LICENSE
COMMISSION FOR INDEPENDENT EDUCATION (CIE)
FLORIDA DEPARTMENT OF EDUCATION (License Number: 3441)
Additional information regarding this institution may be obtained by
Contacting the Commission at
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245-3200 / Toll Free 888-224-6684

Approved by the Florida Board of Nursing
to offer the Nursing Assistant/HHA Program
License Number/Testing Code: 1159
4050 Bald Cypress Way, Bin #C06, Tallahassee, Fl. 32399-3256

Approved by the Florida Board of Pharmacy
to offer the Pharmacy Technician Program
Provider Number RTTP593
4052 Bald Cypress Way, Bin #C04, Tallahassee, FL 32399

ACCREDITED BY:
COUNCIL ON OCCUPATIONAL EDUCATION (COE) (ID#: 312400)
Additional information regarding this institution may be obtained by
Contacting the Commission at
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898 / Toll Free (800) 917-2081
Fax (770) 396-3790

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

GOVERNING BODY
The governing board is constituted by the Board of Directors and address is as follows:
100 S Pine Island Rd, Suite 200
Plantation, FL 33324

BOARD OF DIRECTORS
Gil Bonwitt President
Jeffrey Scheck Vice President
Martin Scheck Vice President
Elise Bonwitt Secretary
Steven Scheck Vice President
ADVISORY BOARD

Adam Fader, RN
Dianelis Perez, RN
Wilfredo Leiva, MS
Marlen Gonzalez, RN
Ana Diaz, HR Generalist
Nadime Hay- Harb, BCABA, QDDP, MS

PRESIDENT’S MESSAGE

Career training is a road that leads to challenges and roles that force us to take personal leaps and bounds we may never have encountered otherwise. We are honored that you have considered Florida Vocational Institute as an instrument of your journey. It is our desire to help you reach your goals for a new future that can be filled with professional satisfaction and numerous rewards. We do hope that your career choices continuously lead you to pursue education so that you can continue to grow professionally. So it is with great pleasure that we welcome you to our school- let it become your school. Florida Vocational Institute is ready to serve you and the community, making dreams a reality, and helping people just like you take your place on the road of life.

HISTORY

Florida Vocational Institute opened its doors February 2007. The owners of Florida Vocational Institute possess over a decade of experience with adult learners in career training. Florida Vocational Institute is licensed by the State of Florida, Commission for Independent Education License Number: 3441(CIE) since October 2006. Florida Vocational Institute is approved by the Florida Board of Nursing to offer the Nursing Assistant/HHA Program License Number/Testing Code: 1159. Florida Vocational Institute is accredited by Council on Occupational Education (COE) ID# 312400 since November 03, 2010. The purpose of Florida Vocational Institute is to offer affordable training and employable skills in the challenging and rewarding patient care technician and medical assistant fields. The school is the accomplishment of a dream to share many years of working experience in the medical field.

EDUCATIONAL PHILOSOPHY

Florida Vocational Institute aims to provide hands on training for our students, to bring inspiration and innovation to every student of our institution.

SCHOOL MISSION

Florida Vocational Institutes mission is to train students to become entry level professionals in high demand careers. We aim to improve employability and inspire life long career growth, thereby improving the life quality of individuals in our community.

FACILITY AND EQUIPMENT

Florida Vocational Institute offers its students a modern, completely air conditioned, well-lighted plaza facility providing an atmosphere conducive to learning and containing teaching aids and audio/visual equipment. The facility is composed of 13,339 square feet of space. It includes theory classrooms, medical and computer Labs, a student lounge, a reception area, fully equipped administrative offices, a library/resource information area with available hard references, as well as online subscription databases of journals and information for students to study and research. Bathrooms are available and
are in compliance with the Americans with Disabilities Act guidelines. The physical plant is spacious and attractive and there are plenty of parking spaces available for the students, including an elevator to access the second floor. The building is located close to public transportation and local restaurants.

HOURS OF OPERATION

The school business office is open Monday through Friday from 9:00 a.m. to 7:00 p.m.
Classes are scheduled Monday through Friday from 9:00 a.m. – 1:00 p.m. / 6:00 p.m. – 10:00 p.m.

STATEMENT OF AFFIRMATIVE ACTION

Florida Vocational Institute admits students of any sex, race, creed, color, age, disability, national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, 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 academic calendar, or to make other changes deemed necessary or desirable, giving advance notice of change whenever possible. Students already enrolled will not be affected by tuition increases or changes.

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

FERPA

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically 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, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

Directory Information

In compliance with FERPA, the following statement reflects Florida Vocational Institute’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, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. Florida Vocational institute reserves the right to refuse the above information if the reason for the request is not considered to be 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 any or all of the 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 Florida Vocational Institute is notified in writing by the student to permit 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. 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 of 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 is a violation of FERPA.

**Responsibilities of the Staff Member**

Florida Vocational Institute employees may have access to student education records. Their confidentiality, use, and release are governed by FERPA. The utilization of this information is governed by the regulations and the duties and responsibilities of employment and position. Unless the job involves 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 the Academic Affairs. Release of information contained on a student’s record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. School employees should have their own accounts and passwords on the administrative computer system and on e-mail. Every employee is responsible for their personal account and will be held accountable for any improper use. Protection of every employee sign-on password and procedure is critical for security. Employee password is the only protection administrative accounts have, and the only way the computer system can verify that the employee is actually who they say they are.

**Procedures before Releasing Information**

**What to do?**

- Checking a person’s picture identification when releasing education records is required. Always check to see if the student permitted disclosure of information before you release any information on the student.
- Discussing a student’s record with any person who does not have a legitimate educational interest is a violation of FERPA. This pertains to conversations on and off the job.
- Removing any document from the office for non-business purposes is a violation of FERPA.
- Releasing confidential student information (non-directory) to another student, College or University, organization, or to any person who does not have a legitimate educational interest, or to the parents of a dependent student without the student’s written authorization is in violation of FERPA.
- Leaving reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leaving your computer unattended is in violation of FERPA.
- Making personal use of student information is in violation of FERPA.
- Allowing another person to use your computer access code is in violation of FERPA.
- Putting paperwork in the trash with a student’s information (i.e., social security number or grades) is also in violation of FERPA.
- In addition to the possibility of personal litigation, proven FERPA violations may result in loss of federal funds to Florida Vocational Institute.
- Violation of confidentiality and security may lead to appropriate personnel action.
What not to do?

Any employee is authorized to release the following information without the student's written permission:

- Social security number.
- Citizenship.
- Gender.
- Ethnicity.
- Religious preference.
- Grades.
- GPA.
- Daily class schedule. (This is really important. Local police authorities may be trying to find a student. Parents may be asking what classes the student is in today. Any employee is allowed to give this information. This even means to parents who are paying the bills.)

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 student's Title IV aid.

ADMISSIONS POLICY

Admissions Requirements

The School is an equal opportunity employer and follows the same policies in accepting applications from potential students. The School is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements:

- If under 18 years of age, a parent or guardian must sign and agree to the terms and conditions of the enrollment agreement

- Have an initial interview with an Admissions Representative (student, spouse or parent). It is the policy of the school not to allow any enrollment unless the prospective student visits the facilities. An Admission Officer will explain to the applicant the school programs and policies during the interview.

- Provide a valid driver’s license, state ID with photo, or valid passport.

- The prospective student must be a U.S. Citizen, a U.S. Legal Alien or have an approved immigration legal status by the Department of Homeland Security.

- Student has verifiable Social Security Number

- Students must also be able to provide proof of appropriate educational requirement such as:
  
  1) Copy of high school diploma, or
  
  2) Copy of high school transcript showing graduation date.
(Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.), or

3) Copy of GED certificate, or

4) Have a recognized equivalent of High School Diploma such as a home-schooled certificate by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law.
   (Note: Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds by passing an “ability-to-benefit” test. This applies only for students enrolled in programs eligible for Title IV whom are Medical Assistant, Patient Care Technician and Pharmacy Technician.)

5) Applicants lacking a high school diploma, its equivalent or who are beyond the age of compulsory school attendance, may be admitted upon demonstrating the ability to benefit (ATB) test offered and successfully attaining the following **minimum score of 200 Verbal/210 Quantitative** on Wonderlic Basic Skills Test, or has satisfactorily completed 225 clock hours of our programs in place of the ATB test. This will only applies to the Nursing Assistant/Home Health Aide program. This program is not eligible for title IV aid.

- The passing score for the ATB test for those programs are:
  
  Nursing Assistant/Home Health Aide 11

- If an applicant is unable to achieve the minimum acceptable score for the program of his/her choice, the student may reapply for admission with an alternate exam form.

- All applicants will have a school catalog made available prior to signing the Enrollment Agreement.

- All applicants must complete and sign an Enrollment Agreement. If an applicant is less than 18 years of age, a parent or legal guardian must also sign the Enrollment Agreement. **Age Disclaimer:** NOT all employers may hire a person younger than 18 years of age.

- Pay the required Registration Fee.

- Florida Vocational Institute keeps records of prospective students who were denied admission for at least three months. Prospective student, whose admission was denied, may request access to view the file by written request. Access will be granted within 24 hours of request.

- All students entering the clinical training programs are required a criminal background record check.

**Important Note:** Candidates applying to be eligible for the Pharmacy Technician Program should also meet the following requirements:

- Successful completion of the Background and Drug Screening process upon acceptance into the program. (Cannot be convicted of a felony that occurred within the last ten (10) years,
and/or any conviction that was drug or pharmacy related). The drug screening will be done before beginning the externship hour.

- Achievement of minimum program admission scores in Reading, English, and Math.
- A physical examination will be required upon acceptance into the program.
- The Pharmacy program requires the following mandatory Immunizations/Tests:
  - Tetanus (Booster required every 10 years)
  - Measles, Mumps, Rubella (MMR): 2 vaccines or positive titer
  - Varicella (Chickenpox) (Titer is required)
  - Tuberculin Skin testing
  - Hepatitis B Vaccination Series (Titer is required)

**Important Note:** Applicants with criminal backgrounds who apply for programs which require state certification or licensure are advised that they will be required to submit to a criminal background check by the Florida Department of Business and Professional Regulations as part of the licensure application.

**Disclosure:** Presence of criminal convictions on record may be cause to reject an applicant for state licensure and may prevent a student from being employed in the field for which they have been trained.

**Online Course Requirements**

Online classes can help you make a balance between your busy life and personal goals. Florida Vocational Institute offers exciting courses for your convenience. Online classes include exercises, interesting projects, and assignments. You do not need to physically travel to a campus. Students will enjoy the same benefits of a live instructor led course, but just via a videoconference setting instead of in a classroom setting. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

**System Requirements:**
- Microsoft Windows XP SP 2 (32-bit) Windows Vista/7/8 (32/64 bit) Microsoft .Net 4.0

**System Requirements:**
- Mac OS X 10.6 or later

**iOS Requirements:**
- Compatible with iPhone, iPod touch, and iPad. Requires iOS 4.0 or later Valid Apple ID for downloading Vital-Source Bookshelf app

**Android Requirements:**
- Smartphone or Tablet that supports Android 2.2 or greater
- Kindle Fire 1 running Kindle Fire OS 6.3.1 or later
- Kindle Fire 2 running Kindle Fire OS 10.1.3 or later
- Kindle Fire HD running Kindle Fire OS 7.1.5 or later

**Admissions Process**

1. Tour the facility and attend an Informational Interview. Parents or spouses are encouraged to be present.
2. Complete the Enrollment Agreement.
3. Pay the $50 Registration Fee
**Students with Disabilities**

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. The facility is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles and a restroom to accommodate disabled students.

If you are interested in attending the School but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the School, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be 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, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

**Note:** In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations.

**Financial Arrangements**

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Prior to admission the prospective student is given an enrollment agreement form, an interview with a school official. The interview will elaborate on course description, the career opportunities and the physical demands of the job, the school and State Board requirements.

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student’s satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition. An admissions representative will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

**ACADEMIC INFORMATION**

**Credit for Prior Education**

Florida Vocational Institute reserves the right to accept or deny transferring clock hours received from another school. The granting of credit for prior education or exams cannot exceed twenty five percent.
(25%) of any program. Programs and tuition will be adjusted according to the number of clock hours accepted by Florida Vocational Institute.

**Transfer Students**

The School will count all transfer hours that apply toward the student’s current program in determining SAP. All transfer hours will be counted as both hours attempted and hours completed.

The School will count transfer hours that apply toward the student’s current program in determining SAP Transfer. Transfer hours will be counted as both hours attempted and hours completed. A student who changes their program at FVI will be considered as a transfer student into the new program.

Students who transfer out of Florida Vocational Institute may receive a transcript reflecting hours and grades, providing that all financial obligations have been met by the student to Florida Vocational Institute. The acceptance of the transferability of credits is the decision of the receiving institution.

**Note:** All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

**DISCLAIMER:** Florida Vocational Institute is a post-secondary career school designed to teach students the skills needed for obtaining or enhancing employment. Credits earned at Florida Vocational Institute may not be transferable to any other post-secondary institution. The eligibility of transfer of credits is awarded at the discretion of each post-secondary institution. Florida Vocational Institute does not guarantee any credits will transfer to any other institution.

**Definition of Clock Hour**

The definition of unit at Florida Vocational Institute is the clock hour. A clock hour consists of 50 minutes of instructional time.

