

# 2021 - 2022 CATALOG

July 1, 2021

Volume 31



*Your future  
is worth it!*



## International Training Careers

7360 S.W. 24th Street  
Blue Gables Plaza • Suite 31  
Miami, Florida 33155

Tel. 305-263-9696

[www.TuFuturoVale.com](http://www.TuFuturoVale.com)



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“ *International Training Careers’ mission is to create an atmosphere that provides each student with the technical proficiency necessary to procure a rewarding career and to empower each student with a sense of pride and standard of excellence in his or her profession, to encourage the idea of continuing education for career advancement and to provide placement assistance to graduates.* ”

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This catalog shall constitute a contractual obligation of the school to the student and shall be the official statement of the school's policies, programs, services, charges and fees. International Training Careers reserves the right make changes in its policies and procedures. The institution further reserves the right to limit student registration for classes, to discontinue classes for lack of enrollment, with full tuition refunds to enrolled students, to revise tuition rates, and to change class times and teacher assignments. Students will be notified of any changes made at the institution. International Training Careers does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity or veteran status in admission and access to, and treatment and employment in, its educational programs and activities.



# WELCOME

## Location and Facility

*The school is located at:*

7360 S.W. 24th Street  
Blue Gables Plaza, Suite 31  
Miami, Florida 33155  
(305) 263-9696

International Training Careers is located on the first floor of a modern shopping center. The facilities are properly lighted and completely air-conditioned. This modern facility offers all up-to-date amenities for total student comfort and occupies approximately 4100 square feet of space. The school contains six comfortable classrooms. These classrooms include: table desk-chairs, desks and chalkboards. In addition, equipment that simulates the contents of a patient's room in a hospital or nursing home is on the premises for training purposes. Items such as hospital beds and disposable supplies are utilized in the school. International Training Careers contains a small resource center.

## Mission and Purpose

International Training Careers' mission is to create an atmosphere that provides each student with the technical proficiency necessary to procure a rewarding career and to empower each student with a sense of pride and standard of excellence in his or her profession, to encourage the idea of continuing education for career advancement and to provide placement assistance to graduates.

## Administrative Staff

Robert Teich, *Chair, Treasurer and Director of the Corporation*  
Jason Teich, *President and Director Ex Officio of the Corporation*  
Zuleica Perdomo, *Vice President and Director of the Corporation*  
Lourdes Garcia, *Director's Assistant / Admissions*  
Daysis Lara, *Director, Career Services*  
Maria Elena Torrentes, *Registrar*  
Thais Argimon, *Director, Financial Aid*

## Disability Guidelines

International Training Careers is committed to meeting the needs of students that meet the criteria for special assistance. It is International Training Careers' policy to fully comply with federal and state law, including Section 508 of the Americans with Disabilities Act of 1990.

## Notification of Disability

In order to allow time to make the reasonable and necessary arrangements prior to the start of class, applicants must notify International Training Careers and provide required documentation of their disability no later than six weeks prior to the start of the first module which the student wishes to attend. Notification should be made to the Campus Director.

## Accreditation and Approval

International Training Careers is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the commission at:

325 W. Gaines St. Suite 1414  
Tallahassee, FL 32399-0400  
Toll-free telephone number: (888) 224-6684

International Training Careers is owned and operated by International Training Careers, Inc.; a non-for-profit corporation formed under the laws of the State of New York and authorized to operate in the State of Florida. The name and address of the governing body is:

International Training Careers  
7360 S.W. 24th Street, Blue Gables Plaza, Suite 31  
Miami, Florida 33155, (305) 263-9696

International Training Careers is accredited by the Commission of the Council on Occupational Education, [www.council.org](http://www.council.org).

# ADMISSIONS

## Entrance Requirements

Applications to International Training Careers may be obtained at the institution.

International Training Careers will regularly admit students who have completed high school or have a GED. Applicants who are 17 years of age will only be considered eligible if a parent or legal guardian formally gives the applicant their permission to apply.

Additionally, all applicants are interviewed to determine their ability to successfully complete the requirements of the program. International Training Careers does not discriminate on the basis of race, color, religion, age, sex, physical handicap, marital status, sexual preference, gender identity or expression or national origin. The person responsible for coordinating International Training Careers' efforts to comply with the above is the Campus Director.

## Certification Requirements

All students who satisfactorily complete an approved course and meet the academic qualifications are eligible to take the state nursing assistant examination being utilized in Florida. However, they must meet certain standards before they are allowed to take the examination for certification (CNA). An applicant must be of good moral character and must not have been convicted of a disqualifying offense. Once an application for certification and the required state and federal fingerprint based criminal history reports have been received, the Florida Department of Health (FLDOH) will determine if the applicant meets the standards before a certificate will be issued. If a criminal history is revealed on the state or federal criminal history report, the applicant will be notified and will be asked to provide the necessary information in order to continue through the application process. An applicant who fails to provide the required information will not be issued a certificate.

## Registration

Nursing Assistant/Home Health Aide and Patient Care Technician program registration may occur up until the close of business on the last Wednesday prior to the start date of the program.

## Program Length / Academic Year

The Patient Care Technician program at International Training Careers is offered in modules of 6 weeks for day students and 10 weeks for evening students. In this program, day students attend 25 hours per week and evening students attend 15 hours per week. New students can enter the program at the start of any 6

weeks or 10 week module. See admissions for exact starting dates.

“COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.”

## Transfer Hours

### From Another Institution

Consideration will be given to students desiring to transfer to International Training Careers from another institution based upon evaluation of a transcript and each course description. The Dean of Academic Affairs will be the staff member evaluating all previous coursework. International Training Careers reserves the right to accept or deny the transfer of students from other institutions.

At least 25% of the credits or hours required for completion of a program must be earned through instruction taken at this institution unless the student took training at an accredited institution while a member of the US armed forces.

Students who have successfully completed a Nursing Assistant/Home Health Aide program at this institution or another Nursing Assistant/Home Health Aide program approved by the Florida Department of Education will be granted credit in the Patient Care Technician program by receiving advanced standing.

The transferability of credit to another institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits or hours will be accepted by another institution of the student's choice.

With the exception of the advanced standing granted towards the Patient Care Technician program as stated above, International Training Careers does not allow credit for prior learning or by examination.

## Conversion of Hours to Credits

One clock hour is equal to 50 minutes of instructor led training followed by an appropriate break.

**Contact/Clock hours are converted to Academic Credits based on the following ratios:**

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15 Lecture contact hours: 1 semester credit hour

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30 Lab hours: 1 semester credit hour

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45 Internship hours: 1 semester credit hour

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## School Holiday Calendar

Holiday
New Year's Day
All President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving and day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

### SCHOOL CLOSING FOR INCLEMENT WEATHER / EMERGENCIES

International Training Careers will update the school phone greeting to inform students, staff and faculty regarding any school closing. In order to find out if the school is open, call the school and listen to the current message. The number is 305-263-9696.

# STUDENT SERVICES

## Advisement

The faculty and staff of International Training Careers are available to assist students in the achievement of their educational and career goals. If a student requires academic advising they should contact their Academic Dean or Campus Director to arrange for an advising session. During the first week of class, students will receive email addresses for faculty members.

## Tutoring

A student experiencing academic difficulties in a particular subject can arrange for extra help. Tutorial hours are posted on school information bulletin boards. Students should contact their instructor to learn more about tutoring options. There is no additional fee for tutoring.

## Career Services

International Training Careers does not guarantee job placement, however, every effort is made to help all students secure gainful employment. Students are encouraged to communicate with the Career Services office to request assistance. Students should address questions regarding job placement assistance to:

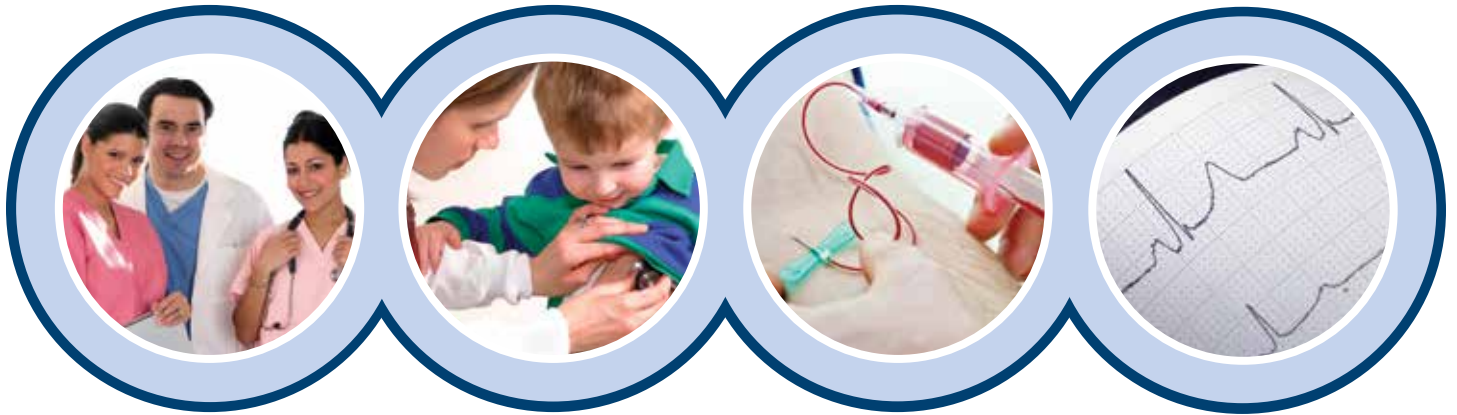
Daysis Lara, [daysis.lara@itcmiami.edu](mailto:daysis.lara@itcmiami.edu), 305-263-9696.

“International Training Careers’ goal is to help and assist individuals interested in obtaining a better future with an emphasis on a better education, training programs and activities that develop thoughts and character.”

# ACADEMIC PROGRAMS

Upon successful completion, all programs will result in the award of a Diploma.

