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FVI School of Nursing and Technology reserves the right to make changes within the catalog term, which may affect any of the information published, and make such changes by notifying individual students. As such changes may occur, they will be published in a catalog addendum. Information published in a catalog addendum is meant to supersede language present in the school catalog or any previous catalog addendum.

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FLORIDA VOCATIONAL INSTITUTE

FVI SCHOOL OF NURSING AND TECHNOLOGY

LICENSED BY:
Commission for Independent Education (CIE)
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245-3200 / Toll Free (888) 224-6684
Additional information regarding the institution, if licensed, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gains Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684

APPROVED BY:
Florida Board of Nursing
4050 Bald Cypress Way, Bin #C06, Tallahassee, Florida 32399-3256
NCLEX-RN Program Code: US704152 US701157
CNA-Program Code: 1557 - 1584

Florida Board of Pharmacy
4052 Bald Cypress Way, Bin #C04, Tallahassee, Florida 32399 Pharmacy Technician Program
Provider Number: RTTP593 (Miami)

ACCREDITED BY:
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(770) 396-3898 / Toll Free (800) 917-2081
Fax (770) 396-3790

*The Associate of Science in Nursing Program, Miramar campus is accredited by Accreditation Commission for Education in Nursing (ACEN)

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta GA 30326
(404)-975-5000/ info@acennursing.org

STATEMENT OF OWNERSHIP
Florida Vocational Institute, Corp. is a corporation formed under the laws of the State of Florida. Florida Vocational Institute, Corp. is a subsidiary of SB Education, Inc.

GOVERNING BODY
The Board of Directors is the governing board for FVI.
350 East Las Olas Blvd. Suite 1250 Fort Lauderdale, FL 33301

BOARD OF DIRECTORS
Gil Bonwitt President
Jeffrey Scheck Vice President
Martin Scheck Vice President
Elise Bonwitt Secretary
Steven Scheck Vice President
PRESIDENT’S MESSAGE
FVI School of Nursing and Technology (FVI) is a leading career school committed to preparing students for in-demand employment in nursing, healthcare, and technology fields. Through FVI School of Nursing and Technology, we offer a variety of short-term programs that enable students to achieve their career goals as quickly as possible. Our purpose is to give people with potential the power to succeed. For us, that means that our students leave FVI highly qualified, confident in their abilities, and ready for potential employment opportunities that align with their career goals.

FVI also builds its education curricula based on employer partners’ needs. This enables companies to quickly fill their most in-demand roles with our qualified graduates—people who have the skills and certifications needed to get to work immediately.

We focus on learning real-world skills required to be ready for a career in healthcare, nursing, and information technology. Currently, the demand for healthcare and information technology professionals is overgrowing*. Many programs can be completed in less than a year, allowing you to get your career started quickly.

http://www.bls.gov/emp/ep_table_103.htm

HISTORY
FVI School of Nursing and Technology (FVI), formerly known as Florida Vocational Institute, opened in February 2007 at 6840 S.W. 40th Street in Miami, Florida. After outgrowing the original facility, FVI’s main campus moved in 2014 to its current location at Mall of the Americas, 7757 W. Flagler Street, Suite 220, Miami, Florida, 33144.

FVI School of Nursing and Technology (FVI) opened an extension (branch) campus in March 2018 at 3520 Enterprise Way in Miramar, Florida, 33025. The Miramar campus is an approved extension campus of the Main campus, FVI School of Nursing and Technology-Miami located at Mall of the Americas, 7757 W. Flagler Street, Suite 220, Miami, Florida, 33144.

The State of Florida’s Commission for Independent Education (CIE) licenses FVI School of Nursing and Technology (FVI). FVI School of Nursing and Technology (FVI) has been accredited by Council on Occupational Education (COE) ID# 312400 since November 03, 2010. The Miramar’s Associate of Science in Nursing program achieved programmatic accreditation with the Accrediting Commission of Education in Nursing (ACEN) effective March 020, 2020.

EDUCATIONAL PHILOSOPHY
We believe everyone who wants a career opportunity should be able to achieve that goal. FVI School of Nursing and Technology (FVI) focuses on providing high-quality instruction and hands-on learning for our students. We believe that providing a path to a new career through education is one of the advantages people have in this country. We believe that education should be based on the careers in demand in our community and should prepare our students for careers as quickly as possible.

SCHOOL MISSION
FVI School of Nursing and Technology’s mission is to educate and prepare students to become entry-level professionals in high-demand careers. We aim to improve employability and inspire lifelong career growth, thereby improving the quality of life for individuals within our community. FVI’s School of Nursing’s mission is to develop student knowledge, skills, and competencies to provide safe and effective care, promote the health and wellbeing of the client, and enter the profession of nursing serving a diverse community.
FACILITY AND EQUIPMENT
FVI offers its students modern facilities providing an atmosphere conducive to learning. FVI School of Nursing and Technology’s main campus, located in Miami, Florida, is 15,839 square feet of classroom, labs, and administrative space. Similarly, the branch campus located in Miramar, Florida, is comprised of 29,747 square feet of space.

Both facilities include fully equipped classrooms, medical and computer labs, a student lounge, a reception area, a library/resource information area with available hard references, an online database of journals and information and administrative offices.

At each facility, bathrooms comply with the Americans with Disabilities Act guidelines. There is ample parking for the students, including an elevator to access the school facilities. Each facility is located close to public transportation and local restaurants.

HOURS OF OPERATION
The school’s Administration and Student Services offices are open Monday through Thursday from 8:30 am to 8:00 pm. Friday from 8:30 am to 4:00 pm. non-degree program classes may be scheduled from Monday through Thursday from 8:30 am to 10:30 pm. Nursing program classes may be scheduled from Monday through Friday from 8:30 am to 10:30 pm and Saturday from 8:30 am to 4:30 pm.

STATEMENT OF AFFIRMATIVE ACTION
FVI School of Nursing and Technology (FVI) admits students of any sex, race, creed, color, age, disability, national origin, religious beliefs, or political affiliation with all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on sex, race, creed, color, age, disability, national origin, religious beliefs, or political affiliations in the administration of its educational policies, admissions policies, job placement assistance, and any other school-administered programs.

SPECIAL NOTE
Information in this catalog is accurate at the time of publication. The school reserves the right to change courses of study, course content, fees, program requirements, class schedules, and the academic calendar, or, make other necessary or desirable changes, giving notice of change whenever possible. Students already enrolled will not be affected by tuition increases.

INFORMATION SHARING &
THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

FERPA (Family Education Rights and Privacy Act)

The Family Rights and Privacy Act of 1974, as amended (commonly known as the Buckley Amendment), is a federal law that provides that schools will maintain the confidentiality of student education records. The law says that no one outside the institution shall have access to students’ education records, nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course. Certain personnel within the institution may see the documents, including people in an emergency, to protect the health or safety of students or other people.

Directory Information

In compliance with FERPA, the following statement reflects FVI School of Nursing and Technology’s policy:
The following directory information may be released by telephone: a) student’s dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student’s address, telephone listing, the program of study, awards received, and the most recent previous educational agency or previous institution attended, will be released only in response to a written request. We reserve the right to refuse the above information if the reason for the request is not considered a sufficient need to know. Information regarding the student’s record: grades, courses, GPA, social security number, and other personal information will not be released without the student’s written consent.

However, the Act states that each student has the right to inform the school that no information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that FVI School of Nursing and Technology (FVI) is notified in writing by the student to permit the release of “directory information.”

**Parental Access to Children’s Education Records**

At the postsecondary level, parents have no inherent rights to inspect a student’s education record. The right to inspect is limited solely to the student. The records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

**Posting Grades by Faculty**

The public posting of grades either by the student’s name, institutional student identification number, or security number without the student’s written permission violates FERPA.

**Responsibilities of the Staff Member**

FVI School of Nursing and Technology (FVI) employees may have access to student education records. FERPA governs their privacy, use, and release. The utilization of this information is governed by the regulations and the duties and responsibilities of employment and position. Unless the job involves the release of information and the employee is trained in that function, any requests for disclosure of information, especially from outside the school, should be referred to the Director of Education or Campus President.

Release of information contained on a student’s record without the written consent of the person identified on the document violates Sec. 438 Public Law 90-247.

**Information Release via Telephone**

No information concerning any student is released to any individual, group, or organization via telephone, cellular phone, or other similar devices unless that individual, group, or organization is involved in the awarding and processing of the student’s Title IV aid.
ADMISSIONS POLICY

Admissions Requirements and Procedures

FVI School of Nursing and Technology (FVI) affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in providing academic training to the public and administering all educational services.

General Admissions Requirements

To be eligible for general admission, the applicant must meet the following requirements:

1. The applicant must be seventeen years of age or older when they start their program. If the applicant is under 18 years of age, a parent or guardian must sign and agree to the terms and conditions of the enrollment agreement.

2. The applicant must complete an initial interview with an Admissions Representative and Admission Representative will explain to the applicant the school programs and policies during the interview. Interviews may be held via video conference or onsite at one of the campus locations.

3. The applicant must provide a valid driver's license, state issued identification with photo, or valid passport.

4. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma.
   - The applicant must provide documentation of graduation from a high school or school in the form of a valid high school diploma, GED (General Education Development) certificate, OR a higher earned degree. Additional documentation may include an official high school, or GED transcript showing graduation date or other acceptable official documentation that confirms that the applicant meets or exceeds the academic achievement equal to a high school diploma in the United States.
   - Documentation of proof of completion of secondary education from a foreign country must be officially translated and evaluated as the equivalent of high school completion in the United States by a Member of the National Association of Credential Evaluation Services (NAFSA) and the American Translators Association.
   - Students admitted as conditional are regular students only if the school officially accepts them into the eligible degree or certificate program.
   - A student may be admitted “Conditionally” if that student has a foreign high school credential that has not been evaluated but presented to the school. The student must present the entire transcript (credentials) at admissions to be sent to an evaluation agency.

The student may be admitted to classes, as a Regular Student, for a period of no more than three weeks. If the credential is deemed not to be equal to a
high school diploma, the student will be terminated from the program. There will be no costs to the student.

5. The applicant is responsible for all costs associated with health clearance, PPD and immunization and/or titers for select programs. Students in any program may be required to obtain influenza and COVID vaccination to participate in work-based experiences i.e., Clinical or Externship. Failure to comply with the health clearance and immunization policy by the required date may result in the student being dismissed from the program.

   o Immunization requirements are based on the current recommendations of the Centers for Disease Control (CDC) for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Clinical Sites may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or School policy.

   o Admissions personnel will provide all prospective students with information regarding the immunization requirements for allied health and nursing programs.

Program Specific Admissions Requirements

1. The applicant applying for the below programs must pass a Scholastic Level Exam (SLE) with a minimum score. The applicant is entitled to two attempts on the same day to achieve a passing score. If the applicant fails to achieve the minimum passing score after the second attempt, the applicant is eligible to retake the exam after a minimum of 24 hours has elapsed from the date of the second attempt.

   After three attempts, the applicant for only programs marked with * may retake the SLE one last time a minimum of 30 days from the date of the last attempt.

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<tr>
<td>Ultrasound</td>
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<tr>
<td>Associate Science in Nursing (ADN)</td>
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<tr>
<td>Health Services Administration (AAS)</td>
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<tr>
<td>Pharmacy Technician (Diploma)</td>
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2. A composite score of the Test of Essential Academic Skills (TEAS) entrance examination is required for Admissions into the Associate of Science in Nursing. Effective June 1, 2022, the TEAS is required for admission into Diagnostic Medical Sonography (Ultrasound) program.

3. Prior to taking the Test of Essential Academic Skills (TEAS), applicants are encouraged to purchase the study guide. Applicants are strongly discouraged from taking the assessment without completing the entire review workbook. If the applicant is unsuccessful after the first attempt, the applicant should be directed to complete the online remediation for at least two weeks before taking the completion of the online remediation, one more opportunity to take the TEAS exam will be permitted after completing online remediation. Applicants can take this assessment no more than
three times in a 12-month period. A TEAS passing score is valid for 24 months (about 2 years). The cost of examination and/or official transcript request with ATI is at the applicant's expense.

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<th>Programs</th>
<th>Min. TEAS Score</th>
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<tr>
<td>Associate Science in Nursing</td>
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<td>* Conditional acceptance if an applicant still needs to complete the science pre-requisites requirements general education requirements.</td>
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<tr>
<td>Associate Science in Nursing</td>
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4. An applicant may require an interview with the respective Program Directors for the following programs: Nursing (ADN), or Diagnostic Medical Sonography (Ultrasound), AS.

5. Applicants must submit to and pass a 10-panel drug screening test, and results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute and insufficient samples) will require the applicant to be retested at their expense. The applicant is responsible for the cost of the additional testing. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test. For more details on drug testing, please refer to the Nursing or Diagnostic Medical Sonography Student Handbook.

6. Applicants must submit to and pass a criminal background check administered by the school before starting the program or being readmitted following a withdrawal period of more than 180 days. The conviction for certain criminal offenses may bar an applicant from participating in specific clinical training experiences, eligibility to receive professional certification, and or licensure required to function in professional career fields and obtain employment. Any adverse results, to include but not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to externship or clinical training facilities, achievement of professional certification and or licensure, and attainment of employment in a particular field.

7. Any applicant who has an adverse result on their background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on their background chooses to participate in a program that requires a clear background for admission to clinical sites, eligibility to acquire professional certification and or licensure required for employment in specific career fields, will be required to sign a disclosure document accepting full responsibility for any costs associated with attending their program. The applicant must also agree not to hold the school and its associates liable for being denied program completion, entrance to a clinical facility that may be required for the completion of the program, ability to achieve certification, obtain licensure and/or secure employment in the field of study.
Note: Applicants/students are subjected to initial and ongoing criminal background checks before, during, and after the program's completion.

8. The applicant must submit a copy of their current (American Heart Association BLS Healthcare Provider Course) CPR card. This current CPR card must not expire before the last day of the current school year and must remain valid throughout the program. If the applicant does not have a CPR card, opportunities will be provided for this to be completed.

9. The applicant must submit a signed Allied Health and Nursing Program waiver. Since most clinical sites require students have health insurance, the applicant must submit either a valid medical insurance card or a signed medical waiver form stating they are responsible for the costs of all medical services they may require. Please note that some clinical sites may require the student have health insurance. The school does not provide health insurance for students.

Health Clearance, Vaccinations, and Immunizations

1. Applicants must also provide a current history and physical from a licensed health care provider addressing physical and mental health. For this policy, "current" is defined as within the past year. Documentation from the healthcare provider must state the applicant meets the essentials of fitness for professional nursing using the school’s physical and mental health form.

2. Applicants are required to submit documentation of a recent medical clearance by a physician or licensed advanced practice nurse to complete their application file. Students are required to attest to their ability to perform skills and functions essential to nursing and related support practice, which is required to complete the nursing or DMS program successfully.

3. The applicant is responsible for all costs associated with health clearance and immunization. Students in any nursing or allied health programs may be required to obtain both the influenza and COVID vaccines annually. Failure to comply with the health clearance, vaccinations, and immunization policy by the required date may result in the student being dismissed from the program.

4. Applicants will be required to lift patients, stand for several hours at a time, and perform bending activities. Applicants should prepare for the mental and emotional stressors that are also common to nursing practice. Applicants with existing conditions are responsible for maintaining personal health at a level that meets the standards of essential functional abilities with or without accommodation.

5. Except for Hepatitis B, all required immunizations must be completed before or within the first six weeks of the first academic term the student starts the program.

6. TB test results must be submitted within the first week of the first term the student starts school. If the results are positive, the applicant must submit negative chest X-ray results within subsequent two weeks.

7. Hepatitis B immunization is administered in a series. Students must complete the initial
dose of Hepatitis B immunization by the first week of the first academic term in a nursing program. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.

When all the above-noted nursing and DMS program requirements have been completed and submitted, the completed application file will be submitted to the Program’s Admissions Committee for consideration. After the Program’s Admissions Committee meets and completes its evaluations, letters of acceptance or denial are mailed to the applicants.

**Essentials Abilities Standard for Nursing and DMS Students**

The nursing profession requires the caregiver to be physically and mentally fit to perform the duties of care. FVI has adopted the standards established by the National Council of State Boards of Nursing (NCSBN).

The nursing school will make appropriate academic accommodation to facilitate enrollment and participation of qualified individuals with temporary or permanent disabilities.

1. The rights of applicants and students
2. The safety of the applicant, student, classmates, and clients
3. The significant clinical component of the program curriculum
4. The requirements imposed by clinical agency agreements
5. The condition for licensure as a Registered Nurse

The competing interest and the educational activities required to complete the Associate of Science in Nursing programs may prevent some prospective students and active students with disabilities from qualifying for enrollment or continued enrollment. Applicants who feel that they may have difficulty meeting the Essential Abilities Standards are encouraged to meet with the Program Director to evaluate appropriate accommodation.

Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms. The nursing students must immediately report any changes in their essential skills or functional abilities to the program director, including any physical or mental health status changes.

Students may not attend clinical experiences while under any medication or medical treatment, which may alter their perception and ability to provide safe patient care. It is the ultimate responsibility of the Director of the nursing program to make the final decision as to the student's ability to participate in clinical activities.

Failure to report a change in medical or mental health conditions as described above may result in the student being withdrawn from the nursing or DMS program. Students are required to report changes and additions in medication, new prescriptions, or changes in medical or mental health status to the Program Director immediately (within 24 hours) and before participating in any clinical, laboratory, or simulation experience.
The school does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences and may be withdrawn from the program if equivalent experiences cannot be arranged.

**Additional Admission Requirements for the Pharmacy Technician Program**

1. The applicant must submit to and pass a criminal background check upon acceptance into the program. (No felony convictions that occurred within the last ten (10) years and any conviction that was drug or pharmacy-related).

2. Applicants must submit to and pass a 10-panel drug screening test, and results must be in the applicant’s admission file before starting the program. Inconclusive test results (such as dilute and insufficient samples) will require the applicant to be retested at their expense. The applicant is responsible for the cost of the additional testing. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test.

**Additional Program Requirements Required for Allied Health Externship Experience**

The student must meet the health and immunization requirements at least 12 weeks prior to starting the externship/clinical portion of the program:

- The student must either present documentation of having had the Hepatitis B vaccination series or must complete the first two Hepatitis B injections at least 12 weeks before the start of the externship.

- Allied health students must submit to and pass a drug screen within the 30-day period prior to the start of externship.

**Clinical Rotations**

Nursing and DMS students must complete clinical rotations off-site at designated locations. The school maintains signed agreements with these facilities. Students are reminded, with few exceptions, the clinical rotations sites are most often available during daylight hours. Students must make themselves available to participate in assigned clinical as required by each program.

1. Students must complete their clinical experiences to graduate from their programs.

2. Students are bound by the rules and regulations that govern the clinical site. It is important to note the contracted clinical agency agreements are not negotiable in their requirements.

3. Students must travel to clinical/externship sites that can be up to 50 miles away from the school.

4. Students are responsible for their transportation to and from each clinical site.
Accommodations for Students with Disabilities

The school is an Equal Opportunity Educational institution that complies and does not discriminate in the recruitment of students based on gender, race, religion, color, creed, age, handicap, national origin, sexual orientation, or any other protected characteristics. If an applicant or currently enrolled student requires academic accommodation and or additional assistance in conjunction with the admission process or their program of study, the applicant should submit a written request to the Campus President.

The applicant must submit copies of the documentation of a disability provided by a medical expert within the last three years and include:

- A diagnosis of the disability.
- How the diagnosis was determined (what tests were given and the results); and
- A clinical summary includes an assessment of how disability will impact the individual in a college environment and what accommodations are recommended.

Upon receipt of the formal written request, a meeting will be scheduled. The initial meeting, formal request, and response from the school must occur before any accommodation is made. The Director of Education or School President will work with the applicant or student to fully identify any reasonable accommodations or adjustments necessary to participate in the educational process.

Note: To be eligible for Title IV, HEA (Higher Education Act) funding, you must benefit from reasonable accommodation.

Distance Education Policy

Several of the School's programs have hybrid components offered in conjunction with campus-based delivery. At the same time, programs or portions of programs may also be offered 100% through Live Online or synchronous distance education format. During emergencies that necessitate closing the physical campus, the school may elect to continue delivering courses via Distance Education to keep students actively enrolled and progressing through their program.

Online Orientation and Technical Requirements

Most programs offered by FVI are taught through a combination of live online, hybrid, or on-campus residential course where attendance is recorded. Most programs contain an externship or clinical, which is conducted at an approved healthcare facility.

FVI programs utilize a faculty led live online or synchronous learning environment. Classes offered via a hybrid delivery will require students to attend class up to two days per week at the assigned campus.

Some courses may also be offered via 100% residential (face-to-face) delivery where students are required to attend all classes at the assigned campus location. All courses, regardless of delivery method, will require the use of a laptop or computer.
The new student orientation provides an overview of the online learning environment. The syllabus for each course is available in the FVI Learning Management System and delineates student learning objectives for each course.

A student who chooses to finance a laptop purchase through the school should receive a laptop on the day of orientation. If a student chooses to purchase a laptop on their own, the student will need to ensure the equipment meets the minimum hardware and software requirements to participate in the technical orientation and throughout their program.

In addition to meeting previous admissions requirements, prospective students for a live online or an online hybrid program must:

1. Have reliable Internet access
2. Meet the technical specifications for the minimum hardware, operating system, software, and Internet specifications:
3. Participate in orientation before the start of the program, which includes:
   a. A browser check to ensure compliance with technical computer requirements
   b. An introduction to online learning and the FVI resources and support teams
      • An overview of FVI's Learning Management System, i.e., Canvas
      • Information regarding policies, navigating the online course, and resources to aid in the learning process.

Note: A laptop is required to participate in the new student orientation

Technical Specifications:

To ensure a student's online learning experience is satisfying, FVI School of Nursing and Technology requires the following minimum hardware, operating system, software, and Internet specifications:

1) Hardware:
   • Windows computer with a 2.0 GHz frequency CPU speed or above or MAC computer (Intel Processor) with a 2.0 GHz frequency CPU speed or above Intel Core 2 Duo CPU
   • 4 GB Memory (RAM) or above
   • A minimum of 64 GB of free hard drive space
   • 1366 x 768 or higher computer screen resolution
   • Ethernet connection (LAN) or wireless adapter (Wi-Fi)
   • Integrated video and sound card
• Internal or External webcam and microphone

6. Speakers

**Note:** Chromebooks and mobile devices such as tablets and smartphones are **NOT** fully compatible with all online course or learning resources features.

2) Operating Systems (OS):

- Windows 10
- Mac OS X: 10.12 (Sierra), 10.13 (High Sierra), or 10.14 Mojave, 10.15 (Catalina) or newer

3) Internet Browsers for Windows and Mac Computers:

- Mozilla Firefox 68 and 69 (stable channel) at mozilla.org
- Google Chrome 76 and 77 (stable channel) at google.com/chrome
- The latest versions are not compatible with Flash Player
- Mac Computers: Safari Versions 12 and 13

4) Internet Browsers for Windows and Mac Computers:

- Mozilla Firefox 68 and 69 (stable channel) at mozilla.org
- Google Chrome 76 and 77 (stable channel) at google.com/chrome; the latest versions are not compatible with Flash Player

5) Mac Computers:

- Safari Versions 12 and 13

**Note:** Students enrolled in online and hybrid programs are required to have access to a working computer or laptop and have internet access. Students must understand that classroom functions are **NOT** accessible on a tablet, smartphone, or another mobile device.
Transfer of Credit Policy

Transfer of credit is always the decision of the individual School or University and is determined by the receiving Institution.

To be considered, the Institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA). However, Accreditation does not guarantee the transfer of credits.

FVI School of Nursing and Technology (FVI) reserves the right to accept or deny transferring credit hours received from another school. The granting of credit for prior education cannot exceed 60 percent (60%) of any program. Programs and tuition will be adjusted per the number of credit hours accepted by FVI School of Nursing and Technology.

FVI School of Nursing and Technology (FVI) does not award credit for life or work experience. Nursing or DMS courses completed at another post-secondary institution are not eligible for transfer credit (i.e., courses with a "NUR", "PNR", or "SON" prefix).

The applicant or the student must initiate the request to transfer credit. The requests for transfer credit should be submitted before enrollment. Only under extenuating circumstances may an exception be made with the approval of the Campus President; in which case all necessary documents must be received no later than 14 calendar days after the start date of the student's program. To apply for transfer credits, students must request official transcripts from the Institution where the credits were previously earned and must be sent directly to the campus mailing address, directed to Registrar’s Office.

Students may be required to provide a relevant catalog and other documents regarding the course(s) to be considered.

