns by trial and error. At Med Sales Institute we want to give you every advantage to succeed. Outside of hospital protocol and operating room etiquette, we also cover industry regulations.

- Introduction to the Operating Room
- Fire Safety; Laser; Radiation; Electrical Biomedical
- National Patient Safety Goals
- How the FDA Regulates Medical Device Manufacturers
- Regulations of Adverse Events & Complaint Handling
- HIPAA
- Blood Borne Pathogens
- Infection Control
- Aseptic Principles & Techniques
- AdvaMed
- Code of Ethics

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- O.R Conduct for the Sales Rep
- SPD, Decontamination & Instrument Processing
- Compliance & the Sunshine Act
- Off Label Awareness
- General Surgical Instrumentation

TotalOrtho+ Foundations

Week 1 introduces students to the essential elements of the orthopedic medical device industry, establishing a strong foundation for success in the program. The focus is on core topics including basic human anatomy, fundamental surgical instruments, and orientation to Med Sales Institute (MSI) expectations and resources. Students will gain familiarity with key terminology, concepts, and the structure of the orthopedic sales environment.

Hands-on learning is emphasized through three streamlined labs designed to reinforce anatomical knowledge and instrument handling. To support improved pacing and learning progression, the Week 1 assessment has been shifted to Tuesday of Week 2. By the end of this module, students will have a clear understanding of orthopedic fundamentals and the framework needed to build on these skills in subsequent weeks.

Sales I: Foundations of Medical Device Sales & Communication

Week 2 focuses on the essential communication and relationship-building skills required for success in medical device sales. Students will learn to establish trust and credibility with customers, apply effective verbal and non-verbal communication techniques, research and understand their sales territory, and translate these fundamentals into professional introductions and early-stage sales encounters. The goal is to position the rep as a trusted advisor through relationship-centered selling.

Sales II: Advanced Selling & Career Pathways

Week 3 transitions beyond sales fundamentals to focus on sophisticated selling techniques and professional career alignment. Students will analyze complex hospital buyer dynamics, master evidence-based, needs-based, and solution-based sales approaches, and learn advanced objection handling and negotiation frameworks. The final focus is on career mapping: students will align their personal strengths and communication styles with specific medical device specialties (Trauma, Recon, Spine, Biologics, etc.) and develop a professional brand through a focused résumé and optimized LinkedIn profile.

Trauma I (Upper Extremities)

Week 4 focuses on trauma-related conditions and procedures involving the upper extremities, providing students with a strong foundation in the anatomy, injury mechanisms, and surgical solutions specific to the shoulder, arm, elbow, and wrist. Students will explore common fractures, dislocations, and soft tissue injuries, as well as the medical devices and implants used

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in their treatment.

Trauma II (Lower Extremities)

Week 5 delves into trauma-related conditions and procedures affecting the lower extremities, focusing on the clinical, surgical, and product knowledge essential for managing injuries to the pelvis, hip, femur, tibia, fibula, ankle, and foot. Students will gain expertise in the anatomy, injury mechanisms, and treatment options for common lower extremity trauma cases, along with an understanding of the medical devices and implants used in their repair.

Sports Medicine

Week 6 provides students with essential knowledge and skills to support orthopedic care for athletes and active individuals. It covers common sports-related injuries, such as ACL, MCL, and meniscal tears, shoulder injuries, and stress fractures, focusing on both surgical and non-surgical interventions. Students will explore key procedures like ACL reconstruction, arthroscopy, and the role of biologics in recovery, alongside strategies for injury prevention and rehabilitation.

With interactive lessons and case studies, this module prepares students to effectively engage with healthcare providers, athletic trainers, and surgeons, equipping them to specialize in sports medicine solutions within the medical device sales field.

Knee Curriculum

Week 7 provides students with a comprehensive understanding of knee anatomy, biomechanics, and common pathologies. Students will study degenerative conditions, sports-related injuries, and trauma, along with current surgical interventions such as arthroscopy, ligament reconstruction, and arthroplasty. The curriculum emphasizes implant technologies, radiograph interpretation, competitive product analysis, and hands-on role-play scenarios to strengthen both clinical knowledge and sales communication skills.

Hip & Shoulder Curriculum

Week 8 covers two of the most complex joints in orthopedics. Students will explore hip biomechanics, arthroplasty history, implant evolution, and surgical approaches for degenerative and traumatic conditions. In the shoulder component, students will focus on the joint's intricate anatomy and wide range of motion, examining common injuries such as rotator cuff tears and labral pathologies, as well as surgical repair techniques. Both hip and shoulder content emphasize radiographic analysis, implant technologies, competitive product evaluation, and sales-focused role-play applications.

Spine Curriculum (ACDF Focus)

Week 9 module provides focused instruction on **Anterior Cervical Discectomy and Fusion (ACDF)**. Students will study cervical spine anatomy, biomechanics, and common cervical pathologies such as degenerative disc disease and herniations. The curriculum explores ACDF surgical techniques, plating technologies, graft materials, and device design concepts. Students

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will also engage in competitive product analysis and role-play activities to strengthen their ability to position cervical solutions in clinical and sales settings.

Employment Readiness

Week 10, the last and final week of education is focused on business development & student placement. With the vast amount of industry connections, along with the launch of Zero Fee recruiting, this is what makes the difference for our students. The following are the specifics of our placement activity. Our goal is for students to be interviewing the first week after graduation.