- **Nursing Assistant/Home Health Aide**
- **Patient Care Technician**



## PROGRAM INFORMATION

### Nursing Assistant/Home Health Aide - 150 Clock Hours

#### MAJOR CONCEPTS/CONTENT:

This program is designed to prepare students for employments as nursing assistants, nursing aides, and orderlies, nurse aides in nursing homes (66008) or SOC Code 31-1012 nurse aides, orderlies & attendant. Successful completion of this program from this institution prepares the student for certification for employment as a Nursing Assistant in a nursing home, in accordance with Chapter 82-163, Florida Statutes. The course is taught by a registered nurse. Those students who satisfactorily complete an approved course are eligible to take the state nursing assistant examination being utilized in Florida, in accordance with Chapter 82-163, F.S. All students becoming employed as nursing assistants are required to become certified before working in Florida.

Students will perform nursing skills in the clinical and/or simulated laboratory settings under the supervision of a qualified registered nurse instructor. For nursing assistant certification a minimum of 40 hours clinical must be obtained. Twenty hours of this clinical experience must be in a licensed nursing home. **PERSONS WHO ARE ENROLLED IN A STATE APPROVED NURSING ASSISTANT TRAINING PROGRAM, APPROVED BY THE DEPARTMENT OF EDUCATION MAY BE EMPLOYED BY A LICENSED NURSING HOME FOR A PERIOD OF FOUR MONTHS. THE CERTIFICATION REQUIREMENTS MUST BE MET WITHIN FOUR MONTHS OF SUCH INITIAL EMPLOYMENT, HOWEVER.**

The content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardiopulmonary Resuscitation (CPR) – heart saver level, and employability skills.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, health, safety, and environmental issues.

This program meets the Department of Health HIV/AIDS education requirements. Upon completion of this program, the instructor will provide a certificate to the student verifying that the HIV/AIDS requirements have been met.

## Nursing Assistant/Home Health Aide – 150 Hours

(PROGRAM NOT ELIGIBLE FOR TITLE IV FUNDING)

NA=Nursing Assistant/Home Health Aide is offered as a standalone program <u>OR</u> as part of the Patient Care Technician program		Lab	Lecture	Total Hours
NA 01	DEMONSTRATE APPLICATION OF BASIC MATH AND SCIENCE SKILLS	6	2	8
NA 02	USE VERBAL AND WRITTEN COMMUNICATION	3	4	7
NA 03	DEMONSTRATE LEGAL AND ETHICAL RESPONSIBILITIES	6	5	11
NA 04	PROVIDE EMERGENCY CARE	6	5	11
NA 05	DESCRIBE THE ANATOMY AND PHYSIOLOGY OF THE HUMAN BODY	0	2	2
NA 06	PERFORM PHYSICAL COMFORT AND SAFETY FUNCTIONS	6.5	2	8.5
NA 07	PROVIDE PERSONAL PATIENT CARE	7.5	1.5	9
NA 08	PERFORM NURSING PROCEDURES	14	3.5	17.5
NA 09	APPLY PRINCIPLES OF NUTRITION	3	1	4
NA 10	PROVIDE CARE FOR GERIATRIC PATIENTS	0	6	6
NA 11	APPLY THE PRINCIPLES OF INFECTION CONTROL	0	4.5	4.5
NA 12	PROVIDE BIOLOGICAL, PSYCHOLOGICAL AND SOCIAL SUPPORT	0	4	4
NA 13	PERFORM ORGANIZATIONAL SKILLS, FOLLOWING THE PATIENT PLAN OF CARE	0	2	2
NA 14	ASSIST WITH RESTORATIVE (REHABILITATIVE) ACTIVITIES	3	2.5	5.5
NA 15	DEMONSTRATE EMPLOYABILITY SKILLS	0	3	3
NA 16	DEMONSTRATE KNOWLEDGE OF BLOOD BORNE DISEASES INCLUDING 4 HRS. OF AIDS TRAINING	2	5	7
NA 17	CLINICAL EXPERIENCE	40	0	40

The course numbers are made up of letters and numbers that represent the name and the sequence of the individual courses within the program.





## Patient Care Technician – 750 Clock Hours/32 Semester Credit Hours

(PROGRAM IS ELIGIBLE FOR TITLE IV FUNDING)

### MAJOR CONCEPTS/CONTENT:

This program is designed to prepare students for employment as Patient Care Technicians, Nursing Assistants, Home Health Aides, Nurse Aides, Phlebotomists, EKG Aides, Patient Care Aides or any combination of these titles to work at health care facilities, nursing homes, doctor's offices or private homes. This program will also provide supplemental training for persons previously or currently employed in these occupations.

All of the courses offered in each program are described in detail in this catalog. Please refer to the chart below for specific course details.

### 750 Clock Hours/32 Semester Credit Hours as Follow:

Program	Clock Hours	Course Description
Nursing Assistant / Home Health Aide	150	See page 13 for course description, page 8 for outline.
Patient Care	150	See page 14 for course description, page 10 for outline.
Phlebotomy	150	See page 15 for course description, page 11 for outline.
Electrocardiography	150	See page 17 for course description, page 12 for outline.
Internship	150	See page 18 for course description.

### Credit Conversion:

280 Lab ÷ 30	$9.33 \times 30 = 279.9$
280 Lecture ÷ 15	$18.66 \times 15 = 279.9$
190 Internship ÷ 45	$4.23 \times 45 = 189.9$



## Patient Care Technician

### PATIENT CARE DESCRIPTION

#### Health Careers Core/150 Clock Hours

The student must have either successfully completed or be currently enrolled in a program to become certified in Florida as a Nursing Assistant and Home Health Aide to be eligible to enroll in this program.

#### SPECIAL NOTE:

This program meets the Department of Health and Rehabilitative Services (HRS HIV/AIDS education requirements as specified in Section 381.0034, Florida Statutes and the Department of Business and Professional Regulation (DBPR) HIV/AIDS education requirements as specified in Section 455.2226, Florida Statutes. Upon completion of this program, the instructor will provide a diploma to the student verifying that the HIV/AIDS requirements have been met.

PC is the Patient Care part of the Patient Care Technician program		Lab	Lecture	Total Hours
PC 01	DEMONSTRATE KNOWLEDGE OF THE HEALTH CARE DELIVERY SYSTEM AND HEALTH OCCUPATIONS	0	5	5
PC 02	DEMONSTRATE THE ABILITY TO COMMUNICATE AND USE INTERPERSONAL SKILLS EFFECTIVELY	5	5	10
PC 03	DEMONSTRATE LEGAL AND ETHICAL RESPONSIBILITIES	2	3	5
PC 04	DEMONSTRATE AN UNDERSTANDING OF AND APPLY WELLNESS AND DISEASE CONCEPTS	4	6	10
PC 05	RECOGNIZE AND PRACTICE SAFETY AND SECURITY PROCEDURES	3	2	5
PC 06	RECOGNIZE AND RESPOND TO EMERGENCY PROCEDURES	4	4	8
PC 07	RECOGNIZE AND PRACTICE INFECTION CONTROL PROCEDURES	3	3	6
PC 08	DEMONSTRATE COMPUTER LITERACY	1	1	2
PC 09	DEMONSTRATE EMPLOYABILITY SKILLS	0	7	7
PC 10	DEMONSTRATE KNOWLEDGE OF BLOOD BORNE DISEASES INCLUDING 1 HR. OF AIDS TRAINING	4	4	8
PC 11	APPLY BASIC MATH AND SCIENCE SKILLS	4	5	9
PC 12	PERFORM SKILLS RELATED TO THE HOSPITAL SETTING	14	14	28
PC 13	PROVIDE CARE FOR THE ADULT PATIENT	8	10	18
PC 14	DEMONSTRATE KNOWLEDGE AND UNDERSTANDING FOR NEEDS OF PATIENT WITH SPECIFIC HEALTH PROBLEMS	12	17	29

The course numbers are made up of letters and numbers that represent the name and the sequence of the individual courses within the program.

## Patient Care Technician

### PHLEBOTOMY DESCRIPTION

#### MAJOR CONCEPTS/CONTENT:

The content includes, but is not limited to, communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heart Saver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples of appropriate laboratory sections; and preparing collection trays for specimen procurement.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs occurs through vocational classroom instruction and applied laboratory procedures or practice.

#### LABORATORY ACTIVITIES:

Simulation and clinical laboratory experiences are integrated with the didactic portion of this course. Clinical experience is defined as patient contact in which the student performs phlebotomy skills under the supervision of a qualified health care worker.

PHL is the Phlebotomy part of the Patient Care Technician program		Lab	Lecture	Total Hours
PHL 01	USE VERBAL AND WRITTEN COMMUNICATION	3	3	6
PHL 02	APPLY BASIC MATH SKILLS	3	3	6
PHL 03	APPLY BASIC SCIENCE SKILLS	1.5	2	3.5
PHL 04	DEMONSTRATE EMPLOYABILITY SKILLS	4	5	9
PHL 05	DEMONSTRATE ACCEPTED PROFESSIONAL, COMMUNICATION, AND INTERPERSONAL SKILLS	2	2	4
PHL 06	DISCUSS PHLEBOTOMY IN RELATION TO THE HEALTH CARE SETTING	0.5	1	1.5
PHL 07	IDENTIFY THE ANATOMIC STRUCTURE AND FUNCTION OF BODY SYSTEMS IN RELATION TO SERVICES PERFORMED BY PHLEBOTOMISTS	3	3	6
PHL 08	RECOGNIZE AND IDENTIFY COLLECTION REAGENTS SUPPLIES, EQUIPMENT AND INTERFERING CHEMICAL SUBSTANCES	11	11	22
PHL 09	DEMONSTRATE SKILLS AND KNOWLEDGE NECESSARY TO PERFORM PHLEBOTOMY	26	17	43
PHL 10	PRACTICE INFECTION CONTROL FOLLOWING UNIVERSAL PRECAUTIONS	2	3	5
PHL 11	PRACTICE ACCEPTED PROCEDURES OF TRANSPORTING, ACCESSIONING AND PROCESSING SPECIMENS	7	7	14
PHL 12	PRACTICE QUALITY ASSURANCE AND SAFETY	6	6	12
PHL 13	DEMONSTRATE KNOWLEDGE OF BLOOD BORNE DISEASES INCLUDING 3 HRS. OF AIDS TRAINING	5	5	10
PHL 14	PROVIDE EMERGENCY CARE	4	4	8

The course numbers are made up of letters and numbers that represent the name and the sequence of the individual courses within the program.