**Definition of Federal Academic Year/Course Length**

The definition of academic year is 900 clock hours and 26 weeks of instruction for Title IV, HEA funding. The course length for the Patient Care Technician course length is 30 weeks (7 months), Medical Assistant course length is 45 weeks (11.25 months), Nursing Assistant/Home Health Aide course length is 8.4 weeks (2 months), Pharmacy Technician course length 46 weeks, (11.5 months), Web Application Development Engineer 36 weeks (9 months), and IT Security and Cloud Professional Engineer 36 weeks (9 months)

**Class Schedule and Class Size**

Florida Vocational Institute has open registration for all programs. Class schedules will be given to students on the first day of classes. Classes are scheduled: Day session from 9:00 a.m. to 1:00 p.m. and Evening session: 6:00 p.m. to 10:00 p.m. The average number of students in a typical class or laboratory situation is 15 students per instructor.

**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 are applicable to all students attending this institution.
A student’s record is reviewed periodically in order to determine whether the student is making satisfactory progress academically and attending classes in order to complete the course within the specified time frame in accordance with this policy. The maximum time frame a student may take to complete a program of study is one and one-half times the length of the program, e.g. course length = 45 weeks, maximum time frame = 67.5 weeks. If the student is unable to complete the program in this time, the student will no longer be eligible for financial aid.

To be eligible 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 according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid. Generally incomplete courses, repetitions, and non-credit remedial courses do not apply and will have no effect on satisfactory progress.

**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 who are not receiving Title IV, HEA funding.

The Director in the financial aid office reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements.

**Evaluation Periods**

Formal evaluation periods for Satisfactory Academic Progress are based on the actual contracted hours at the school and ½ of the instructional weeks for the program. 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Clock Hours</th>
<th>Midpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>900 clock hours</td>
<td>450 clock hours</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>600 clock hours</td>
<td>300 clock hours</td>
</tr>
<tr>
<td>Nursing Assistant/Home Health Aide</td>
<td>168 clock hours</td>
<td>84 clock hours</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>920 clock hours</td>
<td>460 clock hours</td>
</tr>
<tr>
<td>Web Application Development Engineer</td>
<td>720 clock hours</td>
<td>360 clock hours</td>
</tr>
<tr>
<td>IT Security and Cloud Professional Engineer</td>
<td>720 clock hours</td>
<td>360 clock hours</td>
</tr>
</tbody>
</table>

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

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% (C) at the end of each progress report period (payment period). Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better and therefore, not a component of satisfactory progress. If performance does not meet satisfactory academic requirements, it is not counted and the performance must be repeated until a satisfactory level of performance is achieved.

The school’s satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace that our students must progress to ensure educational program completion
within the maximum timeframe of 150%. For Florida Vocational Institute the maximum time frame is no longer than 150% of the published length of the educational programs as measured in the cumulative number of clock hours the student is required to complete.

The school uses the following grading scale:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Number</th>
<th>Status</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 90%</td>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>89 - 80%</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>79 - 70%</td>
<td>Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>69 - 60%</td>
<td>Unsatisfactory</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>Failed</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Incomplete</td>
<td>Withdraw / No Grade</td>
</tr>
</tbody>
</table>

Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass

Pass - Satisfactory completion of non-graded Externship.
Fail - Unsatisfactory completion of non-graded Externship.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, the student will be placed on academic suspension, with a loss of Title IV, HEA fund and they appeal the decision. Please review the appeal and probation requirements state in this policy for guidance on this process. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors qualitative progress.

**Maximum Timeframe**

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

<table>
<thead>
<tr>
<th>Diploma</th>
<th>Normal Timeframe</th>
<th>Maximum Program Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>45 weeks</td>
<td>67.5 weeks</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>30 weeks</td>
<td>45 weeks</td>
</tr>
<tr>
<td>Nursing Assistant/Home Health Aide</td>
<td>8.4 weeks</td>
<td>12.6 weeks</td>
</tr>
<tr>
<td>Web Application Development Engineer</td>
<td>36 weeks</td>
<td>54 weeks</td>
</tr>
<tr>
<td>IT Security and Cloud Professional Engineer</td>
<td>36 weeks</td>
<td>54 weeks</td>
</tr>
</tbody>
</table>

**Quantitative (PACE) Requirement**

Students are required to complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program in order to be considered making Satisfactory Academic Progress.

An evaluation of the cumulative attendance since the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program’s clock hour requirements. For example: The maximum timeframe for the Medical Assistant is 67.5 weeks. The total clock hours needed for completion of this program is 900 clock hours. By the time the student has been in the program for 33.75 weeks (1/2 of the maximum time frame), they must have completed at least 450 clock hours. This time frame is applicable for all students including those
who did not receive financial aid. The student must maintain a minimum cumulative GPA of 2.0 to meet SAP.

The students who have failed to meet the Pace standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors Pace progress.

**Financial Aid Warning**

A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

The school evaluates Satisfactory Academic Progress at the end of each payment period and checks for the following:

1. Grade point average (GPA) and the student must maintain a minimum of a 2.0 GPA.
2. Attendance
3. Clock hours, the student must meet half the weeks of instruction for that programs payment period to be eligible for the next payment.
4. Weeks of Instruction, the student must meet half the weeks of instruction for that programs payment period to be eligible for the next payment.

If a student falls below a 2.0 GPA, or if the student is not completing the required amount of clock hours to keep Pace with the requirements for graduation within the 150% time frame, will result in the student being placed on **Financial Aid Warning for one payment period**. A student who is put on a Financial Aid Warning can continue to receive Title IV, HEA funding for the next payment period after they receive the warning status.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will be placed on **Academic development Status, with a loss of Title IV, HEA funding** and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility. The school evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours to keep with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student may be placed on Financial Aid Probation. (See “Financial Aid Probation” below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.

If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation if appeal is approve by the school director.
Financial Aid Probation

If Financial Aid Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only. Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding. The student on financial aid warning, probation or Title IV, HEA funding suspension for a payment period may not receive Title IV, HEA funding for the subsequent period unless the student makes SAP.

A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the school director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over. The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on financial aid probation, who fail to make satisfactory academic progress by the end of the probation period, will lose their financial aid eligibility.

The Academic Progress Standard is not intended to discourage or penalize students who are sincerely trying to make good use of the school's instructional services. The standard reflects the commitment of Florida Vocational Institute faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals. The overall objective of the Academic Progress standard is to improve performance by students who are experiencing academic difficulty and to increase public support for Florida Vocational Institute efforts to provide sound educational programs of the highest quality.

Student Appeal Procedures

If the student does not make SAP at the end of the Financial Aid Warning period, they lose their Title IV, HEA financial aid eligibility and will be placed on Academic development Status, with a loss of Title IV, HEA funding, with the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the Academic development Status, with a loss of Title IV, HEA funding decision and placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days to institute an appeal. The appeal must be given to the School Director, who in turn will meet with the Admissions Director, the Financial Aid Director and the Accounts Director to make a decision on the appeal.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special
consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and that decision is final.

The student will be notified of the School Directors decision within fifteen (15) business days following the receipt of the student’s appeal letter, additional time may be taken to thoroughly review student’s appeal.

**Academic Progress Standard**

Consequences of sustained poor academic performance are summarized as follows:

<table>
<thead>
<tr>
<th>Cumulative GPA</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0 to 1.99</td>
<td>Academic Probation</td>
</tr>
</tbody>
</table>

Student must have a minimum of 2.0 overall GPA to graduate.

**Grading System**

Evaluations will be accomplished by a final exam on every subject or course of instruction in a program. Students are graded according to the following Grade Point Average (GPA) system:

<table>
<thead>
<tr>
<th>Used in GPA computation:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Letter</strong></td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>F</td>
</tr>
<tr>
<td>I</td>
</tr>
</tbody>
</table>

Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass

Pass - Satisfactory completion of non-graded Externship.
Fail - Unsatisfactory completion of non-graded Externship.

**Attendance**

Students are expected to attend all scheduled class meetings and to arrive on time. Students are expected to inform faculty in advance of any pending dates where a student may be absent. Students are allowed to miss up to 5% of their program, anything in excess of the 5% needs to be made up. It is the responsibility of the student to make up work missed. Student attendance will be monitored and any student found with excessive absenteeism will be warned concerning the consequences of non-attendance. Students with excessive absences will be subject to disciplinary action, including termination from classes. Students who miss ten consecutive days of classes will be terminated from the program of study.

**Absences**

Permission will not be granted to leave class for personal or business reasons, unless the student has justified legal reasons; for example, jury duty. Students must take care of personal business on their
own time. Continuous unexcused absences may result in academic probation or dismissal. A class cut is considered an unexcused absence.

**Tardiness**

Attendance and promptness reflect an individual’s level of professionalism and work ethic. Since Florida Vocational Institute trains students for careers, we believe our policies should reflect the work environment. A student is considered late if he/she arrives 15 minutes after class start scheduled time. The instructor will advise the student concerning tardiness, and how to make up the work missed. A student who is tardy three times will have one absence recorded on their attendance record.

**Leave of Absence**

A student will be granted one (1) leave of absence during the program of study. If student enrollment is temporarily interrupted for a Leave of Absence (LOA) (**not to extend beyond 60 days**) and documentation to support the required leave of absence is submitted to the school director (i.e. Doctor’s excuse, etc.), the student will return to school in the same progress status held prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the student’s contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the student’s cumulative attendance percentage calculation. If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used 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**

The school will provide a progress report and a transcript to each student.

**Dismissal/ Withdrawal**

“Academic Dismissal” represents a separation of students from Florida Vocational Institute for at least three (3) months. “Academic Dismissal” occurs after students fail to meet the minimum requirements during academic probation. If student comes back after SAP dismissal, when returning, student will be placed on the same SAP status as of when dismissed.

Students are eligible to re-apply for enrollment at Florida Vocational Institute after dismissal. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstance. A withdrawn student may re-enter anytime.

**“Official” Voluntary Withdrawal**

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.  
   Or:  
2. The date the student began the withdrawal from the School’s records.
A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and
2. Perform two calculations
   a. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
   b. Calculate the school’s refund requirement (see school refund calculation).
3. The student’s grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
   a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
   b. Any returns that will be made to the Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
   c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, 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.

Within two weeks of the student’s last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student’s last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student’s withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school’s refund requirement (see school refund calculation).
7. The School’s Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student’s ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
   a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
   b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.

A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student’s file.

**Reinstatement**

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing to the School Director. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) days following the decision of School Director.

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a $50 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school’s re-enrollment policy and will be evaluated by the school Director for placement. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

**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” or “I” grade. The instructor will grant a grade of “I” if the student has valid reasons for not being able to finish the work. Students have 30 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. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock hours received will not be included in the calculation of the student's GPA; however these hours will be counted toward the quantitative requirements.

**Make-Up Work**

Students who have been absent from class for any reason or have been tardy are required to make up work missed from classes. The student is required to discuss make-up work opportunities with the instructor. All externship hours that are missed must be made up. Excessive absences from externship assignments without prior notice may result in termination from school.

**Program Changes/Cancellation**

Because many changes occur daily in both business and education, it is sometimes impossible to guarantee long term particulars. Therefore, 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 prior to the start of a course. Current students will not be affected by any program change or cancellation.

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

**Repeating Courses**

If a student repeats a course only the highest grade will be counted and previous grades will be deleted.

If a student receives a “D” grade or better, and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period. However, a full-time student may only take one repetition of a previously passed course or any repetition of a previously passed course due to the student failing other coursework and still receive title IV aid.

If a student receives an “F” grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period and may be counted for financial aid purposes. Students will not be charged for repeated courses.

**Recognition Awards**

**Directors List:** Students achieving 4.0 for a semester will be placed on the Directors List.

**Academic Achievement:** In order 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:** In order 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 in order to receive a diploma.

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the student’s program within the required timeframe and have an overall GPA of 2.0 (C) or better.

**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 financial obligations to the school are current at the time of the request.

**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% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student’s attendance record will be retained in the veteran’s file for USDVA and FDVA SAA monitoring purposes. Attendance will be monitored and the policy enforced.

**Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each payment period.

A VA student whose GPA falls below 2.0 at the end of any payment period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student’s CGPA is still below 2.0 at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.

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.

**Veteran’s Credit for Previous Education or Training**

Students must report all education and training. The school maintains a written record that clearly indicates that appropriate previous education and training has been evaluated and granted credit, if
appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and the veteran so notified.

**Veteran’s Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the appropriate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

**STUDENT SERVICES**

**Advising Services**

Advising and guidance begins with the admissions interview and continues throughout the student’s course of study. Since Florida Vocational Institute is a small vocational school, faculty advising is possible for academic counseling. All personal issues should be referred to the appropriate outside agency.

**Financial Advising Services**

The Business 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 as well as Subsidized and Unsubsidized Federal student loans depending on the program the student is enrolled. For more information on how to apply for Financial Aid see page 18 under Financial Information, or contact our Financial Aid office.

**Job Placement Services**

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. **Employment Guarantee Disclaimer:** Florida Vocational Institute will gladly assist students in obtaining suitable employment at no additional charge, it is understood that Florida Vocational Institute does not promise or guarantee job placement for its students or graduates. **Disclosure:** Completing a course or program in a language other than English may reduce employability where English is required; these courses are offered in Spanish with English terminology.

**STATEMENT:** Florida Vocational Institute graduates may start working in their field of training as soon as they have successfully completed their program of choice. But at FVI it is our desire to provide students with additional support and certifications that may help to better succeed in the allied health field. For that reason we work with the National Healthcareer Association (NHA) that offers multiple allied health certifications, which are Certified EKG Technician, Certified Phlebotomy Technician, Certified Patient Care Technician and Certified Medical Assistant. These certifications are not obligated and not required for graduation; they are offered after graduation for those students who would like to participate. Students are guided to the academic office for more information and the steps needed to sign up and register for their exams.

**Tutoring Services**

Faculty members are available for tutoring half hour after school. Students are encouraged to contact the instructor if they need this service.
Housing

Florida Vocational Institute does not offer housing to its students. A list or booklets of reliable realtors and rental properties in close proximity of the school will be provided to the student that requests housing assistance at the time of enrollment.