- Zero Fee Recruiting
- Networking Plan
- Hiring Manager Target Sheet
- LinkedIn InMail Campaign
- Distributor In-Person Visits
- Interview Follow-Up

Course Materials and Hours

Course Materials:

- MedTech Intel (4-month user subscription included with tuition)
- Understand.com (license included with tuition)
- RepPrep.ai
- MSI Career Placement Services & ZeroFee Recruiting (12-month post graduation user subscription)

Module # and Title	Classes	Lessons	Assignments
Week 0: Recommended Program Pre-Study (Online)	No Instructor-led Classes Pre-Study is a self-paced module that begins 3 weeks prior to course start date.	Program Overview Video Overview/Readings/Videos Lesson 1: OR Protocol Lesson 2: Aseptic Technique Lesson 3: Bloodborne Pathogens Lesson 4: Fire Safety Lesson 5: Electrical & Radiation Safety Lesson 6: HIPAA & Other Regulations Lesson 7: National Patient Safety Goals Lesson 8: AdvaMed Code of Ethics	1. Mandatory Emergency Contact Form 2. Respondus Lockdown Browser Setup a. LDB Test Quiz 3. MedTechIntel Profile Setup 4. Adobe Reader Setup 5. Canvas Credentials Setup 6. PRC Certification Quizzes (optional) 7. PRC Certificate Upload & Verification

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Module # and Title	Classes	Lessons	Assignments
Week 1: TotalOrtho+ Foundations (On-Campus) (22.5 Total Contact Hours- 12 Didactic/ 10.5 Lab)	**Class Meetings: (All Local Time)** Tuesday* Wednesday* Thursday* *Campus Location Operating Hours Vary from Campus to Campus- Please check your Enrollment Agreement for Details)	Overview/Readings/Videos Lesson 1: History of Orthopaedics (Homework) Lesson 2: Anatomical & Directional Terms Lesson 3: Research & Clinical Journals Lesson 4: Common Surgical Instruments Lesson 5: Introduction to the MSI Way • Professional Communication & Star Ranking • Understanding & Preparing for your Territory Business Plan • Zero Fee Recruiting • The Rep Toolbox ---------- Lab 1: Interactive Anatomy Lab: Identifying key structures using 3D models. Lab 2: Mock OR Setup: Assembling and organizing an OR layout. Lab 3: Surgical Instrument Handling: Hands-on practice with orthopedic instruments.	1. Module 1 | Pre-Class Homework (due Monday @ 11:59pmEST) 2. Module 1 | Territory Business Plan: Introduction & Job Posting Selection (due Sunday @ 11:59 pmEST) 3. Module 1 | Exam (due following Tuesday @ Beginning of Class) *Please note all assignment due dates are EST timezone. Adjust your planning appropriately.
Week 2 **Sales I: Foundations of Medical Device Sales** (On-Campus) (22.5 Total Contact Hours- 12 Didactic/ 10.5 Lab)	**Class Meetings: (All Local Time)** Tuesday* Wednesday* Thursday* *Campus Location Operating	Overview/Readings/Videos Lesson 1: Introduction to Medical Sales & the Role of the Rep (Homework) Lesson 2: Fundamentals of the Sales Process Lesson 3: Communication Essentials Lesson 4: Understanding Surgeons	1. Module 2 | Pre-Class Homework (due Monday @ 11:59pm) 2. Module 2 | Territory Business Plan: Territory Overview (due Sunday @ 11:59 pm) 3. Module 2 | Exam (due following Tuesday @ Beginning of Class)

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Module # and Title	Classes	Lessons	Assignments
	Hours Vary from Campus to Campus- Please check your Enrollment Agreement for Details)	Lesson 5: Evidence-Based Selling & Solution-Based Selling, FBVV Selling Lesson 6: Employment Structures Lesson 7: Introduction to Territory Mapping & Account Profiling Basics _____ Lab 1: Role of the Rep Workshop Lab 2: Evidence-Based & Problem Based Sales Roleplay Lab 3: Professional Communication Workshop: Role-playing basic professional scenarios.	*Please note all assignment due dates are EST timezone. Adjust your planning appropriately.
Week 3 **Sales II: Advanced Selling & Career Pathways** (On-Campus) (22.5 Total Contact Hours- 12 Didactic/ 10.5 Lab)	**Class Meetings: (All Local Time)** Tuesday* Wednesday* Thursday* *Campus Location Operating Hours Vary from Campus to Campus- Please check your Enrollment Agreement for Details)	Overview/Readings/Videos Lesson 1: Key Stakeholders: Understanding decision-makers in hospitals. Lesson 2: Advanced Sales Strategies Lesson 3: Careers in Med Device Sales Lesson 4: Professional Branding & Resume Building Lesson 5: Using Data to Uncover Opportunities _____ Lab 1:Role-Play Scenarios Lab 2: Sales Pitch Lab 3: Mock Interviews Lab 4: LinkedIn & Resume Workshop	1. Module 3 | Pre-Study Homework (due Monday @ 11:59pm) 2. Module 3 | Territory Business Plan: Accounts Within the Territory & Facility Profile (due Sunday @ 11:59 pm) 3. Module 3 | Exam (due following Tuesday @ Beginning of Class) *Please note all assignment due dates are EST timezone. Adjust your planning appropriately.
Week 4 **Trauma I (Upper Extremities)**	**Class Meetings: (All Local**	Overview/Readings/Videos Lesson 1: Anatomy of Upper Extremities (Homework)	1. Module 4 | Pre-Class Homework (due Monday @ 11:59pm)

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Module # and Title	Classes	Lessons	Assignments
(On-Campus) (22.5 Total Contact Hours- 12 Didactic/ 10.5 Lab)	**Time)** Tuesday* Wednesday* Thursday* *Campus Location Operating Hours Vary from Campus to Campus- Please check your Enrollment Agreement for Details)	Lesson 2: Trauma Basics: Common injuries and their surgical solutions. Lesson 3: Biologics in Trauma: Applications and benefits in procedures. Lesson 4: Identification and Classification of Fractures in Upper Extremities Lesson 5: Screws, Plates, Nails (Upper Extremities) Lesson 6: Patient-Centric Selling: Tailoring approaches for trauma and upper extremities care. _____ Lab 1: Humeral IM Nail Fixation Lab 2: Distal Radius Fracture Lab 3 : Olecranon Fracture Fixation	2. Module 4 | Territory Business Plan: Surgeon List & Profiles Part I (due Sunday @ 11:59 pm) 3. Module 4 | Exam (due followingTuesday @ Beginning of Class) *Please note all assignment due dates are EST timezone. Adjust your planning appropriately.
Week 5 **Trauma II (Lower Extremities)** (On-Campus) (22.5 Total Contact Hours- 12 Didactic/ 10.5 Lab)	**Class Meetings: (All Local Time)** Tuesday* Wednesday* Thursday* *Campus Location Operating Hours Vary from Campus to Campus- Please check your Enrollment Agreement for Details)	Overview/Readings/Videos Lesson 1: Anatomy of Lower Extremities (Homework) Lesson 2: Trauma Solutions: Key procedures for femur, foot, and ankle injuries. Lesson 3: Identification and Classification of Fractures in Lower Extremities Lesson 4: Screws, Plates, Nails (Lower Extremities) Lesson 5: Patient-Centric Selling: Tailoring approaches for trauma and upper extremities care. _____ Lab 1: Femoral IM Nail Fixation Lab 2: Tibial IM Nail Fixation Lab 3: Femoral SubCap Fracture (Cannulated Screws) Lab 4: Medial Malleolus	1. Module 5 | Pre-Study Homework (due Monday @ 11:59pm) 2. Module 5 | Territory Business Plan: Surgeon List & Profiles Part II (due Sunday @ 11:59 pm) 3. Module 5 | Exam (due following Tuesday @ Beginning of Class) *Please note all assignment due dates are EST timezone. Adjust your planning appropriately.

