

Joemag Medical Training College School Catalog

2024 - 2025



**2281 Orchard Road, Oswego IL, 60543
Telephone Number - (630) 636-7043**

Academic Catalog 2024-2025

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INSTITUTIONAL GOALS, PURPOSE & MISSION STATEMENT:

The institutional mission of Joemag Medical Training College is to rise to the occasion for the purpose of meeting the healthcare training and occupational needs of the surrounding service area in a way that exceeds our stakeholders' expectations. The staff of Joemag Medical Training College shall achieve this feat through the delivery of quality training with a purposeful focus on excellence and caring attributes. Joemag Medical Training College strives to exceed expectations by prompting each pupil to not only achieve, but surpass goals. As an institution, we feel our success is built upon the success of each student who seeks our services. Joemag Medical Training College was founded in 2023 in the Chicagoland metropolitan area by a registered nurse who wanted to share her professionalism and passion for the medical field. The purposes of Joemag Medical Training College are to:

1. Grow in a selective way while serving the Chicagoland region.
2. Become student-focused to increase the number of trained allied healthcare workers in the region.
3. Achieve distinction in order to become a sought-after proprietary school in the Chicagoland region.
4. Create an inclusive, civil campus environment for all students, faculty, and staff members.

OUR PHILOSOPHY

Our philosophy at Joemag Medical Training College is constructed around the belief that occupational training, schooling and learning are all endeavors that must be fostered on a continuous time frame. Competent staff will offer lessons that allow students to take ownership of their own learning.

OBJECTIVES OF THE INSTITUTION

- Education of pupils to factor in individual learning styles, needs, and talents that are respected.
- Collaboration among highly qualified educational staff, students, and the community to maximize the potential of all students.
- Referral of qualified Nursing Assistants, Phlebotomy Technicians and EKG Technicians to providers, healthcare facilities, and other local employers and stakeholders;
- Emergence as one of the top three healthcare occupational training trade schools in the Chicagoland metropolitan area by year ten of its business operations.

SCHOOL APPROVAL/ACCREDITATION:

Joemag Medical Training College is pending approval to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education. Joemag Medical Training College is not accredited by a US Department of Education recognized accrediting body. Joemag Medical Training College is approved to operate by the following

Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE)

Illinois Department of Public Health (IDPH) - has approved Joemag Medical Training

College to offer the Basic Nursing Assistant Training Program (BNATP)

TRANSFER CREDIT & ARTICULATION AGREEMENTS:

Joemag Medical Training College does not guarantee transferability of credit and in most cases credits or coursework are not likely to transfer to another institution.

ALL CLASSES ARE HELD AT 2281 Orchard Road, Oswego IL, 60543

Program Title: Basic Nursing Assistant Training Program

Clock Hours: 120

Minimum Educational Requirement: GED or High School Diploma**Total Cost:** \$1000.00

Certified Nursing Assistant Description A Certified Nursing Assistant is a person who provides direct care to clients in a variety of settings under the supervision of a registered professional nurse or licensed practical nurse. Graduates can be employed in hospitals, nursing homes, and private homes. Individuals are required to attend an approved program pass the 21 skills performance tests of legislated, prescribed skills and a written exam.

Individuals must also qualify for employment by fulfilling all requirements of the criminal background check.

****A criminal background check for this program is mandated by the Illinois Department of Public Health****

In Illinois and nationally, employment of CNAs is expected to increase at a faster rate than average through 2026. Much of this growth can be attributed to the expansion of long-term care facilities and programs to meet the needs of an expanding elderly population. Job opportunities for trained individuals will remain strong. In Illinois, state-issued certification as a certified nursing assistant requires an individual to pass a 120-hour basic nurse assistant training course with a minimum of 75% at the end of the course **and** to pass the State Board Exam. The passing standard at Joemag Medical Training College is 80% or greater.

Basic Nursing Assistant Training Program (BNATP) Course Content:

The three-week program at Joemag Medical Training College meets the requirements of the Illinois Nursing Reform Act of 1979 and leads to certification of compliance from the Illinois Department of Public Health (IDPH). This certification allows for the individual to be employed as a CNA at healthcare facilities utilizing CNAs in the state of Illinois. The IOSSCC has endorsed skill standards for the nursing cluster organized around the following 21 performance areas for Certified Nursing Assistants.