Foreign transcripts must be translated into English and evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

1. Courses must have been completed within the previous ten years (120 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.

2. Anatomy & Physiology I and II courses in the Nursing and DMS programs must have a grade of “B” or higher on the transcript from the awarding Institution and earn within the last five years (60 months).

3. Credits may be awarded for Anatomy & Physiology I and/or II with a grade of “C” or for credits earned after five years (60 months) with a minimum score of 58 or greater in the science portion of the TEAS entrance examination.

4. All other courses must have a grade of “C” or higher on the transcript from the awarding Institution.
Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at the FVI School of Nursing for transfer credit to be awarded.

Students will be informed in writing regarding the acceptance or rejection of transfer credit after evaluating all documents provided. Grades associated with transfer credits are not calculated in the student's Grade Point Average (GPA) and will appear on the student's transcript with a grade of "TR." Transfer credits are included in the calculation of the credits earned/credits attempted ratio to determine the rate of progress in the satisfactory academic progress. All transfer credits will be counted as credits attempted and credits completed.

Since the number of credits transferred into a program may shorten the maximum program length to complete graduation requirements, students should consult the Financial Aid Department about the effect of the change in program length on their eligibility for grants and loans under federal Title IV rules and regulations. Transfer credits will also impact the maximum allowable timeframe in which a student must complete a program.

Veteran's Credit for Previous Education or Training

Students must submit all education and training for evaluation. FVI School of Nursing and Technology (FVI) maintains a written record indicating that appropriate previous education and training have been evaluated and granted credit, if applicable, with the training time shortened and the tuition reduced proportionately. The VA (Veterans Affairs) Department and the veteran will be notified.

Transfer Students

If the student has met all financial obligations and transfers out of FVI School of Nursing and Technology (FVI), he may receive, at their request, an official transcript reflecting clock or credit hours and grades. Please note that the transferability of credits is the decision of the receiving Institution.

DISCLAIMER: FVI School of Nursing and Technology (FVI) is a post-secondary career school designed to educate and prepare students for the purpose of obtaining or enhancing required skills for employment. Credits earned at FVI School of Nursing and Technology (FVI) may not be transferable to any other post-secondary institution. The eligibility of transfer of credits is awarded at the discretion of each receiving Institution. FVI does not guarantee any credits will transfer to any other institution except if the school has a signed articulation agreement with a specific institution. Please see the Program Director for a list of these institutions.
ACADEMIC INFORMATION

Definition of Contact Hour

A contact hour consists of 50 minutes of instructional time in a 60-minute block of time.

Clock to Credit Hour Formula

A credit hour is equivalent to a minimum of each of the following: one semester credit hour for 15 contact hours of theory, 30 contact hours of laboratory activities, or 45 contact hours of work-based activities. In addition, there are assigned out-of-class/ preparation hours for a credit hour course.

Class Schedule and Class Size

FVI School of Nursing and Technology (FVI) has open registration for all programs. Class schedules will be given to students on the first day of classes. Allied Health Classes may be scheduled Monday through Friday: Day sessions are from 8:30 am to 1:30 pm, and Evening sessions are from 5:30 pm to 10:30 pm. Day sessions for the Nursing and Diagnostic Medical Sonography (Ultrasound) programs may be scheduled Monday-Friday from 8:30 am-3:30 pm. Evening sessions may be from Monday – Friday from 5:30 pm-10:30 pm and Saturday from 9:00 am-1:00 pm.

Course/Drop Add Period

A non-degree student may not drop or add a course, except in certain circumstances after the third day of the class/term start. A nursing student may not drop or add a course, except in certain circumstances after the first week of the semester start date. Students enrolled in a degree program may not drop or add a course after the first week of the semester.
SATISFACTORY PROGRESS & PROBATION POLICY

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards apply to all students attending this institution. To qualify for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. All students must maintain Satisfactory Progress to continue enrollment. Satisfactory progress is measured at the end of each evaluation period and will be checked before disbursement of aid.

Incomplete courses, repetitions, and non-credit remedial courses do not apply and will not affect satisfactory progress. The student’s records are reviewed periodically to determine whether the student is making satisfactory progress academically and attending classes to complete the course within the specified timeframe by this policy.

Maximum Timeframe

The school’s satisfactory academic progress policies must contain a quantitative measure. The policy defines the pace that students must progress to ensure educational program completion within the maximum timeframe of 150%.

Quantitative Requirement

Students are required to complete their educational program in no longer than 150% of the published length of the program. This timeframe is applicable for all students, including those who did not receive financial aid.

At the midpoint of the maximum timeframe, students must have completed one half of the program’s credit hour requirements.

For example, the maximum timeframe for the Medical Assistant program is 54 weeks. The total credit hours for completion of this program are 34. By the time the student has been in the program for 27 weeks (1/2 of the maximum time frame), they must have completed a minimum of 17-semester credits.

The students who have failed to meet the quantitative and qualitative standards are placed on Financial Aid Warning.

The maximum time (which does not exceed 150% of the program length) allowed for students to complete each program at satisfactory progress is stated below:

<table>
<thead>
<tr>
<th>Associate Degree</th>
<th>Normal Timeframe</th>
<th>Maximum Program Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Service Administration – MA or MBC (AAS)</td>
<td>64 credits</td>
<td>96 credits</td>
</tr>
<tr>
<td>Nursing (AS)</td>
<td>72 credits</td>
<td>108 credits</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography (Ultrasound) AS</td>
<td>78 credits</td>
<td>117 credits</td>
</tr>
</tbody>
</table>
Diploma

<table>
<thead>
<tr>
<th></th>
<th>Normal Timeframe</th>
<th>Max. Program Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>34 credits</td>
<td>51 credits</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>34 credits</td>
<td>51 credits</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>26 credits</td>
<td>39 credits</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>34 credits</td>
<td>51 credits</td>
</tr>
</tbody>
</table>

Clock Hour Certificate

<table>
<thead>
<tr>
<th></th>
<th>Normal Timeframe</th>
<th>Maximum Program Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Assistant/Home Health Aide</td>
<td>9 weeks</td>
<td>13.5 weeks</td>
</tr>
<tr>
<td>Home Health Aide</td>
<td>3 weeks</td>
<td>4.5 weeks</td>
</tr>
</tbody>
</table>

**Same as or Stricter Than**

The school’s SAP policy for Title IV students is the same as the school’s standards for students enrolled in the same educational programs which are not receiving Title IV, HEA funding.

**Qualitative Measure of Satisfactory Academic Progress (SAP)**

The school measures qualitative progress based on a 4.0 scale. All courses for which the students receive a grade will be included when calculating the student’s Cumulative Grade Point Average (CGPA), except that of a Withdrawal (W) or an Incomplete (I) will not be included in determining a student’s CGPA. If a student repeats a course, only the highest grade will be included when calculating the student’s GPA. Students must make up failed or missed tests and incomplete assignments within ten (10) calendar days or receive a failing grade.

The student must maintain a minimum cumulative GPA of 1.75 to meet SAP for the first evaluation period and a minimum cumulative GPA for each subsequent period.

**Evaluation Periods**

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students who are not making SAP will be notified in writing the evaluation results. Failure to make SAP will impact eligibility for Title IV, HEA financial aid.

Formal evaluation periods for Satisfactory Academic Progress for credit-hour programs are based on an 18-week term. Nursing and Diagnostic Medical Sonography (Ultrasound) programs are based on a 15-week term.

<table>
<thead>
<tr>
<th>Evaluation Period</th>
<th>Cumulative Credits Attempted</th>
<th>Minimum Percentage of Cumulative Credits Completed/Earned (*)</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3 or higher</td>
<td>60%</td>
<td>1.75</td>
</tr>
<tr>
<td>2</td>
<td>6 or higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>3 or more</td>
<td>12 or higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>
* Percentage of Cumulative Credits Completed = (credits earned/credits attempted) *100

Formal evaluation periods for Satisfactory Academic Progress for a clock-hour program is based on the actual scheduled hours at the school and ½ of the instructional weeks for the program.

<table>
<thead>
<tr>
<th>Clock Hour Programs</th>
<th>Program’s Total Clock Hours</th>
<th>Midpoint Evaluation in Weeks</th>
<th>Minimum Attendance Required at Clock Hrs.</th>
<th>Min. CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Assistant/HHA</td>
<td>180</td>
<td>4.5</td>
<td>76.5</td>
<td>1.75</td>
</tr>
<tr>
<td>Home Health Aide</td>
<td>75</td>
<td>1.5</td>
<td>32.0</td>
<td>1.75</td>
</tr>
</tbody>
</table>

Standards of Academic Progress for VA Students

Students receiving VA education benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 for each course (Certification Period). A VA student that falls below a 2.0 CGPA at the end of a course (Certification Period) will be placed on academic probation for a maximum of two consecutive certification periods (two courses).

If the VA student fails to achieve a 2.0 CGPA at the end of the probation period (two courses/two certification periods) the student’s VA educational benefits will be terminated. The student may continue to attend the institution without VA educational benefits and establish satisfactory progress under the school’s satisfactory academic progress policy (SAP) which is measured at the end of each academic term.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

Financial Aid Warning and Academic Probation

- Students who do not meet the qualitative and quantitative academic progress for a designated period will be placed on Financial Aid Warning and given one designated period to meet the minimum academic standard.
- Students who do not meet that standard will be placed on academic probation and lose all Title IV student funding.
- Students who achieve sufficient academic progress at the end of a designated academic period will regain Title IV eligibility.
- Students on academic probation will have to pay all costs of attendance for the period during which they are on academic probation.
- Students who do not achieve sufficient academic progress during the academic probation period will be withdrawn from the program.
- Students must have completed all required credits or clock hours with a minimum of a 2.0 cumulative grade point average to graduate.
Student SAP Appeal Procedures

The student has seven (7) business days to submit an appeal regarding failure to meet SAP. The request must be given to the Director of Education or the School President, who will meet with members of an Appeal Committee to decide on the appeal.

The student must provide supporting documents and describe any mitigating circumstance(s) that deserve special consideration. The basis by which a student may file an appeal: death of a relative, injury, illness of the student, or other exceptional circumstance. Once the school receives the appeal and is evaluated, the student will be notified of the School President’s decision within ten (10) business days following the receipt of the student’s appeal letter, and additional time may be taken to review student’s appeal thoroughly.

Grading System

Students are graded per the following Grade Point Average (GPA) system:

- A final course grade will accomplish evaluations for every course in a program. Letter grades “A,” “B,” “C,” and “F” will be used.
- Plusses and minuses may be assigned to grades of “B” or “C.”
- Minuses may be assigned to an “A” grade.
- A minimum passing grade is a “C-” for all courses except for Math and Science Courses in the Nursing program, Nursing and Diagnostic Medical Sonography concentration courses where a passing grade is a “C+.”
- Temporary grade (IN) is treated as an “F” (zero quality points) until it is removed.
- Grades with a P and W are ignored with calculating the average quality score.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-77</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.7</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Proficient</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Other letter grades used by the school include:
I Incomplete
W Withdrawn
WF Withdrawn Failing
Attendance

Regular attendance is expected of all students. Attendance is taken daily in a class by the instructor and submitted to the Registrar before the end of each class every day. Students are expected to attend all scheduled classes and to arrive on time. Attendance records will be maintained by the Registrar and will be part of the student's permanent academic record.

Attendance is reviewed by the instructors, the program directors, and the Director of Education every week. Students will be notified by phone, text, or e-mail if their attendance is in danger of violating attendance requirements.

Students with excessive absences will be subject to disciplinary action, including termination from classes. Students with chronic absences may receive a failing grade for the course. A student will be withdrawn from any course or program if they do not attend within a fourteen (14) consecutive calendar day period (excluding school holidays or breaks that are longer than five consecutive days). All students must complete 100% of all externship/clinical hours within the assigned grading period.

Students are responsible for making up the assignments and work missed because of absence at the instructor's discretion.

Nursing and Diagnostic Medical Sonography (Ultrasound) Programs

Students should refer to the respective Program Student Handbook regarding additional attendance policies regarding clinical, simulation, and lab. All clinical, simulation and lab hours missed must be made up before the term ends.

Veteran’s Attendance Policy

Students are expected to attend all scheduled class meetings and to arrive on time. Early departures, class cuts, tardiness, etc., for any portion of a class period, will be counted as one absence. Students exceeding 20% absences in a course will be terminated from their VA educational benefits for unsatisfactory attendance.

A student may be recertified for VA educational benefits once the student completed a subsequent class with satisfactory attendance. The student who elects to attend a subsequent class, without VA educational benefits will be responsible for paying all charges associated with that class. The student's attendance record will be retained in the veteran’s file for USDVA and FDVA SAA monitoring purposes. Attendance is monitored, and the attendance policy is enforced.

Tardiness/Leaving Early

A student is considered late if they arrive 15 minutes after the scheduled class start time. The instructor will advise the student concerning excessive tardiness or leaving early.

Make-Up Work

Arrangements to make up assignments, projects, tests, and homework missed because of
absences must be made with the approval of the instructor.

**Course Repeat Policy**

Only the highest grade will be counted if a student repeats a course, and previous grades will be removed.

A student may only repeat a previously failed course **one time**. A student who fails the same course twice must be withdrawn from the program.

All failed courses must be repeated and completed in compliance with the course and program requirements. All courses from which a student has withdrawn must be repeated and completed.

Failing or withdrawing from a course and subsequent required courses may interrupt the student’s enrollment, delay the student’s expected graduation date, negatively impact financial aid eligibility and or impact the student’s satisfactory academic progress.

Students who need to repeat a course must meet with the Program Director and/or Registrar regarding scheduling. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations.

**Nursing and Diagnostic Medical Sonography (Ultrasound) Programs**

A student who fails a course may repeat the course **only one time**. Failure of the same course or any three (3) course failures within his/her program (whether it is three different courses or a combination of repeated courses) shall result in program dismissal with no opportunity to continue in the program.

A Nursing or DMS student who withdraws from a course, or the school will receive a grade of “W” if they withdraw before the end of the 11th (eleventh) week. If a Nursing or DMS student withdraws in week 12 (twelfth), the student will receive a “WF” grade for the course. The grade will be recorded on their transcript. A “WF” grade is regarded the same as an “F” grade in determining whether the student can remain enrolled in the program.

Nursing and DMS students are allowed up to two (2) course withdrawals (including both “W” and “WF”) from required science or program core subjects during the entire program, whether such withdrawals were from the same course or two different courses. Withdrawing a third time, regardless of the week of the withdrawal will result in academic dismissal from the program.

**Academic Appeals**

The Academic Appeals policy and process provides a vehicle by which a student may appeal academic decisions or actions such as a final grade or consequences of attendance violations. A Student who wishes to appeal an academic status or eligibility should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic Progress policy.

A student might appeal against the school’s actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances. For example, illness, military duty, death of a family member, court appearances or jury duty. Appeals must be received within
seven (7) business days of the student being notified of the decision that he/she wishes to appeal.
A student considering appealing a decision related to classroom policies, such as testing, course assignments, or grades, should first discuss their concerns with his/her instructor.

An appeal must be received within seven (7) business days of the student being notified of the decision or grade that he/she wishes to appeal. Academic Appeals must be submitted in writing to the Director of Education or the Director of Nursing. The appeal must include a description of the educational decision the student is requesting to be reviewed and as much documentation as possible substantiating the reason for a review of the decision.

The Director of Education or the Director of Nursing will convene a meeting of an Academic Appeal Committee. This meeting will be held within ten (10) business days of receiving the student’s appeal.

The student will be notified in writing via mail or e-mail of the Academic Appeal Committee’s decision by the end of the next business day after the Committee meeting. If the student believes that they did not receive the appropriate due process, then they may file a grievance or complaint by following the Grievance/ Complaint Procedures section of this catalog.

**Leave of Absence**

A student may be granted one (1) leave of absence (LOA) during the program of study. LOAs (Leave of Absence) may not extend beyond one academic term. A Leave of Absence (LOA) request with documentation must be approved by the Program Director and/or Director of Education.

If a LOA is approved and the student’s enrollment is temporarily interrupted, the student will return to school in the same status held before the leave of absence.

If a student does not return when scheduled, he/she will be terminated. The last day of actual attendance will be used as a date of determination (DOD) for refund purposes.

**Standard Period of Non-Enrollment**

A student may be placed on a standard period of non-enrollment (SPN) for a period of no longer than one academic term. A standard period of non-enrollment may be required when a student must repeat a course not being offered during the term. Not all courses are offered every term. The school reserves the right to reschedule a course for the next academic term if fewer than five (5) students are registered for the course.

If a student does not return from SPN when scheduled, it will be terminated. The last day of actual attendance will be used as the date of determination (DOD) for refund purposes.

**Records**

Student records are permanently kept by the school on file, safe from fire and other perils. These records are available to the student upon written request.
Progress Report

At the end of each academic term, the school will provide a progress report to the students.

Dismissal/Withdrawal

Students can re-apply for enrollment at FVI School of Nursing and Technology (FVI) after dismissal. This request will be on a petition basis. For re-enrollment to be approved, the petition must present some change in the students’ circumstances.

“Official” Voluntary Withdrawal

A student is “Officially” withdrawn on the date the student notifies the Registrar or School President in writing of their intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of their intent to withdraw and is absent for more than fourteen consecutive calendar day period, fails to maintain satisfactory academic progress, fails to comply with the school’s attendance and or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the school contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Re-instatement

Students can re-apply for enrollment at FVI School of Nursing and Technology (FVI) after dismissal. This request will be on a petition basis. For re-enrollment to be approved, the petition must present some change in the students’ circumstances.

Students are eligible to re-enroll one time to complete their program.

Incomplete Grade

When a student is unable to complete the requirements of a course by the end of the course, the student may be given an “Incomplete” (I) grade. The instructor will grant a status of “I” if the student has valid reasons for not finishing the work. Students have ten calendar days from the end of the course to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the courses will be assigned.

Course Incompletes, Repetitions and Non–Credit Remedial Courses

Course incompletes, repetitions, and non-credit remedial courses do not apply to this institution’s form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. All hours attended are considered attempted. Students cannot withdraw from individual subjects. Students withdrawing from school will receive credit for all work completed up to the point of withdrawal. Transfer clock/credit hours received will not be included in the calculation of the student's GPA; however, credits will be counted toward the quantitative requirements.
Program Changes/Cancellation

The school reserves the right, at its discretion, to change, to cancel or to modify course content, materials, text, schedules, and is not responsible for loss or damage from any cause. Changes will be made before the start of a course. Current students will not be affected by any program change or cancellation.

Program and/or course changes and cancellations are only made after obtaining the necessary approval from the Commission for Independent Education (CIE) and Council on Occupational Education (COE).

Recognition Awards

President’s List: Students achieving 4.0 for a semester will be placed on the Presidents’ List for the semester or academic term.

Director’s List: To qualify for this achievement award, students must maintain a 3.5 grade point average throughout their studies up to the time of graduation.

Perfect Attendance: To qualify for this achievement award, students must have perfect attendance during their course of study.

Certificate of Appreciation or Recognition Award: Students who volunteer to work on special school projects will be awarded a Certificate of Appreciation/Recognition Award.

Graduation Requirements

The student must comply with the following requirements for graduation from his/her program.

  a) Student has a minimum cumulative GPA of 2.0
  b) Student has completed all required clinical or work-based hours required for the program of study
  c) Student is current with financial obligations to the school
  d) Student has met with the Career Services department for assistance with job placement or provides documentation of employment
  e) Student has completed Exit Interview with Student Finance
  f) Student has completed the Graduation Clearance form and submitted it to the Registrar at least 30 days before the last day of class.

Transcripts

A complete transcript of each student's grades is kept in a permanent file. Students must request transcripts in writing. One copy is provided free; additional copies cost $5.00 each. Transcripts will not be issued unless the student's financial obligations to the school are current at the time of the request.
STUDENT SERVICES

Advising Services

Advising and guidance begin with the admissions interview and continue throughout the student’s course of study. Since the FVI School of Nursing and Technology (FVI) is small, faculty advising is limited to academic counseling. All personal issues will be referred to as the appropriate outside agency.

Financial Services

The Financial Services Office will inform students of all options regarding private funding or payment plans. Furthermore, Financial Aid is available for those who qualify. Students may be eligible to receive Federal Pell Grant funds and Subsidized and Unsubsidized Federal student loans depending on the program the student is enrolled in. For more information on applying for Financial Aid, see the catalog section, Financial Information, or contact our Financial Services Office.

Career Services

Career Services continuously promotes and maintains professional relationships with employers to introduce qualified career-oriented graduates based on their employment needs. The Career Services Department is the liaison between students, graduates, and employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a thriving and ongoing career.

All current and prospective students are entitled to review the school’s program completion rates and program graduate employment rates. Statistics are updated and published annually on the institution’s website under the Consumer Disclosure section. Copies are available from the Admissions or the Registrar’s office.

The Career Services staff assists graduates in finding employment through resume preparation, helping with the development of interviewing skills, and identifying job leads appropriate for the graduate.

During the last term, graduate candidates meet with the Career Services Manager or a Career Services staff member to discuss services available in their job search. Obtaining employment is the graduate’s responsibility.

To comply with reporting requirements, the institution reserves the right to contact a graduate’s employer using various methods to verify the graduate’s employment information. In some instances, the institution may disclose personal information to the employer for the sole purpose of employment verification.

Employment Guarantee Disclaimer: FVI School of Nursing and Technology (FVI) will assist students in obtaining suitable employment at no additional charge. It is understood that the FVI School of Nursing and Technology (FVI) cannot promise or guarantee job placement or a specific salary for its students or graduates.

Completing a program in a language other than English may reduce employability where English is required.
Certification, Registration, and Licensing

FVI does not guarantee that a student who completes his or her program will pass certification, registration, or licensing tests.

A student’s eligibility to sit for specific certifications is determined by the certifying entity, and students may not be eligible to sit for all certifications.

A student who elects to pursue additional testing is responsible for the costs of those tests.

If the student believes he/she can be certified, registered, or licensed without attending FVI, it is the student’s responsibility to seek out the applicable information.

The school is not responsible for providing information on all the options for certification, registration, or licensing.

Nursing program graduates will be required to pass the NCLEX (National Council Licensure Examination) exam to secure employment as a nurse. Students should visit the Program Director for more information and the steps needed to register for these certification exams.

To work as a Sonographer in the State of Florida, graduates must sit and pass the American Registry for Diagnostic Medical Sonography (ARDMS) exam to become Registered Diagnostic Medical Sonographer (RDMS).

Tutoring Services

Students should understand that tutoring is not a substitute for regular class attendance. Students are encouraged to request tutoring services if the student is experiencing difficulty with the course material, the instructor will schedule tutoring or extra lab time. These sessions will be scheduled outside the regular class schedule, and arrangements should be made with the instructor.

Housing

FVI School of Nursing and Technology (FVI) does not offer housing to its students.

Lost and Found Services

FVI School of Nursing and Technology (FVI) assumes no responsibilities for articles lost by the student. Students may check the Business Office for any lost and found item. Any items found on school premises should be turned into that office. These items are kept for 30 days. After 30 days the school will dispose of any unclaimed items.

Personal Property

FVI School of Nursing and Technology (FVI) cannot be responsible for the student’s books, materials, or personal belongings.
Learning/Media Resource Area

FVI School of Nursing and Technology (FVI) has a Learning/Media Resource area (Library). During new student orientation, students will be informed of the hours of operation; sign-in/out procedures: print material available, and non-print material available and other policies. The center is open to students, faculty, and staff during school hours.

Class Registration/Deadlines

Class registration is held continuously. However, the student must attend class no later than the third day of the module or term. For more information concerning program start dates or classes, please see the Start Date Calendar on the last page of the school catalog or contact the Registrar's office.

Transportation

Public transportation is available to the campus facility. Students may contact the office for bus schedules and routes. FVI School of Nursing and Technology (FVI) campuses have ample parking available.

Emergency Contacts

FVI School of Nursing and Technology (FVI) is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency medical services. At the time of enrollment, each student should provide the individual’s name to contact in an emergency on the appropriate line of the application form. Students should carry emergency information always, as well as any medical insurance card(s).

Crime Statistics Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the code of Federal Regulations require all institutions to gather school crime statistics and make the report available to students, faculty, and employees.