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Module # and Title	Classes	Lessons	Assignments
		Fixation Lab 5: Compression Plate	
Week 6 **Sports Medicine** (On-Campus) (22.5 Total Contact Hours- 12 Didactic/ 10.5 Lab)	**Class Meetings: (All Local Time)** Tuesday* Wednesday* Thursday* *Campus Location Operating Hours Vary from Campus to Campus- Please check your Enrollment Agreement for Details)	Overview/Readings/Videos Lesson 1: Introduction to Sports Medicine & Capital Equipment (Homework) Lesson 2: Biologics in Sports Medicine Lesson 3: Arthroscopic Procedures for Knee, Hip, & Shoulder Conditions Lesson 4: Meniscal, PCL & ACL Repair Lesson 5: Rotator Cuff, Bicep, AC Joint Repair _____ Lab 1: Rotator Cuff Lab 2: ACL Repair Lab 3: Arthroscopy Skills	1. Module 6 | Pre-Study Homework (due Monday @ 11:59pm) 2. Module 6 | Territory Business Plan: OpenPaymentsData Table & Strategic Insights (due Sunday @ 11:59 pm) 3. Module 6 | Exam (due following Tuesday @ Beginning of Class) *Please note all assignment due dates are EST timezone. Adjust your planning appropriately.
Week 7 **Knees & Hips** (On-Campus) (22.5 Total Contact Hours- 12 Didactic/ 10.5 Lab)	**Class Meetings: (All Local Time)** Tuesday* Wednesday* Thursday* *Campus Location Operating Hours Vary from Campus to Campus- Please check your Enrollment Agreement for Details)	Overview/Readings/Videos Lesson 1: Introduction to Knee Anatomy & Pathology (Homework) Lesson 2: Non-Surgical Management of Knee Conditions Lesson 3: Arthroscopic Procedures for Knee Conditions Lesson 4: Partial & Total Knee Arthroplasty Lesson 5: Introduction to Hip Anatomy & Pathology (Homework) _____ Lab 1: TKA	1. Module 7 | Pre-Study Homework (due Monday @ 11:59pm) 2. Module 7 | Territory Business Plan: Knee & Hip Profiles & Surgeon Strategy (due Sunday @ 11:59 pm) 3. Module 7 | Exam (due following Tuesday @ Beginning of Class) *Please note all assignment due dates are EST timezone. Adjust your planning appropriately.

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Module # and Title	Classes	Lessons	Assignments
Week 8 **Hips & Shoulders** (On-Campus) (22.5 Total Contact Hours- 12 Didactic/ 10.5 Lab)	**Class Meetings: (All Local Time)** Tuesday* Wednesday* Thursday* *Campus Location Operating Hours Vary from Campus to Campus- Please check your Enrollment Agreement for Details)	Overview/Readings/Videos Lesson 1: Introduction to Shoulder Anatomy & Pathology (Homework) Lesson 2: Non-Surgical Management of Hip & Shoulder Conditions Lesson 3: Arthroscopic Procedures for Hip & Shoulder Conditions Lesson 4: Partial & Total Hip Arthroplasty Lesson 5: Total Shoulder Arthroplasty _____ Lab 1: TSA Lab 2: THA	1. Module 8 | Pre-Class Homework Quiz (due Monday @ 11:59pm) 2. Module 8 | Territory Business Plan: My 30-60-90 Day Plan (due following Sunday @ 11:59 pm) 3. Module 8 | Exam (due Tuesday @ Beginning of Class) *Please note all assignment due dates are EST timezone. Adjust your planning appropriately.
Week 9 **Spine** (On-Campus) (22.5 Total Contact Hours- 12 Didactic/ 10.5 Lab)	**Class Meetings: (All Local Time)** Tuesday* Wednesday* Thursday* *Campus Location Operating Hours Vary from Campus to Campus- Please check your Enrollment Agreement for Details)	Overview/Readings/Videos Lesson 1: Introduction to Spine Anatomy & Pathology (Homework) Lesson 2: Non-Surgical Management of Spine Conditions Lesson 3: Decompression & Endoscopic Procedures for Spine Lesson 4: ACDF Lesson 5: Spinal Deformities _____ Lab 1: ACDF	1. Module 9 | Pre-Class Homework Quiz (due Monday @ 11:59pm) 2. Module 9 | Territory Business Plan: Full Territory Business Plan Draft (due Sunday @ 11:59 pm) 3. Module 9 | Exam (due following Tuesday at Beginning of Class) *Please note all assignment due dates are EST timezone. Adjust your planning appropriately.
Week 10 **Employment Readiness** (On-Campus) (22.5 Total Contact Hours- 12 Didactic/	**Class Meetings: (All Local Time)** Tuesday* Wednesday* Thursday*	Overview/Readings/Videos Lesson 1: Introduction to Career Development: Overview Lesson 2: Territory Business Analysis Writing Lesson 3: ZeroFee Recruiting Workshop	1. Module 10 | Pre-Class Homework Quiz 2. Mock Interviews (due Thursday) 3. Zero Fee Script (due Wednesday) 4. Final Territory Business

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Module # and Title	Classes	Lessons	Assignments
10.5 Lab)	*Campus Location Operating Hours Vary from Campus to Campus- Please check your Enrollment Agreement for Details)	Lesson 4: Interview Skills Workshop Lesson 5: Resume & Cover Letter Writing _____ Lab 1: Zero Fee Script Writing Lab 2: Mock Interviewing Lab 3: Zero Fee Filming	Analysis & Final Presentation (due Wednesday) 5. ZFR filming (due Wednesday) 6. Graduation (due Thursday PM) a. MVP Award b. Certificates & Reception

Graduation Requirements

Students must complete all assignments, earn a cumulative score of 71% or higher, and have fully satisfied their financial obligation to Med Sales Institute.