Required 21 State-Testable Basic Nursing Skills	
1. Wash hands	12. Oral hygiene
2. Hair care	13. Shaving resident
3. Nail care	14. Taking temperature
4. Taking pulse	15. Respiration
5. Blood pressure	16. Make unoccupied bed
6. Make occupied bed	17. Feed resident
7. Dress resident	18. Unit check
8. Measure weight	19. Measure height
9. Place resident in side-lying position	20. Passive range motion
10. Calculate intake/output	21. Transfer resident to wheelchair
11. Partial bath	

Students MUST complete a minimum of 40 Clinical hours at a school approved clinical site and 80 Theory Hours in class on specific days in order to pass the course. Students must complete missed Clinical and Theory hours. Without satisfactory completion, a student is no longer eligible for the State Certification test/State Board Exam and a Certificate of Completion cannot be issued.

Program Description:

This course is designed to provide the student with didactic principles and clinical practice skills for providing personal ADL's and restorative assistance for persons throughout the lifespan. A special focus is on the geriatric person. The course content includes information related to The Healthcare Environment, The Role of a Nursing Assistant, Work Ethics, Communication, Body Structure and Function, Patients, Residents and Persons, Safety, Infection Control, Protective Body Mechanics, The Person's Environment, Personal Hygiene, Physical Observations, Mobility, Elimination, Surgery and Wound care, Sensory Problems, Physical Problems, Mental Problems, Emergency Care, Reproduction, The Dying Person and Death. The course content is directed by the scope of practice defined by the Illinois Department of Public Health.

Program/Course Objectives:

Upon completion of this course the student will:

1. Understand the role of the Nursing Assistant as a member of the healthcare team
2. Demonstrate an understanding of the didactic principles and clinical skills included in the major units of the Basic Nursing Assistant course content
3. Demonstrate a basic understanding of each component of the nursing process
4. Assist in using the nursing process to promote continuity of care for person's across the life span
5. Assist in using the nursing process to promote continuity of care for the adult client having special needs related to the aging process
6. Demonstrate an understanding and respect for diverse cultural, psychosocial and spiritual needs of persons while implementing the nursing process
7. Demonstrate basic principles of effective oral and written communication skills in theory and clinical practice by using proper grammar, spelling and punctuation on written assignments

Tuition and Financial Arrangements

Program Cost Analysis	
Non- Refundable Registration Fee	\$ 50.00
Tuition	\$ 950.00
Books	\$ 0.00 (Included)
Supplies	\$ 0.00 (Included)
Uniforms	\$ 0.00 (Included)
Total	\$ 1000.00

Financial Aid: Joemag Medical Training College does not offer financial aid for this program. However, a payment plan is available.

Payment Plan:

Initial Down Payment of \$400 with weekly payments of \$400 until the tuition balance is paid in full.

Cost Analysis:

The \$1000.00 program fee includes the cost of registration, tuition, all materials needed to complete classroom work and the cost of a criminal background check. Tuition fees can be paid by *cash, check or credit card*. An itemized listing for the program is provided upon registration.

Additional costs may be incurred if a student defaults on a mandatory program costs. All students are also responsible for the following *before* the first day of Clinical Training which may incur additional costs:

- Watch with a second hand (est. \$ 20.00)
- White Shoes (est. \$ 40.00)

Program Title: Basic Phlebotomy Technician Training Program Clock Hours: 60

Minimum Educational Requirement: GED or High School Diploma

Total Cost: \$890.00

The Phlebotomy Technician Training Program is designed to teach students entry-level skills and knowledge in the technical and procedural aspects of basic phlebotomy, including collection of blood specimens, venipuncture, capillary puncture and microcollection methods. Also, the collection of non-blood specimens such as urine, saliva, and sputum is covered.

60 total clock hours ~ 2 weeks needed to complete program

Program	Phlebotomy
School Tuition	\$840.00
Books Fee	No Additional Cost
Registration Fee	\$50.00
Total	\$890.00

Training Program Objectives - Phlebotomy Technician

Students will be able to demonstrate various methods of Phlebotomy. **After completing the program, students will be able to:**

- Perform venous blood draws using the Multi-sample needle and butterfly syringe.
- Demonstrate a sterile lancet capillary blood withdrawal, an Auto-let blood withdrawal for glucose level, the proper use of a Microhematocrit Centrifuge to differentiate plasma from serum.
- In addition, students will learn the proper use of a Glucometer to obtain a blood glucose level
- Students will be exposed to various methods of discarding hazardous material according to OSHA guidelines.
- Demonstrate proper techniques of disinfection with reference to infection control
- Identify and label the parts of the most common diagnostic laboratory equipment, and use basic skills in the context of therapeutic and laboratory procedures; Different use of color-coded vacutainers
- Each student will have the opportunity to practice their phlebotomy skills on training arms, and most importantly the students will have an opportunity to practice their techniques on each other and/or volunteers under the supervision of their instructors.