Any criminal activity by students, faculty, and employees will not be tolerated and cause immediate dismissal.
A crime statistics report is available by October 1 of every year. All employees and students will annually receive a copy of the Crime Statistics Report, and an acknowledgment is kept in the employee personnel and student’s academic files. Also, a detailed report from the Miami-Dade and City of Miramar Police Departments will be given to every student obtained upon request.
SCHOOL RULES AND REGULATIONS

Nondiscrimination Policy
FVI School of Nursing and Technology (FVI) provides a professional environment that affirms the rights of students and faculty. Discrimination or harassment of any kind is not tolerated. FVI is committed to being the principles of equal opportunity in employment and education and does not discriminate based on race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran’s status, or against disabled persons. FVI complies with nondiscrimination regulations under Title VI and Title VII, Civil Rights Acts of 1964; Title IX, Education Amendments Act of 1972; Vietnam Era Veteran’s Readjustment Assistance Act of 1974; Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; and other applicable statutes.

Drug and Alcohol Policy
The State of Florida controls the possession, sale, consumption, or furnishing of alcohol, Department of Business and Professional Regulation, Division of Alcoholic Beverages, and Tobacco. FVI School of Nursing and Technology (FVI) has a substances abuse policy that is inclusive of alcoholic beverages. FVI School of Nursing and Technology (FVI) adheres to the Drug Free Workplace Act of 1988 and the Drug-Free Alcohol and Communities Act amendments of 1989. Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the workplace. Therefore, the unauthorized use, possession, consumption, sale, or distribution of any alcoholic beverage or drugs, except those prescribed by a physician, are prohibited everywhere on school grounds or during any activity sponsored by FVI School of Nursing and Technology. Students and employees are prohibited from being under the influence of alcohol or drugs (except those prescribed by a physician and properly documented) while on school premises. This policy delineates the appropriate action to take if a staff member or student exhibits behavior consistent with alcohol or drug use in the workplace. All employees and students should also be advised that possession, manufacture, or distribution of a controlled substance or inappropriate use or abuse of alcohol may carry its own penalties under local, state, and federal laws. Violation of this policy constitutes grounds for dismissal. FVI School of Nursing and Technology (FVI) is a drug-free workplace for staff, faculty, and students.

Weapons Policy
Use and or possession of guns, knives, or any other kind of weapon are not permitted on FVI School of Nursing and Technology premises. Violation of this policy constitutes grounds for dismissal.

Sexual Harassment Policy
In compliance with the Violence against Women Reauthorization Act of 2013 (VAWA (Violence Against Women Act)) (Pub. Law 113-4), FVI School of Nursing and Technology (FVI) has enacted a policy prohibiting sexual harassment, including sexual violence, sexual discrimination, domestic violence, stalking and sexual exploitation; to establish a complaint procedure to investigate allegations of sexual harassment; and to provide appropriate sanctions for violators of this policy. Any act of retaliation against or interference with a witness, investigator or person who reports an alleged violation of this policy is prohibited and will be subject to disciplinary actions.

In the event of an alleged sexual offense, a disciplinary proceeding will be held where both the accuser and the accused will be entitled to have witnesses present. They will be informed of the
final determination concerning the alleged sexual offense and any sanction that is imposed against the accused. If it is determined that the accused is guilty of rape, acquaintance rape, or another forcible or non-forcible sex offense, the accused will be immediately dismissed.

**Title IX Coordinator**
Title IX protects students, employees, applicants for admissions and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. Title IX protects all students at FVI School of Nursing and Technology (FVI) – regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin in all aspects of a recipients' educational programs.

**Title IX Coordinator Contact Information:**
Richard Zaiden, Compliance Director
rzaiden@fvi.edu
786.327.7953

Students enrolling in FVI School of Nursing and Technology (FVI) assume an obligation to conduct themselves professionally. FVI School of Nursing and Technology (FVI) has the authority to exclude those who are disruptive of the educational process.

**Note:** Nursing and DMS students should refer to the Program’s Student Handbook for student conduct policy requirements. Generally, prohibited conduct for which a student is subject to disciplinary action is defined as follows:

- Physical or sexual assault of any person on any FVI School of Nursing and Technology (FVI) campus or conduct which threatens the health or safety of any such person or the physical or sexual assault of any FVI School of Nursing and Technology (FVI) student, faculty member or school employee.

- Substantial damage to FVI School of Nursing and Technology (FVI) - owned or leased property or to property of an FVI student, employee, faculty member, or visitor occurring on FVI owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of FVI School of Nursing and Technology (FVI) facilities, which are locked, closed to student activities, or otherwise restricted as to use.

- Any activity that may be construed as hazing ("hazing" is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for initiation or admission into or affiliation with any organization operating under the sanction of FVI School of Nursing and Technology.

- Use of alcohol or illicit drugs while on campus or at an externship site. Students at FVI School of Nursing and Technology (FVI) are preparing for careers that involve direct interaction with patients and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and are considered a crime. Anyone who engages in such actions while enrolled at the FVI School of Nursing and Technology (FVI) will be reported to the local authorities for criminal activities. Drug testing may be asked of students who display behaviors consistent with drug abuse.
**Probation Policy**
A student may be placed on probation for any of the following reasons:

1. Unsatisfactory academic progress.
2. Excessive absenteeism
3. Inappropriate behavior

**Suspension/Dismissal/Termination Policy**
A student may be suspended/dismissed or terminated because of inappropriate conduct, violation of the Drug, Alcohol, and Weapon policies, possession of school property without authorization, academic reasons, unsatisfactory academic progress, nonpayment of tuition, or for the good of the school. If dismissed/terminated, the portion of the refund policy in effect at the dismissal/termination will apply.

A student may appeal a suspension/dismissal/termination determination by submitting a written appeal to the Director of Education or the Campus President. The Director of Education or Campus President will review the appeal and decide on the re-instatement of the student within ten (10) business days.

**Health and Safety Policy**
FVI School of Nursing and Technology (FVI) complies with requirements and regulations of state and local building codes, the Board of Health, and Fire Departments. The Plan is published on the School website [www.fvi.edu](http://www.fvi.edu) under Consumer Information.

**Adverse Weather and Emergency Closing Policy**
An emergency such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. If such an emergency occurs during non-working hours, notification of school closing will be posted on the school’s website, social channel, and the school’s learning management system. When the decision to close FVI School of Nursing and Technology (FVI) is made AFTER the workday has begun, employees will receive official notification from the Administration, and students will be informed via the school website, e-mail, and the student learning management system.

**Emergency Evacuation Plan Policy**
In case of a medical emergency, fire, or any other disaster, please listen to the administrator in charge of instructions.

- All instructors oversee their classes. Follow the evacuation flow chart to evacuate the building in an organized and orderly manner.

- Do not take time to gather books or other belongings. The instructor of each class is the Evacuation Coordinator and shall keep their class calm.

- The Evacuation Coordinator for the primary office is the School Official in Charge.

- Do not try to extinguish the fire.

- A School Official will oversee contacting the appropriate fire and rescue departments.

- In case of a security problem, listen to the designated school official for security
instructions. In all instances, you must remain calm. A school official will coordinate with the Police or Fire Department for the proper actions necessary.

- FVI School of Nursing and Technology (FVI) has an Emergency Evacuation and Security Plan posted on bulletin boards and inconspicuous places for the view of all employees, students, and visitors.

**Incident/Accident Policy**
In case of an incident or accident, please inform a School Administrator so the appropriate actions can be taken.

**Dress Code Policy**
Since the primary purpose of FVI School of Nursing and Technology (FVI) is to educate and prepare the student for employment, students are required to be neat and clean in appearance while attending classes. Students enrolled in any allied health program must wear uniforms/scrubs. Uniforms are an out-of-pocket expense and students should budget $50-$100 for this expense. **Nursing and DMS students should refer to the Program’s Student Handbook for specific dress code policies for the nursing program.**

1. While on campus and in lectures, students must wear a uniform and footwear appropriate for the school learning environment. The student should demonstrate proper hygiene to avoid offensive odor.

2. In the student laboratory, uniforms must be worn for all scheduled classes. Closed-toe shoes must be always worn in the lab.

3. During clinical rotations or externship, the student must adhere to the facility’s dress code to which they are assigned. Students should refer to the Program’s Student Handbook or their course syllabus outlining additional requirements.

**Smoking and Beverage Policy**
Smoking is prohibited anywhere in the building. Food and beverages such as (soda, coffee, etc.) are not allowed in the laboratories.

**Cell Phones**
No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this policy. Phones should not be used in class for personal use. **Nursing and DMS students should refer to the Program’s Student Handbook for cell phone policy governing their program.**
# TUITION AND FEES

*Published Tuition and Fees for new and returning students on or after 1/5/2022*

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Reg Fee</th>
<th>Program/ Clinical Req.</th>
<th>Books &amp; Supplies</th>
<th>Laptop or Kit</th>
<th>Tech. Fees</th>
<th>Clinical Lab Fee</th>
<th>Exam fee</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Science in Nursing</td>
<td>$44,280.00</td>
<td>$100.00</td>
<td>$650.00</td>
<td>$4,500.00</td>
<td>275.00</td>
<td>$768.00</td>
<td>$512.00</td>
<td>$410.00</td>
<td>$51,495.00</td>
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<td>Associate of Science in Diagnostic Medical Sonography</td>
<td>$47,970.00</td>
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<td>$650.00</td>
<td>$4,650.00</td>
<td>n/a</td>
<td>$768.00</td>
<td>$512.00</td>
<td>$225.00</td>
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<tr>
<td>Health Services Administration-MA Track</td>
<td>$31,200.00</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$1,720</td>
<td>$700.00</td>
<td>$512.00</td>
<td>$0.00</td>
<td>0.00</td>
<td>$34,232</td>
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<tr>
<td>Health Services Administration-MBC Track</td>
<td>$31,200.00</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$2,030</td>
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<tr>
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<td>$0.00</td>
<td>$680.00</td>
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<td>$256.00</td>
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<td>n/a</td>
<td>$17,336</td>
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<tr>
<td>Medical Billing and Coding</td>
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<td>$0.00</td>
<td>$990.00</td>
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<td>$256.00</td>
<td>$0.00</td>
<td>499.00</td>
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<tr>
<td>Pharmacy Technician</td>
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<td>$0.00</td>
<td>$544.00</td>
<td>$700.00</td>
<td>$256.00</td>
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<tr>
<td>Patient Care Technician</td>
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<td>n/a</td>
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<td>$600</td>
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**Note:** All programs are not offered at all locations. Test fees are set by the testing agency and are subject to change.

Students must pay the registration fee at the time of enrollment. Books and supplies, after the cancellation period, are not refunded.

Students may choose to purchase their laptop from the school or a retailer of their choice.

If an applicant plans to acquire a laptop outside of the school, minimum specifications will be provided during enrollment.

**Other Fees**

There may be an out-of-pocket expense for the following items (depending upon the program) for programs requiring clinical rotations:

- Level II Background Screening $95
- ACHA Background Screening $130
- 10 panel Drug screen $40
- Physical: $50-$75
- PPD: $45
- Chest -x-ray: $50-75
- American Data Bank: Complio account: $ 50 per year
- Immunizations and titers:
  - Titers: MMR, Varicella, & Hep B: $150 each
  - TDAP $80
  - MMR $240 ( 2 doses)
  - Varicella $150 (1 dose)
  - Hepatitis B Vaccine $300 (3 doses)
- Prometric Nursing Assistant Competency Examination: Written - Clinical Skills English: $155
- Diploma/Degree Validation – Required for Foreign credentials only $70-$150
- School ID replacement: $5
- Allied Health scrub/uniform set: $25 each
- Nursing scrub sets: $50-$75 each

**Course Retake Charges**

Non-degree students will be charged the following fees for a repeat course. This fee includes failed or withdrawn courses.

- First course: no charge
- Second or third course: $350 (out of pocket expense)

**Degree program students will be charged the following for repeat courses. This fee includes failed or withdrawn courses.**

- Nursing and DMS (Ultrasound): $615.00 per credit
- Health Services Administration (AAS): $487.50 per credit

**Transcripts/Diplomas**

Duplicate diploma: $25.00 fee per diploma

In-service certificates: $5.00 for each duplicate copy of Official transcripts: $5.00 for all additional copies
FINANCIAL INFORMATION

Financial Obligations

The tuition and fees must be paid on time per the terms of the Enrollment Agreement. In case of extenuating circumstances, the student should consult the Financial Services Director.

FVI maintains a staff of financial services professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include federal grant and loan programs, student loans from private lenders.

Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons which is enrolled and accepted may apply for these programs. Most forms of financial assistance are available for each July 1-June 30 award period. Every student considering an application for financial aid should request a copy of the current guide, Funding Your Education, published by the U.S. Department of Education. This vital document can be obtained online at http://studentaid.ed.gov/students and will assist people in understanding eligibility requirements.

Applying for Financial Aid

The student must complete the Free Application for Federal Student Aid (FAFSA) online at https://fafsa.ed.gov. The student and parent or spouse must obtain a FSAID (Username and Password) to sign the FAFSA. The student and school will receive a response to the FAFSA (an ISIR) within a few days. The ISIR contains an Expected Family contribution (EFC) which is the amount the student and/or family are expected to pay toward the Cost of Attendance (COA) at the school (the Cost of Attendance consists of Tuitions, Fees, Room and Board, Books, Transportation, and personal expenses). The Financial Aid officer will take the COA and deduct the EFC to find the student’s need. The Financial Aid Office will develop a package for the student which will list the various financial aid programs available to the student. Financial Aid will be awarded to students in two different disbursements.

If all requirements are met, the first disbursement of Title IV funds is made 30 days after the class starts. The second disbursement will not be scheduled until the financial aid office receives a mid-point SAP report from the registrar’s office showing that the student is progressing academically on their course of study. Half of both hours, and weeks of the program of study must be completed before the student becomes eligible for second disbursement. Contact our Financial Aid Office for more information.

FVI School of Nursing and Technology (FVI) participates in different federal financial aid programs, which include:

Federal Pell Grant

Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) online at https://fafsa.ed.gov. The amount of the award depends upon the determination of the student’s eligibility, their enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Contact the Financial Aid Office for more information.

A student must be enrolled in an undergraduate course of study to receive a Pell Grant. A student who has earned a baccalaureate degree is not considered an undergraduate and
cannot receive a Pell Grant. This need-based federal aid program amount changes per award year (July 1st through June 30th of the following year). The Pell Grant program is limited to 12 semesters for the lifetime of a student or 600% of Pell award. Please refer to the Free Application for Federal Student Aid (FAFSA) online at https://fafsa.ed.gov or contact the School’s Financial Aid Office to apply.

**Federal Direct Loan Program (FDLP)**

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded based on financial need (need is budgeted Cost of Attendance less estimated financial aid). The Federal Government pays interest on the Direct subsidized loan until repayment begins and during authorized periods of deferment.

An unsubsidized loan is not awarded based on need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay interest or allow the interest to accumulate. The accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, the student must contact the School’s Financial Aid Office.

**Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan**

Federal Direct Parent Loan for Undergraduate Student (PLUS) Loan is for parents with good credit histories who want to borrow to help their undergraduate student’s education. Loans are made available to the parents of a dependent undergraduate by the U.S. Department of Education. For additional information, students should contact the School’s Financial Aid Office.

**Counseling**

Students borrowing for the first time must complete the Entrance Counseling provided by the Department of education at www.studentloans.gov. If a student has previous loans from attending another institution and does not show a completed Entrance Counseling, they will be required to complete a new one. Entrance Counseling is a valuable information source that helps and promotes good post-graduation loan management and general information that borrowers should know about Federal Direct Loans.

When students complete their program of study, they must visit the Financial Aid Office for an exit interview. In this interview, the student must complete the exit counseling at the previously mentioned website. The Financial Aid administrator will also collect updated information from the student, including three personal references to provide the loan servicer with delinquency. This process is part of the FVI School of Nursing and Technology’s default management program to help students repay their loans successfully. Official withdraws must follow the same procedure as graduating students. For unofficial withdraws, an exit counseling publication provided to the school by FSA (Federal Student Aid) Pubs will be mailed to the student’s address on file.

**Credit Balance**

When students complete their Financial Aid workshop, they will have the option to sign a credit balance statement advising the school how to manage any credit balance on the student’s account. The statement also informs the student that they may modify/cancel such authorization and receive a full refund of their credit balance within 14 days of the day the credit balance occurred. If a student does not have a credit balance statement on file, any credit balance must
be refunded to the student within 14 days from the date the credit balance occurred.

**Disbursement Notice**

All students will receive an anticipated Title IV disbursement notice showing the expected disbursement dates, amounts, and funding source. Students will also be notified that they may cancel or reduce any loan disbursement at any time before such disbursement is made.

**Verification**

A student’s Free Application for Federal Student Aid (FAFSA) may be selected for “verification” to verify the information on the application. Students are reminded to provide truthful and accurate information.

Students who are selected for verification will be contacted by the Financial Services Office and given a verification worksheet that includes the specific requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet and the tax/income information as directed by the Financial Services Office. For more information regarding policies and procedures for verification, please contact the Financial Services Office.

**Veterans Benefits/Other Funding Sources**

*The Veterans Commission approves selected programs of study at the school for enrollment of those eligible to receive benefits under Section 3676, Chapters 31 or 33, Title 38.* The determination for TVC funds is made directly through the Veteran’s Commission. Chapter 31 and 33 veterans may attend and participate in their scheduled courses and program without penalty pending the receipt of VA payments. Dependents of Veterans are normally enrolled under Chapter 35.

Additional funding may be obtained for eligible candidates through various programs, including CareerSource South Florida, Division of Vocational Rehabilitation, and private scholarship funds. The determinations for these funds are made through the respective organizations.

FVI School of Nursing and Technology (FVI) offers several scholarships on a first come, first serve basis. Each scholarship is budgeted annually, with a limited amount of funding available each year for each scholarship. Applicants should contact the Financial Services Office for details.

The following policy applies to all institutional scholarship and grant programs:

**Unexpended Award Funds**

Unexpended award funds may not be accumulated from year to year. All unexpended awards are returned to the institutional budget.

**Transfer of Awards**

No institutional scholarships awarded by the Committee for the benefit of FVI students may be transferred to any other institution. No recipient may transfer his or her FVI scholarship to any other individual, and the scholarship may not be redeemed for a like cash sum.
Loss of Awards

All scholarship recipients must maintain a C average and remain in Satisfactory Academic Progress as defined by the school’s catalog. No recipient may continue to participate in the scholarship program if placed on academic probation, attendance probation, or disciplinary probation. Any probation status will result in revocation of all institutional scholarship awards that are not a part of Federal Student Aid.

Any recipients convicted of DUI, or any criminal offense other than a summary offense, that individual shall forfeit any scholarship awards granted by FVI.

Federal Student Aid

Scholarship applicants must apply for the Federal Student Aid programs. The amount of the scholarship award to the student may be adjusted based on the federal grant and I.T.A awards applied to the student’s educational expenses.

General Disclaimer

Scholarship applicants understand that all applicants have been assumed to have provided information regarding their intention to enroll and complete the program to which this scholarship applies.

Fee & Payment Schedule

The Registration Fee of $100.00 is due at the time of signing the application for admissions. In certain programs, students may be required to pay for Level II background check and drug screening as part of the admission process.

Tuition and Other Costs for Program of Two or More Terms

A student will be charged only one Term at a time. Tuition and other costs for future Terms become payable as they occur. The student budget sheet or financial aid notification is used to outline the method used to pay all costs the student will incur.

Tuition is charged at the beginning of each Term. If a student’s enrollment is terminated before the end of a Term, the tuition charged for the Term may require adjustment following the school's refund policy as stated in this Enrollment Agreement. All other fees and charges are non-refundable when the applicable service or item is provided to the student.

Payment for tuition and fees may be made by cash, check, credit, or debit card, and by federal or state financial aid sources. If the student maintains continuous enrollment in their program of study, and upon the request of the student and the approval of the school, the student may be approved for additional instructional time for the completion of all program requirements beyond the above stated expected graduation date.

The student will be charged tuition for the other instructional credits (course repeats) at the cost per credit based on the student's most current enrollment agreement. Students who are dismissed from the school for any reason and who wish to re-enroll must be approved for re-admission, satisfy the current requirements for admission, and sign a new enrollment agreement.
agreement. The new enrollment agreement will reflect the current tuition and fees rate for the remaining enrollment periods.

**Tuition and Other Costs for Program of One Term or less**

A student will be charged for the entire program, and it will become payable on the first day of class. The student budget sheet is used to outline the method that will be used to pay all costs the student will incur. Tuition is charged on the first day of class. If a student’s enrollment is terminated before the end of the program, the tuition charged may require adjustment following the school’s refund policy as stated.

In the Enrollment Agreement, all other fees and charges are non-refundable when the applicable service or item is provided to the student. Payment for tuition and fees may be made by cash, check, and credit or debit card or by federal or state financial aid sources.

If the student maintains continuous enrollment in their program of study, and upon the student's request and the school's approval, the student may be approved for additional instructional time for the completion of all program requirements beyond the above stated expected graduation date.

The student will be charged tuition for the additional instructional hours based on the same tuition rate as stated above. Students who are dismissed from the school for any reason and who wish to re-enroll, must be approved for re-admission by the Program Director, satisfy the current requirements for admission, and sign a new enrollment agreement. The new enrollment agreement will reflect the current tuition and fees rate for the remaining period of enrollment.

The student has the following options of paying the tuition cost for each term or program:

1. Pay in full on or before the first day of the term or program.

2. Pay the balance of the tuition cost in installments as agreed upon with the Financial Services Office.

If a student’s account is sent to collection, FVI School of Nursing and Technology (FVI) shall be entitled to the collection, attorney fees, and cost on the account thereof.

Students receiving Financial Aid to fund their program will be presented with an Award Letter showing all their awards. If any remaining balance to schedule is due, the student will be advised of different options to cover such balance.

**Cancellation/Rejection Policy**

FVI School of Nursing and Technology (FVI) will refund all monies paid by an applicant, within 30 days of signing the enrollment agreement, who is rejected for enrollment by the school, or who enrolls in a program that the school cancels, or who cancels in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays).

If a student cancels after 72 hours of signing the enrollment agreement but before the first day of class, or within the initial three-day drop/add period of the program start, the student is financially responsible for the registration fee processed with the enrollment, not to exceed $100. **Important Note:** Students enrolled in the Nursing and Diagnostic Medical Sonography
programs, are financially responsible any charges incurred for pre-entrance services rendered for program admission that are performed and billed by an approved vendor on the student’s behalf. i.e., Level II background check, 10 panel drug screen, physical, PPD, vaccines, or titers.

**Refund and Cancellation Policies**

**Programs of two terms or less**

If an applicant/student cancels or withdraws or is terminated by FVI School of Nursing and Technology (FVI) for any reason, the refunds will be made per FVI Refund Policy (see below).

If a refund is due to the student, it will be paid within 30 days that the student either officially withdraws or FVI determines that the student has withdrawn.

For multiple term programs the school’s refund policy is applied by the term. For programs of less than one term, the school uses a refund policy applied to the length of the program. See the refund policies published below. Upon receipt of the refund, the student agrees that its receipt constitutes a complete release of FVI School of Nursing and Technology (FVI) from all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

**Programs Exceeding 12 Months in Length**

For programs of more than 12 months in length, the student will be charged by the term in any program in which they are enrolled regardless of the length of the program. Students are financially responsible for each term that they start, and the school’s published refund policy will apply should the student decide not to continue.

**Tuition Refund Policy**

A student wishing to withdraw should officially inform FVI School of Nursing and Technology (FVI) in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal. A student who returns to FVI after withdrawing must sign a new enrollment agreement and be subject to the then-current tuition price.

**Refunds for Students Enrolled Before Visiting the Institution**

Students who have not visited the school facility before enrollment will have the opportunity to withdraw without penalty within three days following attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

A student’s last date of attendance as documented by FVI School of Nursing and Technology (FVI) will be used to calculate any money the student owes and to calculate any refund the student is due. Student refunds are based on the formulas below:
### Programs Billed by Academic Term

<table>
<thead>
<tr>
<th>Proportion of Total Term Taught</th>
<th>Tuition Due for the Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% or Less</td>
<td>Pro-Rata</td>
</tr>
<tr>
<td>20.01% up to and including 30%</td>
<td>30%</td>
</tr>
<tr>
<td>30.01% up to and including 40%</td>
<td>40%</td>
</tr>
<tr>
<td>40.01% up to and including 50%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>100% / No Tuition Refund</td>
</tr>
</tbody>
</table>

### Programs billed in full

#### Nursing Assistant/Home Health Aide and Home Health Aide only:

<table>
<thead>
<tr>
<th>The proportion of Total Program Taught</th>
<th>Tuition Due for the Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>40% or Less</td>
<td>Pro-Rata</td>
</tr>
<tr>
<td>40.01% up to and including 50%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>100% / No Tuition Refund</td>
</tr>
</tbody>
</table>

### Return to Title IV. Policies and Procedures

In addition to having institutional charges adjusted based on the above Refund Policy, for a student who receives Title IV federal financial assistance, the school must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV Funds Policy.