Lost and Found Services

Florida Vocational Institute assumes no responsibilities for articles lost by student. Students may check the office for any lost and found item. Any items found on school premises should be turned into the office. These items are kept for 30 days and then disposed of property.

Personal Property Services

Florida Vocational Institute cannot be responsible for the student's books, materials or any personal belongings. Students are thus responsible for keeping their belonging with them while at school.

Learning/Library/Information Resource Area

Florida Vocational Institute has a Learning Resource Area where students or faculty can go to do research, prepare for classes or homework. Students will be introduced and oriented to the Media Center (Library) by faculty members on the first day of class. Faculty will inform the students of: hours of operation; sign-in/out procedures; print material available (fiction/nonfiction material; reference material; periodicals, etc.), and non-print material available (information maintained on the computer and/or internet). The Learning Resource Area has reference books, general books, magazines and various other publications, journals and periodicals relating to their field of study. The center is opened to students, faculty, and staff during school hours. At the end of each course the students will complete a class/faculty evaluation which will include a section for the student to rate/evaluate the learning resource and the Media Resource Center (library). The results of the evaluations are utilized to modify and/or improve the resources made available to the students. Information will also be provided to students regarding public libraries near the school and online resources that provide services free of charge for research.

Parking

Public transportation is available to all students. Students may contact the office for bus schedules and routes. Since Florida Vocational Institute (is located in a plaza building ample parking facilities are available for student use.

Class Registration/Deadlines

Class registration is held in a continuous basis. Students may register for courses in person or via the telephone. However, the student has a deadline to enroll in the program by the fifth day of the scheduled class start of the program of study. For more information concerning program start dates please see Start Date Calendar last page of school catalog.

Emergency Contacts

Florida Vocational Institute 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 health service. At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information at all times, as well as any medical insurance card(s).
School Security Act

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. Florida Vocational Institute does not have school security personnel; therefore, everyone should take special safety precautions. The following advice should be considered:

- When walking on or by the school, be aware of who and what is around you. Try not to walk by yourself and avoid dark streets, secluded pathways and alleys.
- Do not carry large amounts of cash or expensive jewelry.
- Keep your motor vehicle in good working condition. Always lock your car and remove all packages and valuables.
- When walking to your car, always have your keys in hand, ready to unlock your car and get in.
- Do not leave books and personal belongings unattended in the student lounge or library.

Members from the local police force have been invited to come regularly to our institution to inform students and employees about security procedures and practices. These seminars are intended to make everyone aware of the importance of being responsible for their own security and security of others. Notices will be posted of dates and times seminars are held.

Florida Vocational Institute endeavors to have a safe and crime free environment. Crimes such as murder, sex offenses, robbery, aggravated assault, and burglary and car theft should be reported to the local police department. Any criminal activity by students, faculty and employees will not be tolerated and will be cause for immediate dismissal. For policies and sanctions regarding possession, use and sale of alcoholic beverages and illegal drugs, please refer to the school Drug and Alcohol information policies. At the student request, Florida Vocational Institute personnel will assist on notifying the proper authorities of any sex offense.

Crime Statistics Report

A crime statistics report is available by October 1 of every year. All employees and students will receive annually a copy of the Crime Statistics Report, and an acknowledgement signed copy is kept in the employee personnel file and student's academic file. Also detailed report from the Miami Dade Police Department will be given to every student obtained upon request at the School Director's office. Below is shown a report of the crimes reported to local police near the institution for the last four years.

<table>
<thead>
<tr>
<th>Crimes Reported</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>11</td>
<td>7</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Burglary</td>
<td>45</td>
<td>40</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>24</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>Domestic Dispute</td>
<td>78</td>
<td>69</td>
<td>69</td>
<td>9</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>
SCHOOL RULES AND REGULATIONS

Drug and Alcohol Policy

Law regarding the possession, sale, consumption or furnishing of alcohol is controlled by the State of Florida, Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco. Florida Vocational Institute has a substances abuse policy that is inclusive of alcoholic beverages. Florida Vocational Institute 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 work place. Therefore, the unauthorized use or possession, consumption, sale or distribution of any alcoholic beverage or drugs, except for those prescribed by a physician, are strictly prohibited everywhere on school grounds or during any activity sponsored by Florida Vocational Institute. 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 in the event that 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 use, manufacture or distribution of a controlled substance or inappropriate use or abuse of alcohol, may carry its own penalties under local, state and federal. Violation of this policy constitutes grounds for dismissal. Florida Vocational Institute is a drug-free workplace for staff, faculty and students.

Listed below are resources of drug prevention programs:

- Narcotics Anonymous Of Miami (305) 265-9555
- DARE (305) 471-1716
- Switch Board Of Miami (305) 358-4357
- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

All employees and students receive annually a copy of Florida Vocational Institute Drug Prevention Handbook, and an acknowledgement signed copy is kept in the employee personnel file and student’s academic file.

Weapons Policy

Use and/or possession of guns, knives or any other kind of weapon are not permitted on the premises of Florida Vocational Institute. Violation of this policy constitutes grounds for dismissal.

Sexual Harassment Policy

In compliance with the Violence against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), Florida Vocational Institute 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 action of retaliation against or interference with a witness, investigator or person who reports an alleged violation of this policy is strictly prohibited and will be subject to disciplinary action.
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 with respect to 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 other forcible or non-forcible sex offense, the accused will be immediately dismissed.

**Conduct Policy**

Students enrolling in Florida Vocational Institute assume an obligation to conduct themselves in a manner compatible with Florida Vocational Institutes function as an educational institution. To fulfill its functions of imparting and gaining knowledge, Florida Vocational Institute retains the power to maintain order within the school and to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to disciplinary action defined as follows:

- Physical or sexual assault of any person on Florida Vocational Institute campus, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any Florida Vocational Institute student, faculty member or employee.

- Substantial damage to Florida Vocational Institute - owned or leased property or to property of a Florida Vocational Institute student, employee, faculty member or visitor occurring on Florida Vocational Institute - owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of Florida Vocational Institute 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 the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Florida Vocational Institute.

- Use of alcohol or illicit drugs while on campus or at an externship site. Students at Florida Vocational Institute are training for careers that involve direct interaction with patients, and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at Florida Vocational Institute will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent with drug abuse.

**Chief Probation Policy**

A student may be placed on probation for any of the following reasons:

1. Not maintaining satisfactory progress.
2. Excessive absenteeism.
3. Inappropriate behavior.

**Suspension/Dismissal/Termination Policy**

A student may be suspended/dismissed or terminated from the school because of inappropriate conduct, violation of the Drug/Alcohol/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 time of the dismissal/termination will apply.
A student may appeal a determination of suspension/dismissal/termination by submitting a written appeal to the School Director. The School Director will review the appeal and make a determination of the re-entry. The decision of the School Director shall be final.

**Voluntary Withdrawal**

A student may withdraw from his/her program of study in writing to the School Director. All refunds will be made in accordance with Florida Vocational Institute refund policy as published in this catalog; and R2T4 refund policy for those students receiving Title IV funds.

**Health and Safety Policy**

Florida Vocational Institute complies with requirements and regulations of state and local building codes, the Board of Health and Fire Departments.

**Adverse Weather and Emergency Closing Policy**

All times, emergencies 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. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. When the decision to close Florida Vocational Institute is made AFTER the workday has begun, employees will receive official notification from the School Director and students will be informed appropriately.

**Emergency Evacuation Plan Policy**

In case of FIRE or any other DISASTER, please listen to the School Director or School Personnel in charge for instructions.

- All instructors are in charge of their class. Follow the EVACUATION FLOW CHART to Evacuate the building IMMEDIATELY and 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 maintain their class calm.
- The EVACUATION COORDINATOR for the main office is the School Official in charge.
- Do not TRY TO EXTINGUISH the FIRE.
- The EVACUATION COORDINATOR or other School Official will handle contacting the appropriate fire and rescue departments.
- In case of a SECURITY PROBLEM, listen to the School Director or other school official for security instructions. In all instances, you must remain calm. The Security Person will coordinate with the Police Department the proper actions necessary to assure Student and School Personnel Safety.
- Florida Vocational Institute has this Emergency Evacuation and Security Plan posted on bulletin boards and in conspicuous places for the view of all employees, students and visitors.
Incidents/Accidents Policy

In case of an incident or accident please inform the School Director or Instructor so the appropriate forms and measures can be taken. In case of an emergency during school hours, Florida Vocational Institute will take appropriate action to obtain medical assistance.

Dress Code Policy

Since the primary purpose of Florida Vocational Institute is to train the student for employment, students are required to be neat and clean in appearance while attending classes. Students enrolled in any medical program must wear uniforms.

Smoking and Beverages Policy

Smoking is prohibited anywhere in the building. Food and beverages such as (soda, coffee, etc.) or the chewing of gum are not allowed in the classrooms or laboratories.

FINANCIAL INFORMATION

Financial Obligations

The tuition must be paid on time according to the terms on the Enrollment Agreement. In case of extenuating circumstances, the student should consult the School Director.

How Eligibility is determined for TITLE IV, HEA

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
   Men exempted from the requirement to register include:
   • Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
   • Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
   • Males born before 1960;
   • Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*
   • Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the FAFSA stating that:
   • you are not in default on a federal student loan
   • do not owe a refund on a federal grant
• Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

**In addition, you must meet one of the following:**

1. Be a U.S. CITIZEN or U.S. NATIONAL
   You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD
   You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD
   You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
   - Refugee
   - Asylum Granted
   - Cuban-Haitian Entrant (Status Pending)
   - Indefinite Parole
   - Humanitarian Parole
   - Conditional Entrant (valid only if issued before April 1, 1980)
   - Parolee
4. Have BATTERED IMMIGRANT STATUS
   You are designated as a **battered immigrant-qualified alien** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
5. Have a T-VISA
   You are eligible if you have a T-visa or a parent with a T-1 visa.

**Veterans Benefits/Other Funding Sources**

Selected programs of study at the School are approved by the Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for TVC funds are made directly through the Texas Veteran’s Commission. Additional funding may be obtained for eligible candidates through many different programs including; South Florida Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

**Conviction for possession or sale of illegal drugs**

• A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. The School is not required to confirm this unless there is evidence of conflicting information.
The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

<table>
<thead>
<tr>
<th></th>
<th>Possession of illegal drugs</th>
<th>Sale of illegal drug</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
<td>2 year from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 year from date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td>3+ Offense</td>
<td>Indefinite period</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is give the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit from and additional required paperwork.

**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 PIN number 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 particular student. Financial Aid will be awarded to student in two different disbursements. First disbursement will be made to the school once student completes all eligibility requirements and posts attendance. First time loan borrower will receive their first loan disbursement 30 days after class start. 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 student becomes eligible for second disbursement. Contact our Financial Aid Office for more information.

Florida Vocational Institute participates in different federal financial aid programs, which include:

**Pell Grant**

The Pell Grant is considered to be the base of all Federal Student Aid. Because these funds do not have to be paid back to the federal government and it’s the most beneficial source of aid to the student, it will be the first program awarded in the student's packaging according to the Florida Vocational Institute’s funding ladder which is as follows:

- Pell Grant
- Cash Payments (if applicable)
- Subsidized Loan
- Unsubsidized Loan
- Parent Plus Loan

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 ranges from $0.00-$5,645.00 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.

**Direct Student Loan**

These loans may be obtained through the Federal Government, called Direct Student Loans. There are two different Direct Student Loans:

1. **Direct Subsidized Loan**
   - Need based loan.
   - 3.86% fixed interest rate.
   - Interest does not accrue while in school. Interest will start accruing after last day of attendance. Interest payments are optional to the student during the six months grace period.
   - Repayment of principal plus interest will commence six months after last day of attendance.
   - Undergraduate loan limits are as follows:


<table>
<thead>
<tr>
<th>Class Level</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$3,500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$4,500</td>
</tr>
<tr>
<td>Junior</td>
<td>$5,500</td>
</tr>
<tr>
<td>Senior</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

2. **Direct Unsubsidized Loan**
   - Not a need based loan.
   - 3.86% fixed interest rate after July 1st, 2012.
   - Interest accrues while in school and during the six months grace period. Interest payments are optional to the student.
   - Repayment of principal plus interest will commence six months after last day of attendance.
Undergraduate loan limits are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Independent</td>
<td>$6,000</td>
<td>$6,000</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

**PLUS Loan**

The Parent Loan for Undergraduate Students is available to dependent students whose parents are willing to take a loan to assist with the student’s education. This is a credit based loan in which the parent may borrow up to the cost of attendance of the student. The interest rate is a 6.41% fixed and loan repayment begins 60 days after second disbursement is made to the school.

If the parent is turned down for the PLUS loan, the dependent student may qualify for an additional $4,000.00 in unsubsidized loan for that particular year in which the parent was denied with an interest rate of 6.8%. (See #2 above)

**Counseling**

Students borrowing for the first time are required to 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, he/she will be required to complete a new one. This is a great 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** see the Financial Aid Administrator for an exit interview. In this interview the student must complete the exit counseling at the previous mentioned web site. The Financial Aid administrator will also collect updated information from the student including three personal references to provide the loan servicer with in case of delinquency. This is part of Florida Vocational Institute’s default management program to help student repay their loans successfully. Official withdraws will have to follow the same procedure as graduating students. For unofficial withdraws an exit counseling publication provided to the school by FSA Pubs will be mailed to the student’s address on file.

**Credit Balances**

When students complete their Financial Aid workshop, they will have the option to sign a credit balance statement advising the school how to handle any credit balance on the student’s account. The statement also informs the student that he/she may modify/cancel such authorization and receive a full refund of his/her credit balance within 14 days of the day the credit balanced 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 of the day the credit balanced occurred.