## Patient Care Technician

### ELECTROCARDIOGRAPHY DESCRIPTION

#### MAJOR CONCEPTS/CONTENT:

The content includes, but is not limited to, communication and interpersonal skills, human anatomy and physiology with emphasis on cardiac and vascular systems, medical terminology and transcription, patient care techniques in the health care facility, medical instrumentation, safe and efficient work practices, and CPR and employability skills.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs occurs through vocational classroom instruction and applied laboratory procedures or practice.

#### LABORATORY ACTIVITIES:

The laboratory competencies are achieved through simulated practice using standard equipment and supplies found in electrocardiology departments of health care facilities.

Clinical learning experiences are an integral part of this course.

EKG is the Electrocardiography part of the Patient Care Technician program		Lab	Lecture	Total Hours
EKG 01	DEMONSTRATE THE ABILITY TO USE COMMUNICATION AND INTERPERSONAL SKILLS EFFECTIVELY	5	5	10
EKG 02	DEMONSTRATE KNOWLEDGE OF HUMAN ANATOMY AND PHYSIOLOGY WITH EMPHASIS OF THE CARDIOVASCULAR SYSTEM	2	8	10
EKG 03	INTERPRET, APPLY AND TRANSCRIBE MEDICAL TERMINOLOGY	15	15	30
EKG 04	PERFORM PATIENT CARE TECHNIQUES IN THE HEALTH CARE FACILITY	12	8	20
EKG 05	DEMONSTRATE KNOWLEDGE OF, APPLY AND USE MEDICAL INSTRUMENTATION MODALITIES	14	5	19
EKG 06	DESCRIBE CARDIOVASCULAR DRUGS, THEIR ACTIONS, USE AND ADVERSE EFFECTS	5	5	10
EKG 07	INTERPRET ELECTROCARDIOGRAPH RHYTHMS	10	8	18
EKG 08	IDENTIFY LEGAL AND ETHICAL RESPONSIBILITIES	3	2	5
EKG 09	DEMONSTRATE EMPLOYABILITY SKILLS	8	8	16
EKG 10	DEMONSTRATE KNOWLEDGE OF BLOOD BORNE DISEASES INCLUDING 2 HRS. OF AIDS TRAINING	4	8	12

The course numbers are made up of letters and numbers that represent the name and the sequence of the individual courses within the program.



## COURSE DESCRIPTIONS

**(NA) is the Nursing Assistant/Home Health Aide standalone program or part of the Patient Care Technician program**

### NA 01 Demonstrate application of basic math and science skills

Use of measurements in both traditional and metric units. Use addition, subtraction, multiplication and division of whole numbers and fractions in performing patient care procedures. Use the scientific method to evaluate and draw conclusions.

(6 Lab + 2 Lecture = 8 Clock Hours)

### NA 02 Use verbal and written communication

Distinguish between factual reports and personal opinion. Identify and use various forms of communication. Identify barriers to communication. Use basic medical terminology and approved abbreviations. Demonstrate effective interpersonal relationships. Receive and give oral reports of a patient's status. Report and record objective, pertinent observations, in written and oral form, observing legal guidelines. Maintain current documentation. Obtain specific data from patient and family. Utilize verbal and written information to assist with the patient's plan of care. Adapt communication skills to varied levels of understanding and cultural orientation. Read and discuss technical material.

(3 Lab + 4 Lecture = 7 Clock Hours)

### NA 03 Demonstrate legal and ethical responsibilities

Demonstrate legal and ethical behavior within the role and scope of nursing assistant responsibilities. Identify the role of each health-care team member. Explain residents' rights. Maintain confidentiality of patient information. Describe the purpose of the chain of command to resolve patient or employee problems. Follow policies and procedures affecting the health, safety and well-being of patients. Recognize and reporting signs of abuse and neglect. Recognize and report signs of substance abuse. Exhibit behavior supporting and promoting residents' rights. Recognize sexual harassment and domestic violence. Recognize that a CNA must self report any crimes they've been involved in within 30 days of the offense. (FS 456.0727(1) W)

(6 Lab + 5 Lecture = 11 Clock Hours)

### NA 04 Provide emergency care

Perform emergency measures, including CPR and the management of an obstructed airway. Identify emergency evacuation procedures.

(6 Lab + 5 Lecture = 11 Clock Hours)

### NA 05 Describe the anatomy and physiology of the human body

Describe the basic structure and function of body systems. Describe the relationships of body systems in providing patient care. Recognize abnormal signs and symptoms of common diseases and conditions.

(0 Lab + 2 Lecture = 2 Clock Hours)

### NA 06 Perform physical comfort and safety functions

Care for equipment and supplies. Maintaining patient units and service areas on those units. Observing and reporting patient's behavior daily, including mental awareness. Adjusting the bed and side rails.

Lifting, holding and transferring a patient using good body mechanics. Transferring a patient using mechanical lifters. Transferring patient to a stretcher. Turning and positioning a patient. Maintaining the residents' environment and care to avoid the need for restraint.

Applying comfort devices as directed such as a footboard, over bed cradle, alternating pressure mattress. Assisting patient to dangle.

Assisting patient in ambulation, including the use of crutches, cane or walker. Assisting patient in using a wheelchair. Assisting patient with care and use of prosthetic/orthotic devices. Administering a back rub.

(6.5 Lab + 2 Lecture = 8.5 Clock Hours)

### NA 07 Provide personal patient care

Giving a bed bath while checking the full body for alterations in skin surface and color. Assisting with shower or tub bath, including the use of specialty tubs. Assisting the patient with sink, tub, shower or bed shampoo. Shave patient. Groom patient including hair, skin, and foot and nail care. Assist with/or administer oral hygiene. Assist patient with toileting. Assist patient to dress, with meals. Provide bowel and bladder training. Give perineal care.

(7.5 Lab + 1.5 Lecture = 9 Clock Hours)

### NA 08 Perform nursing procedures

Make unoccupied/occupied bed. Measure and record patient's pulse and respiration, blood pressure, temperature. Measure and record patient's height and weight. Assist patient in passive range-of-motion exercise. Apply anti-embolic hose. Collect, strain and/or test routine urine specimen. Monitor catheter drainage system.

Collect clean-catch (midstream voided) urine specimen. Monitor fluid intake and output. (I&O). Observe, record and report patient's emesis. Monitor and assist with the care of catheters. Assist with ostomy care. Collect stool sample. Perform postmortem care. Maintain care and securing of patient's personal possessions and of patient belonging list. Identify signs and symptoms of pain.

(14 Lab + 3.5 Lecture = 17.5 Clock Hours)

### NA 09 Apply principles of nutrition

Identify nutrients and food groups. Explain regional, cultural and religious food preferences.

Describe special diets. Prepare a basic food plan. Check patient's diet tray for accuracy. Identify methods of maintaining fluid balance.

(3 Lab + 1 Lecture = 4 Clock Hours)

### NA 10 Provide care for geriatric patients

Identify safety principles as related to the elderly. Describe general characteristics, particular needs, and problems of the elderly. Identify attitudes and living habits that promote positive mental and physical health for the elderly. Distinguish between fact and fallacy about the aging process. Identify community resources and services available to the elderly. Apply reality orientation techniques and validation therapy. Provide and involve patients in diversional activities. Identify common alterations in elderly patient behavior. Provide care for patients with special needs such as impaired hearing, impaired vision, immobility, impaired body functions and cognitively impaired. Identify appropriate methods of dealing with cognitive impaired (dementia) residents.

(0 Lab + 6 Lecture = 6 Clock Hours)

**NA 11 Apply the principles of infection control**

Wash hands. Provide care for patients with infectious diseases. Practice universal precautions according to the Centers for Disease Control guidelines. Set up isolation unit. Follow isolation procedure with food tray, garments, and other materials. Collect specimen from patient in isolation. (0 Lab + 4.5 Lecture = 4.5 Clock Hours)

**NA 12 Provide biological, psychological and social support**

Identify basic human needs. Discuss family roles and their significance to health. List community resources for individual and family health. Identify components of the grief process. Respond to patient and family emotional needs including death and dying. (0 Lab + 4 Lecture = 4 Clock Hours)

**NA 13 Perform organizational skills, following the patient plan of care**

Organize patient care assignments. Complete assignments accurately and in a timely manner. (0 Lab + 2 Lecture = 2 Clock Hours)

**NA 14 Assist with restorative (rehabilitative) activities**

List the purposes of restorative (rehabilitation) program. Assist patient with specified restorative (rehabilitation) needs. Assist patients/residents to reach the optimal level of independence. (3 Lab + 2.5 Lecture = 5.5 Clock Hours)

**NA 15 Demonstrate employability skills**

Conduct a job search. Secure information about a job. Identify documents that may be required when applying for a job. Complete a job application. Demonstrate competence in job-interview techniques. Identify or demonstrate appropriate responses to criticism from employer, supervisor or other persons. Identify acceptable work habits. Demonstrate knowledge of how to make job changes appropriately. Demonstrate acceptable employee health habits. (0 Lab + 3 Lecture = 3 Clock Hours)