Occupational and Instructional Program Classifications

The programs offered are designed to provide graduates entrance into the career field of: Sales Representatives, wholesale and manufacturing, technical and scientific products, as defined by the United States Department of Labor's Standard Occupational Classification (SOC code): 41-4011 Classification of Instructional Program (CIP code) 52.1804.

Student Services

Awards

Med Sales Institute MVP (Most Valuable Player): This award is a distinguished honor bestowed upon the individual who demonstrates exceptional performance, combining both subjective assessments and objective achievements. This award is calculated through a two-part scoring system designed to offer a balanced and fair evaluation of each student's contributions and skills.

Star Ranking: The first component of the score is the Star Ranking, which is derived from the collective average of all weekly instructors' ratings for each student. Each student is rated on a scale of 1 to 5, and this average is then multiplied by 20 to convert it to a scale out of 100. The inclusion of decimal points in this calculation ensures a high degree of precision, significantly reducing the likelihood of any ties.

Technical Score Total: The second component is the Technical Score Total, which directly measures each student's technical proficiency, participation, attendance, and accomplishments on a scale up to 100. This score is intended to objectively quantify the technical contributions and expertise of the student.

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To determine the overall MSI MVP score, the Star Ranking and Technical Score Total are added together and then divided by two. This calculation produces a final score out of 100 for each student. The student with the highest final score is awarded the MSI MVP, recognizing them as the top performer among their peers. This system ensures a comprehensive assessment, valuing both the qualitative insights of instructors and the quantifiable technical achievements of the students.

It is essential for all MSI students to familiarize themselves with these policies and adhere to them throughout their academic journey. The goal of these policies is to create a supportive and rigorous learning environment that prepares students for success in the medical sales industry.

Placement Services

Job placement assistance for successful graduates of Med Sales Institute is provided by our Talent Acquisition Team. This team only represents MSI graduates and their mission is to support successful MSI students with initial job placement assistance into a medical sales career. They are not structured to provide ongoing recruiting services to graduates AFTER they obtain their initial job in medical sales. They are committed to working with successful graduates of Med Sales Institute for 12 months following the completion of their program. Any student that does not attend the final week of their enrolled program will forgo their right to placement services. **Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.**

The goal of Med Sales Institute is to offer qualified professionals the opportunity to receive specialized, hands-on training related to the products, procedures, and selling skills necessary to excel in the field of medical device sales. Because graduates of MSI have prepared themselves for sales opportunities in the device industry, they are uniquely qualified to have very different conversations with hiring managers. When a graduate of MSI sits in front of a hiring manager, they are able to speak a language that resonates with the manager, they are able to demonstrate their preparation for managing a territory, and they are able to articulate a clear and defined plan for driving business immediately. These attributes are extremely valuable to hiring managers, who have a compelling need for professional representation of their products.

The resources of the Talent Acquisition Team are available to successful graduates of MSI free of any charge. Graduates are not obligated to utilize the services offered by this team.

MSI has established relationships with hiring managers in the medical device industry and maintains a database of thousands of employers. The placement process utilized by this team has assisted in the job placement of thousands of Med Sales Institute graduates. This success rate is due to many factors, but one is the fact that talented sales professionals who completed MSI in past years have “paved the way” for subsequent graduates.

There is a powerful and synergistic relationship between MSI, its graduates, and the Talent Acquisition Team. Med Sales Institute identifies and trains talented professionals. Our team identifies opportunities for MSI graduates and presents them for consideration. Upon hire, these professionals excel in the field. As graduates of MSI continue to excel, more and more employment opportunities are presented for future graduates. It becomes a “win-win” situation for all.

The Job Hunt Process: An MSI Graduate’s Role

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Finding a job after completing MSI is a process. Both MSI graduates and the Talent AcquisitionTeam have important roles to play in this process. What cannot be overstated is how fundamentally important the graduate's role is. As part of the training at Med Sales Institute, students are provided with specific instructions and suggestions for networking to find job opportunities on their own. These strategies and concepts are discussed in depth during the program.

Philosophy

Because the Talent Acquisition Team is a component of Med Sales Institute, they can provide their recruiting services at no cost to the employer. This concept was initiated in 2012 and has been marketed to potential employers as "Zero Fee Recruiting." By participating in Zero Fee Recruiting, companies can interview and hire someone trained to do the job, someone who is prepared to succeed immediately; all at no cost to the employer.

The efforts of the Talent Acquisition Team are often directed at the corporate executives and HR recruiting staff who make national and global decisions regarding sales force composition and management. These individuals have a "big picture" view and the problems associated with hiring and retaining key sales reps resonate deeply in their daily lives.

Distributor- Hiring Manager Level

Many companies work through an independent distributor network, so that hiring decisions are made at the local level rather than the national level. Even in companies with a direct sales force, final hiring decisions are often made by local field hiring managers. It is the goal of our team to understand what the local needs are currently and perhaps more importantly, what needs are anticipated in the foreseeable future. All information is held in the strictest of business confidence.

Because of the depth of these relationships, we can monitor the progress of MSI students throughout the course of their training, and beyond, and are able to present the most appropriate candidates for interview opportunities, based on the specific needs and preferences of the hiring manager. Obviously, it is incumbent upon the student to present themselves, their skills, and their performance in a manner that leaves as good an impression as possible, as these opportunities are often highly competitive and eagerly sought after.

It is the depth of these relationships and this level of business intelligence that gives our team a competitive advantage. Because of the nature of the orthopaedic, spine and the medical sales industries, many jobs are never posted for public application. This is partially since the requirements for success are so high and hiring managers do not want to be inundated with unqualified candidates.

It is also, however, because the job search is often designed with the intention of replacing an existing, under-performing sales rep without disrupting the business they are currently servicing. This means that the search must be conducted with the utmost discretion.