This policy applies to students who withdraw officially, unofficially, or fail to return from a leave of absence or are dismissed from enrollment at the school. It is separate and distinct from the school refund policy.

The calculated amount of the Return of Title IV, HEA (R2T4) funds required to be returned for the students affected by this policy are determined by the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA student aid earned is based on the amount of time a student spent in academic attendance and the total aid received; it has no relationship to student’s incurred institutional charges.

Because these requirements deal only with Title IV, HEA funds, the return order of unearned funds does not include funds from sources other than Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that they will attend school for the entire period the aid is awarded. When a student withdraws, they may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the number of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned to the original fund source.

The payment period for programs of two or more terms is at the beginning of each academic term/semester.

The Payment period for programs of one term or less, is for the entire program at the beginning of the program unless other arrangements are made with Financial Services.
The Date of Determination (DOD) is the date that the institution determines is the withdrawal date. For schools required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds within 45 days after the “Date of Determination”.

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that it determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from when the school sends the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed period or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdrawal disbursements will occur within 90 days of the date that the student withdrew.

**Withdraw Before 60%**

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education’s prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

**Withdraw After 60%**

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds they were scheduled to receive during this period. The institution must still perform an R2T4 to determine the amount of aid that the student has earned.

Programs measured in credit hours use the academic term for the period of calculation.

**The Calculation Formula**

Determine the amount of Title IV, HEA student aid that was disbursed plus Title IV, HEA student aid that could have been disbursed.

Calculate the percentage of Title IV, HEA student aid earned:

- Divide the number of calendar days scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the later date of attendance in the payment period by the total calendar days in the payment period.

**Calculation Percentage of Days Completed**

TOTAL CALENDAR DAYS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex.: 4493 = 44.9 %.)
A. If this percentage is greater than 60%, the student earns 100%.

B. If this percent is less than or equal to 60%, proceeds with calculation.

- Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

- Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED. 100% minus the percent earned = UNEARNED PERCENT

- Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used instead of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

The student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

The school will issue a grant overpayment notice to the student within 30 days of the date of the school's determination to withdraw, giving the student 45 days to either:

1. Repay the overpayment in full to FVI School of Nursing and Technology (FVI) OR

2. Sign a repayment agreement with the U.S. Department of Education.

**Order of Return**

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

Following Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds* is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)

- Subsidized Direct Stafford loans

- Direct PLUS loans

- Federal Pell Grants for which a Return is required

- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The student

**Earned AID**

Title IV, HEA student aid is earned prorated on a per diem basis (clock hours/credit hours) up to the 60% point in the term. Title IV, HEA student aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Administrator.

**Post Withdraw**

If the student did not receive all the funds earned, the student will be due a post-withdraw disbursement. The school will use a portion of all post-withdraw funds for the student's tuition and fees (as contracted with the school). For all other charges, the school is required to obtain the student’s authorization to use the post-withdraw disbursement for any other charges. If the student does not grant authorization, then the student may receive the remaining funds. However, it may be in the best interest of the student to allow the school to retain the funds to reduce the student’s debt to the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

**School’s Responsibilities**

The school’s responsibilities regarding Title IV, HEA funds follow:

- Providing information in this policy to the students.
- Identifying students affected by this policy and completing the return of Title IV funds calculation for those students.
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The school is not always required to return all the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

**Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that the students must repay is half of the grant funds they received. The student must decide with the School or the Department of Education to return the amount of unearned grant funds.
Student Responsibilities regarding Return of Title IV, HEA Funds

- Returning to Title IV, HEA programs any funds disbursed to the student for which the student was determined to be ineligible via the R2T4 calculation.

- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.

- A student may rescind their notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.

- To withdraw or rescind to withdraw, these notifications must be made to the official records/registration personnel at your school.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when the student withdraw are separate from any refund policy that the school may have to return to the student due to a cash credit balance. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV, HEA program funds they were required to return on their behalf.

Return to Title IV Questions

If a student has any questions regarding Title IV, HEA program funds after visiting the Financial Services Office, the student may call the Federal Student Aid Information Center at 1-800-4-fed aid (800-433-3243). TTY users may call 800- 730-8913. Information is also available on student aid on the web: www.studentaid.ed.gov.

Tuition, Fees, Programs & Curriculum

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. The cost of credit is included in the price cost for the goods and services. For entering first-time students, the school guarantees that tuition will not increase during the time the student is enrolled.

Contact Information for Assistance in Obtaining Financial Services Information

Financial Services Director
7757 West Flagler Street Suite 220
Miami, FL 33144
Telephone: (305) 665-1911
Fax: (305) 665-1917
Monday through Thursday 9:00 AM – 7:00 PM
Friday 9:00 AM – 5:00 PM
STUDENT ACTIVITIES

Students interested in extracurricular activities help create a friendly atmosphere and provide a pleasant environment for developing self-confidence and leadership. Activities vary depending upon a student’s preferences. Please contact the Instructor, Program Director, Director of Education or Director of Nursing to discuss any planned activity.

STUDENT FAIR CONSUMER RIGHTS

The student has the right to ask the school:

1. The name of the associations, agencies, or governmental bodies that license or approve the FVI School of Nursing and Technology (FVI) and its programs and the procedures under which any current or prospective student may obtain or review a copy of the documents describing the school licensing and accreditation.

2. The cost of attending the institution, including Tuition and fees, books, and supplies; estimates of typical commuting costs; and any additional cost of the program in which the student is enrolled or expresses a specific interest.

3. The institution’s academic program; Educational and training programs; the instructional laboratory and other facilities that relate to the academic program; the faculty and other instructional personnel.

4. A statement of the refund policy.

5. The methods and locations in which students and prospective students may obtain the information concerning their rights.

6. Availability of financial assistance including all federal, state, local private, and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; Criteria used to select financial aid recipients; how financial needs are determined; how financial aid is awarded; and type and amount of assistance in the package of financial assistance.

7. The standards which the students must maintain to be making satisfactory academic progress.

8. Special facilities and services are provided to the handicapped.

9. Information on how to enroll in the GED preparation or ESOL workshops at no charge in the community.

FVI School of Nursing and Technology (FVI) participates in the annual Integrated Postsecondary Education Data System (IPEDS) Survey conducted by the National Center for Education Statistics (NCES). The National Center for Education Statistics (NCES) survey program at the postsecondary education level provides statistical information used by planners, policy makers, and educators in addressing multiple issues. One primary source of this information is the annual Integrated Postsecondary Education Data System (IPEDS) Survey.
The IPEDS system, established as the core postsecondary education data collection program for NCES, is a system of surveys designed to collect data from all primary providers of postsecondary education.

The IPEDS system is built around a series of interrelated surveys that collect school-level data in such areas as – school characteristics, enrollments, program completions, staffing patterns, finances, and financial aid. Information on NCES and IPEDS is available at – http://www.nces.ed.gov/IPEDS.

**STUDENT RESPONSIBILITIES**

Education is a real investment of time, money, and effort. As a student, you strongly encouraged to gather valuable information about the school, its academic programs, the program’s completion rate, total cost of education, refund policy, financial programs, and any other information you may find helpful in making a wise and informed decision. A student must:

1. Provide all documentation requested.
2. Read and understand all forms that they are asked to sign and keep copies of them.
3. Accept responsibility for the promissory note and all other agreements that the students sign.
4. Promptly provide any information requested by the school.
5. Keep the school informed of any change in address, name, marital status, financial situation, or change in their status.
6. Notify the school if there is a need to withdraw from the school or request a leave of absence.

**VOTER REGISTRATION POLICY**

The school encourages its students to register to vote. The National Mail Voter Registration Form is available from the U.S. Election Assistance Commission (EAC) website. U.S. citizens who are students and of voting age can find information specific to their states of residence from: www.eac.gov/voterresources or call the Election Assistance Office at (866) 747-1471.

**STUDENT COMPLAINT/GRIEVANCE PROCEDURES**

A grievance is a claim, complaint or an expression of concern made by a student regarding any aspect of his or her educational experience, including misapplication of school policies or procedures, or unfair treatment such as coercion, reprisal or intimidation by an instructor or another school employee. A student should first discuss the concern with their instructor or Program Director immediately.

An appeal is an escalation to the next level of authority. Please see the academic appeal process if it is about an academic decision, such as a final grade.
A student has a right to appeal all matters concerning:

- Admission decisions
- Tuition and fee matters
- Financial award or policy matters, including satisfactory academic progress
- Education policies, procedures, and grading concerns
- Disciplinary action has taken a violation of student conduct

Certain decisions may not be appealed. Suppose a student has failed to meet the Satisfactory Academic Progress standards (SAP), including exceeding the maximum timeframe to complete the program. In that case, the student is not entitled to an appeal unless there is documenting mitigating circumstances such as medical or disability conditions that impacted the student’s ability to participate in the program. The specific requirements for SAP appeal are contained in the School’s SAP policy.

1. The first step is to address and resolve the dispute or complaint with the person involved through discussion. A student with a disagreement or concern should raise the matter as soon as possible to assure you that a settlement is made in a timely fashion.

2. If a dispute or concern cannot be resolved with the person involved through discussion. In that case, the student needs to immediately raise their concern verbally to the Program Director, Director of Education or Director of Nursing to address the issue quickly.

3. If the dispute cannot be resolved with the Program Director, Director of Education or Director of Nursing, then the next step in the appeal process is to appeal in writing to the Campus President. The written complaint should be submitted within seven (7) business days of the incident or the decision. The written appeal document should include a description of the disputed issue, the date, or dates when the issue arose, the reason the student is appealing the decision, and steps taken to resolve the dispute to date.

4. When submitting the appeal, the student should include as much factual evidence as possible. The Campus President will oversee the gathering of additional data about the issue or incident, as necessary. Then the Campus President will convene the Appeals Committee, which will consist of the Campus President and heads of other departments, to meet with the student if requested or otherwise assess and develop a resolution to the complaint.

5. A response from the Campus Appeals Committee will be provided in writing to the student with ten (10) business days. A decision will be provided and delivered to the student in person if the student is on-campus or to the student’s school e-mail address or mailing address with acknowledgment of receipt required.

6. If the dispute has not been resolved and the student is still unsatisfied with the response from the School’s Appeal Committee, then the student may take a fourth
step and file an appeal to:

SB Education, Attn: President/CEO at 350 East Olas Blvd. Suite 1250 Fort Lauderdale, FL 33301. The request must be in writing and must be received within seven (7) business days of being notified of the Appeal Committee's decision.

7. The President/CEO of SB Education will investigate the issue and respond to students within ten (10) business days of receiving the escalated complaint. A decision will be provided and delivered to the student via the student's e-mail address or mailing address with acknowledgment of receipt required.

8. If the dispute remains unresolved after the evaluation by the President/CEO of SB Education, then the student should address their concern to the state licensing authority (Commission of Independent Education) and the School’s accrediting body, (Council on Occupational Education).

The address of the state licensing authority is:

Commission for Independent Education (CIE)
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245-3200 / Toll Free (888) 224-6684
www.fldoe.org/cie

The address of the accrediting body is:

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898 / Toll Free (800) 917-2081
Fax (770) 396-3790
www.council.org

The address of the Miramar Campus’ nursing program’s accrediting body is:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
Fax (770) 396-3790
www.acennursing.org
ACADEMIC PROGRAMS

ASSOCIATE DEGREE PROGRAMS

Associate of Science in Nursing
72 Semester Credits/ 90 Instructional weeks

Associate of Science in Diagnostic Medical Sonography (Ultrasound)
78 Semester Credits/ 90 Instructional weeks

Applied Associate Of Science in
Health Services Administration - Medical Billing and Coding Track
Health Services Administration- Medical Assistant Track
64 Semester Credits/ 72 Instructional weeks

DIPLOMA PROGRAMS

Medical Assistant
34 Credits Hours
36 Instructional weeks

Medical Billing and Coding
34 Credits Hours
36 Instructional weeks

Patient Care Technician
26 Credits Hours
30 Instructional weeks

Pharmacy Technician
34 Credits Hours
36 Instructional weeks

Nursing Assistant/Home Health Aide*
180 Clock Hours
9 Instructional weeks
*Ineligible for Financial Aid

CERTIFICATE PROGRAM

Home Health Aide*
75 Clock Hours
3.5 Instructional weeks
*Ineligible for Financial Aid
ASSOCIATE OF SCIENCE IN NURSING*

Program Description
The Associate of Science in Nursing program prepares the student to provide safe and effective client care across the lifespan. Students will develop knowledge and skills necessary to promote health and provide care for clients with alternations in psychosocial and physiological integrity. Upon completing the program, the student will demonstrate the competencies needed for an entry-level professional nursing position.

Program Outcomes
The Associate of Science in Nursing program has identified the following program outcomes:

1. The student will complete the program within 150% of the program length
2. The graduate shall be prepared to achieve licensure as a Registered Nurse
3. The licensed graduate shall be prepared to secure employment as a Registered Nurse

Student Learning Outcomes
Upon the completion of the Associate of Science in Nursing program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Perform safe, effective, and appropriate nursing care to clients.
2. Demonstrate ability to provide holistic care to culturally diverse clients, families, and groups.
3. Collaborate effectively with clients, families, and other members of the health team.
4. Integrate best current evidence-based practice within the ethical-legal framework in client care.
5. Utilize the nursing process and critical thinking to support sound clinical decisions.
6. Use appropriate information management tools to monitor outcomes of care processes.
7. Participate in activities that promote professional development and personal growth.
ASSOCIATE OF SCIENCE IN NURSING*
Program Length: 90 Instructional weeks
Delivery: Residential in English
Location: Miramar* and Miami
Credential: Associate of Science
Credit Hours: 72 Semester Credits
Total Contact Hours: 1515

Class Schedule:
Day- Monday through Friday  8:30am- 3:30pm
Evening- Monday through Friday   5:30pm-10:30pm
Clinical/Simulation rotations:
Time varies- Monday-Sunday 6:30am- 11:00pm

* The Miramar nursing program is accredited with Accrediting Commission for Education in Nursing (ACEN).

Program Breakdown by Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Class Type</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG1101</td>
<td>English Composition I</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MTT1105</td>
<td>College Mathematics</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>PSL2012</td>
<td>General Psychology</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>BIO2085</td>
<td>Anatomy and Physiology, I and Lab</td>
<td>Hybrid</td>
<td>4</td>
</tr>
<tr>
<td>HUM1205</td>
<td>Human Diversity</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>BIO2086</td>
<td>Anatomy and Physiology, II and Lab</td>
<td>Hybrid</td>
<td>4</td>
</tr>
<tr>
<td>BIO2010</td>
<td>Microbiology</td>
<td>Online</td>
<td>4</td>
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<tr>
<td>NUR1000</td>
<td>Nursing Concepts I</td>
<td>Residential</td>
<td>9</td>
</tr>
<tr>
<td>NUR1100</td>
<td>Introduction to Pharmacology</td>
<td>Residential</td>
<td>3</td>
</tr>
<tr>
<td>NUR1500</td>
<td>Nursing Concepts II</td>
<td>Residential</td>
<td>12</td>
</tr>
<tr>
<td>NUR2100</td>
<td>Nursing Concepts III</td>
<td>Residential</td>
<td>12</td>
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<tr>
<td>NUR2600</td>
<td>Nursing Concepts IV (Capstone)</td>
<td>Residential</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

Total hours of classes and clinical will not exceed 40 hours in one week. Upon completion of the program, the student will receive an Associate of Science Degree. To work as a Registered Nurse in Florida, graduates must sit and pass the NCLEX exam. NCLEX (National Council Licensure Examination) is a nationwide examination for the licensing of nurses in the United States and Canada.

Nursing Licensure
Students must be aware the FVI does not guarantee eligibility for licensure. Applicants should review the Florida Board of Nursing’s website for licensure requirements and criteria which may result in disqualification for licensure.

The Associate of Science in Nursing curriculum meets the Florida Board of Nursing
requirements. Applicants and students must note that FVI does not guarantee the program will be accepted by other states or territories of the United States. Applicants desiring a license outside of Florida should contact the appropriate state board of nursing prior to enrollment.

**Documentation of Program Graduation**
Upon successfully meeting graduation requirements for the Associate of Science in Nursing program the student’s transcript will be prepared and sent to the Florida Board of Nursing. The process of graduation clearance and sending the transcript to the Florida Board of Nursing may take up to 60 days from the date of program completion. Additional processing time by the Florida Board of Nursing should also be anticipated. Please see the Florida Board of Nursing’s website for licensure and application processing information.

For more information about this program consult the Nursing Student Handbook.
ASSOCIATE OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY (ULTRASOUND)

Program Description
The Diagnostic Medical Sonography (DMS) Program prepares students for a position as a Sonographer. An Associate of Science degree will be awarded on successful completion of this 6-semester program. The DMS program teaches students to use ultrasound to produce diagnostic images that assist health care providers in diagnosing various medical conditions. The Program is also designed to train students to care for patients, apply knowledge of anatomy and pathology, and document findings. FVI offers students extensive on-campus experience scanning in labs using current technology. Students will have the opportunity to demonstrate clinical competency and build confidence while interning in community clinical affiliates. The FVI DMS program prepares students to earn an industry certification in preparation for entering this exciting and growing career field.

Program Outcomes
The Associate of Science in Diagnostic Medical Sonography (Ultrasound) program has identified the following program outcomes:

1. The student will complete the program within 150% of the program length.
2. The graduate shall be prepared to sit for the sonography exam with the American Registry for Radiologic Technology (ARRT) exam which required for employment as a Sonographer.
3. The graduate shall be prepared to secure employment as a Sonographer.

Student Learning Outcomes
Upon the completion of the Associate of Science in Diagnostic Medical Sonography (Ultrasound) program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Obtains, reviews, and integrates pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Performs appropriate procedures and records anatomic, pathologic, and physiologic data for interpretation by a physician.
3. Records analyze and process diagnostic data and other pertinent observations made during the procedure for presentation to
4. Demonstrates appropriate communication skills and cooperation with patients and colleagues.
5. Facilitates communication and education to elicit patient cooperation and understanding of expectations and responds to questions regarding the Sonographic examination.
6. Demonstrates qualities of professional conduct to include integrity, morality, discipline, and compassion.
7. Understands the importance of membership in professional organizations; and
8. Commits to be a lifelong learner.
ASSOCIATE OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY (ULTRASOUND)

Program Length: 90 weeks
Delivery: General Education: Live Online Delivery; Core: Residential
Location: Miramar

Class Schedule: Monday through Friday (25 hours per week)
Day Session: 8:30am- 3:30pm
Clinical: Schedule varies Monday-Sunday 6:30am-11:00pm
Credential: Associate of Science
Credit Hours: 78

Program Breakdown by Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Class Type</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 2085</td>
<td>Anatomy &amp; Physiology I with Lab</td>
<td>Online</td>
<td>4</td>
</tr>
<tr>
<td>BIO 2086</td>
<td>Anatomy &amp; Physiology II with Lab</td>
<td>Online</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1101</td>
<td>English Composition</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MTT1105</td>
<td>College Mathematics</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>PSL 2012</td>
<td>General Psychology</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1205</td>
<td>Human Diversity</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>PHS 1001</td>
<td>Introduction to Applied Physics</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2531</td>
<td>Medical Terminology</td>
<td>Online</td>
<td>2</td>
</tr>
<tr>
<td>DMS 2006</td>
<td>Professional Aspects of Sonography</td>
<td>Residential</td>
<td>3</td>
</tr>
<tr>
<td>DMS 1113</td>
<td>Cross-Sectional Anatomy</td>
<td>Residential</td>
<td>2</td>
</tr>
<tr>
<td>DMS 2216</td>
<td>Sonography Physics and Instrumentation</td>
<td>Residential</td>
<td>3</td>
</tr>
<tr>
<td>DMS 2111</td>
<td>Abdominal Sonography I</td>
<td>Residential</td>
<td>5</td>
</tr>
<tr>
<td>DMS 2121</td>
<td>OB/GYN Sonography I</td>
<td>Residential</td>
<td>3</td>
</tr>
<tr>
<td>DMS 2150</td>
<td>Neurosonology / Superficial Structures</td>
<td>Residential</td>
<td>3</td>
</tr>
<tr>
<td>DMS 2112</td>
<td>Abdominal Sonography II</td>
<td>Residential</td>
<td>4</td>
</tr>
<tr>
<td>DMS 2122</td>
<td>OB/GYN Sonography II</td>
<td>Residential</td>
<td>4</td>
</tr>
<tr>
<td>DMS 2171</td>
<td>Vascular Sonography I</td>
<td>Residential</td>
<td>4</td>
</tr>
<tr>
<td>DMS 2175</td>
<td>Vascular Sonography II</td>
<td>Residential</td>
<td>4</td>
</tr>
<tr>
<td>DMS 2808</td>
<td>Clinical Rotation I</td>
<td>Clinical</td>
<td>2</td>
</tr>
<tr>
<td>DMS 2818</td>
<td>Clinical Rotation II</td>
<td>Clinical</td>
<td>6</td>
</tr>
<tr>
<td>DMS 2828</td>
<td>Clinical Rotation III</td>
<td>Clinical</td>
<td>8</td>
</tr>
<tr>
<td>DMS 2930</td>
<td>Special Topics I</td>
<td>Residential</td>
<td>1</td>
</tr>
<tr>
<td>DMS 2931</td>
<td>Special Topics II</td>
<td>Residential</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL:** 78

Total hours of classes and clinical will not exceed 40 hours in one week. Upon completion of the program, the student will receive an Associate of Science Degree.
APPLIED ASSOCIATE OF SCIENCE IN HEALTH SERVICES ADMINISTRATION – MEDICAL ASSISTANT TRACK OR MEDICAL BILLING AND CODING TRACK

Program Description
The Health Service Administration (HSA) program prepares students for entry-level administrative positions in outpatient and inpatient healthcare settings. The program is designed for the allied health professionals to earn an applied technology diploma (ATD) as a medical assistant or medical billing and coding as part of the associate of applied science degree in Health Service Administration. HSA program consists of courses in three areas: the ATD occupation medical billing and coding, college-level general education (with topics supporting healthcare administration), and healthcare service administration. The core HSA courses include instructions in the U.S. healthcare systems, laws, and regulations; healthcare accounting and financing; administration and management; and supervision of human resources. The program is focused on preparing students for employment and nationally recognized certifications.

End of Program Student Learning Outcomes
Upon the completion of the Associate of Science in the Health Services Administration- (MA or MBC Track) program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Effectively work in entry-level supervisory, administrative, and managerial roles in a variety of healthcare settings.
2. Utilize the knowledge of healthcare administration, laws and regulations, accounting, and finances, and planning to perform diverse administrative duties in health service settings.
3. Utilize effective communication and management techniques to supervise human resources and address clients’ needs in health service settings.
4. Apply leadership, critical thinking, strategic planning, and human resources competencies to the day-to-day operations.
5. Function as a team member to support the goals and objectives of a healthcare organization.