**NA 16 Demonstrate knowledge of blood borne diseases including 4 hrs. of AIDS training**

Distinguish between fact and fallacy about the transmission and treatment of diseases caused by blood borne pathogens. Identify community resources and services available to individuals with diseases caused by blood borne pathogens. Identify "at risk" behaviors that promote diseases caused by blood borne pathogens. Apply infection control techniques designed to prevent the spread of diseases caused by blood borne pathogens to the care of all patients following Center for Disease Control (CDC) guidelines. Demonstrate knowledge of the legal aspects of AIDS, including testing. (2 Lab + 5 Lecture = 7 Clock Hours)

**NA 17 Clinical experience**

Utilize all skills that were taught in the classroom in a facility that cares for actual patients. (40 Lab + 0 Lecture = 40 Clock Hours)

**(PC) is the Patient Care part of the Patient Care Technician program**

**PC 01 Demonstrate knowledge of the health care delivery system and health occupations**

Identify the basic components of the health care delivery system. Describe the various types of health care providers and the range of services available. Describe the composition and functions of a health care team. Identify the general roles and responsibilities of the individual members of the health care team. Develop a basic understanding of human needs throughout the lifespan. Explain the importance of maintaining professional competence through continuing education. Describe trends affecting the delivery system of health care. (0 Lab + 5 Lecture = 5 Clock Hours)

**PC 02 Demonstrate the ability to communicate and use interpersonal skills effectively**

Develop basic listening skills. Develop basic observational skills and related documentation strategies in written and oral form. Identify characteristics of successful and unsuccessful communication including barriers. Respond to verbal and non-verbal cues. Compose written communication using correct spelling, grammar and form. Use appropriate medical terminology and abbreviations. Recognize the importance of courtesy and respect for patients and other health care workers. Recognize the importance of patient/client education. Demonstrate telephone usage including taking messages. Demonstrate ability to give and follow directions. Distinguish between factual reports and personal opinion. (5 Lab + 5 Lecture = 10 Clock Hours)

**PC 03 Demonstrate legal and ethical responsibilities**

Discuss the legal framework of the health care occupation. Explain the medical liability of health care workers. Explain the patients' "Bill of Rights." Describe a code of ethics consistent with the health care occupation. Discuss the importance of maintaining the confidentiality of information including computer information. Recognize the limits of authority and responsibility of health care workers. Recognize and report abuse and neglect. (2 Lab + 3 Lecture = 5 Clock Hours)

**PC 04 Demonstrate an understanding of and apply wellness and disease concepts**

Develop a basic understanding of the structure and function of the body systems. Identify personal health practices and environmental factors which affect optimal function of each of the major body systems. Identify psychological reactions to illness including defense mechanisms. Recognize the steps in the grief process. Explain basic concepts of positive self image, wellness and stress. Develop a wellness and stress control plan that can be used in personal and professional life. Explain the nutrition pyramid. (4 Lab + 6 Lecture = 10 Clock Hours)

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**PC 05 Recognize and practice safety and security procedures**

Demonstrate the safe use of medical equipment. Recognize and report safety hazards. Identify and practice security procedures for medical supplies and equipment. Demonstrate proper body mechanics. Demonstrate the procedure for properly identifying patients. Demonstrate procedures for the safe transport and transfer of patients. Demonstrate fire safety and evacuation procedures. (3 Lab + 2 Lecture = 5 Clock Hours)

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**PC 06 Recognize and respond to emergency procedures**

Monitor and record vital signs. Describe legal parameters relating to the administration of emergency care. Obtain and maintain CPR skills of basic rescuer or higher. Demonstrate basic understanding of first aid and emergency care. Recognize adverse drug reactions and take appropriate action. (4 Lab + 4 Lecture = 8 Clock Hours)

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**PC 07 Recognize and practice infection control procedures**

Demonstrate knowledge of medical asepsis such as hand washing and isolation. Demonstrate knowledge of surgical asepsis utilized in sterilization. Describe how to dispose correctly of bio-hazardous materials, according to appropriate government guidelines such as OSHA. (3 Lab + 3 Lecture = 6 Clock Hours)

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**PC 08 Demonstrate computer literacy**

Define terms and demonstrate basic computer skills. Describe the uses of computers in health care. (1 Lab + 1 Lecture = 2 Clock Hours)

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**PC 09 Demonstrate employability skills**

Conduct a job search. Secure information about a job. Identify documents that may be required when applying for a job. Complete a job application form correctly. Demonstrate competence in job interview techniques. Identify or demonstrate appropriate responses to criticism from employer, supervisor or other person. Identify acceptable work habits. Demonstrate knowledge desirable health habits. Recognize appropriate effective/professional behavior. Write an appropriate resume. (0 Lab + 7 Lecture = 7 Clock Hours)

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**PC 10 Demonstrate knowledge of blood borne diseases including 1 hr. of AIDS training**

Distinguish between fact and fallacy about the transmission and treatment of disease caused by blood borne pathogens. Identify community resources and services available to individuals with diseases caused by blood borne pathogens. Identify "at risk" behaviors that promote the spread of AIDS and the public education needed to combat the spread of diseases caused by blood borne pathogens. Apply infection control techniques designed to prevent the spread of diseases caused by blood borne pathogens to the care of all patients following Center for Disease Control (CDC) guidelines. Demonstrate knowledge of the legal aspects of AIDS, including testing. (4 Lab + 4 Lecture = 8 Clock Hours)

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**PC 11 Apply basic math and science skills**

Draw, read and report on graphs, charts and tables. Measure time, temperature, distance, capacity and mass/weight. Make and use measurements in both traditional and metric units. Make estimates and approximations and judge the reasonableness of the result. Convert from regular to 24 hours time. Demonstrate ability to evaluate and draw conclusions. Organize and communicate the results obtained by observation and experimentation. Ask appropriate scientific questions and recognize what is involved in experimental approaches to the solution of such questions. Calculate ratios. (4 Lab + 5 Lecture = 9 Clock Hours)

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**PC 12 Perform skills related to the hospital setting**

Care for hospital equipment and supplies. Transfer patient to stretcher. Prepare hot and cold applications and assist nurse to apply them. Assist patient to apply binders. Care for patient in skin and skeletal traction. Assist with pre-operative and post-operative patient care. Reinforce dressings. Practice nursing procedures from the nursing assistant module in the hospital setting. (14 Lab + 14 Lecture = 28 Clock Hours)

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**PC 13 Provide care for the adult patient**

Insert a rectal tube. Assist with physical examination. Care for patients receiving oxygen therapy. Change an unsterile dressing. Take an apical pulse. Take an apical-radial pulse. Take pedal pulse. Give cast care. Give artificial eye/contact lens care. (8 Lab + 10 Lecture = 18 Clock Hours)

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**PC 14 Demonstrate knowledge and understanding for needs of patient with specific health problems**

Assist a patient having a seizure. Assist patients with spinal cord injuries. Assist patients with arthritis. Assist patients with diabetes. Assist the blind patient with basic needs. Assist a patient with AIDS. (12 Lab + 17 Lecture = 29 Clock Hours)

**(PHL) is the Phlebotomy part of the Patient Care Technician Program**

**PHL 01 Use verbal and written communications**

Identify and use various forms of communication. Identify barriers to communication. Use basic medical terminology and approved abbreviations. Demonstrate effective interpersonal relationships. Maintain current documentation. Demonstrate proper telephone usage. Demonstrate basic computer skills. Properly identify patients (check identification bands, etc.) Assist in explaining activities to patients. Demonstrate effective teamwork as a member of the health care team. (3 Lab + 3 Lecture = 6 Clock Hours)

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**PHL 02 Apply basic math skills**

Read, interpret and report on graphs, charts and tables. Measure time, temperature, distance, capacity and mass/weight. Make and use measurements in both traditional and metric units. Make estimates and approximations and judge the reasonableness of the result. Convert from regular to 24 hour time. (3 Lab + 3 Lecture = 6 Clock Hours)

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**PHL 03 Apply basic science skills**

Organize and communicate the results obtained by observation. Apply the principles of medical/surgical asepsis. Demonstrate knowledge of anatomy and physiology of body systems.  
(1.5 Lab + 2 Lecture = 3.5 Clock Hours)

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**PHL 04 Demonstrate employability skills**

Conduct a search for employment. Assemble documents that may be required for employment. Assemble documents that may be required when applying for a job. Complete an employment application correctly. Identify acceptable interview techniques. Identify or demonstrate appropriate responses to criticism from employer, supervisor or other person. Identify and practice acceptable work habits and responsibilities. Demonstrate awareness of personal wellness. (4 Lab + 5 Lecture = 9 Clock Hours)

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**PHL 05 Demonstrate accepted professional, communication and interpersonal skills**

Recognize appropriate affective/professional behavior. Communicate appropriately with the patients and members of the health care team. Explain to the patient the procedure to be used in specimen collection. Demonstrate understanding patient rights and responsibilities. Describe appropriate and legal use of patients' medical records. Demonstrate understanding of ethical behavior, professional liability, legal aspects, and the importance of following protocol. Demonstrate correct use of the telephone and access basic computer information. Maintain acceptable appearance, grooming and personal hygiene (professionalism). (2 Lab + 2 Lecture = 4 Clock Hours)

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**PHL 06 Discuss phlebotomy in relation to the health care setting**

List, classify and discuss various departments and services within the health care setting with which the phlebotomist must interact to obtain laboratory specimens from patients. Identify the major departments/sections within the clinical laboratory, the major types of procedures run in each department/section and their specimen requirements. Describe roles of the major classifications of clinical laboratory personnel (e.g. pathologist, chief/administrative technologist, CLS, MT, Phlebotomist, etc.). (.5 Lab + 1 Lecture = 1.5 Clock Hours)

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**PHL 07 Identify the anatomic structure and function of body systems in relation to services performed by phlebotomist**

Describe and define major body systems with emphasis on the circulatory system. List and describe the main superficial veins used in performing venipuncture. Identify appropriate sites for capillary/venipuncture and name/find the most desirable one(s). Describe the function of the following blood components; erythrocytes, thrombocytes, leukocytes, plasma and serum.  
(3 Lab + 3 Lecture = 6 Clock Hours)