**Disbursement Notice**

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

**Verification**

When the student submits the FAFSA on the web, it is sent electronically to the Central Processing System (CPS) for processing. Once the application process is complete, the student will receive a
Student Aid Report (SAR) and all institutions listed on the student’s application will receive an Institutional Student Information Record (ISIR) with information of the processed FAFSA and additional information pertaining to the student’s eligibility. If CPS selects an application for verification, then the financial aid office will inform the student using the quickest possible method (phone call, email, notify the student on campus if class has commenced), and will be given information regarding documentation that must be provided to the school or corrections to be made on the web to complete the verification process.

If the Financial Aid office notices any conflicting information, or believes that the information provided should be verified, the school has the right to select the application for verification even if it was not selected for verification by CPS. Same procedures will be followed to process “school selected” verification as if it was selected by CPS.

The student must comply with the documentation requested by the Financial Aid office within 72 hours of request. If student fails to provide documentation, the Financial Aid office will keep trying to collect documents for a reasonable amount of time. If unsuccessful, the Financial Aid office will notify the admissions office for further action such as: cease enrollment, cancel student’s application and not allow student to start class until requested documentation is provided.

Once verification processed is completed, if there is an award amount change, whether student qualifies for more or less aid, the student will be notified to come in and sign a new Award Letter showing the updated award amounts on his/her Financial Aid packaging.

**Fee & Payment Schedule**

The Registration fee of $50.00 is due at the time of signing the application for admissions. It is suggested the books and materials be purchased prior to attending the first class.

The student has the option of paying the tuition cost 1) in full prior to attending the first class; 2) or paying the balance of the tuition cost in installments as agreed upon with the Business Office. In addition to the Registration fee and down payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

In the event that a student’s account is sent to collections, Florida Vocational Institute shall be entitled to 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 of his/her awards. If any remaining balance to schedule is due at this time, student will be advised of different options to cover such balance.

**Cancellation Policy**

A full refund of all monies paid will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and Legal Holidays) after the enrollment contract is signed and a tour of the facilities and equipment is made by the prospective student; the enrollment of the student was procured as a result of any misrepresentation in advertising, promotional materials of the School, or misrepresentation by the owner or representatives of the School. Cancellation must be written in accordance with the terms of the enrollment agreement.

**Refund Policy**

The refund computations will be based on the following refund policy guidelines. The determination of refunds will be calculated based on the most advantageous refund to the student. The refund
computations will be based on scheduled clock hours of class attendance through the last date of attendance:

- During the first week of the financial obligation, the institution shall refund 90% of the remaining tuition;
- After the first 10% of the financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- After the first 25% of the period of financial obligation, and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and
- After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

Students will be held responsible for any monies owing to Florida Vocational Institute and will be billed accordingly. The effective date of the termination for refund calculations will be the last recorded date of attendance or the date of receipt of written notice from the student—whichever is earlier.

The effective date of termination will be:

- The date the student notifies the school of withdrawal;
- The last day of attendance if the student is terminated from the School for any other purpose.
- Refund to Title IV will be based on the last date of attendance.

If tuition is collected in advance of entrance, and if after expiration of the 72-hours cancellation privilege, the student does not begin class, not more than $100 shall be retained by the School.

The student will be issued instructional supplies, books or materials at the time these materials are required by the program. However, if a student does not qualify for any tuition assistance, enrolls in individual courses and/or withdraws from the institution before payment has been made books will be billed accordingly to the student. Once these materials have been issued used, no refund will be granted.

A refund of tuition and fees is due and refundable in each of the following cases:

- An applicant is not accepted for enrollment;
- If the student’s enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representative of the school;
- If a course is discontinued.

Refunds will be totally consummated within 30 days after the effective date of termination on students who withdraw or who are terminated by the School. Upon request by a student or any state or federal department, the institution shall provide an accounting for such amounts retained within five workdays. Refund on graduates and completed students will be consummated within 30 days.

The school shall provide a full refund if educational service is discontinued by the School preventing a student from completing the program.

**RETURN TO TITLE IV POLICIES AND PROCEDURES**

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

The amount of Title IV, HEA 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 order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

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

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are 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 the institution 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 the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame 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-withdraw 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 he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the payment period for the period of calculation.
**The Calculation Formula:**

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

Calculate the percentage of Title IV, HEA aid earned:

a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

\[
\text{HOURS SCHEDULED TO COMPLETE} \div \text{TOTAL HOURS IN PERIOD} = \% \text{ EARNED} \text{ (rounded to one significant digit to the right of the decimal point, ex.: 4493 = 44.9 %.)}
\]

b) If this percentage is greater than 60%, the student earns 100%.

c) 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 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 in place 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.

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 student within 30 days from the date the school’s determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL
   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.

In accordance with 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 aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA 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 director.

**Post Withdraw**

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

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

**Institution Responsibilities**

The School’s responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are 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 institution is not always required to return all of 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 you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

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

If you do not already know what the School refund policy is, you may ask your Schools Financial Planner for a copy.

Return to Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

*This policy is subject to change at any time, and without prior notice.

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. Cost of credit is included in the price cost for the goods and services. The institution guarantees, to entering first time students, that tuition will not increase during the time they are enrolled.
Contact Information for Assistance in Obtaining Financial Aid Information

Eliezer Tabares- Financial Aid Administrator
7757 West Flagler Street Suite 220
Miami, FL 33144
Telephone: (305) 665-1911
Fax: (305) 665-1911
etabares@fvi.edu
Office Hours:
Monday through Thursday 10:00 AM – 7:00 PM
Friday 9:00AM – 5:00PM

STUDENT ACTIVITIES

Students interested in extracurricular activities help create a friendly atmosphere and provide a pleasant environment for the development of self-confidence and leadership. Activities vary depending upon students preferences. Please contact the Instructor/Assistant School Director/School Director to discuss any planned activity.

STUDENT FAIR CONSUMER RIGHTS

You have the right to ask the school:

1. The name of the associations, agencies or governmental bodies which license Florida Vocational Institute and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the schools 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 academic program of the institution; Educational and training programs; the instructional laboratory and other facilities which relate to the academic program; the faculty and other instructional personnel.

4. A statement of the refund policy.

5. The methods by which 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 is financial needs determined; how financial aid is awarded; and type and amounts of assistance in the financial aid package.

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

8. Special facilities and services provided to the handicapped.

9. Availability information on how to enroll in the GED preparation or ESOL workshops at no charge in the community.
Florida Vocational Institute 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 major 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 costs time, money and effort. Because it represents such a big investment you -as student- should carefully evaluate the education or training you are considering in helping you make a good choice. You should gather information about the school, its academic programs, dropout rate, complete cost of education/training, refund policy, financial programs and any other information you may find helpful in making a wise decision. You must:

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURES

A student, staff or faculty member with a grievance should make an effort to resolve the grievance with the individual against whom the grievance is lodged. If that doesn’t resolve the matter an appointment may be made with the President of the school. If the result of this level of discussion does not produce a fair resolution, the next step would be to notify:

COMMISSION FOR INDEPENDENT EDUCATION (CIE)
FLORIDA DEPARTMENT OF EDUCATION
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245-3200 / Toll Free 888-224-6684

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
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.

How Do I Register to Vote?
You may register to vote by completing and submitting the National Mail Voter Registration Form. This form may be used to report a name or address change to the voter registration office or to register with a political party. You may obtain this form in person from the following public facilities.

- State or local election offices
- The Department of Motor Vehicles
- Public Assistance Agencies
- State funded programs that serve people with disabilities
- Any public facility a state has designated as a voter registration agency (such as public libraries, public schools, city or clerk’s offices).

Am I Eligible to Vote?
You must be 18 years of age and a U.S. citizen to be eligible to vote. States may have their own requirements, which are outlined in the “State Instructions” section of the National Mail Voter Registration Form.

COURSE NUMBERING

Because Florida Vocational Institute is currently a clock hour school, all courses will be considered as first level courses. The prefixes contain letters found in the course title. The numbering system will be 00. Course numbers are the first letters of the program name followed by two code numbers.

The course codes are based on program and related topic. Those are defined as follows:

**NA/HHA**: Nursing Assistant/Home Health Aide

**MAS**: Medical Assistant Courses

**PCT**: Patient Care Technician Courses

**CPR**: Cardiopulmonary Resuscitation Course

**HAE**: HIV/AIDS Education Courses

**PHT**: Pharmacy Technician
ACADEMIC PROGRAMS

Nursing Assistant/Home Health Aide
168 CLOCK HOURS

Patient Care Technician
600 CLOCK HOURS
Participates in Financial Aid programs

Medical Assistant
900 CLOCK HOURS
Participates in Financial Aid programs

Pharmacy Technician
920 CLOCK HOURS
Participates in Financial Aid programs

Web and Application Development Engineer
720 CLOCK HOURS

IT Security and Cloud Professional Engineer
720 CLOCK HOURS
NURSING ASSISTANT/HOME HEALTH AIDE

Program Objective/Description:
The Nursing Assistant/ Home Health Aide program is designed to train students in all of 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 Certified Nursing assistant Exam. Students will demonstrate their skills base in a 40 hour clinical practice. Upon completion of this program graduates will be able to possess skills and hands on experience and seek entry level employment as Nursing Assistants and Home Health Aides.

Program Length: 8.4 weeks (2 months)
Monday thru Friday - 9:00 a.m. - 1:00 p.m. / 6:00 p.m. - 10:00 p.m.
Credential: Diploma
The student will attend a total of 20 hrs. per week.

Program Length:
Clock Hours 168
Credit Hours N/A

Total Contact Hours:
Theory Hours 84
Lab Hours 44
Externship Hours 40

Program Length:
Clock Hours 168
Credit Hours N/A

Total Contact Hours:
Theory Hours 84
Lab Hours 44
Externship Hours 40

Program Length:
Clock Hours 168
Credit Hours N/A

Total Contact Hours:
Theory Hours 84
Lab Hours 44
Externship Hours 40

Program Cost:
REGISTRATION FEE (Not applied to tuition) $50.00
Tuition $800.00
Books and Supplies $35.00
*Other Costs $120.00
*(CPR - $65.00 - Assistance with Self-Administered Medication - $25.00 – Understanding Alzheimer’s Disease -$30.00)
TOTAL COST (School Charges) $1005.00

Students must pay registration fee prior to first day of class.
Books and supplies after cancellation period are not refunded.
** Other Fees NOT included in the program:
- Practice Guide for the Nursing Assistant/Home Health Aide -$75.00
- Nursing Assistant Competency Examination: Written - Clinical Skills English - $140.00
- FBI Background Screening - $80.67

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

Disclosure: Total hours of classes and externship will not exceed 40 hours in one week. Upon completion of the program the student will receive a diploma.
PROGRAM BREAKDOWN BY COURSE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock/Theory Hours</th>
<th>Lab Hrs.</th>
<th>Externship Hrs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA/HHA01</td>
<td>Introduction to Nursing Assistant/Home Health Aide - Verbal &amp; Written Communications – In Service: Domestic Violence/HIPAA</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>NA/HHA02</td>
<td>Safety, Sanitation and Emergency Procedures – In Services: OSHA, Infection Control and Biohazards Waste Disposal/Bloodborne Pathogens and Universal Precautions</td>
<td>10</td>
<td>2</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>NA/HHA03</td>
<td>Anatomy and Physiology and Related Medical Terminology</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>NA/HHA04</td>
<td>Patient Care Procedures for NA/HHAs (Dementia Management: Understanding Alzheimer’s Disease and Patient Abuse Prevention training; Medical Record Documentation; Resident Rights)</td>
<td>10</td>
<td>8</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>NA/HHA05</td>
<td>Physical Comfort and Patient Safety. Non-violent Crisis Intervention In Service: Medical Error Prevention and Safety</td>
<td>10</td>
<td>6</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>NA/HHA06</td>
<td>Home Health Care (New Born Care)</td>
<td>8</td>
<td>8</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>HAE01</td>
<td>HIV/AIDS Education</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>NA/HHA07</td>
<td>Nutrition</td>
<td>4</td>
<td>8</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>NA/HHA08</td>
<td>Post-Operative Care – In Services: Assistance with Self-Administered Medication Training</td>
<td>10</td>
<td>2</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>NA/HHA09</td>
<td>Rehabilitative &amp; Geriatric Care In Service: Communication with Cognitively Impaired Clients</td>
<td>6</td>
<td>8</td>
<td>0</td>
<td>14</td>
</tr>
<tr>
<td>CPR01</td>
<td>Cardiopulmonary Resuscitation (CPR)</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>NA/HHA10</td>
<td>Nursing Assistant Externship</td>
<td>0</td>
<td>0</td>
<td>40</td>
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<tr>
<td></td>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>84</strong></td>
<td><strong>44</strong></td>
<td><strong>40</strong></td>
<td><strong>168</strong></td>
</tr>
</tbody>
</table>

PROGRAM COURSE DESCRIPTIONS

**NA/HHA01  Introduction to Nursing Assistant/Home Health Aide- Verbal & Written Communications**

(10 Theory/Clock Hrs. /0 Lab Hrs.)

This course is designed to teach the student how to obtain knowledge of the healthcare delivery system, and health occupations, HIPAA guidelines, and the general laws and ethical responsibilities of healthcare workers. Student will develop understanding of their specific ethical responsibilities critical to the role of Nursing Assistant/Home Health Aide. The student will learn to understand the residents. In Service: Domestic Violence and HIPAA. This course is also designed to enhance verbal and written communication skills. Students engaged in this course will learn basic sentence structure and grammar, for the purpose of developing the ability to communicate clearly and concisely in the healthcare setting. Verbal communications will be developed through oral presentation and word enunciation.