6. The graduate will be prepared to seek entry-level employment in health services administration in a variety of healthcare settings.
7. The student must complete the program within 150% of the program length.
8. The graduate shall challenge certification exams aligned with their ATD specialization track:
   - Medical Billing and Coding
   - Medical Assistant
APPLIED ASSOCIATE OF SCIENCE IN HEALTH SERVICES ADMINISTRATION -MEDICAL ASSISTANT TRACK (CONTINUED)

Program Length: 72 weeks
Delivery: Online Hybrid Delivery: Combination of online and residential classes
Location: Miramar and Miami

Class Schedule: Monday through Thursday (20 hours per week)
Day Session: 8:30am- 3:00pm
Evening Session: 5:30pm-10:30pm
Credential: Applied Associate of Science
Credit Hours: 64

Program Breakdown by Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Class Type</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP1000</td>
<td>Introduction to Healthcare</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>AHP1010</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>AHP1025</td>
<td>Pharmacology</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MAA 1100</td>
<td>Office Administration for Medical Assistant</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MAA 1200</td>
<td>Medical insurance, billing, and coding</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MAS 1015</td>
<td>Introduction to Imaging and x-ray</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MAS 1020</td>
<td>Phlebotomy (HIV)</td>
<td>Hybrid</td>
<td>3</td>
</tr>
<tr>
<td>MAS 1025</td>
<td>EKG/ECG</td>
<td>Hybrid</td>
<td>3</td>
</tr>
<tr>
<td>MAS 1050</td>
<td>Patient Preparation &amp; Clinical Procedures</td>
<td>Hybrid</td>
<td>3</td>
</tr>
<tr>
<td>PCD 1000</td>
<td>Professional Career Development</td>
<td>Hybrid</td>
<td>3</td>
</tr>
<tr>
<td>CLA 1065</td>
<td>Computer Literacy for Healthcare Professionals</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1101</td>
<td>English Composition</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>PSL 2012</td>
<td>General Psychology</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MTT 1105</td>
<td>College Math</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1205</td>
<td>Human Diversity</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1660</td>
<td>Understanding Environmental Science</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>HSA 2610</td>
<td>An Introduction to Healthcare Accounting and Finance</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>HSA 2620</td>
<td>Fundamentals of Healthcare Management</td>
<td>Online</td>
<td>3</td>
</tr>
</tbody>
</table>
### Applied Associate of Science in Health Services Administration – Medical Billing and Coding Track

#### Program Breakdown by Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Class Type</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCD 1000</td>
<td>Professional Career Development</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>AHP 1010</td>
<td>Anatomy and Physiology</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MBC 1145</td>
<td>Medical Terminology: Human body Systems, Pathophysiology and Pharmacology</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MBC 1135</td>
<td>Introduction to Medical Billing and Coding</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MBC 2135</td>
<td>Procedural Coding</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MBC 2235</td>
<td>Diagnostic Coding</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MBC 2235</td>
<td>Outpatient and In Patient Coding Applications</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MBC 2145</td>
<td>Us Healthcare Systems and Compliance</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MBC 2245</td>
<td>Health Information Systems</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MBC 2345</td>
<td>Health Insurance and Claim Cycle</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MBC 2435</td>
<td>Coding Practice V Lab</td>
<td>Online</td>
<td>2</td>
</tr>
<tr>
<td>MBC 2445</td>
<td>Billing Practice Experience (Case Analysis and V Lab)</td>
<td>Online</td>
<td>2</td>
</tr>
<tr>
<td>CLA 1065</td>
<td>Computer Literacy for Healthcare Professionals</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1101</td>
<td>English Composition</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>MTT 1105</td>
<td>College Math</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>PSL 2012</td>
<td>General Psychology</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1205</td>
<td>Human Diversity</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1660</td>
<td>Understanding Environmental Health</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>HSA 2610</td>
<td>An Introduction to Healthcare Accounting and Finance</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>HSA 2620</td>
<td>Fundamentals of Healthcare Administration and Management</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>HSA 2630</td>
<td>Supervising Human Resources in Healthcare</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td>HSA 2640</td>
<td>Legal Regulations Governing Healthcare Services</td>
<td>Online</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>
DIPLOMA PROGRAMS

MEDICAL ASSISTANT

Program Description
The Medical Assistant (MA) program prepares the student for entry level employment as medical assistant in a physician’s practice and other outpatient care settings. The program combines the advantages of live online and residential instruction to provide clinical assisting knowledge and skills that include preparing and educating patients, assisting the physician with physical examinations and minor surgeries, and performing specialized medical tests such as phlebotomy, EKG, biological specimens. The MA will also learn to perform various administrative tasks such as scheduling, patient intake, and health records. The student will receive in-service training and CPR certification. A graduate will also qualify to work as an entry level phlebotomy and EKG technician. A diploma will be awarded upon successful completion of this program.

Program Outcomes
1. The student must complete the program within 150% of the program length.
2. The graduate may challenge the following certification exams:
   - Nationally Registered Certified Medical Assistant (NRCMA)
   - Nationally Registered Certified EKG Technician (NRCEKG)
   - Nationally Registered Certified Phlebotomy Technician (NRCPT)
3. The graduate may secure employment as a medical assistant in a physician’s practice or other outpatient care setting.

Student Learning Outcomes
The program objectives are aligned with:

a) Florida Department of Education (FDE)’s Curriculum Framework for Medical Assisting – Program # H170515
b) National Association of Health Professions (NAHP) requirements for the National Registered Certified Medical Assistant (NRCMA) certification

Upon the completion of the Medical Assistant program, the graduate will demonstrate knowledge and skills, and competencies to:

1. Demonstrate legal and ethical responsibilities for clinical and administrative medical assisting in physician and health care practice settings.
2. Utilize electronic health records applications responsibly and securely in aspects of the medical assistant's roles.
3. Demonstrate appropriate professional, communication, and interpersonal skills when assisting patients and healthcare team.
4. Assist patients and healthcare teams with medical procedures, diagnostic tests, and medication administration within the scope of medical assistance practice.

5. Perform administrative medical assisting tasks pertaining to appointment management, patient admission and health records, insurance, and patients billing.

6. Demonstrate technical skills and knowledge necessary to perform phlebotomy using infection control techniques and standard precautions.

7. Demonstrate technical skills and knowledge necessary to perform responsibilities of EKG technician

MEDICAL ASSISTANT

Program Length: 36 Instructional weeks
Delivery: Live, Online and Hybrid
Location: Miramar and Miami

Class Schedule: Monday through Thursday (20 hours per week)
   Day Session: 8:30am-1:30pm
   Evening Session: 5:30pm-10:30pm
Externship: Monday through Friday (during business hours)
Credential: Diploma
Credit Hours: 34 Semester Credits

Program Breakdown by Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>Contact Hrs.</th>
<th>Class Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP 1000</td>
<td>Introduction to Healthcare</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>AHP 1010</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>PCD 1000</td>
<td>Professional Career Development</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MAS 1025</td>
<td>EKG/ECG</td>
<td>3</td>
<td>60</td>
<td>Hybrid</td>
</tr>
<tr>
<td>MAS 1020</td>
<td>Phlebotomy</td>
<td>3</td>
<td>60</td>
<td>Hybrid</td>
</tr>
<tr>
<td>MAA 1100</td>
<td>Office Administration for Medical Assistants</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>AHP 1025</td>
<td>Pharmacology</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MAA 1200</td>
<td>Medical Insurance, Billing and Coding</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MAS 1015</td>
<td>Introduction to Imaging and X-ray</td>
<td>3</td>
<td>60</td>
<td>Online</td>
</tr>
<tr>
<td>MAS 1050</td>
<td>Patient Preparation and Clinical Procedures</td>
<td>3</td>
<td>60</td>
<td>Hybrid</td>
</tr>
<tr>
<td>MAS 1505</td>
<td>Medical Assistant Externship (work-based)</td>
<td>4</td>
<td>180</td>
<td>Work-based</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>34</strong></td>
<td><strong>780</strong></td>
<td></td>
</tr>
</tbody>
</table>
Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office

- The initial exam voucher for the Nationally Registered Certified Medical Assistant (NRCMA), Nationally Registered Certified

- Basic Life Support (BLS) are included in the cost of the program.

- Phlebotomy Technician (NRCPT) and Nationally Registered Certified Echocardiography Technician (NRCET) may be taken at the student's expense.

<table>
<thead>
<tr>
<th>In-Service Training</th>
<th>Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Domestic Violence</td>
<td>• CPR/BLS</td>
</tr>
<tr>
<td>• OSHA</td>
<td></td>
</tr>
<tr>
<td>• HIV/AIDS</td>
<td></td>
</tr>
<tr>
<td>• Medical Error</td>
<td></td>
</tr>
<tr>
<td>• COVID-19</td>
<td></td>
</tr>
<tr>
<td>• HIPAA</td>
<td></td>
</tr>
<tr>
<td>• Infection Control</td>
<td></td>
</tr>
</tbody>
</table>

School vouchers must be requested and utilized within 90 days of program completion.
MEDICAL BILLING AND CODING

Program Description
The Medical Billing and Coding (MBC) program prepares the student for entry-level employment as a medical biller and coder in outpatient and inpatient care settings. The program combines instructor-led live online teaching and state-of-the-art coding and billing practice tools to provide high-quality education and employment readiness. The program aims to develop entry-level knowledge and competency to code patient diagnoses, outpatient, and inpatient health services, both manual and automated; process medical claims, manage insurance reimbursements and patient accounts; comply with governmental and insurance laws, regulations, and standards; and communicate effectively with constituents in the healthcare environment. The program is focused on preparing students for employment and certification. A diploma will be awarded upon successful completion of this program.

Program Outcomes
• The student must complete the program within 150% of the program length.
• The graduate will be prepared to seek employment as an entry-level medical biller and coder in various healthcare settings.
• The graduate will be prepared to sit for the two of the below certification exams:
  • AAHAM Certified Compliance Technician Certification
  • one of the following:
    • Certified Professional Coder CPC® by AAPC
    • Certified Professional Biller (CPB™) by AAPC
    • AHIMA Certified Coding Associate (CCA) Exam Content

Student Learning Outcomes
The program objectives are aligned with:

• Florida Department of Education (FDE)’s Curriculum Framework for Medical Coder/Biller # H170530
• The American Academy of Professional Coders (AAPC) requirements for the Certified Professional Coder CPC® and the Certified Professional Biller (CPB™) certification exams

Upon the completion of the Medical Billing and Coding program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Demonstrate an understanding of the US healthcare system and health occupations.
2. Demonstrate an understanding of health information data and technology
3. Demonstrate an understanding and the use of electronic health record and practice management systems
4. Describe the anatomy and physiology of the human body.
5. Demonstrate an understanding of diseases and disorders concerning the body system, major diagnostic and treatment options, the use of pharmacotherapy.
6. Demonstrate proficiency in medical terminology, clinical vocabulary, interpreting health information to make proper coding decisions.
7. Demonstrate understanding of and compliance with healthcare laws, regulations, and standards associated with the coding and billing procedures and managing health information pertaining to treatment, payment, and operations (TPO).
8. Demonstrate entry-level proficiency using ICD-CM, ICD-PCS, CPT (Certified Phlebotomy Technician) (all sections), and HCPSC Level II code sets, both manual and automated, to assign diagnosis and procedure codes.

9. Demonstrate entry-level proficiency in the healthcare revenue cycle processes, including functions and procedures related to medical claims, insurance reimbursement, claims denial, and patient account management.

10. Navigate and utilize physician practice management and EHR cloud-based applications.

11. Utilize ICD-10-CM/PCS, CPT, HCPCS (Healthcare Common Procedure Coding System) encoding and grouping 3M software, a computer-assisted coding (CAC) system, and other coding and compliance solutions.

12. Communicate effectively orally and in writing with constituents in the healthcare environment, including patients, medical personnel, and insurance carriers.

13. Demonstrate understanding of a medical coder/biller ethical behavior and professional practices.

14. Apply computer and health information literacy skills in the context of medical coder/biller tasks.

15. Demonstrate employability skills, including writing, communication, and computer skills necessary to interact with healthcare stakeholders and perform professional duties.
MEDICAL BILLING AND CODING

Program Length: 36 Instructional weeks  
Delivery: Live, Online and Hybrid  
Location: Online  
Class Schedule: Monday through Thursday (20 hours per week)  
Evening Session: 5:30pm-10:30pm  
Externship: not applicable  
Credential: Diploma  
Credit Hours: 34 Credits Hours

Program Breakdown by Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>Contact Hrs.</th>
<th>Delivery Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP 1010</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>PCD 1000</td>
<td>Professional Career Development</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MBC 1135</td>
<td>Introduction to Medical Billing and Coding</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MBC 1145</td>
<td>Medical Terminology: The Human Body Systems, Pathophysiology and Pharmacology</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MBC 2135</td>
<td>Procedural Coding</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MBC 2235</td>
<td>Diagnostic Coding</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MBC 2335</td>
<td>Outpatient and Inpatient Coding Application</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MBC 2145</td>
<td>US Healthcare System and Compliance</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MBC 2245</td>
<td>Health Information Systems</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MBC 2345</td>
<td>Health Insurance and Claims Cycle</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MBC 2435</td>
<td>Coding Practice Experience (VLab)</td>
<td>2</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MBC 2445</td>
<td>Billing Practice Experience (Case Analysis and VLab)</td>
<td>2</td>
<td>60</td>
<td>Live Online</td>
</tr>
</tbody>
</table>

**TOTALS** 34 720
PATIENT CARE TECHNICIAN

Program Description
The Patient Care Technician (PCT) program prepares for employment as an entry-level patient care technician or nursing assistant in a hospital, long-term care, and home health care settings. The student will acquire the knowledge and skills of patient care technician, nursing assistant and home health aide as well as the skills of a phlebotomy and electrocardiography (EKG) technician. The student will receive in-service training and CPR certification. A diploma will be awarded upon successful completion of this program.

Program Outcomes
1. The graduate will complete the program within 150% of the program length.
2. The graduate shall challenge the following certification exams:
   - Florida State Certification Nursing Assistant
   - Nationally Registered Certified EKG Technician (NRCEKG)
   - Nationally Registered Certified Phlebotomy Technician (NRCPT)
3. The graduate shall secure employment as a patient care technician or a nursing assistant.

Student Learning Outcomes
The program learning objectives are aligned with:

- Florida Department of Education’s Curriculum Framework for Patient Care Technician – Program #H170694
- The Florida Certified Nursing Assistant (CNA) exam requirements for the clinical skills test and the written (knowledge) test.

Upon the completion of the PCT program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Demonstrate legal and ethical responsibilities specific to the nursing assistant and home health aide in a hospital, long and short care facilities, and home care settings.
2. Perform safe, effective, and appropriate nursing assistant care to clients in hospital, long and short care facilities, and home care settings.
3. Provide patients/residents with physical comfort, needs and safety specific to the nursing assistant/HHA role.
4. Provide biological, psychological, and social care and support to geriatric, physically and cognitively impaired, and culturally diverse clients.
5. Practice organizational and effective team member skills in a clinical setting.
6. Demonstrate technical skills and knowledge necessary to perform phlebotomy using infection control techniques and standard precautions.

7. Demonstrate technical skills and knowledge necessary to perform responsibilities of EKG technician.

PATIENT CARE TECHNICIAN

Program Length: 30 Instructional weeks
Delivery: Live, Online and Hybrid
Location: Miramar and Miami
Class Schedule: Monday through Thursday (20 hours per week)
Day Session: 8:30am-1:30pm
Evening Session: 5:30pm-10:30pm
Clinical: Monday through Friday (during business hours)
Credential: Diploma
Credit Hours: 26 Credits Hours

Program Breakdown by Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>Contact Hrs.</th>
<th>Class Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP 1000</td>
<td>Introduction to Healthcare</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>AHP 1010</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>PCT 1002</td>
<td>Fundamentals of Patient Care I</td>
<td>3</td>
<td>60</td>
<td>Hybrid</td>
</tr>
<tr>
<td>PCT 1004</td>
<td>Fundamentals of Patient Care II</td>
<td>3</td>
<td>60</td>
<td>Hybrid</td>
</tr>
<tr>
<td>PCT 1006</td>
<td>Patient Care Procedures and Lab Skills</td>
<td>2</td>
<td>60</td>
<td>Residential</td>
</tr>
<tr>
<td>PCT 1012</td>
<td>Nursing Assistant test &amp; Skills Review</td>
<td>2</td>
<td>60</td>
<td>Residential</td>
</tr>
<tr>
<td>MAS 1020</td>
<td>Phlebotomy</td>
<td>3</td>
<td>60</td>
<td>Hybrid</td>
</tr>
<tr>
<td>PCD 1000</td>
<td>Professional Career Development</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>MAS 1025</td>
<td>EKG/ECG</td>
<td>3</td>
<td>60</td>
<td>Hybrid</td>
</tr>
<tr>
<td>PCT 1025</td>
<td>Patient Care Clinical Experience</td>
<td>1</td>
<td>45</td>
<td>Work-based</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>26</strong></td>
<td><strong>585</strong></td>
<td></td>
</tr>
</tbody>
</table>
Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.

**DISCLOSURE**: To work in a hospital setting in the State of Florida, PCT graduates must pass the state Certified Nursing Assistant written and practical exam. For specific eligibility requirements, please Florida Board of Nursing website for the examination requirements: [http://floridasnursing.gov/licensing/certified-nursing-assistant-examination/](http://floridasnursing.gov/licensing/certified-nursing-assistant-examination/)

The initial exam voucher for Florida Certified Nursing Assistant and the initial Basic Life Support (BLS) course fee are included in the program. Students must demonstrate practical competency by the Lead Instructor before the CNA application is submitted.

### In-Service Training
- Domestic Violence
- OSHA
- HIV/AIDS
- Medical Error
- COVI-19
- HIPAA
- Infection Control
- Residents Rights
- Communication with Cognitively Impaired Patients and Alzheimer Disease
- Assistance with Self-Administered Medication

### Certifications
- CPR/BLS
PHARMACY TECHNICIAN

Program Description
The Pharmacy Technician (PHT) program prepares the student for employment as an entry-level pharmacy technician in a hospital and retail setting as well as prepare the student to challenge the National Healthcare Association ExCPT certification exam. The PHT program combines the advantages of live online and residential instruction where the student will learn pharmacology, pharmacy laws and regulations, pharmaceutical calculations, dispensing medications, sterile and non-sterile compounding, and inventory control. The student will receive in-service training and CPR certification. A Pharmacy Technician Diploma will be awarded upon successful completion of this program.

Program Outcomes
1. The graduate will complete the program within 150% of the program length
2. The graduate shall be prepared to challenge the following certification exam:
   - National Healthcare Association Pharmacy Technician (ExCPT) certification exam
3. The graduate shall secure employment as a pharmacy technician in a hospital or retail setting.

Student Learning Outcomes
The program objectives are aligned with

a) FDE Curriculum Framework for Pharmacy Technician – Program #H170700
b) PTCB requirements for the Pharmacy Technician Certification Examination (PTCE)
c) NHA requirements for the Pharmacy Technician Certification (ExCPT) examination

Upon the completion of the PHT program, the graduate will demonstrate knowledge, skills, and competencies to:

1. Apply patient care, quality, and safety practices in aspects of the pharmacy technician’s roles.
2. Perform the pharmacy technician duties within state and federal laws.
3. Process and dispense prescriptions/medication orders under the supervision of pharmacists.
4. Prepare simple to moderate sterile and non-sterile compounding medications per applicable USP (United States Pharmacopeia) chapters.
5. Apply the knowledge of pharmaceutical chemistry, drug classification, generic and trade names, and physical and chemical incompatibilities to the duties of pharmacy technicians.
6. Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings.

**Program Length:** 36 Instructional weeks  
**Delivery:** Live, Online and Hybrid  
**Location:** Miami  
**Class Schedule:** Monday through Thursday (20 hours per week)  
Day Session: 8:30am-1:30pm  
Evening Session: 5:30pm-10:30pm  
**Externship:** Monday through Friday (during business hours)  
**Credential:** Diploma  
**Credit Hours:** 34 Semester Credits

**Program Breakdown by Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
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<td>Introduction to Healthcare</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>AHP 1010</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>PCD 1000</td>
<td>Professional Career Development</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>PHT 1016</td>
<td>Pharmacy Calculations</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>PHT 1002</td>
<td>Pharmacy Law and Regulations</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>PHT 1012</td>
<td>Pharmacy Principles and Practice</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>PHT 1022</td>
<td>Pharmacology I</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>PHT1024</td>
<td>Pharmacology II</td>
<td>3</td>
<td>60</td>
<td>Live Online</td>
</tr>
<tr>
<td>PHT 1032</td>
<td>Introduction to Sterile and non-Sterile Compounding</td>
<td>3</td>
<td>60</td>
<td>Hybrid</td>
</tr>
<tr>
<td>PHT 1042</td>
<td>Pharmacy Technician Certification Board (PTCB) Exam Preparation</td>
<td>3</td>
<td>60</td>
<td>Hybrid</td>
</tr>
<tr>
<td>PHT1055</td>
<td>Pharmacy Technician Externship</td>
<td>4</td>
<td>180</td>
<td>Externship</td>
</tr>
</tbody>
</table>

**TOTALS** 34 780
Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.

**DISCLOSURE**: Student must become registered as Registered Pharmacy Technician with the Florida Board of Pharmacy before he/she can begin working in their field of training in the State of Florida. All employers will conduct a background check and drug screen for employment in the State of Florida.

**NOTE**: The initial application fee for the Registered Pharmacy Technician with the Florida Board of Pharmacy, the initial exam voucher for the National Healthcare Association ExCPT exam and Basic Life Support (BLS) course fees are included in the cost of the program.

<table>
<thead>
<tr>
<th>In-Service Training</th>
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<tbody>
<tr>
<td>• Domestic Violence</td>
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<tr>
<th>Certifications</th>
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</thead>
<tbody>
<tr>
<td>• CPR/BLS</td>
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</table>
NURSING ASSISTANT/HOME HEALTH AIDE

Program Description
The Nursing Assistant/ Home Health Aide (NA/HHA) program is designed to prepare students in all the relevant aspects of long-term patient care under the supervision of a Registered Nurse. Completion of this program prepares graduates to sit for the state Certified Nursing Assistant Exam. Students will demonstrate their skills in a 40-hour clinical practice. Upon completion of this program, graduates will possess the patient care knowledge and skills required for entry level employment as Nursing Assistants and Home Health Aides.

Program Outcomes
1. The graduate will complete the program within 150% of the program length
2. The graduate shall be prepared to challenge the Florida certified nursing assistant examination.
3. The graduate will be ready to obtain employment as a nursing assistant or home health aide in a long-term care, hospital, or home health setting under the supervision of a registered nurse.

Student Learning Outcomes
1. Describe healthcare system and health care team in long-term care and home care settings and the role of NA/HHA
2. Recognize and practice legal and ethical responsibilities specific to nurse assisting and home health aide
3. Develop communication and interpersonal skills specific dealing with healthcare team and patients/residents
4. Describe the anatomy and physiology of the human body
5. Describe common chronic and acute conditions in elderly and special populations
6. Provide personal patient care including mouth care, feet, hands, and nail care, feeding, and dressing a patient, partial bed bath
7. Perform patient care procedures including catheter and perineal care, elimination (bowel and bladder) care
8. Perform physical comfort and safety functions specific to nurse assisting such as ambulation, transferring and repositions patients
9. Provide specialized care for residents with physical and psychological impairments
10. Perform basic nursing tasks such as measuring radial pulse, respiration, and heart rate and observing/reporting physical and behavioral changes
11. Assist with restorative activities using passive range of motion exercises
12. Recognize and practice safety and security procedures in long-term care and home care settings

13. Demonstrate and apply the knowledge of blood borne diseases and infection control specific to NA/HHA

14. Provide biological, psychological, and social support

15. Provide basic nursing care in acute emergency situations

16. Perform supervised organizational functions, following the patient plan of care

**NURSING ASSISTANT/HOME HEALTH AIDE**

**Program Length:** 9 weeks (2.25 months)

**Delivery:** Residential in English

**Location(s):** Miramar and Miami

**Class Schedule:**
Monday through Thursday (20 hours per week)
Evening: 5:30pm -10:30pm

**Credential:** Diploma

**Clock Hours:** 180

**Program Breakdown by Course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA 1002</td>
<td>Fundamentals of Patient Care I</td>
<td>60</td>
</tr>
<tr>
<td>PCA 1004</td>
<td>Fundamentals of Patient Care II</td>
<td>60</td>
</tr>
<tr>
<td>PCA 1005</td>
<td>Preparation for CNA Exam</td>
<td>20</td>
</tr>
<tr>
<td>PCA 1010</td>
<td>Nursing Assistant Clinical Learning Experience</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
<td><strong>180</strong></td>
</tr>
</tbody>
</table>

**In-Service Training**

- HIPAA (Health Insurance Portability and Accountability)
- OSHA/HIV
- Dependent Adult Abuse (Elder Abuse)
- Medical Record Documentation and Legal Aspects for CNAs (Certified Nursing Assistant) and HHAs (Home Health Aide)
- Residents Rights
- Communication with Cognitively Impaired Patients and Alzheimer Disease
- Assistance with Self-Administered Medication and Medication Errors

**Certifications**

- CPR/BLS
Attendance
Regular attendance is required of all students. Promptness and dependability are qualities important in all occupations. Students should begin to develop these qualities and habits the day the students begin their training. Attendance records will be maintained by the Registrar and will be part of the student’s permanent academic record.

Students enrolled in a clock-hour program must attend a minimum of 85% of the scheduled classroom hours to graduate. For the NA/HHA program, the student cannot miss more than 14 total classroom lab hours, or he/she will exceed the maximum missed hours.

All students must complete a 100% of all clinical hours.

Disclosure: Total hours of classes and clinical will not exceed 40 hours in one week. Upon completion of the program, the student will receive a diploma. To work as a Nursing Assistant in Florida, graduates must sit and pass the state Certified Nursing Assistant written and practical exam.