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**PHL 08 Recognize and identify collection reagents supplies, equipment and interfering chemical substances**

Identify and discuss proper use of appropriate types of equipment needed to collect various clinical laboratory blood specimens by venipuncture. Explain the special precautions and types of equipment needed to collect blood from a neonate. Identify and discuss proper use of supplies used in collecting micro specimens. Identify and discuss the proper use of various types of anticoagulants, preservative and gels used in blood collection and the vacuum tube color codes for these additives. Describe the type of patient's specimens that are analyzed in the clinical laboratory and the phlebotomist's role in collecting and/or transporting these specimens to the laboratory. Describe substances potentially encountered during phlebotomy which can interfere in analysis of blood constituents. Define and utilize correct medical terminology and metric measurement needed for specimen collection. (11 Lab + 11 Lecture = 22 Clock Hours)

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**PHL 09 Demonstrate skills and knowledge necessary to perform phlebotomy**

Recognize a properly completed requisition and apply established protocol for patient and specimen identification. Discuss/perform methods for facilitating capillary/venipuncture collection. List appropriate antiseptic agents useful in preparing sites for capillary/venipuncture collection. Discuss/perform appropriate methods for preparing a site for capillary or venipuncture. Perform venipuncture by evacuated tube and syringe systems, demonstrating appropriate use of supplies, proper handling of equipment and specimens and patient care. Describe correct order of draw technique for adults, children and neonates. Describe the most common complications associated with capillary and venipuncture, their causes, prevention and treatment. Describe/perform capillary/venipuncture procedures for disposing of used or contaminated supplies. Describe/perform appropriate techniques for making a peripheral blood smear for hematologic evaluation. (26 Lab + 17 Lecture = 43 Clock Hours)

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**PHL 10 Practice infection control following universal precautions**

Define the term "nosocomial infection." Describe/practice procedures for infection prevention. Discuss/perform isolation procedures. Identify potential routes of infection. Recognize and properly handle bio-hazardous materials. (2 Lab + 3 Lecture = 5 Clock Hours)

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**PHL 11 Practice accepted procedures of transporting, accessioning and processing specimens**

Describe routine procedures for transporting and processing specimens. Describe the significance of time constraints for specimen collection and delivery. Demonstrate knowledge of accessioning procedures. Prepare aliquot(s) of specimen of component(s) for analysis according to specimen type and analysis to be performed. Follow protocol for accepting verbal test orders.  
(7 Lab + 7 Lecture = 14 Clock Hours)

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**PHL 12 Practice quality assurance and safety**

Distinguish and perform procedures which ensure reliability of test results when collecting blood specimens. Demonstrate knowledge of and practice appropriate patient safety. Practice laboratory safety in accordance with established procedures. Follow documentation procedures for work related accidents.  
(6 Lab + 6 Lecture = 12 Clock Hours)

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**PHL 13 Demonstrate knowledge of blood born diseases including 3 hrs. of AIDS training**

Distinguish between fact and fallacy about the transmission and treatment of diseases caused by blood borne pathogens. Identify community resources and services available to individuals with diseases caused by blood borne pathogens. Identify “at risk” behaviors that promote the spread of AIDS and the public education needed to combat the spread of diseases caused by blood borne pathogens to the care of all patients following Center for Disease Control (CDC) guidelines. Demonstrate knowledge of the legal aspects of AIDS, including testing. (5 Lab + 5 Lecture = 10 Clock Hours)

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**PHL 14 Provide emergency care**

Perform emergency measures including CPR (heart saver level) and the management of an obstructed airway. Identify emergency evacuation procedures. (4 Lab + 4 Lecture = 8 Clock Hours)

**(EKG) is the Electrocardiography part of the Patient Technician Program**

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**EKG 01 Demonstrate the ability to use communication and interpersonal skills effectively**

Accept and place telephone calls and relay messages. Greet and direct professionals and patients. Use courtesy, tact, patience and assertiveness techniques. Describe different methods of communicating. Identify the chain of command in an institutional setting. (5 Lab + 5 Lecture = 10 Clock Hours)

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**EKG 02 Demonstrate knowledge of human anatomy and physiology with emphasis on the cardiovascular system**

List body systems and identify two (2) functions of each. Identify the function and structure of the heart. Describe the circulatory system. State the purpose of the coronary arteries.  
(2 Lab + 8 Lecture = 10 Clock Hours)

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**EKG 03 Interpret, apply and transcribe medical terminology**

Identify components of medical terms. Define, spell and pronounce medical terms. List and define standard abbreviations and medical symbols. Type 35 correct words per minute. Interpret and transcribe terminology related to cardiovascular testing.  
(15 Lab + 15 Lecture = 30 Clock Hours)

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**EKG 04 Perform patient care techniques in the health care facility**

Describe the physical and mental preparation of the patient for cardiovascular testing. Identify patient and verify requisition order. Prepare patient for cardiovascular diagnostic testing. Measure and record patients' vital signs. Demonstrate isolation techniques. Apply infection control techniques according to Center for Disease Control (CDC) guidelines. Assist with CPR. State precautions required when performing diagnostic procedures. Recognize and reports symptoms of neglect and abuse. Perform skills relative to moving, positioning and transporting patients. (12 Lab + 8 Lecture = 20 Clock Hours)

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**EKG 05 Demonstrate knowledge of, apply and use medical instrumentation modalities**

Define ECG. Calibrate and standardize the cardiograph instrument. Identify and place chest and limb leads. Identify artifacts and mechanical problems. State Einthoven's triangle. Perform and assess a 12 lead ECG. Describe other modalities of cardiovascular diagnosis and interpretation. Identify and respond to cardiac emergency.  
(14 Lab + 5 Lecture = 19 Clock Hours)

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**EKG 06 Describe cardiovascular drugs, their actions, use and adverse effects**

Describe mechanism by which cardiovascular drugs work. List common cardiovascular drugs. State actions and adverse effects of commonly used drugs. Differentiate between normal and abnormal ECG changes due to drugs. (5 Lab + 5 Lecture = 10 Clock Hours)

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**EKG 07 Interpret electrocardiograph rhythms**

Recognize and describe sinus rhythms. Recognize and describe atrial rhythms. Recognize and describe AV junctional rhythms. Recognize and describe extra systoles. Recognize and describe ventricular rhythms. Recognize and describe AV block. List purpose of pacemakers and indications for insertion. (10 Lab + 8 Lecture = 18 Clock Hours)

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**EKG 08 Identify legal and ethical responsibilities**

Follow policies and procedures designed to assure confidentiality of health information. Maintain a safe and efficient work environment. Maintain equipment so it will be safe and accurate.  
(3 Lab + 2 Lecture = 5 Clock Hours)

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**EKG 09 Demonstrate employability skills**

Conduct a job search. Secure information about a job. Identify documents that may be required when applying for a job. Complete a job application form correctly. Demonstrate competence in job interview techniques. Identify or demonstrate appropriate responses to criticism from employer, supervisor or other person. Identify acceptable work habits. Demonstrate knowledge of how to make job changes appropriately Demonstrate desirable health habits. (8 Lab + 8 Lecture = 16 Clock Hours)

**EKG 10 Demonstrate knowledge of blood borne diseases including 2 hrs. of AIDS training**

Distinguish between fact and fallacy about the transmission and treatment of diseases cause by blood borne pathogens. Identify community resources and services available to individuals with diseases cause by blood borne pathogens. Identify community resources and services available to individuals with diseases caused by borne pathogens. Identify “at risk” behaviors that promote the spread of AIDS and the public education needed to combat the spread of diseases caused by blood borne pathogens. Apply infection control techniques designed to prevent the spread of diseases caused by blood borne pathogens to the care of all patients following center for Disease Control (CDC) guidelines. Demonstrate knowledge of the legal aspects of AIDS, including testing. (4 Lab + 8 Lecture = 12 Clock Hours)

**INT 01 Internship**

The purpose of internship is to give students an opportunity to organize and follow a basic nursing care plan, applying principles of nursing care, observe, report and record pertinent information, demonstrate responsibility and exhibit the ability to work well with others.

In order to do this, the student will be given assignments to deliver residents care under the supervision of an instructor. Students will demonstrate skills previously taught in class that will be performed in a manner which is safe for residents and done according to previously set standards. Each student’s performance will be evaluated and recorded on the Clinical Skills Performance Record Evaluation Checklist, signed by the instructor. (150 Lab + 0 Lecture = 150 Clock Hours)

## Tuition and Fees

The current costs for the programs are listed on the Addendum of this catalog.

Tuition and Fee Schedule		
Program	Patient Care Technician	Nursing Assistant
	750 Clock Hours	150 Clock Hours
Tuition Fee	\$15,395	\$995
Registration Fee	\$25	\$100
Books and Supplies	\$200	\$50
Total	\$15,620	\$1,145

## Financial Assistance and Financial Aid

Financial aid is distributed to students based on their financial need as computed using the information obtained on their Free Application for Federal Student Aid (FAFSA). Applicants may contact the institution’s Office of Financial Aid for specific information regarding the availability of Financial Aid. All student aid is credited to the student’s account each term that they are enrolled at the school. Students will “typically” be packaged with a combination of a Pell Grant (no repayment), student loan(s) (must be repaid) and an institutional interest free payment plan (pay as you go) if they qualify. Information regarding your individual financial aid package may be obtained by speaking with a Financial Aid Officer at 305-263-9696. The staff is available in the Financial Aid Office during regular school hours. Students receiving Financial Aid must attend 90% of time offered during the current payment period and must maintain satisfactory academic progress in his/her program of study. For continued eligibility for financial aid, the student must maintain satisfactory academic progress in their program of study.