**NA/HHA02  Safety, Sanitation, and Emergency Procedures**

(10 Theory/Clock Hrs. /2 Lab Hrs.)

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 located in order to assess safety, and practice sanitation skills. In Services: OSHA, Infection Control and Biohazards Waste Disposal/Bloodborne Pathogens and Universal Precautions.

**NA/HHA03  Anatomy and Physiology and related Medical Terminology**

(10 Theory/Clock Hrs. /0 Lab Hrs.)

This course is designed to provide an overview of basic anatomy and physiology. Students will develop a basic understanding of the major body systems, their structure and function, and related pathologies of diseases. Students will also develop their medical terminology skills in this course.
NA/HHA04  Patient Care Procedures for NA/HHAs (Dementia Management and Patient Abuse Prevention training)  
(10 Theory/Clock Hrs. /8 Lab Hrs.)
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 important functions and procedures required in patient care. Students will receive dementia management training in relation to *Understanding Alzheimer’s Disease* and patient abuse prevention training, to assist them in identifying individuals and families at risk for abuse and tools that are helpful in identifying functional limitations, cognitive impairments, depression and problem behavior. In Services: *Understanding Alzheimer’s disease; Medical Record Documentation; Resident Rights.*

NA/HHA05  Physical Comfort and Patient Safety  
(10 Theory/Clock Hrs. /6 Lab Hrs.)
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. Nonviolent crisis intervention. In Service: *Medical Error Prevention and Safety.*

NA/HHA06  Home Health Care (New Born Care)  
(8 Theory/Clock Hrs. /8 Lab Hrs.)
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 care; this includes new born care and children with disabilities.

HAE01  HIV/AIDS Education  
(4 Theory/Clock Hrs. /0 Lab Hrs. /0 Externship Hrs.)
This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

NA/HHA07  Nutrition  
(4 Theory/Clock Hrs. /8 Lab Hrs.)
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.

NA/HHA08  Post-Operative Care  
(10 Theory/Clock Hrs. /2 Lab Hrs.)
This course is designed to help students understand the needs of post-operative 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. In Services: *Assistance with Self-Administered Medication Training.*

NA/HHA09  Rehabilitative & Geriatric Care  
(6 Theory/Clock Hrs. /8 Lab Hours)
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. In Service: *Communication with Cognitively Impaired Clients.*
CPR01  Cardiopulmonary Resuscitation (CPR)  
(2 Theory/Clock Hrs. /2 Lab Hrs. /0 Externship Hrs.)  
This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

NA/HHA10  Nursing Assistant Externship  
(0 Theory/Clock Hrs. /0 Lab Hrs. /40 Externship Hrs.)  
Students will have the opportunity to work in a Nursing Care Facility where they will gain exposure to real life care giving experiences. Under the supervision of a Registered Nurse, students will have hands on opportunities to apply skills which complete the educational experience of a Nursing Assistant.
PATIENT CARE TECHNICIAN

Program Objective/Description

The Patient Care Technician (PCT) program is designed to train the student for an entry level position in all of the relevant aspects of patient care technician assistance, diagnostic testing specifically electrocardiography (EKG), phlebotomy, nursing assistant, home health care needs. This program is designed for those interested for an entry level position as patient care technician in a nursing home, rehabilitation facility, extended care facility, a hospital or as Home Health Care Aid. The student learns to use basic types of patient care technician/home health care, phlebotomy and EKG equipment. The graduate is eligible for Florida State Certification. The student receives all required in-service training and certifications such as Domestic Violence, HIV/AIDS, OSHA, Infection Control and Universal Precautions, Understanding Alzheimer’s disease, Assistance with Self-Administered Medication Training, CPR. Upon completion of this program, student will possess the skills and hands on experience needed at an entry level Patient Care Technician utilizing patient care skills in a variety of healthcare settings such as Phlebotomy and EKG fields.

Program Length: 30 weeks (7.5 months)

Monday thru Friday - 9:00 a.m. - 1:00 p.m. / 6:00 p.m. - 10:00 p.m.

Credential: Diploma

The student will attend a total of 20 hrs. per week.

Program Length:

<table>
<thead>
<tr>
<th>Clock Hours</th>
<th>600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total Contact Hours:

| Theory Hours | 358 |
| Lab Hours | 202 |
| Externship Hours | 40 |

PROGRAM COST:

REGISTRATION FEE (Not applied to tuition)……$ 50.00
Tuition……………………………………………………………. $ 8,820.00
Books and Supplies………………………………………………… $ 310.00
*Other Costs …………………………………………………….. $ 385.00
*(Basic Life Support and First Aid $130.00 - Assistance with Self-Administered Medication - $25.00-
Understanding Alzheimer’s Disease - $30.00 – Positive Behavior Support Training - $200.00)
TOTAL COST (School Charges)………………….. $ 9,565.00

Students must pay registration fee prior to first day of class. Books and supplies after cancellation period are not refunded.

**Other Fees NOT included in the program:
- Nursing Assistant Competency Examination: Written – Clinical Skills English - $140.00
- FBI Background Screening - $80.67
- Certified Patient Care Technician (CPCT): $149.00
- Certified Phlebotomy Technician (CPT): $105.00
- Certified EKG Technician (CET): $105.00

Students for this program must wear proper medical attire. Uniforms are purchased by the student.
## PROGRAM BREAKDOWN BY COURSE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Lab Hrs.</th>
<th>Externship Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCT01</td>
<td>Introduction to Patient Care Technician – In Service: Domestic Violence/HIPAA/Communication with Cognitively Impaired Clients</td>
<td>84</td>
<td>0</td>
<td>0</td>
<td>84</td>
</tr>
<tr>
<td>PCT02</td>
<td>Basic Anatomy and Physiology and related Medical Terminology</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>PCT03</td>
<td>NA/HHA – Patient Care Procedures for NA/HHAs: Dementia Management and Patient Abuse Prevention training In Service: Understanding Alzheimer’s disease and Related Disorders</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>PCT04</td>
<td>NA/HHA - Physical Comfort and Patient Safety In Service: Medical Error</td>
<td>10</td>
<td>8</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>PCT05</td>
<td>NA/HHA – Post Operative Care – In Services: Assistance with Self-Administered Medication Training</td>
<td>10</td>
<td>6</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>PCT06</td>
<td>NA/HHA – Nutrition</td>
<td>4</td>
<td>8</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>PCT07</td>
<td>NA/HHA – Safety, Sanitation and Emergency Procedures – In Services: OSHA, Infection Control and Biohazards Waste Disposal/Bloodborne Pathogens and Universal Precautions</td>
<td>10</td>
<td>2</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>HAE01</td>
<td>HIV/AIDS Education</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>PCT08</td>
<td>NA/HHA – Rehabilitative and Geriatric Care. Home Health Aide setting. In Service: Resident Rights</td>
<td>6</td>
<td>8</td>
<td>0</td>
<td>14</td>
</tr>
<tr>
<td>PCT09</td>
<td>NA/HHA - Home Health Care (New Born Care)</td>
<td>8</td>
<td>8</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>PCT10</td>
<td>NA/HHA – Nursing Assistant/HHA Externship</td>
<td>0</td>
<td>40</td>
<td>0</td>
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</tr>
<tr>
<td>PCT11</td>
<td>Phlebotomy – Skills and Lab</td>
<td>20</td>
<td>40</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>PCT12</td>
<td>Phlebotomy – Specimen Transfer, Accessioning and Processing</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>PCT13</td>
<td>Phlebotomy – Quality Assurance and Safety Procedures</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>PCT14</td>
<td>EKG – Basic Cardiac Electrophysiology and Related Diseases</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>PCT15</td>
<td>EKG – Instrumentation Modalities and Patient Preparation</td>
<td>20</td>
<td>40</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>PCT16</td>
<td>Patient Care Technician Theory and Lab Skills and Positive Behavior Support Training In Service: Medical Record</td>
<td>60</td>
<td>40</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>ECP01</td>
<td>Employability/Career Planning Skills</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>BLSF01</td>
<td>Basic Life Support and First Aid</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td></td>
<td><strong>358</strong></td>
<td><strong>202</strong></td>
<td><strong>40</strong></td>
<td><strong>600</strong></td>
</tr>
</tbody>
</table>

Course numbers are the first letters of the program name followed by two code numbers.

**DISCLOSURE:** Student may start working in their field of training as soon as they have successfully completed above-described program outline and received all required in-service certificates and diploma.

## PROGRAM COURSE DESCRIPTION

**PCT01**  
**Introduction to Patient Care Technician**  
(84 Theory/Clock hrs. / 0 Lab hrs.)

Introduction to Patient Care Technician offers students a foundation in the Health Science Core of the medical career skills. The student learns how to compare long-term care to other healthcare settings and identify a typical long-term care facility. Student will learn about Medicare and Medicaid, the role of the patient care technician, care team and chain of command. Student will learn to define policies, procedures, professionalism, legal, ethical behavior and explanation of the patient’s rights. The student learns the legal aspects of the patient’s medical record and the Minimum Data Set (MDS). Understands the importance of verbal and written communications, guidelines for communicating with patients with special needs, how to recognize and respond to medical emergencies. The student learns to apply basic math and science skills. In Service: Domestic Violence and HIPAA.

**PCT02**  
**Basic Anatomy and Physiology and Medical Terminology**  
(50 Theory/Clock hrs. / 0 Lab hrs.)

This course is designed to provide an overview of basic anatomy and physiology. Student will develop a basic understanding of the major body systems, their structure and function, and related pathologies.
of diseases. The student learns the integumentary system, musculoskeletal system, nervous system, cardiovascular system, its structure and function in the human body. The composition of the heart, its blood flow, layers of the heart, cardiac muscle, heart valves, cardiac cycles, heart rate and the pathology of diseases. Student will study the circulatory system, the blood and its components and function within the human body. The student will learn the respiratory system, urinary system, gastrointestinal or digestive system, endocrine system, reproductive system, immune-lymphatic systems. The student will be able to apply all the medical terminology and abbreviations learned. The student will learn basic medical terminology and approved medical abbreviations used in the patient care technician, home health care, and phlebotomy and EKG fields.

PCT03 NA/HHA - Patient Care Procedures for NA/HHAs (Dementia Management and Patient Abuse Prevention training)  
(10 Theory/Clock Hrs. /0 Lab Hrs.)
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 important functions and procedures required in patient care. Students will receive dementia management training and patient abuse prevention training, to assist them in identifying individuals and families at risk for abuse and tools that are helpful in identifying functional limitations, cognitive impairments, depression and problem behavior. In Service: Understanding Alzheimer's disease.

PCT04 NA/HHA - Physical Comfort and Patient Safety  
(10 Theory/Clock Hrs. / 8 Lab Hrs.)
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.

PCT05 NA/HHA - Post Operative Care  
(10 Theory/Clock Hrs. / 6 Lab Hrs.)
This course is designed to help students understand the needs of post-operative patients. Students will learn the standard protocols, physical care and comfort, appropriate communication with post-operative patients and their families. In Services: Assistance with Self-Administered Medication Training.

PCT06 NA/HHA - Nutrition  
(4 Theory/Clock Hrs. / 8 Lab Hrs.)
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.

PCT07 NA/HHA - Safety, Sanitation, and Emergency Procedures  
(10 Theory/Clock Hrs. / 2 Lab Hrs.)
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 located in order to assess safety, and practice sanitation skills. In Services: OSHA, Infection Control and Biohazards Waste Disposal/Bloodborne Pathogens and Universal Precautions.

HAE01 HIV/AIDS Education  
(4 Theory/Clock Hrs. /0 Lab Hrs. /0 Externship Hrs.)
This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.
PCT08  NA/HHA - Rehabilitative & Geriatric Care  
(6 Theory/Clock Hrs. 8 Lab Hours) 
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. The students will receive an understanding in Alzheimer’s disease. Students will learn communication techniques and real world circumstances involved in caring for the elderly.

PCT09  NA/HHA - Home Health Care (New Born Care)  
(8 Theory/Clock Hrs. /8 Lab Hrs.)  
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 care; this includes new born care and children with disabilities.

PCT10  NA/HHA - Nursing Assistant Externship  
(0 Theory/Clock Hrs. /0 Lab Hrs. /40 Externship Hrs.)  
Students will have the opportunity to work in a Nursing Care Facility where they will gain exposure to real life care giving experiences. Under the supervision of a Registered Nurse, students will have hands on opportunities to apply skills which complete the educational experience of a Nursing Assistant

PCT11  Phlebotomy - Skills & Lab  
(20 Theory/Clock Hrs. / 40 Lab Hrs. / 0 Externship Hrs.)  
This course is designed to provide students with the knowledge and practice of procedures required for blood draws. These include sanitation techniques and sterilization procedures, venipuncture, identification of labeling, identifying orders and other essential information for the development of the phlebotomy skills base.

PCT12  Phlebotomy - Specimen Transfer, Accessioning & Processing  
(10 Theory/Clock Hrs. / 10 Lab Hrs. / 0 Externship Hrs.)  
This course concentrates on the specific procedures involved in transferring blood products and specimens, its proper storage and the processing involved. The course also places emphasis on the importance of accessioning, the entry portal for the record of a specimen entering the laboratory system. Ultimately students will learn the importance of accuracy and following procedure to increase safety and reduce the risk of error. In-Service: OSHA

PCT13  Phlebotomy - Quality Assurance & Safety Procedures  
(10 Theory/Clock Hrs. / 10 Lab Hrs. / 0 Externship Hrs.)  
In this course students will develop the skills base and thinking processes involved in ensuring quality and safety in client care, laboratory processes and records accuracy.