Phlebotomy Class Schedule - Mornings

8:00 am - 4:30 pm Monday through Friday for 2 Weeks

Topics/Content for the Phlebotomy Curriculum (not necessarily taught in this order):

Course Number	Course Title	Online Lecture Hours	In-Person Lecture Hours	In-Person Lab Hours	Total Hours
PBH 101	Introduction to Phlebotomy & Healthcare	8	0	0	8
PBH 102	Introduction to Medical Terms for Phlebotomy	8	0	0	8
PBH 103	Introduction to Circulatory Anatomy	8	0	0	8
PBH 104	Phlebotomy Supplies & Equipment	8	0	0	8
PBH 105	Phlebotomy's Legal Issues	8	0	0	8
PBH 106	Fundamental Phlebotomy Procedures	0	3	5	8
PBH 107	Intermediate Phlebotomy Procedures	0	3	5	8
PBH 108	Nonblood and Blood Specimen Collections	0	2	2	4
Total Program Length 2 weeks / 60 total hours		40	8	12	60

EKG TECHNICIAN

Total Course Hours: 60 Hours

Program	EKG
Program Total Hours	60
School Tuition	\$800.00
Books Fee	No Additional Charge
Registration Fee	\$50.00
Total	\$850.00

ECG, also called EKG, is one of the most important modalities in diagnosing cardiovascular disease. In this program the students will learn about:

- Identifying the anatomical location of the heart and pertinent nearby structures; describing major functions of the cardiovascular system, including important blood vessels; mechanisms of the heart's electrical conduction system.
- Preparing patients to undergo EKG testing.
- Indications for performing Electrocardiograms; obtaining a standard 12-Lead EKG rhythm strip and color coded five lead wire system; describing and identifying EKG characteristics of Sinus Rhythms.
- Describing and identifying electrocardiogram characteristics of various rhythms, which includes: Atrial Rhythms, Junctional Rhythms and Ventricular Rhythms.
- Calculating heart rate and various waves and segments from the EKG rhythm strip
- Identifying and analyzing EKG characteristics of various atrial and ventricular arrhythmias.
- Identifying and analyzing EKG characteristics of Atrioventricular Blocks
- Identifying and analyzing different components of Pacemaker Rhythm.
- Describing different interferences, troubleshootings and summarizing various items of ECG interpretations.

Mornings
8:00am-4:30pm
Mon-Fri
2 Weeks

PROGRAM OUTLINE

Course Number		Course Title	Lecture Hours	Lab Hours	Total Hours
EKG	101	Introductory Cardiac Anatomy & Physiology	4	2	6
EKG	102	Introduction to Electrocardiographs (ECGs)	4	2	6
EKG	103	Patient Preparation Procedural Skills for ECGs	4	8	12
EKG	104	Performing an Electrocardiogram	4	8	12
EKG	105	Identification & Recording of Cardiac Rhythms	3	3	6
EKG	106	Introduction to Stress Testing & Holter Monitoring	3	3	6
EKG	107	Hands-On Electrocardiography (ECG) Practicum	4	8	12
Total Program Length 2 weeks / 60 total hours			26	34	60

ADMISSION/ENROLLMENT:

Enrollment at Joemag Medical Training College is open to eligible persons with a desire to receive healthcare career training. A high school diploma or GED is required to enroll in all programs. All prospective students must be 17 years of age or older to enroll in training programs.

A. Electrocardiogram Technician Eligibility for entrance - Following items are required of all applicants:

- Formal interview with administrative staff member
- Tour of the school in person
- Proof of High School Diploma or General Education Diploma (GED) High School Equivalency (HSE) or College Degree from an accredited school in the United States.
- Foreign country high school diploma or higher college degree (must be in English or translated into English with Evaluation)
- Payment of registration fee

B. Phlebotomy Technician Eligibility for entrance - The following items are required of all applicants:

- Formal interview with administrative staff member
- Tour of the school in person
- Proof of High School Diploma or General Education Diploma (GED), High School Equivalency (HSE) or College Degree from an accredited school in the United States.
- Foreign country high school diploma or higher college degree (must be in English or translated into English with Evaluation)
- Payment of registration fee

C. Basic Nursing Assistant Eligibility for entrance - The following items are required of all applicants:

- Formal interview with administrative staff member
- Tour of the school in person
- Proof of High School Diploma or General Education Diploma (GED), High School Equivalency (HSE) or higher; or College Degree from an accredited school in the United States or student can take Ability to Benefit Test (ATB)
- Foreign country high school diploma or higher college degree (must be in English or translated into English with Evaluation)
- Payment of registration fee

SCHOOL POLICIES

REGISTRATION PROCESS

Registration:

All students are required to pay the non-refundable registration fee and sign all required documents for each course before the first day of class.