The Process

In May 2016, MSI launched a free recruiting website to provide our industry partners with a simple and easy way to review potential MSI graduates. This website is www.zerofeerecruiting.com and is only available to MSI graduates. Each Med Sales Institute graduate who successfully completes the program creates a personal profile on this website. Specific information is uploaded on the website by the student to create a positive impression

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for a potential employer. Examples of the type of information on the profile include the student's resume, course of study, grade earned, interview questions, and awards earned. In addition, each student is given the opportunity to create a personal video as well. This video is also uploaded on the site and enables the graduate to have a virtual "face to face" interview with a potential employer. Feedback on the free recruiting website from our employing partners has been universally positive.

In addition, the Talent Acquisition Team is often engaged in filling an open sales position for a hiring manager. The recruiting process begins by identifying available candidates for that opportunity. This determination will be based on geography, skill set, specific training fulfilled, hiring manager preferences, and a host of other issues. After the most qualified candidates have been identified, recruiters gather information (i.e. resumes, biographical information, and performance at MSI) that is forwarded to the hiring manager for their review.

While the Talent Acquisition Team attempts to manage the interview and screening process as vigorously as possible, it is, in the end, the hiring manager who makes the ultimate decision regarding any specific candidate.

The Future

MSI continues to expand its relationships both horizontally (across more companies in the industry) and vertically (deeper and deeper within the organizations). As MSI graduates outperform their peer groups, both in speed and scope of success, hiring managers and companies continue to expand the portion of their new hires that come from Med Sales Institute.

While many in the medical device recruiting business have call lists and potential contact sheets that contain high level executives, The Talent Acquisition Team has hosted and continues to host senior level executives from nearly all of the major orthopaedic and spine companies, as well as an ever- expanding number of smaller, aggressive, up-and-comers. A partial list includes Stryker, DePuy Synthes, Medicrea, Zimmer Biomet, Integra, Stryker-Mako, ConMed, Wright, SpineWave, Arthrex, Smith & Nephew, Exactech, and Olympus.

Student Records/Certificates

MSI maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program, and for each student granted a certificate. Permanent records include all the following:

1. The certificate granted and the date on which the certificate was granted.
2. The program and hours for which the certificate was based.
3. The grades earned by the student.
4. The student's ledger

Certificates or transcripts may be requested from the office and will be provided electronically.

Tutoring and Online Technical Support

Students who need additional assistance are encouraged to contact their instructor for tutoring during their office hours provided in the Syllabus on Mondays and Fridays.

Online technical support is provided during office hours via the Canvas Help Ticket Desk. Support services are exclusively for issues pertaining to access to our online platform.

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Policies and Procedures

Academic Calendar

The academic schedule of program start dates is subject to change due to corporate and market demands. Please visit our website at www.medicalsalescollege.com/course for the most current upcoming start dates.

Start Date:	Program Name:	Campus:
TBD	TotalOrtho+	Austin
TBD	TotalOrtho+	Houston
TBD	TotalOrtho+	Dallas

Academic Standing/Satisfactory Academic Progress

Advanced Standing

Students with a cumulative score of 90% or higher on evaluations will be considered to have an advanced standing with MSI.

Satisfactory Academic Progress

Students with a cumulative score of 71% or above at the end of each week will be in satisfactory standing with MSI.

Academic Probation

Students will be placed on academic probation if their grade falls below 71% over a two-week period. To remain enrolled, the student must show sufficient academic improvement within the following two weeks.

If the school determines that the student has made progress, but is still below the 71% threshold, the probationary period may be extended. Factors considered in allowing a probation extension include but are not limited to the time remaining in the program, the student's cumulative grade relative to the 71% threshold, and the student's attendance/ participation efforts during the probationary period.

Dismissal

Students placed on academic probation that fail to demonstrate sufficient academic improvement during the probationary period will be dismissed from the program.

Academic Integrity Policy

MSI is committed to maintaining a strict academic integrity policy to uphold honesty and ethical conduct among all students. It is expected that students submit work that is entirely their own and provide proper credit for any sources used in assignments. Acts of plagiarism, cheating, or any other forms of academic dishonesty are strictly prohibited and will not be tolerated. Violations of this policy may result in disciplinary action, ensuring a fair and equitable learning

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environment for everyone.

We understand that AI tools are part of today's learning environment, and you may use them in some parts of our curriculum. However, AI should be used as a guide to help you learn and generate ideas, not as a shortcut. Copying and pasting AI-generated text and turning it in as your own is considered academic dishonesty.

Examples of **acceptable AI use**:

- Using AI to explain a concept in simpler terms.
- Checking your grammar or clarity.
- Brainstorming ideas or outlines for an assignment.

Examples of **unacceptable AI use**:

- Submitting AI-written answers or essays as your own.
- Using AI to complete quizzes, exams, or graded work.
- Relying on AI without showing your own understanding.

Assumption Of Risk By The Student

During the program and as part of the educational process, students may be using power tools (i.e. surgical drills and saws) to obtain a familiarity with the subject matter. The student agrees to assume the risk of using these power tools and hereby releases MSI and its instructors, employees, and staff from any liability or injury that may arise from usage of these tools in the program. Additionally, MSI has no liability for any actions or occurrences that may occur outside of MSI's physical location while the student is attending the program. The conduct, activities, and participation by the student in any sporting event, function, or activity outside of MSI, regardless of the level of participation by School associates, is entirely at the student's own risk and the student agrees to assume all risks in any activity, physical or social in nature.

Attendance Policy

Regular, on-time attendance is essential to the student's learning process. When students are absent, tardy, or leave early, they must communicate this to their instructor and make an effort to stay current on all class work during their absence. Excessive failure to report to class in a timely manner, reporting unprepared for the day's lessons, or departing early without approval is grounds for corrective action up to and including removal from the class. Refer to the Termination Policy for more information.

Instructors will maintain a record of attendance for all class sessions (absences and tardies) within Canvas. If absent for a short duration (due to sickness or for other personal reasons) assignments may be "made up" by contacting their instructor; See the Missed Work Policy for more information. If for reasons beyond the control of the student or MSI, a student misses a substantial part of their program, then MSI may accept a Leave of Absence request for the student to complete the program in a subsequent class. Refer to the Leave of Absence policy for more information.

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Computer and Telephone Use Policy

Students are required to use their own personal laptop computers while on campus. During class hours, each student will be provided access to the secure student network. Students must always refrain from using staff computers. Cellular telephone use is not allowed within the classroom. Cellular telephone calls should be made during breaks and on the lunch hour. We strictly prohibit copyright infringement, visiting illegal or pornographic websites and torrenting which may lead to disciplinary action, up to and including expulsion from MSI.