PCT14  EKG - Basic Cardiac Electrophysiology and Related Diseases  
(20 Theory/Clock Hrs. / 20 Lab Hrs.)  
In this course the student will reinforce the knowledge in the basic electrophysiology aspects of the cardiac system, the location, function and structures of the hearts electrical and mechanical components. This course is designed to provide an overview of the cardiac cell and its action potential. Topics emphasized are the conduction system of the heart, electrocardiographic monitoring and its purposes. This course emphasizes the related cardiac diseases and conditions that cause alterations in the function and rhythm of the cardiac muscle.
PCT15  **EKG - Instrumentation and Modalities and Patient Preparation and Care Procedures**  
(20 Theory/Clock Hrs. / 40 Lab Hrs.)  
Students will develop skills and knowledge of procedures for the use and maintenance of Electrocardiography instruments, equipment and supplies. Students will practice the various modalities, and the procedures for client preparation. This course is designed to provide the knowledge and practice of patient preparation for electrocardiography. Students will learn communication techniques involved in instructing patients, the physical handling of patients, preparing the area for testing, the positioning of leads and the use of gels and other substances, and supplies utilized in the testing procedure.

PCT16  **Patient Care Technician Theory and Lab Skills and Positive Behavior Support Training**  
(60 Theory/Clock hrs. / 40 Lab hrs.)  
This course is designed to provide student with knowledge on how to deal with the different types of wounds, wound healing, hot and cold applications and assisting patients with physical examinations. Student will learn how to deal with patient comfort, rest and sleep, mental and health problems, developmental disabilities. Student practices in applying hot compresses, dry sterile dressing, changing leg bag to a drainage bag, inserting catheters, give tube feeding and setting up oxygen administration. During this course the students will receive a Positive Behavior Support Training.

ECPS01  **Employability/Career Planning Skills**  
(20 Theory/Clock hrs.)  
This course is designed to prepare the student for the job search and career development. Resume writing, interview techniques, dress and appearance, forms completion, follow-up skills, as well as, what employers may be looking for in a prospective employee. Topics emphasize how to maintain certification and state’s registry, continuing education for patient care technicians and learn how to manage stress and stressors. Information on Patient Care Technician certifications and requirements for job placement will be reviewed. Information which include professional ethics, guides to trade associations, memberships and associations.

BLSF01  **Basic Life Support and First Aid**  
(2 Theory/Clock Hrs. / 0 Lab Hrs. / 0 Externship Hrs.)  
In this course, healthcare professionals learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an AED, and relieve choking in a safe, timely and effective manner. Included is the basic life support training which help students develop the knowledge, skill and confidence to respond in a medical emergency.
MEDICAL ASSISTANT

Program Objective/Description:

The Medical Assistant program is designed to train students in all of the relevant aspects of medical office management including reception, booking appointments, records management, informatics, insurance billing, preparing patients for physical examinations, and minor surgeries, performing specialized medical tests including urinalysis, and collecting biological specimens, phlebotomy, EKG, limited X Rays, and processing and recording pharmacological data. Graduates of this program will be prepared and possess the skills and hands on experience to work at the entry level in medical offices, clinics and various medical practices.

Program Length: 45 weeks (11.25 months)
Monday thru Friday - 9:00 a.m. - 1:00 p.m. / 6:00 p.m. - 10:00 p.m.

Credential: Diploma

The student will attend a total of 20 hrs. per week.

Program Length:
Clock Hours 900
Credit Hours N/A

Total Contact Hours:
Theory Hours 528
Lab Hours 292
Externship Hours 80

PROGRAM COST:
REGISTRATION FEE (Not applied to tuition) ..... $ 50.00
Tuition ................................................................. $ 14,300.00
Books and Supplies ............................................. $ 390.00
*Other Costs ..................................................... $ 160.00
*(Basic Life Support and First Aid $130.00 – Understanding Alzheimer’s disease - $30.00)
TOTAL COST (School Charges) ................. $ 14,900.00

Students must pay registration fee prior to first day of class.
Books and supplies after cancellation period are not refunded.

** Other Fees NOT included in the program:
- Certified Clinical Medical Assistant (CCMA): $149.00
- Certified Phlebotomy Technician (CPT): $105.00
- Certified EKG Technician (CET): $105.00

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

PROGRAM BREAKDOWN BY COURSE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>COURSE TITLE</th>
<th>Clock/ Theory Hrs.</th>
<th>Lab Hrs.</th>
<th>Extern. Hrs.</th>
<th>Total Hours</th>
</tr>
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<tbody>
<tr>
<td>MAS01</td>
<td>Intro to Medical Assistant/Health Science Core Fundamentals – In Services: Domestic Violence/HIPAA</td>
<td>84</td>
<td>0</td>
<td>0</td>
<td>84</td>
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<tr>
<td>PCT02</td>
<td>Basic Anatomy and Physiology and Related Medical Terminology. In Service: Understanding Alzheimer’s disease and Related Disorders</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>50</td>
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<tr>
<td>MAT01</td>
<td>Basic Math</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>MAT02</td>
<td>Pharmacology</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>MAS02</td>
<td>Medical Office Procedures</td>
<td>20</td>
<td>40</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>MAS03</td>
<td>Fundamentals of Medical Insurance</td>
<td>20</td>
<td>40</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>MAS04</td>
<td>Records Management &amp; Informatics</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>MAS05</td>
<td>Limited X Ray</td>
<td>100</td>
<td>40</td>
<td>0</td>
<td>140</td>
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<tr>
<td>MAS06</td>
<td>Patient Preparation In Services: OSHA, Infection Control &amp; Universal Precautions</td>
<td>40</td>
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<tr>
<td>HEA 01</td>
<td>HIV/AIDS Education</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
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<tr>
<td>MAS07</td>
<td>Specialized Medical Exams (EKG/ECG, Phlebotomy)</td>
<td>40</td>
<td>60</td>
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<td>100</td>
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<tr>
<td>MAS08</td>
<td>Medical Assistant Externship</td>
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<tr>
<td>BLSF01</td>
<td>Basic Life Support and First Aid</td>
<td>2</td>
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<tr>
<td>COM01</td>
<td>Computer Applications</td>
<td>28</td>
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<tr>
<td>ECP001</td>
<td>Employability/Career Planning Skills</td>
<td>20</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>292</strong></td>
<td><strong>80</strong></td>
<td><strong>900</strong></td>
<td></td>
</tr>
</tbody>
</table>
DISCLOSURE: Student may start working in their field of training as soon as they have successfully completed above-described program outline and will receive all required in-service certificates and diploma.

PROGRAM COURSE DESCRIPTIONS

MAS01  Introduction to Medical Assistant/Health Science Core Fundamentals
       (84 Theory/Clock Hours/0 Lab Hours/0 Externship Hours/84 Clock Hours)
The introduction to Medical Assistant is designed to offer the student a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPAA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, and understand the developmental principles of the life cycle. In Service: Domestic Violence and HIPAA.

PCT02  Basic Anatomy and Physiology and Medical Terminology & Abbreviations
       (50Theory/Clock hrs. / 0 Lab hrs. / In-Service: 0)
This course is designed to provide an overview of basic anatomy and physiology. Student will develop a basic understanding of the major body systems, their structure and function, and related pathologies of diseases. The student learns the integumentary system, musculoskeletal system, nervous system, cardiovascular system, its structure and function in the human body. The composition of the heart, its blood flow, layers of the heart, cardiac muscle, heart valves, cardiac cycles, heart rate and the pathology of diseases. Student will study the circulatory system, the blood and its components and function within the human body. The student will learn the respiratory system, urinary system, gastrointestinal or digestive system, endocrine system, reproductive system, immune-lymphatic systems. The student will be able to apply all the medical terminology and abbreviations learned. The student will learn basic medical terminology and approved medical abbreviations used in the patient care technician, home health care, and phlebotomy and EKG fields.

MAT01  Basic Math
       (40 Theory/Clock Hrs. / 0 Lab Hrs. / 0 Externship Hrs.)
Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, fractions, percentages, decimals, exponents and other basic operations.

MAT02  Pharmacology
       (60 Theory/Clock Hrs. / 0 Lab Hrs. / 0 Externship Hrs.)
Dosage and calculations are the base 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.

MAS02  Medical Office Procedures
       (20 Theory/Clock Hrs. / 40 Lab Hrs. / 0 Externship Hrs.)
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 how to schedule appointments, basic bookkeeping principles, demonstrate cordial, courteous and professional patient reception, and patient processing.
MAS03  Fundamentals of Medical Insurance  
(20 Theory/Clock Hrs. / 40 Lab Hrs. / 0 Externship Hrs.)
In this course 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.

MAS04  Records Management & Informatics  
(20 Theory/Clock Hrs. / 20 Lab Hrs. / 0 Externship Hrs.)
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.

MAS05  Limited X-Ray  
(100 Theory/Clock Hrs. / 40 Lab Hrs. / 0 Externship Hrs.)
This course prepares students to prep and perform limited x-ray work on physical extremities and body regions. Students will learn about machine maintenance, principals of use, safety precautions and x-ray procedures.

MAS06  Patient Preparation & Safety Procedures  
(40 Theory/Clock Hrs. / 40 Lab Hrs. / 0 Externship Hrs.)
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. In this course student will develop the skills base and thinking processes involved in ensuring quality and safety in client care, lab processes and records accuracy. In Services: OSHA, Infection Control and Biohazards Waste Disposal/Bloodborne Pathogens and Universal Precautions.

HAE01  HIV/AIDS Education  
(4 Theory/Clock Hrs. / 0 Lab Hrs. / 0 Externship Hrs.)
This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

MAS07  Specialized Medical Exams (EKG/ECG, Phlebotomy)  
(40 Theory/Clock Hrs. / 60 Lab Hrs. / 0 Externship 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 will learn to prepare and perform Electrocardiograms (EKG/ECG), Phlebotomy techniques, perform respiratory testing, wrap and prepare items for autoclaving, and dispose of biohazard materials. Students will develop a well-rounded skill base in the clinical laboratory testing.

MAS08  Medical Assistant Externship  
(0 Theory/Clock Hrs. / 0 Lab Hours; 80 Externship Hrs.)
Pre-requisite: All courses must be taken prior to engaging in externship.
The externship component is the student’s opportunity to develop their skills in the actual work environment. Students will be assigned to their clinical assignments where they will work performing the clinical and administrative skills learned in the Medical Assistant program. Externship hours may vary
per week depending on the actual sites assigned. Students must complete a total of 80 clock hours of externship to complete the course. Externship hours in one week will not exceed 40 hours.

**BLSF01  Basic Life Support and First Aid**  
*(2 Theory/Clock Hrs. /2 Lab Hrs. /0 Externship Hrs.)*  
In this course, healthcare professionals learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an AED, and relieve choking in a safe, timely and effective manner. Included is the basic life support training which help students develop the knowledge, skill and confidence to respond in a medical emergency.

**COM01  Computer Applications**  
*(28 Theory/Clock Hrs. / 50 Lab Hrs. / 0 Externship Hrs.)*  
This course provides the fundamental skills needed to operate a computer and popular software titles. Students will learn how to care and maintain computers, run diagnostic software, use a word processor, spreadsheet software, presentations software and database management. Students will also learn how to navigate the Internet and use e-mail programs.

**ECPS01  Employability/Career Planning Skills**  
*(20 Theory/Clock Hrs.)*  
This course is designed to prepare the student for the job search and career development. Resume writing, interview techniques, dress and appearance, forms completion, follow-up skills, as well as, what employers may be looking for in a prospective employee. Topics emphasize how to maintain certification and state’s registry, continuing education for patient care technicians and learn how to manage stress and stressors. Information on medical assistant certifications and requirements for job placement will be reviewed. Information which include professional ethics, guides to trade associations, memberships and associations.
PHARMACY TECHNICIAN

Program Objective/Description:
The Pharmacy Technician program provides instruction in how to assist the pharmacist in the packing and distribution of medication. Graduates can find employment in hospitals (private and government), nursing care facilities, private and chain drug stores, drug manufacturers, wholesale drug houses, and health maintenance organizations. Students will also study the professional and technical skills necessary for direct employment as a pharmacy technician. A diploma will be awarded upon successful completion of this program.

This program prepares students for a position as a pharmacy technician. The course will provide students the basic health care skills students can use as pharmacy technicians.

Program Length: 46 weeks (11.5 months)

Monday thru Friday- 9:00am. – 1:00pm / 6:00pm-10:00 pm

Credential: Diploma

Program Length: 46 weeks (11.5 months)

The student will attend a total of 20 hrs. per week.

<table>
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<tr>
<th>Program Length:</th>
<th>Total Contact Hours:</th>
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<tbody>
<tr>
<td>Clock Hours 920</td>
<td>Theory Hours 360</td>
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<tr>
<td>Credit Hours N/A</td>
<td>Lab Hours 360</td>
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<td>Externship 200</td>
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PROGRAM COST:

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<thead>
<tr>
<th>REGISTRATION FEE (No applied to tuition)</th>
<th>Tuition</th>
<th>*Book and Supplies</th>
<th>*Other Cost (CPR- $65.00)</th>
<th>TOTAL COST (School Charges)</th>
</tr>
</thead>
<tbody>
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<td>$ 50.00</td>
<td>$ 14,485.00</td>
<td>$ 300.00</td>
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</table>

Students must pay registration fee prior to first day of class.
Books and supplies after cancellation period are not refunded.