ATTENDANCE

Absentee Policy:

All absence and tardiness must be documented. Absences and tardiness will not be excused. Tardy is considered being late from one (1) minute up to thirty (30) minutes. Special consideration will be given to individuals who are tardy due to circumstances beyond their control such as bad weather, auto accidents, transportation strikes, etc. Proof of such reports may be required upon arrival. Individuals arriving more than 30 minutes late to class will be considered as absent.

Early Dismissal:

At times it is necessary for students to leave early. Only the instructor/director will grant early dismissals.

Class Cuts:

Students who leave the class without prior authorization from the faculty/director will receive a class absence.

TESTING POLICIES AND EXAMINATIONS

Cheating will not be tolerated. If a student is caught in the act of cheating or with evidence of cheating, they will be referred to the director for disciplinary action, which may include dismissal from the nursing program. If the person has reason to believe that a student/s is cheating the proctor will collect the exam and ask the student to leave the room. The student will receive a “0” for that exam to include midterms and final exams. Suspicious cheating behaviors include but are not limited to: having written words on the hands, arms or legs, having unauthorized paper in your possession at test times, talking, looking at another’s test papers, making signals or various noises, having cell phones on the testing desk, asking other students for pencils/paper after the test has begun etc.

Various versions of the same exam content will be used for each test. If a student is late for the exam there are 2 options

1. If no student that was taking the same version of the exam has left the room, the student can have the remainder of the test time to complete the test
2. The student should schedule a make-up exam immediately.

The instructor, in the classroom setting, will review all exams with the students. Individual exam reviews will be granted upon request up to one week after the exam. Any student who misses a scheduled exam will be allowed to take a make -up exam ONLY if all of the following criteria are met:

The Instructor must be notified of the absence **before** the scheduled exam date/time.

The student must reschedule the exam with the instructor of the course within one week following the exam.

Permission will be given only for legitimate excuses, and only when notification of absence was made..

Any student who does not arrange for a make-up exam within one week of returning to class will automatically receive a grade of (0) zero for the exam.

Personal phone calls

Personal phone calls by students are not allowed. However, in case of an emergency a message may be left with the program secretary. Only emergencies are taken, no personal messages will be taken. The message will be given to the Instructor for immediate delivery to the student. Students are encouraged not to bring cellular telephones to class or clinical. If it is unavoidable, cellular phones, beepers, and other communication devices must be set on the “Silent” mode. Incoming and/or outgoing calls should be done before or after class hours or during breaks to prevent undue disruption of the teaching/learning session.

Visitors:

Relatives, Friends and visitors of students are not permitted at clinical sites or in the classroom except to participate in Recognition Ceremonies. Children are not allowed in classrooms, halls and clinical sites.

Smoking:

Smoking is not allowed anywhere in the school.

Parking:

Students are to park in the designated school parking areas or in available street parking areas.

Food and Beverages:

Food and beverages may NOT be consumed, in classrooms, hallways or clinical floors. All food is to be consumed in the designated student non-instructional areas.

Entering and Leaving the Building:

Students are required to wear picture ID badges at all times.

ID badges must be turned in to the nursing department when the student decides to leave the school or is recommended for separation from the BNA course for any reason.

Tape Recorders:

Taping of lectures is left to the discretion of the individual instructor.

Calculators:

A student may use a calculator at any time in the course of the program for the completion of math problems, this includes testing times also.

Textbooks:

Textbooks are issued at the beginning of each course. The student is responsible for replacing lost textbooks.

Unprofessional Conduct:

Students displaying non-professional conduct such as deceptive examination practice (cheating), violation of dress code, violation of attendance policy, irresponsibility, presentation of false documentation, verbal or physical abuse towards another student, staff member or client, disregarding Goshen Training Institute Inc. or the clinical facility rules and regulations, intoxication, use of or possession of illegal drugs, violation of clients' rights, negligence or destruction of school or facility property, the student will be subject to disciplinary action which shall include but not be limited to verbal and written warnings and/or placed on probation or withdrawn from the course.