Student Conduct Policy

To ensure an optimal learning environment and maintain the integrity of its educational programs, Med Sales Institute (MSI) expects all students to uphold high standards of professional conduct. Students are required to behave in a manner that reflects respect for the institution, its faculty, staff, and fellow students. While it is not possible to enumerate every form of unacceptable behavior, MSI considers any conduct that is disruptive, offensive, disrespectful, or detrimental to the campus environment to be grounds for disciplinary action, up to and including dismissal from the program. Students dismissed for behavioral violations will not be eligible for reinstatement.

The following principles outline MSI's expectations for student conduct:

Professional Integrity
Students are expected to demonstrate honesty and ethical behavior in all academic and professional activities. Cheating, plagiarism, falsification of documents or records, and other forms of academic dishonesty are strictly prohibited.

Respectful Conduct
All members of the MSI community must be treated with courtesy and respect. Inappropriate language, discriminatory remarks, harassment, or any form of hostile behavior will not be tolerated.

Classroom Engagement & Participation
Students are expected to arrive on time, remain attentive, and participate actively during instruction. Sleeping or appearing disengaged is unacceptable.

Appropriate Communication
Professionalism must be maintained in all verbal and written communications. Language that is offensive, threatening, or inappropriate is not permitted.

Academic Accountability
Students are responsible for completing assignments on time, preparing for assessments, and seeking academic support when needed.

Prohibited Disruptive Behavior
Behavior that interferes with instruction or disrupts the learning environment—including excessive talking, insubordination, or combative behavior—will result in disciplinary action.

Integrity in Representation
Students must accurately represent their qualifications, experiences, and performance in all academic and professional contexts.

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Ethical Conduct in Professional Settings
Professionalism must be upheld during all externships, industry events, and interactions with representatives of the medical sales profession.

Confidentiality Agreement

The student acknowledges MSI has spent considerable funds to develop the curriculum and teaching tools used during education. These products and publications by MSI are protected, proprietary in nature, and confidentially made available only to the student. The student agrees that the material, handouts, curriculum, and other teaching tools are protected, highly confidential products of MSI. Students will not copy, redistribute, audio record, rebroadcast, or otherwise reproduce or share any of MSI's training material while in the program, and will not provide or share any materials to anyone who has not completed a program. The audio recording, redistribution, rebroadcasting, or pirating of this protected information to any non-student is actionable by MSI and subject to injunctive relief in favor of MSI. It is agreed that in any legal action arising out of this Agreement, the prevailing party shall be entitled to the recovery of reasonable attorney fees.

Disability Policy

Commitment to Accessibility and Inclusion
Med Sales Institute (MSI) is committed to providing an inclusive and accessible learning environment for all students, in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. We strive to ensure that students with disabilities receive reasonable accommodations to support their educational success while maintaining the essential requirements of our programs.

Requesting Accommodations
Students with disabilities who require accommodations are encouraged to disclose their needs as early as possible. To facilitate this process, students should submit a written request along with appropriate documentation from a qualified healthcare provider to oas@medsalescollege.com and will need to sign and complete a Student Accommodation Request Form. Accommodations are determined on an individual basis through an interactive process that considers the student's needs and the essential functions of the program.

Essential Role Requirements for Surgical Sales Representatives
The Med Sales Institute curriculum is designed to prepare students for careers in medical device and surgical sales. These roles require specific physical, cognitive, and communicative abilities, including but not limited to:

- The ability to stand for extended periods in operating rooms.
- Lifting and transporting medical equipment and product samples.
- Effective verbal and written communication with healthcare professionals.
- Comprehending and demonstrating technical medical knowledge.
- Adhering to strict operating room protocols and sterile field requirements.

Students with disabilities should discuss any potential limitations with MSI before or during the admission process to ensure they can meet these role requirements with or without reasonable accommodations. While we will make every effort to provide accommodations, adjustments that

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fundamentally alter the nature of the program or the essential job functions of a surgical sales representative may not be possible.

Confidentiality and Non-Discrimination
All disability-related inquiries and accommodation requests will be handled with strict confidentiality. MSI does not discriminate against individuals based on disability and is dedicated to fostering an environment of equal opportunity and respect.

For more information or to request accommodations, please contact Alicia Larson, alarson@medsalecollege.com

Dress Code Policy

Students wear light blue scrubs each day, except for graduation week where students will wear a suit appropriate for an interview on the day they film their placement video.

Drug and Alcohol Policy

MSI realizes that the misuse of drugs and alcohol impairs students' health and productivity. Drug and alcohol problems result in unsafe working conditions for all students and staff. MSI is committed to maintaining a productive, safe, and healthy environment, free of unauthorized drug and alcohol use. Any student involved in the unlawful use, sale, manufacturing, dispensing, or possession of controlled substances, illicit drugs, or alcohol on MSI premises will be subject to disciplinary action up to and including dismissal from class and referral for prosecution.

There will be no alcohol stored or consumed on site at any MSI facility.

English Proficiency Requirement

The English Proficiency Requirement (EPR) is to evaluate the English language proficiency of students whose native language is not English and want to enroll in MSI. Due to the highly sensitive role and responsibilities of a medical device representative, clear and concise communication is required between the representative and the operating team to ensure patient safety. Therefore, if a language barrier is identified during the evaluation and application process, candidates may be required to submit official evidence of English language proficiency. Instruction is given in English and is not offered in any other language at this time. English Language Services are not provided by MSI.

Applicants may demonstrate competency from one of the following tests:

● **IELTS (International English Language Testing System)**: Overall band score of 6.5 or higher*

● **TOEFL (Test of English as a Foreign Language)**: Minimum score of 550 on the

paper-based test or 80 on the Internet-based test

● **SAT (March 2016 or later) Writing & Language Test**: 31 or higher

● **ACT combined English-Writing or English Language Arts portion**: 24 or higher

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Grades

Grading is designed to be fair and transparent, ensuring each student's performance is evaluated objectively. Faculty members assess assignments, exams, and other coursework using established criteria to maintain consistency and reliability in evaluations. Grading rubrics may be provided to help students understand expectations and how their work will be assessed. Additionally, students have the right to request feedback on their graded assignments and discuss any concerns with their instructors, fostering open communication and support for academic success.