The application fee for the Certification Nursing Assistant written and practical exam is an out-of-pocket expense. Applicants should visit the Florida Board of Nursing website for the examination requirements: http://floridasnursing.gov/licensing/certified-nursing-assistant-examination/

Students enrolled in this program must wear FVI school uniforms
HOME HEALTH AIDE

Program Description
Students will be prepared to perform the home health care duties and physical comfort and safety for patients, residents, and clients at their homes. The student will be prepared in patient care procedures, principles of nutrition, and care of the elderly; apply principles of infection control and assist with rehabilitative activities. Upon completing the program, students will receive a diploma and qualify for employment as Home Health Aides, working for Home Health Agencies approved with Medicare and Medicaid coverage. Upon completion of the program, the student will receive a diploma. Graduates will qualify for employment as Home Health Aides, working for Home Health Agencies approved with Medicare and Medicaid coverage.

Program Outcomes

1. The graduate will complete the program within 150% of the program length

2. The graduate will be ready to obtain employment as a home health aide in a home health setting under the supervision of a registered nurse.

The program objectives are aligned with Florida Department of Education’s Curriculum Framework for Home Health Aide – Program # H 8417191.

Student Learning Outcomes

1. Use verbal and written communications specific to Home Health Aide.

2. Demonstrate legal and ethical responsibilities specific to Home Health Aide.

3. Perform physical comfort and safety functions specific to Home Health Aide.

4. Provide personal patient care.

5. Perform patient care procedures.

6. Apply principles of nutrition.

7. Provide care for geriatric patients.

8. Apply the principles of infection control specific to Home Health Aide.


10. Prioritize and perform functions following the patient care plan.

11. Assist with rehabilitative activities.

12. Perform home health-care services.
HOME HEALTH AIDE

Program Length: 75 Clock-hours
Delivery:
Residential in Bilingual (Spanish/English)
Live Online: (English)
Location (s): Miami
Class Schedule:
Residential: Monday-Thursday (20 hours per week)
Day session: 8:30 am – 1:30 pm
Eve session: 5:30 pm – 10:30 pm
Credential: Certificate

Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Type</th>
<th>Clock Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHA0110</td>
<td>Home Health Care – Foundation of Patient Care</td>
<td>Residential</td>
<td>25</td>
</tr>
<tr>
<td>HHA0120</td>
<td>Client Care, Special Clients, and Special Needs. HIV/AIDS Seminar</td>
<td>Residential</td>
<td>25</td>
</tr>
<tr>
<td>HHA0130</td>
<td>Understanding Your Clients and Home Management and Nutrition. BLS for Healthcare Providers (CPR)</td>
<td>Residential</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Total Hours</td>
<td></td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>

Disclosure: Upon completing the program, the student will receive a diploma and can work as Home Health Aide.

Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.
COURSE DESCRIPTIONS

COURSE CODES

All courses will be considered as first-level courses for all diploma-level programs. An Alphanumeric identifier and course description identify each course. The course codes are based on the program and related topics. Those are defined as follows:

AHP: Allied Health Professional
BIO: Biology Science & Microbiology
DMS: Diagnostic Medical Sonography
EMR: Electronic Medical Records
ENG: English
GEN: General
HSA: Health Services Administration
HSC: Health Science
HUM: Humanities
MAS: Medical Assistant
MBC: Medical Billing Coding
MTT: Mathematics
NUR: Nursing
PCA: Nursing Assistant/Home Health Aide
PCD: Professional Career Development
PCT: Patient Care Technician
PHS: Physics
PHT: Pharmacy Technician
PSL: Psychology

COURSE DESCRIPTIONS

AHP 1000 Introduction to Healthcare          3 Credit Hours
60 Contact Hours

The course is designed to offer the student a foundation in allied health career skills. Students will learn medical terminology, as well as first aid procedures and CPR. Students will demonstrate knowledge of the healthcare delivery system, and health occupation, basic infection control procedures, HIPAA guidelines, and the general laws and ethical responsibly of healthcare workers. Students will learn about emergency situations, practice safety and security procedures, apply science skills, interpersonal communications skills concepts, and understand the developmental principles of the life cycle. In services given in this course: HIPAA, OSHA (Occupations Safety and Health Administration), Domestic Violence, Communication with cognitively impaired clients, and Medical Errors certificates.
Prerequisite(s): None.
Class Type(s) Offered: (O) Online (R) Residential

AHP 1010 Basic Anatomy and Physiology          3 Credit Hours
60 Contact Hours

This course is designed to introduce students to anatomical structures and physiological function of the human body, which is the foundation for a career in health professions. Emphasis placed on the gross and microscopic anatomy and physiology of the cell, integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems.
Prerequisite(s): None.

Class Type(s) Offered: (O) Online (R) Residential

AHP 1020 Medical Insurance and Medical Office Procedures
3 Credit Hours
60 Contact Hours
Upon completion of this course, students will demonstrate professional and appropriate phone technique, explain the role of the medical assistant in the medical office, demonstrate appropriate professional behavior for the medical office, explain the use and function of computers in the medical office, demonstrate appropriate written communication skills and mail processing, demonstrate cordial courteous and professional patient reception, and patient processing. The students will develop the basic skills necessary to initiate the claims development procedures of the medical office. Students will learn how to collect pertinent insurance information, integrate it into a patient’s file, complete billing forms, perform procedural and diagnostic coding and communicate with insurance companies.
Prerequisite(s): AHP1000; AHP1010.

Class Type(s) Offered: (H) Hybrid: 2 days Live Online with 2 days in person
(R) Residential

AHP 1025 Pharmacology
3 Credit Hours
60 Contact Hours
Dosage and calculations are the basic concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages.
Prerequisite(s): AHP1000; AHP1010.

Class Type(s) Offered: (O) Online (R) Residential

BIO 1660 Understanding Environmental Health
3 Credit Hours
45 Contact Hours
This course introduces students to the science and practice of environmental health. The course explores environmental hazards that can adversely affect human health, including physical, chemical, and biological agents in soil, air, food, water, and other environmental settings. The students will learn about health risks and protective strategies, and policies related to environmental pollutants, toxins, waste, and carcinogenic agents, among other hazardous agents in a human environment. The students will explore the application of environmental health principles in healthcare settings.
Prerequisite(s): None

Class Type(s) Offered: (O) Online

BIO 2085 Anatomy and Physiology, I and Lab
4 Credit Hours
75 Contact Hours
This course provides a comprehensive look at the human body's structure and functions. Topics include organization of the body, characteristics of life anatomical terminology, how the body maintains homeostasis, the relationship of chemistry to anatomy and physiology, and cell function and division. The skin, skeletal system, muscles, and nervous system are examined. Sensory organs and the endocrine system are also covered/ Several diseases and disorders are discussed, as well as the cause, detection, and treatment of them. Students will also perform and complete labs with accompanying assessments as a lab component of this course.
Prerequisite(s): None

Class Type(s) Offered: (O) Online or (H) Hybrid: I day online and I day on campus per week
BIO 2086 Anatomy and Physiology II with Lab

Building on Anatomy and Physiology I, this course examines major parts of the body and how they work independently as well as together. The reproductive system is discussed as well as stages of human development. Students learn about the lymphatic system and the three lines of defense the body has against pathogens. The cardiovascular, digestive, respiratory, and urinary systems are covered as well as nutrition, metabolism, body fluid balances, and aging.

Prerequisite(s): BIO2085
Class Type(s) Offered: (O) Online (R) Residential

BIO2010 Microbiology and Lab

This course teaches microbiology as it applies to the healthcare field. Students will study pathogenic microorganisms and their role in human disease, human immunology, symptoms and treatment of microbial infection, and prevention measures against microbial infection. This course will provide an understanding of recognition, treatment, and prevention of microbes pathogenesis. Students will also complete experiments, track and record results, answer lab-based questions, and complete lab-based assessments to meet the lab requirements of the course.

Prerequisite(s): None
Class Type(s) Offered: (O) Online (R) Residential

CLA 1065 Introduction to Technology Applications

This course introduces the basic concepts of IT (Information Technology) and an overview of highly utilized applications including Microsoft Windows, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Students will complete the course with a solid understanding of computers, how to use computers, and how to access information on the Web. No experience with a computer is assumed, and no mathematics beyond the high school first-year level is required.

Prerequisite(s): None
Class Type(s) Offered: (O) Online (R) Residential

DMS 2006 Professional Aspects of Sonography

Introduces theories, skills, and techniques of quality patient care. Emphasis on ethical and legal considerations, medical terminology, aseptic technique, ergonomics, patient transportation, patient care techniques, emergency situations, and history of the profession. Students will demonstrate the ability to make sound clinical judgements through practical demonstration, carry out patient care activities, and demonstrate oral competency.

Prerequisite(s): BIO2085, BIO2086, PHL1001, ENG1001, MTT1005 and PSL2012
Class Type(s): (R) Residential

DMS 1113 Cross Sectional Anatomy

Designed to prepare the Sonography student to be able to identify internal structures including organs and vasculature are important to Sonography including location, relationships, and appearance. The students will build upon their entry level gross anatomy knowledge base to develop their cross-sectional anatomic recognition skills. Sonographic scanning protocols will be included relative to the anatomy being studied, which will serve to enforce anatomy recognition and develop clinical recognition skills.
Prerequisite(s): BIO2085, BIO2086, PHL1001, ENG1001, MTT1005 and PSL2012
Class Type(s): (R) Residential

DMS 2111 Abdominal Sonography
5 Credit Hours
105 Contact Hours

The course is designed to give the student an understanding of the anatomy, physiology and pathology of the abdominal aorta, pancreas, biliary system, and liver. Emphasis will be placed on sonographic features and characteristics of normal anatomy as well as the various disease processes that affect each organ. Remaining course content will integrate clinical procedures, diagnostic procedures, etc., common to all and specific to each organ. This course also provides a laboratory environment for the student to work with ultrasound equipment to develop the skills necessary to perform abdominal exams. Students will practice scanning techniques, protocols, image optimization, patient positioning, technical impression worksheets, terminology, and mock physician presentations for each organ covered including abdominal aorta, pancreas, biliary system, and liver.

Prerequisite(s): DMS 2006, DMS 1113, DMS 2216C
Class Type(s): (R) Residential

DMS 2112 Abdominal Sonography II
4 Credit Hours
75 Contact Hours

This course builds on the knowledge gained in Abdominal I. The course is designed to give the student an understanding of the anatomy, physiology, and pathology of the vasculature of the liver, urogenital system, adrenal glands, spleen, GI tract, and pediatric abdomen. Emphasis will be placed on sonographic features and characteristics of normal anatomy as well as the various disease processes that affect each organ. Remaining course content will integrate clinical procedures, diagnostic procedures, etc., common to all and specific to each organ. This course also provides an in-depth laboratory environment for the student to continue developing skills necessary to prepare for performing diagnostic exams in the clinical environment. Students will practice scanning techniques, protocols, image optimization, patient positioning, technical impression worksheets, terminology, and mock physician presentations for each organ covered including urogenital system, adrenal glands, spleen, GI tract and the pediatric abdomen.

Prerequisite(s): DMS 2006, DMS 1113, DMS 2216C, DMS 2111,
Class Type(s): (R) Residential

DMS 2112 OB/Gyn Sonography I
4 Credit Hours
75 Contact Hours

The course is designed to give the student an understanding of the anatomy, physiology, and pathology of the gravid female pelvis as well as its normal and abnormal sonographic appearance. This course introduces students to the second and third trimester of pregnancy, associated fetal development, related anatomy, physiology, pathology and/or complications related to mother and fetus. Sonographic identification and imaging of the fetus, fetal biometrics, and management of the obstetrics. The course also provides an in-depth laboratory environment for students to develop scanning skills and protocols as related to the second and third trimester obstetric patient. Students will practice scanning techniques, protocols, fetal biometrics, identification of normal fetal anatomy, in the level one second and third trimester exam.

Prerequisite(s): DMS 2006, DMS 1113, DMS 2216C, DMS 2121
Class Type(s): (R) Residential
DMS 2121 OB/GYN Sonography I

The course is designed to give the student an understanding of the anatomy, physiology, and pathology of the non-gravid female pelvis as well as its normal and abnormal sonographic appearance. This course also introduces students to the first trimester of pregnancy, associated embryonic development, related anatomy, physiology, pathology and/or complications related to mother and embryo/fetus. Embryology, early fetal development, Sonographic identification and imaging of the embryo and fetus, transabdominal and trans-vaginal scanning techniques will be covered.

Prerequisite(s): DMS 2006, DMS 1113, DMS 2216C

Class Type(s): (R) Residential

DMS 2122 OB/Gyn Sonography II

The course is designed to give the student an understanding of anatomy, physiology, and pathology of the gravid female pelvis as well as its normal and abnormal sonographic appearance. This course introduces students to the second and third trimester of pregnancy, associated fetal development, related anatomy, physiology, pathology and/or complications related to mother and fetus. Sonographic identification and imaging of the fetus, fetal biometrics, and management of the obstetric patient will be covered. The course provides an in-depth laboratory environment for students to develop scanning skills and protocols as related to the second and third trimester obstetric patient. Students will practice scanning techniques, protocols, fetal biometrics, identification of normal fetal anatomy, in the level one second and third trimester exam

Prerequisite(s): DMS 2006, DMS 1113, DMS 2216C, DMS 2121

Class Type(s): (R) Residential

DMS 2150 Neurosonology/Superficial Structures

The course is designed to give the student an understanding of anatomy, physiology, and pathology of superficial structures. Emphasis will be placed on sonographic features and characteristics of normal anatomy as well as the various disease processes that affect each organ. Structures covered include thyroid, breast, testicle, prostate, neonatal spine, and chest wall. The remaining course content will focus on structures of the premature infant brain and the pathology that can accompany premature birth. The course also provides a laboratory environment for the student to work with ultrasound equipment to develop the skills necessary to perform sonographic exams of the thyroid, breast, testicle, prostate, neonatal spine, chest wall, and neonatal head. Students will practice scanning techniques, protocols, image optimization, patient positioning, technical impression worksheets, terminology, and mock physician presentations. Emphasis will be placed on special considerations necessary for these exams.

Prerequisite(s): DMS 2006, DMS 1113, DMS 2216C

Class Type(s): (R) Residential

DMS 2171 Vascular Sonography I

Introduction to the assessment of the flow to the peripheral vascular system, neck, and head. This course focuses on the theory, rationale, application, performance and interpretation of carotid, transcranial, and venous ultrasound. Anatomy and physiology of the extracranial and intracranial vessels will be discussed. Pathological changes that occur during disease processes will be emphasized. Normal and abnormal color flow and spectral Doppler flow patterns will be
discussed. Emphasis will be placed on normal and abnormal velocities and their relevance. An introduction to surgical treatments will be included. The student develops the skills necessary to perform diagnostic ultrasound studies for presentation to the physician. The student reviews the physics and instrumentation of Doppler ultrasound, learns normal hemodynamics and hemodynamics present in disease states; and learns protocols and diagnostic criteria related to cerebrovascular testing. During this laboratory training, the student gains skills in the use of fundamental ultrasonic equipment designed to detect blood flow in cerebrovascular arteries as well as the veins of the upper and lower extremity. Students will be taught scanning protocol for the carotid duplex exam, lower and upper extremity venous. Focus will be on image optimization, identification of normal anatomy, demonstration of physics principles and patient positioning.

**Prerequisite(s):** DMS 2006, DMS 1113, DMS 2216C

**Class Type(s):** (R) Residential

**DMS 2175  Vascular Sonography II**

This course introduces the characteristics of abnormalities in blood flow, disease states, etiologies, and treatments. Testing modalities used to diagnose vascular diseases in the extremities and abdomen is presented to include upper and lower extremity arterial, indirect arterial testing, bypass grafts, dialysis fistulas and abdominal vasculature. The course provides a laboratory environment for the student to work with vascular ultrasound and physiologic testing equipment to develop the skills necessary to perform vascular studies of the peripheral vascular system. Students will learn protocols, image optimization, patient positioning, and indications for exams. Studies covered include indirect arterial, lower extremity arterial, upper extremity arterial, mesenteric studies and complete abdominal doppler.

**Prerequisite(s):** DMS 2171, DMS 2171L

**Class Type(s):** (R) Residential

**DMS 2216  Sonographic Physics and Instrumentation**

This course is designed to present the sonography student with detailed explanations of sound physics and instrumentation. The theory of physics principles and their practical applications, principles of instrumentation, and the practical clinical applications are presented.

**Prerequisite(s):** BIO2085, BIO2086, PHL1001, ENG1001, MTT1005 and PSL2012

**Class Type(s):** (R) Residential

**DMS 2808 Clinical Rotation I**

Provides clinical instruction in abdominal, obstetric, gynecologic, and vascular scanning protocols. Patient care, the role, and duties of the sonographer in the health care environment and instruction in the use of several types of ultrasound equipment will be discussed. Students receive instruction and guidance in producing quality sonographic images and the parameters used to evaluate the images throughout their clinical rotations. This course requires the student to spend two days a week in an approved ultrasound department. Students will perform a variety of exams and procedures under the supervision of the designated clinical instructor. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

**Prerequisite(s):** DMS 2006, DMS 1113, DMS 2216C, DMS 2111, DMS 2111L

**Class Type(s):** Clinical Experience
DMS 2818 Clinical Rotation II

This course continues to build on the skills learned in Clinical Rotation I continuing to provide clinical instruction in abdominal, obstetric, gynecologic, and vascular scanning protocols. Patient care, the role, and duties of the sonographers in the health care environment and instruction in the use of several types of ultrasound equipment will be discussed. Students receive instruction and guidance in producing quality sonographic images and the parameters used to evaluate the images. This course requires the student to spend three days a week in an approved ultrasound department. Students will perform a variety of exams and procedures under the supervision of the designated clinical instructor. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

Prerequisite(s): DMS 2808, DMS 2121, DMS 2112, DMS 2112L, DMS 2150, DMS 2150L
DMS 2930

Class Type(s): Clinical Experience

DMS 2828 Clinical Rotation III

This course continues to build on the skills learned in Clinical Rotation II continuing to provide clinical instruction in abdominal, obstetric, gynecologic, and vascular scanning protocols. Patient care, the role, and duties of the sonographer in the health care environment and instruction in the use of several types of ultrasound equipment will be discussed. Students receive instruction and guidance in producing quality sonographic images and the parameters used to evaluate the images. This course requires the student to spend four days a week in an approved ultrasound department. Students will perform a variety of exams and procedures under the supervision of the designated clinical instructor. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

Prerequisite(s): DMS 2818
Corequisites: DMS 2931

Class Type(s): Clinical Experience

DMS 2930 Special Topics I

This course offers advanced critical thinking principles learned in prior sonography program courses. Included in this course are film critiques, discussion of patient case studies, review of lab values and how they relate to the patient symptoms and pathological process, advanced protocols related to disease process. This course stresses the correlation of all patient data, including sonographic images obtained to assist in the differential diagnosis process.

Prerequisite(s): DMS 2121, DMS 2112, DMS 2112L, DMS 2150, DMS 2150L
Corequisites: DMS 2818

Class Type(s): (R) Residential

DMS 2931 Special Topics II

This course will review specialty areas in preparation for the credentialing exam. Emphasis will be placed on ultrasound physics, abdomen, OB/GYN, and vascular concentrations. Students will take mock registry exams, practice computerized testing practices, and review test taking skills.

Prerequisite(s): DMS 2930
Corequisites: DMS 2828

Class Type(s): (R) Residential
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>EMR 1025</td>
<td>Record Management &amp; Informatics</td>
<td>3</td>
<td>60</td>
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<td></td>
<td>This course is designed to provide students with training in common medical file systems. Students will learn how to initiate and maintain new files, patient charts, maintain clean forms and organize information in chronological order. Emphasis will be placed on the computational, cognitive, and social aspects of Informatics in the medical office. Students will learn about electronic medical record systems and their benefits. This course will introduce computer skills to prepare students for working using electronic record systems.</td>
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<td><strong>Prerequisite(s):</strong> None</td>
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<td><strong>Class Type(s) Offered:</strong> (O) Online (R) Residential</td>
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<tr>
<td>ENG 1101</td>
<td>English Composition</td>
<td>3</td>
<td>45</td>
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<td>This course examines phases of the writing process, with emphasis on the structure of writing and techniques for communicating clearly, precisely, and persuasively. Students will develop grammar, punctuation, critical thinking, organizational and research skills associated with writing. To promote the writing process, students will brainstorm, gather, and synthesize facts, discuss audience considerations, draft, revise, edit, proofread, and analyze their own and others' work in written and oral formats. In this course, students will also improve their ability to conduct research, and compose and communicate professionally in written, oral, and virtual/visual modalities.</td>
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<td><strong>Prerequisite(s):</strong> None</td>
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<td><strong>Class Type(s) Offered:</strong> (O) Online (R) Residential</td>
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<tr>
<td>HHA 0110</td>
<td>Home Health Care - Foundation of Patient Care</td>
<td>25</td>
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<td>This course introduces the students in the home health care services, the history and purpose of home care, and the role of the Home Health Aide, the care team and care plan, professionalism, and the legal and ethical aspects. In addition, the course includes the foundation of patient care, communication techniques, infection control, safety, and body mechanics, as well as medical emergencies and disaster guidelines.</td>
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<td><strong>Prerequisite(s):</strong> None</td>
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<td><strong>Class Type(s):</strong> (R) Residential</td>
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<tr>
<td>HHA 0120</td>
<td>Client Care, special clients, and special needs</td>
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<td>This course emphasizes in develop the student’s skills in the patient care techniques, maintaining mobility, skin care, and comfort, the personal care procedures, such as bathing, grooming, toileting, taking vital signs, I &amp; O, catheter care, etc. In addition, focuses on special clients with special needs, such as clients with disabilities and mental illness, arthritis, cancer, diabetes, Alzheimer’s disease, etc. Students will demonstrate knowledge of HIPAA guidelines, and the general laws and ethical responsibly of healthcare workers. Students will learn communications skills concepts and understand the developmental principles of the life cycle. In services given in this course: HIPAA, OSHA, Domestic Violence, HIV, Alzheimer’s Disease.</td>
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<td><strong>Prerequisite(s):</strong> None</td>
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<td><strong>Class Type(s):</strong> (R) Residential</td>
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<tr>
<td>HHA 0130</td>
<td>Understanding Your Clients and Home Management</td>
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<td>This course focuses on the aspects of culture and family: basic human needs, cultural differences, and families; the aspects of body systems: common disorders and observing and reporting; and the aspects of human development such as stages/common disorders, aging, death, and hospice care, also this course will orient to the student in the client’s environment, housekeeping, laundry, bed making, client’s proper nutrition, special diets, and managing time and money. BLS for Healthcare Providers (CPR) course is included.</td>
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<td><strong>Prerequisite(s):</strong> None</td>
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<td><strong>Class Type(s):</strong> (R) Residential</td>
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HSA1050 Health Compliance  
3 Credit Hours  
45 Contact Hours

This course provides an overview of Healthcare Compliance. In today’s healthcare environment, compliance is of the utmost importance. Regardless of what role you have in the revenue cycle, understanding compliance is a necessity. Topics include Fraud and Abuse, the U.S. Sentencing Guidelines, HIPAA, and Administrative Sanctions. The course will prepare you for the AAHAM Certified Compliance Technician certification exam. You can use your CCT Certification towards satisfying Centers for Medicare & Medicaid (CMS), The Joint Commission (TJC) and Det Norske Veritas (DNV) Requirements.

Prerequisite(s): None  
Class Type(s): (O)-Online or (R) Residential

HSA 2150 Health Information Systems  
3 Credit Hours  
45 Contact Hours

This course introduces medical billing systems and their use in office transactions including patient registration, charge entry, payment posting, billing routines, and report generation. Also covered are electronic claims submission requirements and claim management techniques. Dealing with rejected claims is addressed, and credit balances and refunds are explained. Factors that determine the need for system expansion or changes are also discussed.