Non-Discrimination Statement

Joemag Medical Training Institute does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, marital status, veteran's status, sex or sexual orientation in admission to and participation in its educational programs, school activities and services, or its employment practices. Inquiring regarding compliance with nondiscrimination policies regulations should be directed to the Program Coordinator or designee.

Weapons Policy:

Firearms, knives or any other items that could be used as a weapon are not permitted inside this facility. Under no circumstances will it be acceptable to be in possession of anything that would make another student feel unsafe or threatened. Refusal to comply with these policies may result in immediate termination from the program. Upon dismissal, all tuition/fees will be forfeited under the circumstances of failure to abide by the facility's policy.

Grievance Process / Complaints:

Goshen Training Institute Inc. has an open door policy for student interactions and aims to resolve student complaints promptly and fairly and does not subject a student to punitive action because written grievances have been filed with the school or the program coordinator. Any student who believes he/she has been aggrieved by a violation shall have the right to file a written complaint within thirty days (30) of the alleged violation. The following process should be followed:

1. Submit the written grievance to the school administration or designee.
2. The school administrator or designee shall provide written acknowledgement to the grievant within 10 working days of receipt of such complaint.
3. The school administrator or designee shall issue a written finding as to whether there is a need to proceed to the grievance process or resolution of the concern has occurred.
4. A meeting will be scheduled with the grievant and the concerned parties.
5. The outcome of the meeting/hearing will be forwarded in writing to the grievant within 10 working days.
6. The action of resolve will be implemented.
7. The School maintains a written record of all student complaints as well as the resolution to the issues.

Any student who has been notified of their separation from the school has the right to appeal their separation. To appeal, the student must follow the proper lines of communication beginning with the Instructor and the program coordinator. Forms for Academic Appeal and/or Grievance can be obtained from the admission office located at

2281 Orchard Road, Oswego IL, 60543
Telephone Number - (630) 636-7043

COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE ILLINOIS BOARD OF HIGHER EDUCATION. Complaints that cannot be resolved by direct negotiation with the school in accordance with its written Grievance Policy may be filed with the

Illinois Board of Higher Education
431 East Adams Street, 2nd Floor
Springfield, IL 62701 www.ibhe.org
Phone (217-782-2551) or Fax (217-782-8548)

Grading Scale

99% to 100%	A+ = Outstanding
97% to 98%	A
94% to 96%	A-
91% to 93%	B+ = Good Performance
88% to 90%	B
86% to 87%	B- = Above Average
84% to 85%	C+ = Satisfactory
82% to 83%	C
80% to 81%	C- = Passing
Less Than 80%	F = Failure

Registering for State Certification Exam

The following information pertains to the *Basic Nursing Assistant Training Program* only.

Scheduling Your Test:

An individual who has completed an approved nurse aide training program and has met all other requirements of the Health Care Worker Registry may take the competency exam. Those individuals placed on the Health Care Worker Registry based on reciprocity from another state are not required to take the Illinois written competency test. Also, aides approved on the ILLINOIS HEALTH CARE WORKER REGISTRY PRIOR TO January 1, 1990, are NOT required or permitted to take this test.

1. The Nurse Aide Competency Exam is scheduled at various testing sites, usually community colleges, across the state on designated dates. Depending on registration levels, most sites test at least once a month. The test fees, registration deadline dates and test dates are established in a published schedule. Click on the [Test Sites link](#) to locate a test site in your area. If you have already submitted your application for testing, click on the [Exam Schedule Status link](#) to see if you are registered for the current testing cycle.

Eligible individuals may access the test sites schedule with his/her login ID and password at:

<https://inace.nurseaidetesting.com/inace/>

2. Make sure that you have the title of the test that you are registering for. The representative will ask for your name and contact information, as well as your preference as to date and time
3. You will need two forms of valid ID you will need to present when you take your test. You will not be allowed to take the test without valid identification.
4. The fee is payable prior to taking the test.

No Show or Canceling Your Appointment:

Individuals who "No Show" for a scheduled exam will receive a letter and application form in the mail approximately two to three weeks after the scheduled examination. You must submit the application with a copy of the letter and a \$20 money order by the postmark deadline to be eligible for the next available testing.