Course status codes of “I” and “W” are defined as follows:

“I” for incomplete is assigned when a student is on an approved leave of absence and is scheduled to return to complete the program. When the student returns and completes all segments, the “I” is replaced with the grade earned. In the event the student does not return as scheduled, the student is withdrawn, and “I” is replaced with a “W”.

“W” for withdrawn is assigned as the final grade in the event a student withdraws or is withdrawn from the program.

Final course grades will be published on the ZeroFee website.

Grade Appeals

Students may contest grades during Weeks 1–9 of the program. A student has one week after the posting of the prior week’s grades to submit a grade appeal for that specific week. The process is as follows:

1. The student should first contact the instructor in writing to seek clarification or resolution.
2. If a satisfactory resolution is not reached with the instructor, the student may submit a formal grade appeal to **appeals@medicalsalescollege.com**
3. No grade appeals will be accepted in Week 10 or after graduation. Once transcript grades are posted, they are considered final and binding.

Your final grade for the program will represent a combination of your scores on all the following:

Course Grading System

Weekly Exams (50pts x 9)	**450 pts**
Weekly Sales Roleplay Assignments (10pts x 8)	**80 pts**
Weekly Territory Business Plan Assignments (20 pts x 9)	**180 pts**
Weekly Class Attendance (10pts x 10)	**100 pts**

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Weekly Labs (10pts x 9)	**90 pts**
Weekly Pre-Class Homework Quizzes (10pts x 10)	**100pts**
Final Territory Business Plan Presentation (100pts x 1)	**100 pts**
Total	**1100 pts**

Grade	Percentage Range
A+	100-97
A	96.99-93
A-	92.99-90.00
B+	89.99-87.00
B	86.99-84.00
B-	83.99-80.00
C+	79.99-77.00
C	76.99-74.00
C-	73.99-71.00
F	< 71.00

Leave of Absence

The School recognizes the need to offer students the ability to request a leave of absence (LOA). Requests must be made via email to **admin@medsalescollege.com**, including the reason for the leave of absence and the student's expected return date. A leave of absence may be granted for reasons such as illness, care of a family member, or other personal matters. The student must be in satisfactory Academic Standing to be granted a leave of absence.

If the leave request is approved, the student will be allowed to enroll in a future program at the point in the program in which their leave of absence in the initial class began. Students must attend the campus location of original enrollment. Attendance and grades from the original enrollment will be transferred to the new program of enrollment. Students may not retake any portion of the program previously completed. Enrollment in the next program start date is dependent on available space in the class and cannot be guaranteed.

Students who are granted a leave of absence will have **one year** to return from their leave of absence to complete their program in accordance with state regulations.

If a second leave of absence is requested, the student must provide sufficient documentation justifying the need for an additional leave. The threshold for approving a second LOA will be higher to ensure the policy is not being misused. The decision to

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grant a second LOA will be at the discretion of the school, based on the documentation provided.

If a student fails to return from an approved and scheduled leave of absence, Med Sales Institute will exercise the right to withdraw the student from the school.

Missed Work Policy

All coursework — including tests, presentations, labs, and roleplays — is due on the assigned due dates. Failure to submit or complete work by the deadline will result in a zero.

It is the student's responsibility to notify their instructor in advance if an absence will prevent them from meeting a deadline and to make alternative arrangements. The instructor is under no obligation to allow make-up work if communication does not occur prior to the absence.

If an instructor approves alternative arrangements, the student must complete the work within 72 calendar hours of the original due date (including weekends and holidays). Missed work not completed within this timeframe will result in a zero.

Tests, presentations, labs, and roleplays may not be retaken or redone to improve a grade. Missed presentations and roleplays must be made up live with the instructor; recorded submissions will not be accepted or graded.

Pre-Scheduled Absence Policy

If a student should have a pre scheduled absence, the student must inform their instructor to discuss specific curriculum, assignment and tests that may be missed during their absence. Missed work due to a pre-scheduled absence is to be completed in accordance with the above Missed Work Policy.

Release of Information

The student agrees to allow the use of their images, videos, name, history and, hopefully, their ultimate success story, in any sales or marketing materials and without compensation. Each student will be invited to evaluate the training they receive at the School and to offer any personal insights or experiences that may be valuable to future students and which may assist the School in furthering its goals. The student also agrees that the School may provide their contact information to prospective students who have requested additional information about the School and the experiences of former graduates.

Safety Policy

MSI is sincerely interested in the safety and well-being of its students. MSI will make every effort to keep the equipment in excellent condition and make sure that all safety devices are working properly. If, despite our efforts to ensure safe working conditions, a student has an accident, it should be reported to an instructor immediately. MSI will see that prompt medical attention is provided.

Security Policy

MSI is committed to maintaining a safe and secure environment. In order to maintain a secure environment, MSI strictly prohibits students and visitors from bringing any firearm onto school property. MSI reserves the right to monitor and record its classrooms and labs, for the safety

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and security of our students, staff, and property. In addition, video will be used for training purposes. Failure to comply with this policy will result in disciplinary action up to and including removal from class and any applicable charges being filed against the student/visitor for such a violation.

Sexual Harassment Policy

MSI seeks to provide an environment free from sexual harassment and sexual assault. MSI has a zero-tolerance policy for acts consisting of harassment or assault. Sexual harassment is discriminatory, unlawful, and may involve the behaviors of a person of either sex against a person of the opposite or same sex. It occurs when behavior constitutes unwelcome sexual advances, request for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where such conduct is made either explicitly or implicitly as condition of employment or education, where submission or rejection is used as the basis for employment or educational decisions, or where such actions are intimidating, hostile, or offensive. MSI understands that sexual harassment may not be intentional. Any person who feels that he or she is being sexually harassed must immediately inform the President, who will initiate an investigation into the allegations and advise the School's legal counsel.

Student Complaint/Grievance Procedure

The administration will work with each student to resolve the issues. Every student is encouraged to discuss his or her concerns or complaints with faculty or staff most able to assist the student in resolving the matter. If, however, the student is not satisfied with these efforts, then the student may pursue a formal grievance by following the procedure below:

1. Email a written complaint to appeals@medsalescollege.com, describing the basis of the complaint in enough detail to allow an investigation.