Prerequisite(s): None  
Class Type(s): (O)-Online

HSA 2125 Diagnostic Coding  
3 Credit Hours  
45 Contact Hours

This course provides an overview of the US healthcare system, and the Healthcare Compliance laws and regulations. The students will learn about the organization of the US healthcare delivery system, interrelationships among system components, care providers, and licensing/accrediting regulations. Topics related to healthcare compliance include fraud and abuse, the US sentencing guidelines, HIPAA, OSHA (Occupational Safety and Health Administration), federal employment laws, protected health information, safe computer practices, and administrative sanctions. The course prepares students for the AAHAM Certified Compliance Technician certification exam. Prerequisite(s): None. Class Type(s): (O)-Online

HSA 2225 Procedural Coding  
3 Credit Hours  
45 Contact Hours

This course introduces students to the principles and application of the CPT coding system and the use and structure of the HCPCS Level II coding system. Students will learn the foundation of the CPT coding system, guidelines, procedural groupings, and the basics of the HCPCS Level II coding system and guidelines. Students learn and practice abstraction of pertinent information from medical records, assigning outpatient and physician codes using the **AMA CPT® Professional coding reference book**, assign codes for drugs, biologicals, supplies using **HCPCS Procedure & Supply Codes** finder, and how to identify discrepancies between coded data and medical documentation to perform accurate and ethical coding. Prerequisite(s): None. Class Type(s): (O)-Online

HSA 2325 Outpatient and Inpatient Coding  
3 Credit Hours  
45 Contact Hours

This course introduces students to the principles and application of the ICD-10-PCS codes to assign inpatient and hospital codes. Then students will practice assigning/verifying diagnosis,
procedure codes and supplies codes and modifiers, code groupings, and sequencing following
the official guidelines. Additionally, the student will utilize ICD-CM, ICD-PCS, CPT, and HCPSC
Level II code sets to assign/verify diagnosis and procedure codes to case studies and authentic
health records. Prerequisite(s): None. Class Type(s): (O)-Online

HSA 2500 Professional Practice Experience                      3 Credit Hours
260 Externship Hours
This is a work-based activity where students will apply all their compliance, billing, and coding
knowledge. This is where students will apply all their compliance, billing, and coding knowledge
in a healthcare setting. Focus is placed on professionalism, basic knowledge of medical
terminology, usage of medical codes (CPT, ICD-10-CM, HCPCS) correctly and official coding
guidelines.
Prerequisite(s): HSA2125, HSA2225, HSA2325
Class Type(s): W-100% Work-based

HSA 2610 An Introduction to Healthcare Accounting and Finance    3 Credit Hours
45 Contact Hours
The course introduces students to the essential concepts of financial and managerial accounting
in healthcare settings. These concepts include financial statements analysis, cost structure and
allocation, dashboards, budgeting, sources of revenue and reimbursement, return on investment,
financial ratios, and financial performance. The course enables students to understand and utilize
basic financial tools and concepts.
Prerequisite(s): MTT1105
Class Type(s): (O)-Online

HSA 2620 Foundation of Healthcare Administration                   3 Credit Hours
45 Contact Hours
This is a work-based activity where students will apply all their compliance, billing, and coding
knowledge. This is where students will apply all their compliance, billing, and coding knowledge
in a healthcare setting. Focus is placed on professionalism, basic knowledge of medical
terminology, usage of medical codes (CPT, ICD-10-CM, HCPCS) correctly and official coding
guidelines.
Prerequisite(s): None
Class Type(s): (O)-Online

HSA 2630 Supervising Human Resources in Healthcare                3 Credit Hours
45 Contact Hours
This course is designed to study the essence of managing human resources in a supervisory role
within healthcare organizations. Students will learn the basic management functions,
employment policies, performance standards, the fundamentals of personnel recruitment,
training, development, leadership, and remediation. Addition topics include special
supervisory skills such as Effective communication, time management, and Supervising in a
Union Environment. Prerequisite(s): PSL2012
Class Type(s): (O)-Online

HSA 2640 Legal Aspects, Ethics Governing Healthcare Services       3 Credit Hours
45 Contact Hours
This is a work-based activity where students will apply all their compliance, billing, and coding
knowledge. This is where students will apply all their compliance, billing, and coding knowledge
in a healthcare setting. Focus is placed on professionalism, basic knowledge of medical
terminology, usage of medical codes (CPT, ICD-10-CM, HCPCS) correctly and official coding
HSC 2531 Medical Terminology

This course provides instruction on the basic structure of medical words including prefixes, suffixes, roots and combining forms and plurals, pronunciation spelling and the correct definition of the medical terms used in Diagnostic Medical Sonography will be covered.

Prerequisite(s): None.
Class Type(s) Offered: (R) Residential

HUM1205 Human Diversity

This course will define “culture” and examine how cultural variables and practices influence communication. It will emphasize achieving cultural communication competence and reducing cultural conflict by examining the role of identity, ethnicity, gender, perception, values, beliefs, and attitude within and outside one’s culture(s). Students will analyze the dimensions of cultural values and cultural communication styles. They will analyze verbal and nonverbal communication styles associated with race, gender, and class. Students will also examine multiculturalism in the workplace and analyze the dynamics of communication among diverse people and ethnic groups. Upon successful course completion, students will be able to relate and compare different experiences and make connections between dominant/subordinate cultures and one's own life.

Prerequisite(s): None.
Class Type(s) Offered: (O) Online or (R) Residential

MAA1200 Medical Insurance, Billing and Coding

This course introduces the student to the basics of billing, coding, and insurance pertaining to medical assistance administrative tasks in clinical settings. The students will be introduced to procedural coding using the CPT profession book and diagnostic coding using the ICD-10-CM book. The students will learn how to collect insurance information, fill out insurance forms, perform insurance eligibility verification, determine coverage of services, explain to patients’ insurance benefits, and collect payments. Additionally, the students will learn about insurance types, third-party payers, the process of claim submission and follow-up, and terminology for insurance and claims.

Prerequisite(s): None.
Class Type(s) Offered: (O) Online (R) Residential

MAS 1015 Introduction to X-ray and Diagnostic Imaging

This course prepares students to prep and perform limited X-Ray work on extremities and body region. Students will learn about machine maintenance, principal of use, safety precautions and X-Ray procedures. The course is also designed to provide a basic knowledge of other imaging procedures including MRI (Magnetic Resonance Imaging), CT (Computed Tomography) as well as Ultrasound.

Prerequisite(s): AHP1000; AHP1010.
Class Type(s) Offered: (O) Online or (R) Residential
MAS 1050 Patient Preparation and Clinical Procedures                                     3 Credit Hours
60 Contact Hours

Students will study patient care concepts involved in preparing patients for a medical examination or specialized test. Students will learn appropriate draping procedures, procedures for preparation for minor surgery, interpersonal skills required for patient communication, and the importance of maintaining well stocked, clean, and well-prepared examination areas.
Prerequisite(s): AHP1000; AHP1010.
Class Type(s) Offered: (H) Hybrid: 2 days Live Online with 2 days in person
(R) Residential

MAS 1020 Phlebotomy & HIV                                                                 3 Credit Hours
60 Contact Hours

In this course, students will learn the basic concepts behind laboratory testing. Students will learn phlebotomy skills, use of Vacutainer, proper techniques involved in collecting biological specimens and material, appropriate storage, and processing. Students will also learn how to perform urinalysis, hematology testing, immunology testing, and other labs performed in the medical office and laboratories. Students also receive the 4-hour HIV training.
Prerequisite(s): AHP1000; AHP1010.
Class Type(s) Offered: (H) Hybrid: 2 days Live Online with 2 days in person
(R) Residential

MAS 1025 EKG/ECG                                                                                      3 Credit Hours
60 Contact Hours

The course is designed to introduce basic principles of ECG. Students will be prepared to perform electrocardiogram procedure including the recording of the traces as well as ability to read them and recognize cardiac disorders.
Prerequisite(s): AHP1000; AHP1010.
Class Type(s) Offered: (H) Hybrid: 2 days Live Online with 2 days in person
(R) Residential

MAS1505 Medical Assistant Externship                                                               4 Credit Hours
180 Contact Hours

This 180-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working medical office. Students will gain exposure to "on-the-job experiences and training in the Medical Office setting and practice of skills, gaining experiences in all aspects of assisting patient’s physical examination, vital signs electrocardiography, phlebotomy as well as office procedures, and administrative duties.
Prerequisite(s): Successful completion of all required courses.
Class Type(s) Offered (W) Work-based

MBC 1135 Introduction to Medical Billing and Coding                                               3 Credit Hours
60 Contact Hours

This course introduces students to the foundations of the coding and billing profession, including the medical revenue/billing cycle, the major coding and billing manuals (ICD-10-CM and CPT®), and a description of the medical coder and biller profession. The students will become familiar with the scope of work, qualifications, and certifications of the medical coder/biller professionals, the billing cycle from scheduling and registering patients to submitting, processing, and following-up medical claims. Further, the students will develop an understanding of the diagnostic coding and procedural classification systems used in outpatient and inpatient/hospital settings in the US. Prerequisite(s): AHP1010
Class Type(s): O-Online or (R) Residential
MBC 1145  Medical Terminology: the Human Body Systems, Pathophysiology and Pharmacology  3 Credit Hours  60 Contact Hours
This course teaches how to define, apply, and spell/pronounce common medical terms related to (1) structures and functions of the body system, (2) major disease processes and psychiatric disorders, (3) treatment modalities, (4) diagnostic procedures, and laboratory tests, (5) pharmacotherapy. Pathophysiology content focuses on the disease processes and common diagnostic and treatment options. Pharmacology content describes pharmacokinetics and pharmacodynamics of drug actions in the body and the use of pharmacotherapy for common conditions. Prerequisite(s): None
Class Type(s): (O)-Online

MBC 2135 Procedural Coding  3 Credit Hours  60 Contact Hours
This course introduces students to the principles and application of the CPT coding system and the use and structure of the HCPCS Level II coding system. Students will learn the foundation of the CPT coding system, guidelines, procedural groupings, and the basics of the HCPCS Level II coding system and guidelines. Students learn and practice abstraction of pertinent information from medical records, assigning outpatient and physician codes using the AMA CPT® Professional coding reference book, assign codes for drugs, biologicals, supplies using HCPCS Procedure & Supply Codes finder, and how to identify discrepancies between coded data and medical documentation to perform accurate and ethical coding. Prerequisite(s): AHP1010, HSA1135 and HSA1145
Class Type(s): (O)-Online

MBC 2145 US Healthcare System and Compliance  3 Credit Hours  60 Contact Hours
This course provides an overview of the US healthcare system, and the Healthcare Compliance laws and regulations. The students will learn about the organization of the US healthcare delivery system, interrelationships among system components, care providers, and licensing/accrediting regulations. Topics related to healthcare compliance include fraud and abuse, the US sentencing guidelines, HIPAA, OSHA (Occupational Safety and Health Administration), federal employment laws, protected health information, safe computer practices, and administrative sanctions. The course prepares students for the AAHAM Certified Compliance Technician certification exam. Prerequisite(s): HSA1135 HSA1145
Class Type(s): (O)-Online

MBC 2235 Diagnostic Coding  3 Credit Hours  60 Contact Hours
This course introduces students to the principles and application of the ICD-10-CM coding system based on the chapter-specific guidelines and reporting requirements. Students will learn and apply the basic coding steps to locate and accurately construct diagnosis codes using the ICD-10-CM coding reference book, including the Alphabetic Index to Diseases, the Tabular List, the Table of Neoplasms, the Table of Drugs and Chemicals, and the Index to External Causes. The students will learn how to abstract pertinent information from medical records, diagnostic groupings, and how to identify discrepancies between coded data and medical documentation to perform accurate and ethical coding. Additionally, the SNOMED-CT system for clinical vocabularies will be introduced. Prerequisite(s): MBC 1135 and MBC 1145
Class Type(s): (O)-Online
MBC 2245 Health Information Systems (EMR management)  

This course introduces students to electronic health record (EHR) concepts and functions of health information management (HIM) related to the medical coder/biller. The students will learn about the usage, storage and protection, and analysis of health information data related to treatment, payment, and operations. The student will learn the organization and purpose of EHR and HIM systems and how to navigate and utilize physician practice management and EHR cloud-based applications, including patient registration, charge and payment entries, superbill, patient accounts, and report generation. **Prerequisite(s):** AHP1010, MBC 1135 and MBC 1145

**Class Type(s):** (O)-Online

MBC 2335 Outpatient and Inpatient Coding Applications  

This course introduces students to the principles and application of the ICD-10-PCS codes to assign inpatient and hospital codes. Then students will practice assigning/verifying diagnosis, procedure codes and supplies codes and modifiers, code groupings, and sequencing following the official guidelines. Additionally, the student will utilize ICD-CM, ICD-PCS, CPT, and HCPCS Level II code sets to assign/verify diagnosis and procedure codes to case studies and authentic health records. **Prerequisite(s):** AHP1010

**Class Type(s):** (O)-Online

MBC 2345 Health Insurance and Claims Cycle  

This course will provide students with an understanding of health insurance and the life cycle of a medical billing claim. The students will learn about the US health insurance models and plan types and how they affect healthcare providers and organizations. The student will learn the billing processes and procedures to improve the revenue cycle and how to prepare and submit payer claims for optimal reimbursement, monitor insurance/patient reimbursements, manage denied claims and patient accounts. Additionally, the students will learn how to communicate with physician offices, insurance companies, and patients regarding documentation, claims explanation of benefits/remittance advice. **Prerequisite(s):** AHP1010

**Class Type(s):** (O)-Online

HSA 2435 Coding Practice Experience (vLab)  

**Course Description**

In this course, the student will utilize the American Health Information Management Association’s (AHIMA) dynamic Virtual Lab (vLab™) cloud-based tools to perform authentic coding. Specifically, the students will practice applying advanced coding concepts to complete authentic health records and case studies.

The students will utilize a variety of simulated patient records from across the continuum of care, interpret data, and assign and/or verify codes using AHIMA vLab™ suite, including ICD-10-CM/PCS, CPT, HCPCS encoding, and grouping 3M software, a computer-assisted coding (CAC) system, and other coding and compliance solutions. **Prerequisite(s):** MBC 2135, MBC 2235, MBC 2335, MBC 2345

**Class Type(s):** (O)-Online
MBC 2445 Billing Practice Experience (Case analysis and vLab)  2 Credit Hours
60 Contact Hours

In this course, the student will utilize the American Health Information Management Association's (AHIMA) dynamic Virtual Lab (vLab™) cloud-based tools such as EHR, encoding software, physician practice management systems to perform medical billing procedures, verifying diagnostic accuracy and procedural codes, and optimizing reimbursements. Additionally, the students will perform case analysis of denied/rejected claims and complex patient situations using provided source documents such as CMS 1500 claims, remittance advice, local and national coverage determinations, pre-authorizations, payment policies, appeal letters, and accounts receivable and claim follow-up reports. **Prerequisite(s):** MBC 2135, MBC 2235, MBC 2335, MBC 2345

Class Type(s): (O)-Online

MTT 1105 College Mathematics  3 Credit Hours
45 Contact Hours

This course takes students through topics that provide a working knowledge of college level algebra and its applications. The course begins with the basics of algebra covering operations with numbers, fractions, decimals, percentages, and quadratic equations. Students will also learn to perform operations on real numbers and polynomials and solve both linear and quadratic equations and inequalities. Arithmetic and geometric sequences are examined, and linear equations and inequalities are discussed. Students learn to graph linear, quadratic, and absolute value, and piecewise-defined functions and solve and graph exponential and logarithmic equations. **Pre-requisite(s):** None

Class Type(s) Offered: (O) Online (R) Residential

NUR 1000 Nursing Concepts I  9 Credit Hours
235 Contact Hours

This course introduces the student to the integrated process and basic concepts of client needs, **across the lifespan, including the family, and community.** Students will develop general knowledge and skills related to providing basic nursing care to clients from varied backgrounds, beliefs, and cultures. Emphasis is given in developing communication, collaborative, and critical thinking skills. The nursing process and evidence-based practice are taught in detail as bases of nursing practice. Foundation of **medical surgical nursing, geriatrics, pediatrics, and obstetrics concepts** of health, wellness, illness cultural and spirituality are introduced. Nursing practice of informatics and documentation are integrated into the care of clients, family, and community. Focus will be placed on role development, legal aspects of practice, health teaching and counseling skills. Concepts of Patient Safety, Asepsis and Infection Control, Hygiene and Personal Care, Wound Care, **Nutrition,** Pain Management, Oxygenation, Fluid and Electrolyte Balance, Bowel and Urinary Elimination, Cognition and Sensation, Sleep, and Sexuality, Perioperative Nursing Care, **Public Health, and Community Based Nursing** will be taught in detail. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX-RN Blueprint as a guide. **Prerequisite(s):** ENC1101, MTT1105, PSY2012, BIO2086, HUM1205, BIO2010.

Class Type(s) Offered: (R) Residential

NUR 1100 Pharmacology for Nursing  3 Credit Hours
45 Contact Hours

This course introduces the student to basic principles of pharmacology and safe administration of medication throughout the client's lifespan. A review of the body structure and function as well as legal aspect of nursing practice will be reviewed. Basic pharmacological concepts of
pharmacodynamics and pharmacokinetics will be discussed as bases in medication administration to all categories of clients, from pregnancy, newborn, pediatrics, and geriatrics, using the nursing process and evidenced-based nursing practice. The course will cover medication classifications for common medical-surgical conditions, diseases and illnesses including contraindication, side effects, adverse effects, and most importantly nursing care and management of clients taking the medications, drugs, and herbal preparations. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX-RN Blueprint as a guide.

**Prerequisite(s):** ENC1101, MTT1105, PSL2012, BIO2086, HUM1205, BIO2010

**Class Type(s) Offered:** (R) Residential

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**NUR 1500 Nursing Concepts II**

12 Credit Hours  
270 Contact Hours

This course develops the skill, knowledge, and competencies of the student in the safe care of clients with medical-surgical related acute and chronic related illnesses and injuries across the client’s lifespan. Concepts relating to nursing care and management of diseases of the cardiovascular, peripheral vascular, respiratory, musculoskeletal, gastrointestinal, endocrine, and neurological are emphasized in the course. To link relationship between neurological disorders, students will be introduced to mental health concepts across the lifespan. Applying knowledge from previous course work, the student will build Interpersonal relationships and demonstrate effective communication skills. Common mental health disorders, substance abuse, domestic abuse and violence, crisis intervention and coping with stress, and suicidal assessments are covered in the course for all categories of clients Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX-RN Blueprint as a guide.

**Prerequisite(s):** NUR1000, NUR1100

**Class Type(s) Offered:** (R) Residential

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**NUR 2100 Nursing Concepts III**

12 Credit Hours  
270 Contact Hours

This course allows the student to apply and analyze care of clients with medical-surgical related acute and chronic related illnesses and injuries across the lifespan. More specialized medical and surgical conditions are covered in the course, such as care and management of clients with cancer, burns, sensory deprivation, and emergency. The student will provide care to the client, family, and community demonstrating competency and leadership while reinforcing health promotion and maintenance concepts. Specialized care of obstetrical, newborn, and pediatric clients in various healthcare environments will also be introduced. The student will apply knowledge and skill to the care of the client and family with a focus on safe care, health education, growth and development principles, and legal aspects of practice. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX-RN (Registered Nurse) Blueprint as a guide.

**Prerequisite(s):** NUR1000, NUR1100, NUR1500.

**Class Type(s) Offered:** (R) Residential

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**NUR 2600 Nursing Concepts IV (Capstone)**

12 Credit Hours  
285 Contact Hours

This course allows the student to analyze knowledge, skills, and competencies acquired through previous course work. The student will identify areas requiring further development in the care of the client across the lifespan with a focus on the integrated process, client needs, and quality and safety in healthcare. Concepts of medical surgical, obstetrics, pediatrics, geriatrics, family, community health, nutrition, human growth and development throughout the lifespan, body structure and function, Interpersonal relationship skills, mental health concept, pharmacology and administration of medication, legal aspects of practice, leadership
skills, professional role and functions, health teaching and counselling skills, and personal concepts are reviewed. Prevention of Medical Errors, Florida Laws and Rules, Recognizing Impairment at the Workplace, Domestic Violence, HIV/AIDS, Human Trafficking are covered in the course as required for registration by the board of nursing. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX-RN Blueprint as a guide

**Prerequisite(s):** NUR1000, NUR1100, NUR1500, NUR2100.

**Class Type(s) Offered:** (R) Residential

**PCA 1002 Fundamentals of Patient Care I**

60 Contact Hours

This course aims to develop the foundational knowledge necessary to perform patient care specific to nursing assistants and home health aide. The students will learn about long-term care and home care settings, health care teams, and the role, legal and ethical responsibilities of nurse assisting and home health aide. Additionally, students will gain understanding of basic human anatomy and common diseases/disorder; nutrition, diet, and hydration; and self-administration of medication in home care. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients and how to provide biological, psychological, and social support.

The students to develop knowledge and hand-on skills necessary to perform the following NA skills: handwashing, personal care (foot care, hand, and nail care, dressing a patient, mouth care, denture care, feeding a patient, partial bed bath) moving a patient (positioning, transferring, ambulation a patient), range of motion exercises (rom shoulder, rom (hip, knee, ankle), rom elbow and wrist) and making occupied bed. In Service Training: Assistance with Self-Administered Medication.

**Prerequisite(s):** None.

**Class Type(s) Offered:** (R) Residential

**PCA 1004 Fundamentals of Patient Care II**

60 Contact Hours

This course aims to continue developing the foundational knowledge necessary to perform patient care specific to nursing assistant and home health aide including communicating cognitively impaired patients and diverse populations, honoring resident rights, recognizing and addressing dependent adult abuse, understanding administrative tasks involved in long-term and home health; taking and charting vital signs, observing and documenting patient’s behavioral changes, assisting with urine and bowled needs and measuring outputs, proving rehabilitation and restorative care, assisting mothers with newborns.

The students to develop knowledge and hand-on skills necessary to perform the following NA skills: patient care skills including taking vitals (blood pressure, pulse, respirations, thermometers, glucose, and oximetry), procedures (measure urine, catheter care, bed pan, perineal care). Additionally, students will practice NA skills learned in PCA1002.

In Service Training: Medical Record Documentation and Legal Aspects for CNAs and HHAs. Communication with Cognitively Impaired Patients and Alzheimer Disease and Dependent Adult Abuse (Elder Abuse)

**Prerequisite(s):** None

**Class Type(s) Offered:** (R) Residential
PCA 1005 Preparation for Certified Nursing Assistant (CNA) Exam  
20 Contact Hours

This course is designed to prepare the student to successfully pass the state Nursing Assistant Certification (CNA) exam. Students will learn the basic nursing care in acute emergency situations, the safety and security procedures and Infection Prevention and Control in long-term care and home care settings. Additionally, students will learn about NA/HHAs organizational functions, following the patient plan of care, and employability skills.

Students will need to demonstrate 21 NA skills and will be assessed on accuracy and timing. Further, students will complete a practice CNA Written Exam and Clinical skills procedures exam that follows the Prometric blueprint for a certified nursing assistant in Florida. In Service Training: (1) HIPAA, (2) OSHA, HIV and Infection in long-term care and home care settings.

Prerequisite(s): PCA1002, PCA1004  
Class Type(s) Offered: (R) Residential

PCA 1010 Nursing Assistant Clinical Learning Experience  
40 Clinical Hours

This 40-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the field of study. The Nursing Assistant Clinical Learning Experience provides direct patient care under the direction of the RN professional to all assigned patients and maintains a safe patient area. He/she assumes responsibility and accountability for patient care as a team member to achieve established outcomes.

Prerequisite(s): Successful completion of all nursing assistant coursework.  
Class Type(s) Offered: Work-based

PCD 1000 Professional Career Development  
3 Credit Hours  
60 Contact Hours

This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. This course is also designed to prepare the student to take and assure a better passing rate of the Nursing Assistant Certification Board (CNA) exam which is the most recognized certification among employers. The course outline will follow the official CNA blueprint to ensure that every major topic will be covered and discussed during the total length of the course.

Pre-requisite(s): None.  
Class Type(s) Offered: (O) Online or (R) Residential

PCT 1002 Fundamentals of Patient Care I  
3 Credit Hours  
60 Contact Hours

In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other essential functions and procedures required in patient care. Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients. Protocols for patient care include nourishment, nutrition, and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, other special needs diets, and essential nutrition principles for patients.

Pre-requisite(s): None.  
Class Type(s) Offered: (H) Hybrid: 2 days Live Online with 2 days in person  
(R) Residential
PCT 1004 Fundamentals of Patient Care II

This course is designed to help students understand the needs of surgical patients, the common, chronic, and acute conditions. Students will learn the standard protocols, physical care and comfort, appropriate communication with post-operative patients and their families. Also, this course is designed to provide safety, sanitation, and emergency skills in the context of the Nursing Assistant. Students will learn to identify emergency situations from possible adverse pharmaceutical reactions to cardiac arrest. Students will learn to survey each setting in which a patient is to assess safety, and practice sanitation skills. Students will learn the process, techniques and procedures involved in rehabilitative care. Students will learn their role in the process of rehabilitation. This course also provides training in geriatric care. Students will learn communication techniques and real-world circumstances involved in caring for the elderly. Students will become oriented as to the purpose and history of home health care. Students will learn about the medical workers involved in home health care and the role of the home health aide in the home health setting. Students will practice patient care skills and administrative skills involved in home health; this includes newborn care and children with disabilities. In Services: Assistance with Self-Administered Medication Training, and Resident Right.