## Federal Grants

International Training Careers participates in the Federal Pell Grant Program. Awards range from \$672 to \$6,495 for the 2021-2022 award year. Pell awards are based on financial need. The Pell Grant program amount is calculated based on the academic program length and the student’s personal financial profile. Pell awards do not require repayment. A student is eligible to receive 12 semesters of Pell or its equivalent. The Department of Education will track this eligibility through the Common Origination and Disbursement (COD) system.

## Direct Loans

These loans are for students borrowing on their own behalf. The funds are loaned to the student directly by the United States Department of Education. These are loans that must be paid back.

## Direct Subsidized Loan

The government makes the interest payment on a subsidized direct loan during the time the student is in school. Deferments (approved delay of repayment) may be arranged on a case-by-case basis. Interest now accrues during the grace period.

A student may borrow up to \$3,500 as a freshman provided the student has need. The interest rate is 3.73%. The repayment period will begin six months after the student is no longer enrolled. Interest that is accrued during the six month grace period will be payable by the student rather than be subsidized by the federal government.

The eligibility for subsidized loans are now limited to 150% of

the length of a student's academic program for new borrowers beginning on or after July 1, 2013. Once a student reaches the 150% limit, his or her eligibility for an interest subsidy also ends for all outstanding subsidized loans that were disbursed on or after July 1, 2013. Once a student reaches the 150% limit they can continue to receive unsubsidized loans if they are otherwise eligible.

## Direct Unsubsidized Loan

Direct /Unsubsidized loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. An independent undergraduate student may borrow up to \$6,000 during each of the first two years of study under this program. A dependent undergraduate student may borrow \$2,000 in unsub loans. The interest rate is 3.73%. Students are responsible to pay interest during all periods. Interest payments are capitalized (added to the principle amount of the loan) while the student is attending school and during the 6-month grace period. If a parent of a dependent student for credit check is denied, the student may take an additional \$4,000 under the unsub program.

## Plus Loan

PLUS loans are federal loans that parent of dependent undergraduate students can use to help pay for educational expenses. Generally, repayment must begin within 60 days after the loan is fully disbursed. There is no grace period for PLUS loans. Interest begins to accumulate at the time the first disbursement is made. A parent may capitalize the interest on a plus loan until the student is no longer enrolled. PLUS loan payments begin during a student's academic life.

The following documents are available updated annually at this web site address:

<http://www.TuFuturoVale.com/annualdocuments/>

- 1a. School Catalog, English version
- 1b. School Catalog, Spanish version
- 1c. School Catalog Addendum
2. Plan for Crime Awareness and Campus Security
3. Alcohol and Other Drugs (AOD) Abuse Prevention Policy including Biennial Review
4. FERPA ITC Authorization to Release Information
5. Financial Aid Policies and Procedures Manual
6. Financial Aid Policies and Procedures Appendices
7. Estimated Financial Aid and Cost of Attendance by Program
8. Annual Security Report (ASR)
9. Retention and Placement Report
10. Policies and Sanctions Related to Copyright Infringement
11. Fire Safety Information
12. Vaccination Policy
13. Title IV Loan Code of Conduct
14. Campus Security Coordination with State and Local Enforcement Agencies

15. Campus Community Emergency Response
16. Senate Bill 524 regarding notification of sexual predators
17. Voter Registration Information
18. Textbook Information
19. Title IX Policy
20. Refund Policy for Credit Hour Programs
21. Facility and Maintenance and Custodial Care Plan

Students may request to have paper copies mailed to them of the above mentioned Information by contacting [thais.rojas@itcmiami.edu](mailto:thais.rojas@itcmiami.edu).

## Interest Rate

The current interest rates for Direct Loans for the year July 1, 2021 – June 30, 2022 are:

	Unsubsidized	Subsidized
In-School, Grace or Deferment	3.73%	3.73%
Plus (parent loan)	6.28%	

## General Eligibility

The applicant must be a US Citizen or eligible non-citizen and have a valid Social Security number. Male students between the ages of 18-25 must be registered with the Selective Service unless Selective Service does not require the student to be registered due to unusual circumstances. Students cannot be in default on a prior student loan.

## Title IX

In accordance with the requirements of Title IX of the Education Amendments of 1972 and their regulations, no person in the United States shall, on the basis of sex and gender identification, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. A Title IX coordinator has been assigned to help ensure every person affected by the operation of our institution complies with the legal obligations under Title IX.

## The Title IX Coordinator

All Title IX related violations are handled through the Title IX Coordinator.

*Contact Information:*

Email: [titleixcoordinator@allenschool.edu](mailto:titleixcoordinator@allenschool.edu)  
 Address: 188 Montague Street, 3rd Floor, Brooklyn, NY 11201  
 Phone: 718-243-1700

## VA Educational Benefits

International Training Careers is approved for VA Benefits.

VA education benefits provide financial support for under-graduate and graduate degrees, vocational and technical training, licensing and certification tests, apprenticeships, and on-the-job training. You may be eligible for one or more of the following VA education benefit programs if you meet these requirements:

- Post-9/11 GI Bill® – at least 90 aggregate days of active service or were discharged with a service-connected disability after serving 30 continuous days, after September 10, 2001
- Montgomery GI Bill® – Active Duty (MGIB-AD) – you meet the eligibility requirements for one of four MGIB-AD categories, which include factors such as the dates and length of your service. Generally, benefits are payable for 10 years following your release from active duty.

- Reserve Educational Assistance Program (REAP) – reservists who were activated for at least 90 days after September 11, 2001, for a contingency operation, which includes Iraq and Afghanistan operations.
- Post-Vietnam Era Educational Assistance Program (VEAP) – certain Service members who elected to make contributions from their military pay to participate.

### VA Transcript Request

Federal VA Regulations require that an unofficial transcript from every college that a VA student has ever attended (even if the student did not receive VA Benefits while attending that college) be submitted to the Financial Aid and Academic office for evaluation. All transcripts will be evaluated and prior approved credit granted upon the start of the program.

### Registration fee for VA students

Students may not be required to pay a registration fee if the student's VA benefit eligibility pays the registration fee on behalf of the student.

### VA Benefit Termination

Students who are academically dismissed are terminated from receiving benefits.

**For those attending in states that allow measurement in Credit Hours and in Clock Hours only:**

<b>32 Academic Credits</b>			
	Pell Grant	\$6,495	
	<b>Maximum Annual Loan Limits:</b>	<b>Dependent Students</b>	<b>Independent Students</b>
	Subsidized Direct Loan	\$3,500	\$3,500
	Unsubsidized Direct Loan	\$2,000	\$6,000
	<b>TOTAL</b>	<b>\$5,500</b>	<b>\$9,500</b>

*“ We’re here to help.  
 Contact our Financial Aid advisor for assistance  
 if you have questions. ”*

## Cancellation and Refund Policy for Title IV Eligible Programs

Should student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule for those students enrolled in Title IV eligible programs:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before first class, will result in a refund of all monies paid, with the exception of the registration fee.

After that, the school will refund:

- A. 100% of the tuition charges if the student withdraws on or before the first week of class.
  - B. 90% of the tuition charges if the student withdraws within 10% of the enrollment period.
  - C. 50% of the tuition charges if the student withdraws between 10% and 25% of the enrollment period.
  - D. 25% of the tuition charges if the student withdraws between 25% and 50% of the enrollment period.
  - E. 0% of the tuition charges if the student withdraws after 50% of the enrollment period.
4. Termination date: When calculating the funds due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
  5. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.
  6. A student can be dismissed, at the discretion of the Director, for insufficient progress, non-payment of cost, or failure to comply with rules.

## Institutional Cancellation and Refund Policy

Should student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule for those students NOT enrolled in Title IV eligible programs:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before first class, will result in a refund of all monies paid, with the exception of the registration fee.

After that, the school will refund:

- A. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
  - B. Cancellation after completing more than 40% of the program will result in no refund.
4. Termination date: When calculating the funds due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
  5. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.
  6. A student can be dismissed, at the discretion of the Director, for insufficient progress, non-payment of cost, or failure to comply with rules.

For the Nursing Assistant/Home Health Aide program, the enrollment period is the entire program.



## Satisfactory Academic Progress

### Process Overview & Responsibilities

SAP standards are established by the Director and President. The relevant SAP policies are summarized below.

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. International Training Careers developed policies to determine the academic standards that students are expected to meet and then a means and schedule of measuring the achievement of those qualitative and quantitative standards. If the student has made acceptable qualitative and quantitative progress for that particular increment, then International Training Careers reviews the 150 percent of the maximum allowable time frame criterion to measure student’s SAP.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the beginning of each term/semester, and will be checked prior to disbursement of aid.

### Same As or Stricter Than

International Training Careers’ 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 aid. The Title IV SAP policy is the same as the school’s academic policy as indicated above. The Director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Dean of Academics notifies financial aid office if the school changes its academic policies.

### Quantitative Measure of Satisfactory Academic Progress (SAP)

International Training Careers’ satisfactory academic progress policies also contain a quantitative measure. The policies specify a maximum time frame not to exceed federally-required 150 percent of the published length of the program in which a student must complete his or her academic program. The time frame may be measured in credit hours earned or clock hours completed. The maximum time frame set as 150 percent of scheduled number of weeks in the program.

**Timeframe** - All students must satisfactorily complete their program within 150% of the normal timeframe.

Diploma	Normal Time	Maximum Program Time
Patient Care Technician - Day	30 Weeks	45 Weeks
Patient Care Technician - Eve	50 Weeks	75 Weeks
Advanced Patient Care Technician - Day	24 Weeks	36 Weeks
Advanced Patient Care Technician - Eve	40 Weeks	60 Weeks

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program’s credit hour requirements. For example: The maximum timeframe for the Patient Care Technician day is 45 weeks. The total credit hours needed for completion of this program is 32 semester credits. By the time the student reaches 22 weeks (1/2 of the maximum time frame), they must have earned 16 semester credits. The time frame is applicable for all students including those who did not receive financial aid.