Students for this program must wear proper medical attire. Uniforms are purchased by the student.
## PROGRAM BREAKDOWN BY COURSE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>COURSE TITLE</th>
<th>Clock/ Theory Hrs.</th>
<th>Lab Hrs.</th>
<th>Extern. Hrs.</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA01</td>
<td>Administration of Medications and Pharmacology of the Endocrine/ Lymphatic Systems – In Services: OSHA, HIPAA</td>
<td>40</td>
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<td>0</td>
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</tr>
<tr>
<td>PHB02</td>
<td>Aspects of Retail Pharmacy and Pharmacology of the Nervous System, and CPR Training</td>
<td>40</td>
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<tr>
<td>PHC03</td>
<td>History and Ethics of Pharmacy and Pharmacology of the Respiratory System &amp; Nuclear Oncology Pharmacy Practice – In Service: HIV/AIDS Certification</td>
<td>40</td>
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<td>80</td>
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<tr>
<td>PHD04</td>
<td>Infection Control, Medication Errors, and Alternative Medicine, and Pharmacology of the Integumentary System and Senses. In Service: Infection Control and Biohazards Waste Disposal/Bloodborne Pathogens and Universal Precautions</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>PHE05</td>
<td>Administrative Aspects of the Pharmacy Technician &amp; Pharmacology of the G.I. and Muscular System</td>
<td>40</td>
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</tr>
<tr>
<td>PHF06</td>
<td>Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System</td>
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<tr>
<td>PHG07</td>
<td>Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System. Basic Life Support and First Aid.</td>
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<tr>
<td>PHH08</td>
<td>Career Planning and Preparation</td>
<td>40</td>
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<td>PHI09</td>
<td>Drugs of Abuse and Misuse, and Responsibilities of the Pharmacy Technician, FDA and DEA</td>
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<td>PHX10</td>
<td>Pharmacy Clinical Externship</td>
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</table>
including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40.0 Lab Hours: 40.0 Homework Hours: 20.0

**PHC03 History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice**

(40 Theory/ Clock hrs; 40 Lab hrs)

This course is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this class. Lecture Hours: 40.0 Lab Hours: 40.0 Homework Hours: 20.0

**PHD04 Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses**

(40 Theory/ Clock hrs; 40 Lab hrs)

This course covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this class. Lecture Hours: 40.0 Lab Hours: 40.0 Homework Hours: 20.0

**PHE05 Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System**

(40 Theory/ Clock hrs; 40 Lab hrs)

In this course, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting is covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this class. Lecture Hours: 40.0 Lab Hours: 40.0 Homework Hours: 20.0

**PHF06 Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System**

(40 Theory/ Clock hrs; 40 Lab hrs)

This course is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow
rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this class.
Lecture Hours: 40.0 Lab Hours: 40.0 Homework Hours: 20.0

PHG07 Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System
(40 Theory/ Clock hrs; 40 Lab hrs)
This course is designed to familiarize the student with all aspects of home health care, mail order pharmacy/ E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this class. Lecture Hours: 40.0 Lab Hours: 40.0 Homework Hours: 20.0

PHHP08 Career Planning and Preparation
(40 Theory/ Clock hrs; 40 Lab hrs)
This course is designed to prepare the student for the job search and career development. Resume writing, interview techniques, dress and appearance, forms completion, follow-up skills, as well as, what employers may be looking for in a prospective employee. Topics emphasize how to maintain certification and state’s registry, continuing education and learn how to manage stress and stressors. Information on Pharmacy Technician certifications and requirements for job placement will be reviewed. Information which include professional ethics, guides to trade associations, memberships and associations.
Lecture Hours: 40.0 Lab Hours: 40.0 Homework Hours: 00.0

PHI09 Drugs of Abuse and Misuse and Responsibilities of the Pharmacy Technician, FDA & DEA
(40 Theory/ Clock hrs; 40 Lab hrs)
This course is designed to prepare the students to recognize the dangers of drug abuse recognizing medications used for the treatment of alcohol the misused of prescription medication the student will have the opportunity to learn who can prescribe medication and medical devices, & learn how to tell if a prescriber’s DEA number is valid. How to fill out DEA forms 222,106,224,225,363 stair-step method C-II, C-III, C-IV, C-V all medicinal narcotic drugs OTC in some states because of low potential abuse
Lecture Hours: 40.0 Lab Hours: 40.0 Homework Hours: 20.0

PHX10 Pharmacy Clinical Externship
(0 Theory/ Clock hrs; 0 Lab hrs; 200 Externship hrs)
This 200-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 experiences 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: Completion of Didactic Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0
WEB AND APPLICATION DEVELOPMENT ENGINEER

Program Objective/Description:
As a Web Development Engineer, you will gain a wide array of basic, fundamental training on all scripting languages including HTML, CSS, JavaScript, and WordPress. You will learn how to effectively use HTML tags, differentiate between web color principles, create web page layouts, and differentiate between strings, integers, and floats all through the use of coding. Students will gain programmatic best practices on writing pseudo code, defining web behavior, and articulating responsive web design. Students will also be introduced to PHP and .NET web application frameworks.

Program Length: 36 weeks (9 months)

Monday thru Friday- 9:00am – 1:00pm / 6:00pm-10:00 pm

Credential: Diploma
The student will attend a total of 20 hrs. per week.

<table>
<thead>
<tr>
<th>Program Length:</th>
<th>Total Contact Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clock Hours 720</td>
<td>Theory Hours 720</td>
</tr>
<tr>
<td>Credit Hours 19</td>
<td>Lab Hours</td>
</tr>
<tr>
<td></td>
<td>Externship Hours</td>
</tr>
</tbody>
</table>

PROGRAM COST:
REGISTRATION FEE (No applied to tuition) $ 50.00
Tuition................................................. $ 13,875.00
*Book and Supplies................................. $ 1,050.00
*Other Cost............................................. $ N/A
TOTAL COST (School Charges)......................... $ 14,975.00

Students must pay registration fee prior to first day of class.
Books and supplies after cancellation period are not refunded.

PROGRAM BREAKDOWN BY COURSE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>COURSE TITLE</th>
<th>Clock/ Theory Hrs.</th>
<th>Lab Hrs.</th>
<th>Extern. Hrs.</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB1000</td>
<td>Problem Solving - Preparing Development Environment</td>
<td>60</td>
<td></td>
<td></td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Hosting/Git</td>
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<tr>
<td>WEB1010</td>
<td>Basic Object Oriented Programing (JavaScript, HTML5,</td>
<td>60</td>
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<tr>
<td></td>
<td>CSS)</td>
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<tr>
<td>WEB2000</td>
<td>HTML</td>
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<tr>
<td>WEB2010</td>
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<td>WEB2020</td>
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<tr>
<td>WEB2040</td>
<td>SQL Database</td>
<td>60</td>
<td></td>
<td></td>
<td>60</td>
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<tr>
<td>NET1000</td>
<td>Fundamentals of .Net Development</td>
<td>120</td>
<td></td>
<td></td>
<td>120</td>
</tr>
<tr>
<td>ROR1000</td>
<td>Fundamentals of PHP Development</td>
<td>120</td>
<td></td>
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<tr>
<td>WEB3000</td>
<td>Agile and TDD (QA/Test)</td>
<td>60</td>
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<tr>
<td>CAP2000</td>
<td>Capstone Project II</td>
<td>60</td>
<td></td>
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<td>60</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>720</strong></td>
<td></td>
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<td><strong>720</strong></td>
</tr>
</tbody>
</table>
WEB1000  Problem Solving - Preparing Development Environment Hosting/Git  
(60 Theory/Clock Hours/0 Lab Hours)
The core of problem solving using formal and informal logic will be presented, reviewed and covered in depth. This course will review the core components of logic by teaching students the nature of reason, informal and formal logic, heuristics foundations of algorithms and truth table logic information theory. This learning will also focus on applied learning through game theory. Following this section students will learn the fundamentals of probability along with problem solving strategies and problem solving methodologies. The final component of this course will have each student set up their development environment focusing on hosting, cloud computing, source control and debugging.

WEB1010  Basic Object Oriented Programming (JavaScript, HTML5, CSS)  
(60 Theory/Clock Hours/0 Lab Hours)
This course helps build an understanding of these topics: Core Programming, Object-Oriented Programming, General Software Development, Web Applications, Desktop Applications, and Databases.
The course will cover core programming, object oriented programing, general software development and understanding web application development. Core components of this course will focus on an introduction to the software development life cycle (SDLC), comparison of object oriented languages, object oriented analysis and design. Students will be introduced specifically to HTML, Cascading Style Sheets and JavaScript. Students will gain an understanding of the use and functionality of each of these technologies and how they provide a foundation for web development. Students will learn to build the user interface by using HTML5, format the user interface by using CSS, and Code by Using JavaScript. This course will conclude with an introduction to WordPress and a review of the best uses with the applied learning of building a WordPress site.

WEB2000  HTML  
(60 Theory/Clock Hours/0 Lab Hours)
Hypertext Markup Language, known simply as HTML. HTML is simple, flexible and forgiving, but no less powerful or valuable than any programming language. Students will learn about the new HTML5 structural, semantic, and form tags, how to use Canvas to create drawings natively in the browser, how to work with HTML5 audio and video, and the new methods for storing variables client-side. The following initial topics will be covered, HTTP and the World Wide Web, the history, purpose, and types of markup and SGML, HTML Elements, data types, and formatting graphics. Following this section students will focus on HTML5 elements, HTML5 semantics and best practices, style guides and coding conventions. This course will conclude with a focus on user interface design, best practices, and document type definition.

WEB2010  JavaScript  
(60 Theory/Clock Hours/0 Lab Hours)
Learning JavaScript is an essential part of being a Web Programmer. It is the very first programming language you will learn as part of this course of study. In this course you will learn the history and evolution of JavaScript, syntax, data types, variables, operators, literals, conditions and comparisons and arrays and loops. Following this initial section students will learn objects, functions, events and the basics of cookies and debugging. Additionally students will learn the browser object model, and JavaScript HTML document object model as well as asynchronous JavaScript and XML, and JavaScript object notation. Students will also gain an introductory understanding of frameworks and their applied uses.
WEB2020  CSS
(60 Theory/Clock Hours/0 Lab Hours)
In this course students will learn to create visually engaging web pages with a focus on efficiency in design, faster page downloads, and ease of use. Students will begin by learning the basics of syntax and selectors, backgrounds, text, links, lists, tables, and layouts. Once students have gained an understanding of these topics the course will focus on positioning, images, and other media, pseudo, classes and elements followed by the topics of; priority, specificity and inheritance. The final portion of this class will teach students how to create borders and backgrounds, manage color, gradients, text effects, fonts, transforms, transitions, and animations. This course will also review style guides, visual hierarchy and user experience with a best practices approach.

WEB2040  SQL Database
(60 Theory/Clock Hours/0 Lab Hours)
This course is designed to give the student an introduction to most of the aspects of Structured Query Language (SQL). You will learn the syntax, operators, data types, and how to retrieve and manipulate data. You will also learn about two of the most commonly used databases in the web sphere – Microsoft SQL Server and MySQL. Optimizing your database and tuning your queries is just as important to being able to write SQL queries. This course will show you many techniques to avoid the table scan, and the index scan. The student will begin by learning about relational databases and tables, syntax, operators, data types and simple selects. The student will then learn intermediate selects - joins, complex selects - sub selects, aggregation followed by inserting data, modifying and deleting data and learning the basics of how to use SQL Server. The final portion of this course will focus on how to use MySQL and keys and indices, stored procedure, functions, triggers, views and transactions. This course will end with a focus on database optimization and query tuning.

NET1000  Fundamentals of .Net Development
(120 Theory/Clock Hours/0 Lab Hours)
This course takes a more in depth look at the C# programming language. It guides you through the construction, syntax, and usage of the language. The final third of the class devotes itself entirely to Web Development in ASP.NET. It explores the issues which face all modern day web sites and how C# and the .NET Framework address them. Initially the students will learn, Basic Syntax, Statements and Expressions, Operators, Data Types and Structs, Arrays, Strings, Classes, Properties, Interfaces Overloading and Overriding. This section will be followed by learning about Data Access, Delegates and Events, Generics, Iterators, and other Collections, LINQ and Lambda Expression and the Background Worker. The course will then focus on .NET Framework, CLI / CLR, and Memory Management, the File System, and the Registry Domains, Logical Reduction, Exception Handling and a deep dive into Debugging and Error Handling. The core applied learning will continue with the student learning about ASP.NET and the Page Lifecycle, Simple Server Controls, Complex Server Controls, Master Pages and State Management. This course will conclude with an overview of Software Architectures, NTier and Web Forms, MVC and Razor, MVVM, Security and Entity Framework.

ROR1000  Fundamentals of PHP Development
(120 Theory/Clock Hours/0 Lab Hours)
PHP web development is one of the most popular coding languages for creating dynamic websites. Students will learn the latest PHP techniques and best practices for modern, dynamic web design that not only keep functionality in mind, but also visual design. Students will learn how to maximize their site's web performance and learn to add to its functionality including adding file uploading, email feedback forms, image galleries, and content management systems. Students will also learn everything from how to create a private area just for members and even how to give users the ability to upload images that are automatically resized. They will learn how to monitor the activity of website visitors with the use of cookies. Most importantly, students will gain the skill and confidence to write their own scripts and be taught secure coding practices that will best protect their site. All areas of PHP coding will be reviewed including basic language features such as variable types, conditional looping
statements, and regular PHP expressions to match patterns and validate HTML forms. By completion of course, students will gain a comprehensive understanding of PHP development and web design.

WEB3000 Agile and TDD (QA/Test)
(60 Theory/Clock Hours/0 Lab Hours)
In this course you will learn that software testing isn't just about finding bugs. You also have to make sure the software does what it is intended to do. Does the software work correctly? Is the software doing the right job? You will learn how Software Quality Assurance takes testing one step further and helps keep the bugs out by putting procedures and practices in place that solve problems before they make it into software. You will learn how QA measures an organization's ability to make good software and shows what or who needs to be improved. Students will learn the difference between Software Quality Assurance versus Software Testing and will learn Verification and Validation, Walkthroughs and Inspections and Twenty Nine Ways to Test. The student will learn about Functional, and Regression Testing, Usability and Cross Browser Testing, Performance, and Stress Testing, Security Testing an how to use Web Site Test Tools. This applied learning will be supported by the students learning about, Introducing QA to an Organization, Quality Standards, Documentation and Configuration Management, Software Test Estimation, Test Plans, Test Cases, and finally Test Steps.