PROGRAM DISCLOSURE CHARTS All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

Basic Nursing Assistant Training Program: Read and provide the program date for the following Indicators	Data
The number of students who were admitted in the program as of July 1, 2023	0
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.	new starts 0 Re-enrollments 0 Internal transfers 0
The total number of students admitted in the program during the 12-month reporting period.	0
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.	Internal transfers 0 Graduates 0 Withdrawals 0 Current enrollments 0
The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.	Placed within field 0 Placed outside field 0 Not available for placement 0 Not employed 0
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	Took the certification exam 0 Passed certification exam 0
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	Self-obtained employment 0
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	Average starting salary for program graduates: 0
EKG Technician Training Program: Read and provide the program date for the following Indicators	Data
The number of students who were admitted in the program as of July 1, 2023	0
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.	new starts 0 Re-enrollments 0 Internal transfers 0
The total number of students admitted in the program during the 12-month reporting period.	0
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.	Internal transfers 0 Graduates 0 Withdrawals 0 Current enrollments 0
The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.	Placed within field 0 Placed outside field 0 Not available for placement 0 Not employed 0
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	Took the certification exam 0 Passed certification exam 0
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	Self-obtained employment 0
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	Average starting salary for program graduates: 0
Phlebotomy Technician Training Program: Read and provide the program date for the following Indicators	Data
The number of students who were admitted in the program as of July 1, 2023	0
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.	new starts 0 Re-enrollments 0 Internal transfers 0
The total number of students admitted in the program during the 12-month reporting period.	N/A
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.	Internal transfers 0 Graduates 0 Withdrawals 0 Current enrollments 0
The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.	Placed within field 0 Placed outside field 0 Not available for placement 0 Not employed 0
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	Took the certification exam 0 Passed certification exam 0
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	Self-obtained employment 0
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	Average starting salary for program graduates: 0

Academic Calendars

School Holidays

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Program Length: The Basic Nursing Assistant Training Program is approximately three (3) weeks in length and duration.
Calendar With Start/End Dates

Start Date	End Date
11/3/2023	11/22/2023
12/4/2023	12/22/2023
1/2/2024	1/22/2024
2/5/2024	2/26/2024
3/1/2024	3/22/2024
4/1/2024	4/19/2024
5/6/2024	5/24/2024
6/3/2024	6/21/2024
7/1/2024	7/22/2024
8/1/2024	8/23/2024
9/9/2024	9/27/2024
10/1/2024	10/22/2024
11/4/2024	11/25/2024
12/2/2024	12/20/2024

Program Length: The Phlebotomy and EKG Training Programs are approximately two (2) weeks in length and duration.
Calendar With Start/End Dates

Start Date	End Date
11/6/2023	11/17/2023
12/11/2023	12/22/2023
1/8/2024	1/19/2024
2/12/2024	2/23/2024
3/11/2024	3/22/2024
4/8/2024	4/19/2024
5/6/2024	5/17/2024
6/10/2024	6/21/2024
7/8/2024	7/19/2024
8/5/2024	8/16/2024
9/3/2024	9/16/2024
10/7/2024	10/18/2024
11/4/2024	11/15/2024
12/2/2024	12/14/2024

Cancellation and Refund Policy for Training Programs:

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to ten percent of the total tuition cost, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:
Withdrawal Date - The withdrawal date used to determine when the student is no longer enrolled is the date indicated in written communication by the student to the Business office. If a student does not submit written notification, the school will determine the student’s withdrawal date based upon federal and institutional records.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school’s principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student’s parent or guardian. Terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

STUDENT’S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until midnight of the 3rd business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time **and receive a refund on all monies paid to date within 30 days of cancellation excluding 10%**. Cancellation should be submitted to a school official of the school in writing.

**Students who make full tuition payment before or on class start date see refund plan/policy.

Students who pay on installments (pay per weekly class attended).

Basic Nursing Assistant Training Program Refund policy for withdrawal or cancelation process, and percentage.

Class duration	weekly payments	week 1 % refund	week 2 % refund	week 3 % refund
3-week class	\$333.33 X 3 =\$1,000	100	50	0

Phlebotomy Technician Training Program Refund policy for withdrawal or cancelation process, and percentage

Class duration	weekly payments	week 1 % refund	week 2 % refund	week 3 % refund
2-week class	\$445 X 2 =\$890	100	50	0

EKG Technician Training Program Refund policy for withdrawal or cancelation process, and percentage.

Class duration	weekly payments	week 1 % refund	week 2 % refund	week 3 % refund
2-week class	\$425 X 2 =\$850	100	50	0

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%