The students who have failed to meet the quantitative standards are placed on probation or the student is denied future Title IV aid. The Director of Financial Aid in coordination with the Academic Dean monitors quantitative progress. The financial aid office receives quantitative information about Title IV recipients from the Academic Dean. The quantitative SAP is reviewed manually and a copy of the latest transcript is kept on student file. The office of financial aid notifies students in writing their progress or lack of progress at the end of each enrollment period or term.

### Increments

To ensure the student is making sufficient progress both quantitatively and qualitatively, International Training Careers’ SAP policy divide the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. But in any case it cannot be longer than half the program or one academic year, whichever is less. For example in a 32 semester credit hour program, an increment must not exceed 16 semester credit hours. See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations.

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

As per sections 668.16(e) (2) (i) and 668.34 of I-IEA 1965, International Training Careers follows a qualitative measure. The measurement is graduated. The following policy provides a detailed description of how qualitative progress is monitored and by whom. International Training Careers realizes that, oftentimes, students must make an adjustment to the academic demands of pursuing an education. See the grading system chart on page 28.

### **Satisfactory Academic Standing**

A cumulative grade average of C (GPA 2.00) is required for the issuance of a diploma; a grade report is issued at the end of each term session. Grades are assigned by course instructors according to the individual course requirements. A marking period grade average is determined by adding the numerical equivalent of all grades received during that marking period and dividing the total numerical value by the number of courses taken. A cumulative grade average is determined by adding the numerical equivalent of all grades received from all courses attempted while enrolled in the school and dividing the total numerical value by the total number of courses attempted.

Nursing Assistant/Home Health Aide and Patient Care Technician students must receive a passing grade of C in each of the modules in the program. A student is permitted to repeat a module one time. A final grade for each module is given based upon an exam for that module. Upon successful completion of all modules, a transcript will be issued to the student, which will outline the history of progress.

### **Financial Aid Warning**

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 clock hours to keep Pace with the requirements for graduation within the 150% time frame, there is a 67% cumulative attendance requirement that each student would have to meet at the end of each payment period. Failure to meet these requirements 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 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.

### **Appeal**

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of title IV aid eligibility. (If a school does not allow an appeal, a student may not be placed on financial aid probation).

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the President, who will meet with the Financial Aid Director and Campus Director to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students 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.

The President will provide a decision in writing within ten (10) business days.

### **Appeal Procedure**

Upon written appeal by the student, failure to meet one or more of the satisfactory progress requirements will be evaluated by the Director. The student will be notified in writing of the decision of the director within two weeks of the request for an appeal.

### **Financial Aid Probation:**

If 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.

Students who regain SAP at the next reporting period will have regained full eligibility for Title IV, HEA funding; those who are not making SAP will continue to be **ineligible** to receive Title IV funds without the option to appeal.

### **Reinstatement**

The school will review the academic records of any Nursing Assistant/Home Health Aide and Patient Care Technician student applying for reinstatement. Students who left school while not making satisfactory academic progress due to incomplete grades will be readmitted on probation at the discretion of the Director if the review of their academic records permits reinstatement.

### **Treatment of Repeated Courses, Pass/Fail Courses, Incompletes, Withdrawals & Absences**

#### **Incomplete Grades and Repeats**

Nursing Assistant/Home Health Aide students who do not pass a module may retake that module one time. If a student

fails a module twice, that student will be dismissed from the program. Any module that is missed must be made up or an incomplete grade will be assigned for that module. A student may not graduate with an incomplete grade. All incomplete grades must be made up within two months of the class separation date or the student will be required to repeat the entire program at an additional cost. The makeup module grade will replace the original grade on the student transcript. There is no fee for the students retaking a module.

### Requirements for Graduation

Students **MUST** pass all modules within the curriculum and have a 2.0 ('C') cumulative average to qualify for graduation. Students must also fulfill all financial obligations to the school.

### Make-up Work

The school will provide time, facilities and Instructor involvement for students to make up work assignments.

### Leave of Absence (LOA)

A Leave of Absence refers to a specific period of time when a student is not in attendance while their academic program is in session. In order to be considered for a temporary interruption in a student's education and to continue eligibility for Title IV funds, the Leave of Absence must meet specific circumstantial criteria. The following circumstances may be considered a Leave of Absence; Jury Duty, Military Duty, Birth of a Child, Health Conditions or Bereavement. Documentation will be required to support Leave of Absence request.

The following must apply for a Leave of Absence to be considered:

- The student has made a written request with supporting documents for the Leave of Absence.
- The leave must be for at least fourteen (14) consecutive days and not more than 180 days within 12-month period.
- The student must state the date the leave will begin, and the expected date of return.
- The student must not have exceeded 180 days of leave in the previous 12-month period.

If a student fails to return at the end of the Leave of Absence, he/she will be considered to have withdrawn. Refund requirements will then apply using the last date of attendance. In some cases, the Leave of Absence could extend the student's graduation date; however, it will not involve additional charges by the school.

If a student fails to return from a Leave of Absence, the 6-month Grace Period from their Federal Student Loan will be activated retroactively to their last date of attendance prior to the start of the Leave of Absence. Should a student be granted a Leave of

Absence for 180 days and fails to return from that leave, their entire 6-month Student Loan Grace Period will have been exhausted and their Student Loan Payments will begin immediately.

### Documentation

As with any use of professional judgment, adequate documentation is critical. Since third parties may sometimes be used to document the mitigating circumstances surrounding a SAP appeal, the following provides some acceptable documentation that may be submitted in support of an appeal. Some examples might include but are not limited to:

- A. Newspaper obituaries or death certificates to substantiate deaths
- B. Physician's statement to substantiate illness or accident
- C. Statement from clergy or family member who knows the student's situation
- D. Statement from academic advisor or professor

### Regaining Eligibility

As per section 668.16(e) (6) of the HEA 1965, a student not making SAP may re-establish eligibility on his or her own, either because an appeal was denied or because he or she did not submit an appeal.

A student can re-establish eligibility if he/she securing the cumulative grade point average 2.0 before or during the Title IV aid period by completing incompletes and receiving a letter grade. The student will then resume receiving aid for the current aid period after re-establishing eligibility.

The Academic Dean provides a report to the Financial Aid Office once a student has reestablished Title IV eligibility because he or she is making acceptable SAP. It is also the responsibility of the student to notify the Financial Aid Office or the bursar's office. The aid office reviews student's SAP and process all Title IV aid that the student is eligible for. The office prepares the award package, contact student via telephone or email, completes all required paperwork and initiate processing of Title IV aid with the school's third-party service provider ECM.

### Refund Policy

This policy applies to students' who withdraw official or unofficially or who 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 programs OR non-term Credit Hour programs 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 Policy

### "Official" Voluntary Withdrawal

A student is considered to be "Officially" withdrawn on the date the student notifies Registrar or School Director in writing of their intent to withdraw. The date of the termination 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.
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 student's 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.

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 Academic Department and Registrar will make several 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.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

### 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 prorated 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 or credit 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 for clock hour programs:

- a) Determine the percentage of the period completed: Divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the payment period.

Calculate the percentage of Title IV, HEA aid earned for a credit hour programs:

- b) Determine the percentage of the period completed: Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more).

The following guidance applies to calculations for clock hour and credit hour programs:

- c) If this percentage is greater than 60%, the student earns 100%. d) 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 International Training Careers
- 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
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid

### Earned Aid

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours or credit 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-withdrawal 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. The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing student's 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.

**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-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

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

**Grading**

A cumulative grade point average (CGPA) of 2.00 is required for the issuance of a diploma. A grade report is issued at the end of each module for evaluation and counseling purposes.

Any student receiving an (I) incomplete (which requires documentation of extenuating circumstances) will be required to attend a mandatory counseling session with their Academic Dean and will have a two-week period from the end of the module to complete the coursework from the course in which they received an Incomplete. All students failing to complete their coursework within this two-week period will have their grade automatically changed to an I.

**Academic Probation**

Any student receiving an F will not receive credits/hours for that course, will be placed on probation, and will be required to attend a mandatory counseling session with their Academic Dean and will be required to retake the course during the next module. If a passing grade for the course is not achieved at the end of the next module, the student will be dismissed from the institution.

**Attendance/Assessment of Substantive Interaction** – Attendance and Assessment of Substantive Interaction is reviewed weekly by the institution to ensure compliance with this regulation. Students who miss more than 20% of their scheduled program will be placed on academic probation and may be dismissed. Students placed on academic probation due to attendance will have one full module to bring their attendance level above the 80% threshold. Students who fail to rise above the 80% threshold at the end of the probation period will be dismissed.

**Cumulative GPA** – GPA is evaluated at the end of each module. Any student whose GPA falls below a cumulative GPA

(CGPA) of 2.0 will be placed on academic probation and may be dismissed. Students who fail to rise above the 2.0 CGPA thresholds at the end of the probation period (one module) will be dismissed. Students will be placed on academic probation for one module only.

**Grading Scale**

GRADING SYSTEM The grading scale is as follows:		
Numerical Scale	Letter Grade	Points
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
65 - 69	D	1.0
64 - Below	F	0.0
I incomplete		

Grades are assigned by course instructors according to the individual course requirements as detailed in the course syllabus.

A marking period grade average is determined by adding the numerical equivalent of all grades received during that marking period and dividing the total numerical value by the number of courses taken. A cumulative grade point average is determined by adding the numerical equivalent of all grades received from all courses attempted while enrolled in the school and dividing the total numerical value by the total number of courses attempted.

Transcripts are issued to graduates who have satisfied all academic requirements. Official transcripts must be requested in writing and submitted to the Registrar either by submitting a completed official transcript request form (available in the Registrar’s office) or a letter that contains the following information: current name, dates of attendance, campus, name while enrolled (if different than current name), and complete address of recipient. Official transcript requests must be accompanied by \$10 (cash or money order). There is no charge for unofficial transcripts.

Requests for official letters of attendance, progression, and academic status should be submitted to the Office of the Registrar.