CAP2000 Capstone Project II
(60 Theory/Clock Hours/0 Lab Hours)
The Capstone project is designed for the students to select a key project based on either PHP or .NET and through applied learning develop a portfolio project in a structure learning environment. The Capstone Project gives the student an opportunity to apply everything they have learned. The students will form teams, create project plans, conduct risk analyses, create test plans, and write software. Students will practice how to handle project and cost overruns, schedule overruns and inconsistent supporting technology. Students will learn how to account for scope creep, under-productive team members, and angry customers. Each individual on the team will get the opportunity to lead the team and will be in charge of one aspect of the project. All individuals will have to contribute to all aspects of the project, under the direction of that aspect's leader. The Coding phase class time will focus on the different types and styles of progress tracking meetings. True to the real world experience of software development, expect to have to adjust your plans and deliverables. The components the students will learn during this phase are, Project Selection, Team Selection, Role Assignment, and Planning, Technology Research, Feasibility Study, and Prototyping, Platform, Language, and DBMS Selection, Development Methodology, Architecture, and Framework Selection. This will culminate in Software Delivery, Presentation Preparation, and Software Project Presentations.
**IT SECURITY AND CLOUD PROFESSIONAL ENGINEER**

**Program Objective/Description:**
As an IT Security and Cloud Professional Engineer, you are able to validate your ability to handle day-to-day management of the server operating system, file structure, and directory services. You will also learn to handle software distribution and updates; monitor servers; provide tier-2 troubleshooting support; build and configure servers; implement auditing policy; perform scheduled vulnerability-assessment scans; and monitor logs for firewalls and intrusion-detection systems. At the completion of this program you are qualified to manage, support, and troubleshoot information systems in a wide range of computing environments with Microsoft Windows Server and the integrated family of server products. Additionally the course will provide the concepts, commands, and practice required to configure Cisco switches and routers in multi-protocol Internet works as well as Cloud technology. This course is based on lectures, discussions, demonstrations, exercises, and laboratory projects. Students perform all basic configuration procedures to build LAN and WAN interfaces for the most commonly used routing and routed protocols.

Program Length: 36 weeks (9 months)

Monday thru Friday- 9:00am. – 1:00pm / 6:00pm-10:00 pm

Credential: Diploma

The student will attend a total of 20 hrs. per week.

**Program Length:**
- Clock Hours 720
- Credit Hours 19

**Total Contact Hours:**
- Theory Hours 720
- Lab Hours
- Externship Hours

**PROGRAM COST:**
- REGISTRATION FEE (No applied to tuition)........... $ 50.00
- Tuition..........................................................$ 13,875.00
- *Book and Supplies.......................................$ 1,050.00
- *Other Cost......................................................$ N/A
- TOTAL COST (School Charges).........................$ 14,975.00

Students must pay registration fee prior to first day of class. Books and supplies after cancellation period are not refunded.

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<tr>
<td>COT1001</td>
<td>A +</td>
<td>60</td>
<td>60</td>
<td>60</td>
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<tr>
<td>COT1021</td>
<td>Network +</td>
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<tr>
<td>COT1031</td>
<td>Security+</td>
<td>60</td>
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<tr>
<td>COT1000</td>
<td>Cisco Routing and Switching CCNAX</td>
<td>120</td>
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<tr>
<td>COT90410</td>
<td>Installing and Configuring Windows Servers</td>
<td>60</td>
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<tr>
<td>COT90411</td>
<td>Administering Windows Servers</td>
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<td>MST90412</td>
<td>Configuring Advanced Windows Server Service</td>
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<td>MST91331</td>
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<tr>
<td>CLO1000</td>
<td>Cloud Technology</td>
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<td>PJM1000</td>
<td>Project Management Essentials</td>
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<td>DDM1000</td>
<td>Database and Development MTA</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>720</strong></td>
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</tbody>
</table>
PROGRAM COURSE DESCRIPTION

COT1001  A+  
(60 Theory/Clock Hours/0 Lab Hours)
Students will learn the fundamental components and functions of computer technology, networking, and security. They will also gain the skills required to identify hardware, peripheral, networking, and security components. In addition, they will learn to install, configure, upgrade, and maintain PC workstations, the Windows OS and SOHO networks. Students will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices.

COT1021  Network+  
(60 Theory/Clock Hours/0 Lab Hours)
Students will learn to identify the basic components of network theory, major network communications methods, and network data delivery methods. They will be able to list and describe all network media and hardware components, including becoming knowledgeable on the specific differences between TCP/IP, LAN, and WAN network implementations. Students will learn the services deployed on each major type of network implementation as well as identify the primary network operating systems. Students will study important network protocols, technologies in network security, and data storage technologies. They will also gain the skills to identify major issues, models, tools, and techniques in network troubleshooting and disaster recovery.

COT1031  Security+  
(60 Theory/Clock Hours/0 Lab Hours)
Upon successful completion of this course, students will be able to identify fundamental concepts of computer security, major security threats and vulnerabilities, and network security. Students will gain the skills to manage application, data, and host security by accessing control, proper authentication, and thorough account management. They will also learn to manage certificates. In addition, topics such as compliance & operational security, risk management, and disaster recovery planning will also be covered in this course.

COT1000  Cisco Routing and Switching CCNAX  
(120 Theory/Clock Hours/0 Lab Hours)
Upon successful completion of this course, you will be able to meet the following objectives: plan routing services to meet requirements; implement an EIGRP-based solution; implement a scalable multiarea Network OSPF-based solution; implement an IPv4-based redistribution solution; implement Path Control; and implement and verify a Layer 3 solution using BGP to connect an enterprise network to an internet service provider. After completing this course, the student should be able to: analyze campus network designs; implement VLANs; spanning tree and inter-VLAN routing in a network campus; implement high-availability technologies and techniques using multilayer switches in a campus environment; implement security features in a switched network; and integrate WLANs into a campus network and accommodate voice and video in campus networks.

COT90410  Installing and Configuring Windows Servers  
(60 Theory/Clock Hours/0 Lab Hours)
This course introduces you to a number of tools and technologies available to help you plan your migration to Windows Server® 2012. By gaining the skills to identify the various migration tools available, planning for individual installations on servers, and configuring and activating the servers after installation, you will learn how to establish a basic Windows Server® 2012 environment.
COT90411  Administering Windows Servers  
(60 Theory/Clock Hours/0 Lab Hours)

This course provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. It collectively covers implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. This course focuses on the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments.

MST90412  Configuring Advanced Windows Server Service  
(60 Theory/Clock Hours/0 Lab Hours)

This course provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. It focuses on advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering, business continuity and disaster recovery services as well as access and information provisioning and protection technologies such as Dynamic Access Control (DAC), and Web Application Proxy integration with AD FS and Workplace Join.

MST91331  Windows Enterprise Desktop Support Technician  
(60 Theory/Clock Hours/0 Lab Hours)

The objective of this course is to teach individuals how to support the Windows 7 operating system and solve technical troubleshooting problems in a Windows 7 and Windows Server 2008 R2 networking environment. Students will learn the process of establishing and using a troubleshooting methodologies, the EDST job role and responsibilities. Additionally, students will gain various troubleshooting tools and techniques that enable them to address the most common Windows 7 issues in an enterprise network environment.

CLO1000  Cloud Technology  
(60 Theory/Clock Hours/0 Lab Hours)

This course reviews and analyzes the features of Office 365 and identifies recent improvements to the service. Students will be able to identify the challenges in deploying Office 365 as well as the benefits of the FastTrack approach compared to the traditional plan/prepare/migrate deployment process. They will also examine how to plan the pilot, provision tenant accounts and finally, verify that clients can connect to the Office 365 service. Students will also learn about the Microsoft Azure platform and gain a basic understanding of the services offered. This course offers students the opportunity to take an existing ASP.NET MVC application and expand its functionality as part of moving it to Azure. This course focuses on the considerations necessary when building a highly available solution in the cloud.

PJM1000  Project Management Essentials  
(60 Theory/Clock Hours/0 Lab Hours)

Upon successful completion of this course, students will be able to identify the key processes and requirements of project management including initiating a project, planning time and cost, managing a project, and proper execution. Students will also become knowledgeable about planning for project risks, productive communication, and change control.
DDM1000 Database and Development MTA
(60 Theory/Clock Hours/0 Lab Hours)

This course introduces and defines the terminology, concepts, and skills you need to understand database objects, security requirements, graphical tools, T-SQL scripts, and writing database queries, in addition to executing stored procedures. The course is designed for individuals seeking to learn the fundamentals of relational databases, database management systems, and database components.
ADMINISTRATION

Arnie Girnun                  Executive Vice-President
Alejandro Manrique           Campus Vice President
Open                        Director of Admissions
Sulema Roman                Registrar
Dulce Perez-Sampedro         Career Services Manager
Eliezer Tabares              Financial Aid Administrator
Lidia Bravo                  Campus Services Coordinator
Barbara Rodriguez            Assistant Director of Admissions
Manuela Stewart              Assistant Director of Admissions
Henry Nin                    Assistant Director of Admissions
Omar Fernandez               Associate Director of Admissions/ Marketing Coordinator

FACULTY

Perez, Vladimir, RN (License Number: (RN: 9245673)
- Director of Education
- Courses Taught: Nursing Assistant/Home Health Aide Instructor, Patient Care Technician Instructor
- Degrees/Diplomas: Registered Nurse; Miami, Florida - Bachelor of Science in Nursing, The Rector of the Higher Institute of Medical Sciences of Havana, Cuba

Marrero, Marta K.
- Courses Taught: Patient Care Technician Program
- Degrees/Diplomas: Bachelor of Science in Nursing, Licenciate in Nursing - The Rector of the Higher Institute of Medical Sciences of Havana, Cuba; Certified Nursing Assistant - Miami, Florida, CPR and AED Level 2 Instructor Certification

Valdés Rodríguez, Yojany
- Courses Taught: Patient Care Technician Program
- Degrees/Diplomas: Bachelor of Science in Nursing, Licenciate in Nursing- The Rector of the Higher Institute of Medical Sciences of Havana, Cuba; Certified Nursing Assistant – Miami, Florida, First Aid, CPR and AED Level 3 Instructor Certification

Susarte Alonso, Maria Del Pilar
- Courses Taught: Medical Assistant Program
- Degrees/Diplomas: Doctor in Medicine – The Rector of the Higher Institute of Medical Sciences of Havana; Registered Medical Assistant License Number: (MA: 2012121315)- Miami, Florida

Gomez, Jorge R.
- Courses Taught: Medical Assistant Program
- Degrees/Diplomas: Associate Degree in Biology – University of Havana; Certified Clinical Medical Assistant – National Healthcare Association; Certified EKG Technician – National Allied Health Test Registry, Florida; Certified Phlebotomy Technician – National Allied Health Test Registry, Florida

Nasiff Hadad, Alfredo
- Courses Taught: Patient Care Technician
- Degrees/Diplomas: Doctor in Medicine – The Rector of the Higher Institute of Medical Sciences of Havana; Registered Medical Assistant- Miami, Florida

Mesa Villalonga, Mireisy
- Courses Taught: Medical Assistant
- Degrees/Diplomas: Doctor in Medicine – The Rector of the Higher Institute of Medical Sciences of Nicaragua; Registered Medical Assistant- Miami, Florida
Elvirez, Yurienys Leidis
- Courses Taught: Nursing Assistant/ HHA
- Degrees/Diplomas: Nursing Assistant/HHA Diploma; Cuba; Certified Nursing Assistant – Miami, Florida

THE SCHOOL WILL BE CLOSED IN OBSERVANCE OF THE FOLLOWING HOLIDAYS:

2015

<table>
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<th>Holiday</th>
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<tbody>
<tr>
<td>Good Friday</td>
<td>Friday, April 03, 2015</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 25, 2015</td>
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<tr>
<td>Independence Day</td>
<td>Saturday, July 4, 2015</td>
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<tr>
<td>Labor Day</td>
<td>Monday, September 7, 2015</td>
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<tr>
<td>Thanksgiving</td>
<td>Thursday &amp; Friday, Nov. 26 – 27, 2015</td>
</tr>
<tr>
<td>Christmas Recess</td>
<td>Dec 21 – January 1, 2016</td>
</tr>
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SCHOOL CALENDAR 2015

Anticipated Start & End Dates for Programs offered in 2015

<table>
<thead>
<tr>
<th>Medical Assistant</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01/13/2015</td>
<td>12/15/2015</td>
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<tr>
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<td>02/26/2015</td>
<td>02/11/2016</td>
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<tr>
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<td>03/20/2015</td>
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<td>05/12/2016</td>
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<td>05/26/2016</td>
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<td>07/03/2015</td>
<td>06/20/2016</td>
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<table>
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<tr>
<th>Patient Care Technician</th>
<th>Start Date</th>
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<tbody>
<tr>
<td></td>
<td>01/30/2015</td>
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<tr>
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<td>12/16/2015</td>
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<table>
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<tr>
<th>Nursing Assistant</th>
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<td></td>
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<td>07/30/2015</td>
</tr>
<tr>
<td></td>
<td>09/01/2015</td>
<td>11/03/2015</td>
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</tbody>
</table>

Important Note: Class schedules are subject to change without notice. Current students will not be affected by any program change or cancellation. School closure for inclement weather situations will follow public school closures for Miami Dade County.

It is the responsibility of the student to apply for graduation according to the deadlines published in the School Calendar.