Prerequisite(s): None.
Class Type(s) Offered: (H) Hybrid: 2 days Live Online with 2 days in person (R) Residential

PCT 1006 Patient Care Technician Procedures and Lab Skills

This course is designed to provide students with knowledge on how to deal with the diverse types of wounds, wound healing, hot and cold applications and assisting patients with physical examinations. Students will learn how to deal with patient comfort, rest and sleep, mental and health problems, developmental disabilities. Student practices applying hot compresses, dry sterile dressing, changing leg bag to a drainage bag, inserting catheters, giving tube feeding and setting up oxygen administration.

Prerequisite(s): None.
Class Type(s) Offered: (R) Residential

PCT 1012 NA Test & Skills Review

This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. This course is also designed to prepare the student to take and assure a better passing rate of the Nursing Assistant Certification Board (CNA) exam which is the most recognized certification among employers. The course outline will follow the official CNA blueprint to ensure that every major topic will be covered and discussed during the total length of the course.

Prerequisite(s): None.
Class Type(s) Offered: (R) Residential

PCT 1025 Patient Care Clinical Externship

This 45-hour clinical experience is designed to provide the student with supervised, practical hands-on and observational experiences in the field of study. The Student PCT Extern provides direct patient care under the direction of the RN professional to all assigned patients and maintains a safe patient area. He/she assumes responsibility and accountability for patient care as a team member to achieve an established outcome.
Pre-requisite(s): Success completion of coursework.
Class Type(s) Offered: (W) Work-based

PHS 1001 Introduction to Applied Physics
3 Credit Hours
45 Contact Hours

Applied Physics is a science course for students interested in the technical fields. This course is designed for the student who needs a broad understanding of physics and the ability to apply those principles. It is a lab-based approach to the concepts of force, work, rate, power, resistance, and energy as they may apply in mechanical, fluid, electrical, waves, and thermal systems.
Pre-requisite(s): None.
Class Type(s) Offered: (O) Online

PHT 1002 Pharmacy Law and Regulations
3 Credit Hours
60 Contact Hours

This course is designed to give students the opportunity to learn key terms concerning Pharmacy Law and regulations, as well as to trace the history of federal laws affecting pharmacies today. The student will explore FDA, DEA (Drug Enforcement Administration), and HIPAA regulations and procedures and how these affect pharmacy technicians’ work. The Introduction to the classification of controlled substances and record keeping, ordering, and storage processes will also be covered in this course. In addition to learning federal regulations, students will research their state’s laws and learn to determine which law prevails. Beyond the letter of the law, the student will have the opportunity to learn how to compare technicians’ tasks with pharmacists’ responsibilities, and they will be exposed to the interplay between morals, ethics, and liabilities in the pharmacy.
Prerequisite(s): AHP1000; AHP1010.
Class Type(s) Offered: (O) Online (R) Residential

PHT 1012 Pharmacy Principles and Practice
3 Credit Hours
60 Contact Hours

This course is designed to prepare the student with the professional aspects of working in various pharmacy settings. The student will have the opportunity to learn key terms encountered in hospital pharmacies, retail and or community pharmacies, and long-term care facilities. The student will become familiar with the different hospital units, the stock they require, and the distinct functions they serve. The student will be introduced to the different Pharmacy Technician duties within each setting and how these differ from one another. The course will delineate the most common tasks performed by hospital pharmacy technicians compared to retail Pharmacy Technicians and disclose the pertinent information required for processing patient orders in the various settings.
Prerequisite(s): AHP1000; AHP1010.
Class Type(s) Offered: (H) Hybrid: 2 days online and 2 days on campus; (R) Residential

PHT 1016 Pharmacy Calculations
3 Credit Hours
60 Contact Hours

This course is designed to introduce the student to calculations and dimensional analysis formulas needed in the various Pharmacy settings. The analysis of these formulas will enhance students’ mathematical skills and demonstrate how these skills are applied to the daily duties of a Pharmacy setting. The student will achieve an overall understanding of business math and how it is employed in the general operation of a pharmacy. Students’ understanding of Pharmacy calculations will be reinforced with hands-on applications in the Pharmacy lab. Prerequisite(s): AHP1000; AHP1010.
Class Type(s) Offered: (O) Online (R) Residential
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>PHT 1022</td>
<td>Pharmacology I</td>
<td>3</td>
<td>60</td>
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<td>This course is designed to give the student the opportunity to learn the basics of pharmacology, including: pharmacognosy, pharmacokinetics, pharmacodynamics, pharmacotherapeutics, and toxicology. Also included is the defining drug versus an ideal drug. The allied health professional’s responsibility to recognize adverse reactions, side effects, and toxic reactions to medications will be discussed. Drug interactions – food-drug and drug-drug – are also included in the course content discussed. are applications of medical terminology, Medications prescribed for the treatment of illness and disease based on a body systems method. <strong>Pre-requisite(s):</strong> AHP1000; AHP1010. <strong>Class Type(s) Offered:</strong> (O) Online (R) Residential</td>
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<tr>
<td>PHT 1024</td>
<td>Pharmacology II</td>
<td>3</td>
<td>60</td>
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<td>This course is designed as a continuation of Pharmacology I, new students will be able to commence as well, the course contains a review of pharmacology key terms and medical terminology, which will allow the student to assimilate the material of the course. Subjects included in this course will focus on drug classifications used for the following body systems: Cardiovascular, Muscle-Skeletal, Respiratory, Nervous, Endocrine/Lymphatic and Gastrointestinal Systems. Out-of-class activities will be assigned and assessed as part of this module. Instructor may provide additional resources or materials as a part of the lesson plan. <strong>Pre-requisite(s):</strong> AHP1000; AHP1010. <strong>Class Type(s) Offered:</strong> (O) Online (R) Residential</td>
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<tr>
<td>PHT 1032</td>
<td>Introduction to Sterile and non-Sterile Compounding</td>
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<td>60</td>
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<td>This course is designed to introduce the student to key terms and procedures used in compounding sterile and non-sterile products. The student will have the opportunity to understand USP 795 and USP 797 guidelines. The course will cover how to assign new expiration dates, how to use several kinds of balances, and how to document the compounding and repackaging process properly. The course will explore the reasons why pharmacies practice repackaging and compounding and will be introduced to the various risks, responsibilities, and benefits—both to pharmacies and to pharmacists—of repackaging and compounding. The student will have the opportunity to understand proper aseptic technique as it applies to working with these items in both horizontal and vertical flow hoods and the care of the flow hoods and the types of stock and medications used in an IV room as well as special considerations needed for some medications. <strong>Pre-requisite(s):</strong> AHP1000; AHP1010. <strong>Class Type(s) Offered:</strong> (H) Hybrid: 2 days online and 2 days on campus; (R) Residential</td>
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<tr>
<td>PHT 1042</td>
<td>Pharmacy Technician Certification (PTCE) Exam Preparation</td>
<td>3</td>
<td>45</td>
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<td>This course is designed to prepare the student for the Pharmacy Technician Certification exam (PTCE). The course includes various electronic practice exams that mimic the certification exam format and exam requirements. Students will be presented with several test taking strategies and techniques to increase their chances of passing the exam and gaining certification with a passing score. The Official PTCB blueprint is reviewed with the students as well as familiarity with the PTCB website. Out-of-class activities will be assigned and assessed as part of this module. Students will learn employability skills including how to complete an employment application and how to create a resume. Importance of soft skills will be emphasized. <strong>Prerequisite(s):</strong> PHT1002, PHT1012, PHT1022, PHT1024, PHT1032, PHT1036. <strong>Class Type(s) Offered:</strong> (H) Hybrid: two days online and two days on campus; (R) Residential</td>
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PHT 1055 Pharmacy Technician Externship 4 Credit Hours
180 Externship Hours

This 180-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experience in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites.

Prerequisite(s): Successful completion of PHT courses and a GPA of 2.0.

Class Type(s): (W) Work-based experience

PSH 1001 Introduction to Applied Physics 3 Credit Hours
45 Contact Hour

Applied Physics is a science course for students interested in the technical fields. This course is designed for the student who needs a broad understanding of physics and the ability to apply those principles. It is a lab-based approach to the concepts of force, work, rate, power, resistance, and energy as they may apply in mechanical, fluid, electrical, waves, and thermal systems.

Prerequisite(s): MTT 1005.

Class Type(s): (R) Residential

PSL 2012 General Psychology 3 Credit Hours
45 Contact Hours

This course provides broad coverage of the current body of knowledge of the science of psychology, including basic concepts, methods, theories, and applications that constitute the discipline. Students will learn how cognitive, emotional, physical, social, and psychological processes influence their lives, chosen areas of study, and careers. Students will apply the skills of critical thinking, observation, and information gathering and analysis as they examine psychological phenomena. Upon successful course completion, students will be able to use fundamental psychological theories to build better self-awareness and understanding of human behavior.

Prerequisite(s): None.

Class Type(s) Offered: (O) Online (R) Residential
ADMINISTRATION
Chief Administrative Officer Denyse Antunes
Campus President, Miami Gretel Chong
Campus President, Miramar Lamar Haynes
Compliance Director Richard Zaiden
Director Clinical & Andrea Holguin
Strategic Partnerships
Director, Student Finance Gerleen Russell

Nursing Education Unit
Director of Nursing Dr. Maria Walwema
Assistant Director of Nursing Dr. Marixa Patterson
Administrative Assistant Armelle Saintil

Main (Miami) Campus
Campus President Gretel Chong
Director of Education Jorge Gomez
Senior Registrar Brenda Cartaya
Associate Director, Student Finance Yesenia Hoayeck
Student Finance Officer Arlett Cabrera
Bursar Luisa Enriquez
Student Support Coordinator Michelle Del Rey
Enrollment Manager Barbara Rodriguez
Enrollment Representative Priscilla Pastora
Enrollment Representative Yanisleydi Marco
Enrollment Representative Lina Jimenez
Manager, Career Services Tatiana Mendez
Sr. Career Services Representative Joel Valmana

Miramar Campus
Campus President Lamar Haynes
Director of Education Bronson Boufford
Program Director, DMS Dr. Lisa Moran
Registrar Naoribi Collado
Associate Director, Student Finance Kimberley Williams
Student Finance Officer Peaches Arthur
Bursar Gabriel Abugazaleh
Director of Enrollment Services Ramel Lloyd
Enrollment Representative Mechelle Permenter
Enrollment Representative Kimberly Weinstein
Enrollment Representative Josefina Duran
Manager, Career Services Vanessa Perez
FACULTY

Abraham, Heina, MSN, APRN
Area of Expertise/Experience: Telemetry; Med Surgical; Pre-Op; PACU
Degrees/Diplomas: Master of Science in Nursing Chamberlain University; BSN
Baby Memorial College of Nursing, India.
Florida Licensed Registered Nurse; APRN

Adsungur, Lori, LPN
Course(s) Taught: Nursing Assistant/ HHA and Patient Care Technician
Degrees/Diplomas: Practical Nursing, Mc Fatter Vocational Center
Florida Licensed Practical Nurse

Bello, Maria
Course(s) Taught: Medical Assistant
Degrees/Diplomas: Diploma, Medical Coding and Billing Specialist
NAHP – EKG Certification

Beneckson, Robert, MS
Course(s) Taught: Psychology
Degrees/Diplomas: Master of Science, Clinical Psychology, Nova Southeastern University
Bachelor of Art in Community Psychology, Florida International University

Botero, Alexandra, RN
Courses Taught: Nursing Assistant/ HHA and Patient Care Technician
Degrees/Diplomas: Doctor of Medicine, University of The Central East Dominican Republic University of Sacred Heart, Puerto Rico, Nursing RN
University of Trident, California – Global PhD.

Calle, Juan Carlos, MD
Courses Taught: Medical Assistant
Degrees/Diplomas: Doctor in Medicine –Higher Institute of Medical Sciences of Havana, Cuba

Clark, Zanette, MSN, RN
Courses Taught: Patient Care Technician and Nursing
Degrees/Diplomas: Master of Science Degree, Nursing Education, University of Phoenix; Bachelor of Science Degree-Nursing, FAMU
Florida Registered Nurse

Elvirez, Yurienys Leïdas
Courses Taught: Nursing Assistant/ HHA and Patient Care Technician
Degrees/Diplomas: Nursing Assistant/HHA Diploma; Cuba; Certified Nursing Assistant – Miami, Florida

Espinosa, Andreina
Courses Taught: Medical Insurance/ Billing and Coding
MAA 1100 Office Procedures, PCD 1000 Career Development
Degrees/Diplomas: Medical Assistant Diploma
Fanfan, Julie, MSN, APRN
Area of Expertise/Experience: NUR 1000C
Degrees/Diplomas: Master of Science in Nursing; APRN
Florida Licensed RN and APRN

Forbes, Norma P., DNP, RN, MSN.
Area of Expertise/Experience: Medical-Surgical Nursing, Geriatrics, Oncology, Maternal and Child Nursing, Nursing Leadership and Management, Nursing Education
Degrees/Diploma: Doctor of Nursing Practice candidate: EDG- February 2021; Master of Science in Nursing- Florida Atlantic University; Bachelor of Science in Nursing- Florida Atlantic University, ADN Excelsior College.
Licensed Practical Nurse-Sheridan College

Gallostra, Carlos
Courses Taught: Nursing Assistant/ HHA and Patient Care Technician
Degrees/Diplomas: Practical Nursing, Robert Morgan Technical College; Hemodialysis Technician, Robert Morgan Technical College

Garcia, Selma, PhD.
Courses Taught: Pharmacy Technician
Degrees/Diplomas: PhD. Environmental Sciences, University of North Texas, Denton, TX
Florida Registered Pharmacy Technician, Florida Department of Health
Certified Pharmacy Technician (PTCB)

Gomez, Jorge R., BS
Program Director/Instructor
Courses Taught: Medical Assistant
Degrees/Diplomas: Bachelor of Science, Nutrition–Kaplan University; Certified Clinical Medical Assistant – National Healthcare Association; Certified EKG Technician – National Allied Health Test Registry; Certified Phlebotomy Technician – National Allied Health Test Registry

Gonzales, Fabian, MD
Courses Taught: Medical Assistant
Degrees/Diplomas: Doctor of Medicine, University Del Este. Republican Dominicana
Associate Degree, Accounting – Miami Dade Community School

Gordon, Linda, PhD
Course(s) Taught: Human Diversity, College Mathematics, English Composition
Degrees/Diplomas: PhD. Curriculum Instruction, Florida Atlantic University; Master of Science Degree in Education, Nova Southeastern University, Davie, FL; Bachelor of Science in Biology, University of California Los Angeles (UCLA)

Hernandez, Miguel
Courses Taught: Phlebotomy, Pharmacology
Degrees/Diplomas: Doctor in Medicine, Colombia; PA Review Course Diploma, Nova Southeastern University
Herrero, Daisy
Courses Taught: Medical Assistant
Degrees/Diplomas: Medical Assistant – Associate of Arts, Montgomery College; Cardiovascular Technology – Associate of Specialized Technology, National School of Technology

Iduare, Cynthia, MSN/Ed, RN
Area of Expertise/Experience: Medical Surgical Nursing, Bariatric Surgery, Pre-Operative Nursing, Emergency Room Nursing, Patient Transport, Nursing Leadership and Management, Nursing Education
Degrees/Diploma: Master of Science in Nursing Education- University of Phoenix; Bachelor of Science in Nursing- Barry University

Legrand Shamma, MSN, RN
Area of Expertise/Experience: Nursing Education
Degrees/Diploma: DNP America Sentinel, Master of Science in Nursing Florida Atlantic University; Bachelor of Science in Nursing- Florida Atlantic University, ADN Miami Dade College

Lopez, Venus
Courses Taught: All Pharmacy Courses
Degrees/Diplomas: Pharmacy Technician, PTCB Certification Registered Pharmacy Tech Florida Department of Health

Lozano, Bellaida, MD
Courses Taught: Medical Assistant, Anatomy & Physiology, Microbiology
Degrees/Diplomas: Doctor of Medicine, Universidad Carabobo

Moran, Lisa, PhD, MSHS, RDMS, RVT
Area of Expertise/Experience: Sonography
Degrees/Diploma: Doctorate in Health Sciences, TUI University CA Master of Science Health Sciences- TUI University, CA; Bachelor of Science in Health Sciences - TUI University, CA; Associate of Applied Science in Radiologic Technology, University of Louisville, KY

Macaranas, Enilaine, MSN, RN
Area of Expertise/Experience: Medical Surgical Nursing, Oncology, Maternity, Neonatal Intensive Care, Nursing Education
Degrees/Diploma: Master of Science in Nursing- Benedictine University; Bachelor of Science in Nursing- University of Santo Thomas, Philippines

Ortiz, Lida
Area of Expertise/Experience: Health Services – Medical Office Administration, Medical Assistant
Degrees/Diplomas: PhD Keiser University, M. Ed Keiser University, BS I Health Sciences Keiser University, BS Health Sciences Keiser University, AA Biochemistry Broward College.
Patterson, Marixa, DNP, RN, MSN
Area of expertise: Emergency Room Nurse, Medical Surgical Nursing, Nursing Education, Nursing Leadership and Management
Degrees/Diplomas: Doctor of Nursing Practice-Chamberlain University, Downers, Chicago; Master of Science in Nursing-University of Phoenix, Miramar, Florida; Bachelor of Science in Nursing- Nova Southeastern University, Davie, Florida; Associate of Science in Nursing- Miami Dade Community College

Peralta, Juan
Courses Taught: Cyber Security and Network Technician
Degrees/Diplomas: Master’s in Business Administration, Florida International University; Bachelor of Science in Computer Engineering, Escuela Superior Politecnica

Perez, Eddy, MSN, APRN-BC, MD (Cuba)
Clinical experience: Medical Surgical Nursing
Degrees/Diplomas: Master of Science in Nursing – Florida National University; Advanced Practice RN- Family Nursing-Florida National University.; Associate of Science Degree in Nursing, Fortis College, Cutler Bay, FL; Doctor of Medicine-Cuba; Doctor of Theology- USA

Perez, Elisabeth, MSN, APRN-BC
Clinical Experience: Oncology Nursing, Cardiovascular Nursing, Neurological Nursing
Degrees/Diplomas: Master of Science in Nursing Florida National University; Advanced Practice Family Nursing- Florida National University; Bachelor of Science Degree in Nursing, Barry University

Perez, Rolando
Courses Taught: Medical Assistant Courses
Degrees/Diplomas: Physician Surgeon, The Central University of Venezuela Surgery Magister Scientarum, The Central University of Venezuela

Pepper, Sandra
Courses Taught: Pharmacy Technician
Degrees/Diplomas: Pharmacy Technician – Everest School Florida Registered Pharmacy Technician; Certified Pharmacy Technician (PTCB)

Rivera, Marcos
Courses Taught: Pharmacy Technician
Degrees/ Diplomas: Bachelor of Science Exceptional Student Education – Miami Dade School Florida Registered Pharmacy Technician. Certified Pharmacy Technician (PTCB)

Rodriguez, Yusibel, BSN
Courses Taught: Patient Care Technician
Degrees/Diplomas: Bachelor of Science Degree in Nursing, Ana G. Mendez University, Miami Lakes, FL
Santos, Giannina, DNP, APRN-BC
Area of Expertise/Experience: Fundamentals of Nursing, Medical Surgical Nursing, Maternal and Pediatric Nursing
Degrees/Diplomas: Doctor of Nursing Practice, University of Alabama; Master of Science in Nursing Education, Florida Atlantic University

Smith, Renay, MSN, RN
Area of Expertise/Experience: NUR 2600C
Degrees/Diplomas: Master of Science in Nursing, Chamberlain University; MBA Florida Atlantic University, BSN Florida Atlantic University, ADN Broward College Florida Licensed Registered Nurse; APRN

Susarte Alonso, María Del Pilar, MD
Courses Taught: Medical Assistant, EKG, Phlebotomy, X-Ray, Patient Preparation, Medical Insurance, Career Development
Degrees/Diplomas: Doctor in Medicine –Higher Institute of Medical Sciences of Havana.
Registered Medical Assistant

Tapia, Marcia
Courses Taught: Medical Assistant
Degrees/ Diplomas: Certified Medical Assistant, Certified Billing and Coding

Tovar, Freddy, MD
Courses Taught: Medical Assistant
Degrees/ Diplomas: Doctor in Medicine – National University of Bogota- Colombia.
Registered Medical Assistant, Registered Phlebotomy Technician

Valdes, Yojany, MSN, RN
Courses Taught: Nursing Assistant/HHA and Patient Care Technician
Degrees/Diplomas: Bachelor of Science in Nursing, Licentiate in Nursing - The Rector of the Higher Institute of Medical Sciences of Havana, Cuba; Certified Nursing Assistant - Miami, Florida
2022-2023 SCHOOL CALENDAR
NO CLASSES WILL BE OFFERED IN THE OBSERVANCE OF THE FOLLOWING HOLIDAYS. SCHOOL DEPARTMENTS MAY OPERATE ON A LIMITED SCHEDULE.

<table>
<thead>
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<th>Holiday Name</th>
<th>Day of Week</th>
<th>Observed Day</th>
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<tbody>
<tr>
<td>New Year’s Day (Observed)</td>
<td>Friday</td>
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<tr>
<td>Martin Luther King Day</td>
<td>Monday</td>
<td>January 17, 2022</td>
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<tr>
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<td>May 30, 2022</td>
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<tr>
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<tr>
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2023 Teacher Planning Days

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<tr>
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2022 Teacher Planning Days

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2022-2023 Anticipated Program Start & End Dates

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Patient Care Technician  30 Week Program

The School reserves the right to change modify based on the number of registered students.

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Medical Assistant and Pharmacy Technician - 36 Week Diploma Programs
*The School reserves the right to change modify based on the number of registered students.*

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### 2022 Teacher Planning Days

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<tr>
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<tr>
<td>Holiday Name</td>
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<tr>
<td>New Year's Day (Observed)</td>
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<tr>
<td>Spring 2022 Term Start date</td>
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<td>Summer 2022 Term Start Date</td>
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NURSING and DMS ACADEMIC CALENDAR

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Nursing (72 Credits) and DMS Start

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<td>9/6/2022</td>
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</tbody>
</table>

Important Notes:
A. Class schedules are subject to change without notice.
B. Current students will not be affected by any program change or cancellation.
C. School closure for inclement weather situations will follow public school closures for Miami-Dade or Broward County.
D. It is the responsibility of the student to apply for graduation according to the deadlines published in the Calendar.
E. Nursing Assistant/Home Health Aide Program schedules are published periodically
NCLEX Testing Requirements:

464.008  Licensure by examination.— Florida Statutes.

(1) Any person desiring to be licensed as a registered nurse or licensed practical nurse shall apply to the department to take the licensure examination. The department shall examine each applicant who:

(a) Has completed the application form and remitted a fee set by the board not to exceed $150 and has remitted an examination fee set by the board not to exceed $75 plus the actual per applicant cost to the department for purchase of the examination from the National Council of State Boards of Nursing or a similar national organization.

(b) Has provided sufficient information on or after October 1, 1989, which must be submitted by the department for a statewide criminal records correspondence check through the Department of Law Enforcement.

(c) Is in good mental and physical health, is a recipient of a high school diploma or the equivalent, and has completed the requirements for:

   1. Graduation from an approved program;
   2. Graduation from a prelicensure nursing education program that the board determines is equivalent to an approved program;
   3. Graduation on or after July 1, 2009, from an accredited program; or
   4. Graduation before July 1, 2009, from a prelicensure nursing education program whose graduates at that time were eligible for examination.

Courses successfully completed in a professional nursing education program that are at least equivalent to a practical nursing education program may be used to satisfy the education requirements for licensure as a licensed practical nurse.

(d) Has the ability to communicate in the English language, which may be determined by an examination given by the department.

(2) Each applicant who passes the examination and provides proof of meeting the educational requirements specified in subsection (1) shall, unless denied pursuant to s. 464.018, be entitled to licensure as a registered professional nurse or a licensed practical nurse, whichever is applicable.

(3) Any applicant who fails the examination three consecutive times, regardless of the jurisdiction in which the examination is taken, shall be required to complete a board-approved remedial course before the applicant will be approved for reexamination. After taking the remedial course, the applicant may be approved to retake the examination up to three additional times before the applicant is required to retake remediation. The applicant shall
apply for reexamination within 6 months after completion of remediation. The board shall by rule establish guidelines for remedial courses.

Application Link with additional information: https://floridasnursing.gov/applications/LPN-RN-exam-app.pdf