Each module, students must demonstrate their commitment to completing their program by earning passing grades in applicable courses in accordance with the grading system chart above.

### **Nursing Assistant/Home Health Aide and Patient Care Technician Programs**

Students must receive a grade of C in each of the modules in the program and on internship. If they fail a module exam, they are permitted to retake the module exam twice in an effort to receive a passing grade. Failure to do so will result in dismissal from the institution. A subsequent passing grade on a module exam will replace the original grade.

### **Attendance, Assessment of Substantive Interaction, & Make-Up Hours**

The institution is preparing students for employment. Employers will not tolerate excessive absence, and being present and prepared is critical for academic and professional success.

Attendance will be taken within the first 15 minutes of period 1 and within the first 10 minutes of all other periods of class. Only students present during this time will be marked Present. All others will be marked absent.

### **Make-Up Hours & Late Work Policy**

Students who have missing work should complete their missing work within 2 weeks from the end of the week in which work was missed. Students should contact their instructor and/or Academic Dean for instructions on making up hours or assignments/assessments.

Lab work completed after the original class session or deadline will be subject to an automatic reduction in the grade for the assignment(s) according to the following scale:

- Within one week – 25% reduction in lab-work grade
- Within two weeks – 50% reduction in lab-work grade

Assignments or assessments completed after the original class session or deadline will be subject to an automatic reduction in the grade for the assignment(s) according to the following scale:

- Completion within 3 days after the end of the unit in which the assignment was missed = automatic 15% reduction in assignment grade
- Completion within 7 days after the end of the unit in which the assignment was missed = automatic 25% reduction in assignment grade
- Completion within 2 weeks after the end of the unit in which the assignment was missed = automatic 50% reduction in assignment grade.

All make-up work must be completed within 2 weeks, or prior to the completion of the module, whichever comes first. Any work not completed by this time frame will receive a zero.

An Incomplete (I) grade may be granted by the instructor in extenuating circumstances, provided documentation of the extenuating circumstances is provided by the learner. Incomplete (I) grades may never exceed a two-week period after the end of the regularly scheduled module dates.

## **Code of Conduct**

The foundation of any educational experience is an open and respectful learning environment. While different views and opinions will be valued and challenged during your studies, online (written) and live (verbal) interactions in and regarding your online course must always meet the standards of the International Training Careers' Code of Conduct and the Academic Honesty policy. Students are expected to act respectfully and professionally at all times.

Failure to meet either of these standards may result in lowered grades, being placed on academic probation, and possibly dismissal from the program.

International Training Careers students in health professions programs are held to standards of conduct that exceed those usually expected of students, as students represent the health care field and must gain respect from the general public. From the first day of the program, students will be expected to dress, behave, and be prepared for each day just as if they were already working in a health care setting. Students are required to demonstrate not only clinical competency, including reasonable skill and safe practices, but also professional, ethical behavior in the presence and care of patients, doctors, instructors, staff, and peers.

Unprofessional behavior includes any behavior that is disruptive or disrespectful and is inconsistent with professional standards and inappropriate for students aspiring to a career in health care. Such behavior will not be tolerated.

### **Unprofessional behavior for all learners includes, but is not limited to the following:**

Disrespectful, disruptive and inattentive behavior or actions, such as talking, whispering, exhibiting disrespectful body language, or distracting other students during presentations or class sessions. Confrontational, argumentative, or disrespectful discussions, actions, or body language used in the presence of school staff, instructors, or those you interact with during course activities or during your internship such as patients, doctors, nurses, and staff, or peers.

Professional conduct includes academic honesty while in the program. Cheating on academic tests and plagiarism on reports or documents are not tolerated.

Use of threats or threatening language towards another constitutes ground for immediate dismissal.

### **Unprofessional behavior for learners in an on-ground classroom:**

Use of cell phones or any other handheld music or communication devices during class or labs, other than in an emergency or during breaks.

Sleeping in class sessions or student laboratory activities.

Use of computers for activities unrelated to the program or course requirements.

Inappropriate dress as defined by the Dress Code.

Use of abusive or obscene language while on the International Training Careers campus or internship sites.

Disclosure of any confidential patient information to any unauthorized person, including family, friends, or the public during internship.

Failure to follow universal safety precautions.

Any use of physical force or violence constitutes ground for immediate dismissal.

### **CONSEQUENCES OF UNPROFESSIONAL CONDUCT**

If a student is exhibiting any form of unprofessional behavior as defined above, he or she may be asked to stop the behavior and/or asked to leave the classroom, laboratory, or International Training Careers campus. Students who are dismissed from class may be given failing grades for specific work, or the course, and may be suspended or expelled from the International Training Careers' school.

An instructor will present written documentation of the behavior, ask that it be signed by the student, and a conference with the student's Academic Dean/Campus Director will follow. This written warning will become a part of the student's permanent record. Depending on the seriousness of the violation, an incidence of unprofessional behavior may result in the student being placed on probation, or the student may be dismissed from the program.

If, after one documented incident of unprofessional behavior, the student continues to display unprofessional behavior, further documentation will be developed and a second counseling session with the Campus Director and Academic Dean will follow. Depending on the seriousness of the violations, two or more incidences of unprofessional behavior may result in the student being placed on probation, or the student may be dismissed from the program.

A student who is dismissed from the program for unprofessional conduct is not eligible for re-admittance into the program at any time.

*Other items that students at International Training Careers agree to include the following:*

I will arrive at all school-related activities dressed appropriately, adhering to the dress code for my specific program.

I will arrive before classes/sessions start and be seated quietly when class starts.

I will have my readings, projects, and other assignments completed in preparation for class.

I will ask questions and/or share my thoughts of disagreement calmly and with respect for my instructors, staff, and peers.

I will not eat, drink, or smoke within the school.

In an effort to avoid transmission of communicable diseases, I will follow the instruction received in the program in the use of Universal Precautions before clinical experiences requiring direct contact. Universal Precautions must be followed at all times and failure to adhere to these precautions may result in failure of a course and/or dismissal from the program.

Students must treat all patients, visitors, hospital employees, physicians, and peers with respect, regardless of race, color, religion, age, sex, physical handicap, marital status, sexual preference, gender identity or expression or national origin.

In addition to counseling and disciplinary actions, students may receive academic consequences for tardiness, lack of preparedness, etc. as detailed in their course syllabi and the International Training Careers catalog.

## **Academic Honesty**

Academic integrity is the foundation of the learning community. Because each student has the primary responsibility for being academically honest, students are advised to read and understand the following information:

*Academic dishonesty includes but is not limited to:*

**Plagiarism** – this occurs when a writer represents another person's words or ideas as his/her own. Plagiarism can be unintentional, but it is the student's responsibility to review this definition to avoid plagiarizing other's work. Plagiarism occurs when writers fail to enclose direct quotations (of other's written or oral works) in quotation marks; failure to include citations in your writing (or as footnotes); and/or failure to furnish a reference or cited

works list to accompany your writing.

Check your syllabus to review the standard documentation system that your instructor requires for the course.

**Cheating** – this occurs when the integrity of an activity or examination is compromised through dishonesty or deceit.

Cheating includes unsanctioned student collaboration or the use of unsanctioned resources or materials to complete your work. Cheating also includes exchanging information with others about examinations, quizzes, or other class activities that are designed to be completed independently.

**Misrepresentation** – involves providing false information in an academic assignment, furnishing false or misleading information to instructors or other International Training Careers personnel, or presenting misleading or fabricated data as valid.

#### Process

In the event of alleged academic dishonesty, the instructor will report the matter and provide documentation to the Academic Dean who will then investigate the charge. Students who engage in academic dishonesty are subject to a range of disciplinary actions, from a failing grade on the assignment or activity in question to expulsion from the International Training Careers.

## Student Rights and Grievance Procedure

Any student who desires to file a grievance about any action, employee or student of the school must follow the procedure outlined below:

1. The aggrieved student should first bring academic matters to the attention of his/her instructor, and for any non-academic matters, the student should contact the Campus Director.
2. For academic matters, if the student is not satisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the instructor, the matter should then be brought to the attention of the Dean.
3. For academic matters, if the matter still remains unresolved at this point, the student may then bring it to the attention of the Campus Director.
4. If the matter cannot be resolved by the Campus Director, the student may appeal to the President of the International Training Careers, PO Box 25886, Brooklyn, NY 11202.

5. After a student has exhausted all means listed above, and the matter remains unresolved, he/she may seek assistance through the Florida Department of Education. (*See procedure below*)

Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
Phone: (850) 245-3200  
Toll free: (888) 224-6684

6. Students may also contact the Council on Occupational Education regarding any matter that they are unable to resolve. The address and phone number for the Commission is:

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Phone: (770) 396-3898  
[www.council.org](http://www.council.org)

## Student Account

International Training Career does not mail registration bills or account statements. Electronic statements are provided monthly for students.

## Payment Methods

Payments made by credit card, debit card, cash, cashier's check or money order are accepted. Personal checks are not accepted.

## School Policy



International Training Careers reserves the right to make changes in its policies and procedures. The institution further reserves the right to limit student registration for classes, to discontinue classes for lack of enrollment, with full tuition refunds to enrolled students, to revise tuition rates, and to change class times and teacher assignments.

International Training Careers is an equal opportunity educational institution. It does not discriminate on the basis of race, color, religion, age, sex, physical handicap, marital status, sexual preference, gender identity or expression or national origin in administration of its admissions policies, administrative policies and grant programs and other school administered programs. Updated annual documents can be found at <https://www.tufuturovale.com/annualdocuments>.

### Disclosure Statement

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the Campus Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the Commission for Independent Education separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the Campus Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

The policies and procedures listed in this catalog are not exhaustive in detail or inclusive of all forms that a student may be asked to agree to during their academic program with the International Training Careers.

 *Don't wait and call us today,  
with our experience we will get you on the right path  
to a brighter future.* 









“ *The future belongs to the curious.* ”



International Training Careers