2. The Appeals Committee will review the complaint and contact the student within three working days to discuss the complaint.

3. The Appeals Committee will confirm the completion of the investigation with a written summary of the disposition of the complaint emailed to the student within five working days.

Students who are not satisfied with the results of a grievance, have the right to file a complaint with the Texas Workforce Commission. Any unresolved grievances with the School are to be directed to:

Texas Workforce Commission, Career Schools and Colleges, Room 226T 101 East 15th Street Austin, Texas 78778-0001, Phone: 512-936-3100, texasworkforce.org/careerschools

The above process does not limit or prohibit a student from enforcing any contractual legal rights or remedies.

Complaint Hotline

We, at Med Sales Institute understand the importance of providing a safe and ethical classroom for our students. In an effort to assist with this standard we have partnered with Ethico Compliance who will provide our students with an anonymous avenue to report classroom or

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campus issues and concerns. This hotline is available twenty-four (24) hours a day, seven days a week and there will always be someone available to speak with our students. The line is staffed by a third-party organization that will document their concern and send the report to someone in the Med Sales Institute corporate office. The student may remain anonymous or they may choose to identify themself. Regardless of their decision, their information will be documented and investigated. The toll-free number that they can call is 888-845-0828. There is also the option to report concerns online by visiting MyComplianceReport.com. Once the student has entered the site they will click on "Begin new report" (bottom left of page). At that point they will be asked to provide an access ID which is 'MEDSC'.

Termination/Dismissal Action

The School reserves the right to terminate the enrollment of any student not limited to but including the following reasons:

1. **Termination for Consecutive Absences**
   A student's enrollment will be subject to termination if the student:
   - Misses six (6) consecutive school days
2. **Termination for Excessive Clock Hour Absences**
   A student's enrollment will also be subject to termination if the student:
   - Accumulates forty five (45) clock hours of missed instructional time and is in violation of the schools academic standing policy

3. Lack of participation, tardiness, and failure to complete essential assignments.

4. Failure to grasp and master the subject matter (See the Academic Standing Policy)

5. Violation of the standard honor code.

6. Disruptive classroom conduct inconsistent with the goal and decorum of learning.

***Students terminated from their program are not eligible for reinstatement.**

Tobacco Policy

MSI maintains a non-tobacco and non-smoking policy (including e-cigarettes) within the interior of the office and office building. The use of cigarettes and/or smokeless tobacco is allowed on the exterior of the building within the designated areas only.

Transferability of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Med Sales Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at Med Sales Institute is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason you should make certain that your attendance at this institution will

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meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Med Sales Institute to determine if your certificate will transfer.

MSI does not have any written articulation agreements for the transferability of credits with any other institutions.

Financial Information

Tuition & Fees

Following are the costs to complete the program:

Tuition paid directly to MSI	$19,495.00
Estimated costs for scrubs (3 pair @ $20/pair)	$60.00
Cost for laptop (minimum laptop specifications are listed in this catalog)	
Total costs to complete the program*	**$19,555.00**

*The total costs to complete the program include estimated books and equipment/lab costs but do not include transportation, lodging or meal expenses for on campus sessions. In addition to the scrubs required to be worn during residential training, students are required to have a business suit/outfit (appropriate for interviews) during their residential training.

Withdrawal Fees

In the event of withdrawal, a $100 administrative fee is charged after the 72 hour cancellation period.

There are no additional costs/fees for tutoring.

Payment and Method of Payment

The student may make tuition payment(s) to the School with any major credit/debit card (Visa, MasterCard, American Express or Discover), or by check made payable to: Medical Sales College and remitted to our corporate location in Tampa, FL - 400 North Tampa Street, 15th Floor, Tampa, FL 33602. A $500.00 deposit is due upon enrollment to hold the seat in the program. The remaining tuition is due 30 days prior to the start of class. Students who have not paid tuition will not be allowed to attend class.

Financing Options

Although Med Sales Institute does not offer financing to students, we are pleased to have partnered with Climb Credit and Ascent to offer financing opportunities for those who qualify. For more information please visit, www.climbcredit.com and www.ascentfunding.com

*Some restrictions may apply. More information can be found on our website at www.MedSalesInstitute.com on the Tuition & Financing page located under the Admissions tab.

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Transfer Credit

Credit may be awarded for the hours previously earned that are equivalent in both scope and content to the training in the program the student is enrolled in. Students are responsible for submitting to the College, prior to the program start date, official academic transcripts for evaluation. Credit is not awarded for experiential learning. The student will be notified of credit awarded by the College within 10 days. Tuition credit will be given for transfer credit accepted. No fee is charged to the student by the college for transfer credit evaluation.

Financial Aid

Med Sales Institute is not approved for participation in any state or federal financial aid grant or loan programs.

Loan Disclosure

Students who require a loan to meet their tuition obligation are responsible for securing the loan and repaying their loan with interest in accordance with terms of the loan secured.

Residential Housing

MSI does not have dormitory facilities. Students who will need lodging to attend the residential portion of the program are responsible for their own arrangements. Keep in mind distance/traffic while deciding on housing. The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing are available on our website. MSI may be able to provide housing suggestions.

A Students Right to Cancel/ Withdrawal

72 Hour Cancellation

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

To cancel this agreement, the students must send an electronic notice to the Med Sales Institute at withdrawal@medsalescollege.com.

*A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. After the expiration of the 72 hour cancellation period, if a student fails to enter a program, not more than $100 shall be retained by the school.
3. After the commencement of class, the refund of tuition and fees will be the pro rata portion of tuition, fees, and other charges that remain uncompleted in the program.

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4.The student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. A full refund of all tuition and fees is due and refundable in each of the following cases:

(a) An enrollee is not accepted by the school;
(b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
(c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

Refund Policy for Students Called to Active Military Service

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

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

1. satisfactorily completed at least 90 percent of the required coursework for the program; and
2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

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

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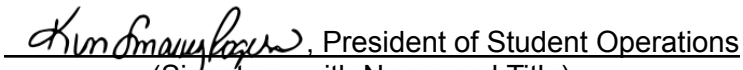
Payment of Refunds

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

The School will complete and document the refund calculations for each student who cancels, withdraws, or is withdrawn from the program.

Certification of Informational Accuracy

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

 , President of Student Operations
(Signature, with Name and Title)