



Marie's Allied Health
& TECHNICAL INSTITUTE

MARIE'S ALLIED HEALTH & TECHNICAL INSTITUTE, INC

SCHOOL CATALOG

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WELCOME MESSAGE FROM THE PRESIDENT

"THE MISSION OF MARIE'S ALLIED HEALTH & TECHNICAL INSTITUTE INC (MAHTI)" is to provide a superior education enhanced by an emphasis on building leadership skills and fostering a spirit to serve others.

As President of MAHTI, I am pleased to introduce you to this premiere institution and welcome you to explore the ways we connect students to a world of possibilities.

Our instructors teach students to move from the realm of ideas to real-world applications. This mission extends to all programs at the Institute. The instructors are great at engaging students in learning. Of course, we have many outstanding instructors with real-world experiences who care very much about educating their students in an effort to better understand them and take great interest in their success as they progress through academic programs.

With the advent of technological advancement, the 21st century has created a great demand for health care personnel, high quality nurses to respond to the expanding health services globally. At Marie's we have organized ourselves perfectly to respond to that need and we look forward to those tough challenges ahead.

We aim for all our programs to be academically rigorous with extensive " hands-on" learning opportunities. These include internships, co-ops, mentoring, student/instructor learning, and coursework that integrate and apply mastery of your program of study.

Our small classes are very conducive to this intensive learning model and believe you will enjoy our unique learning flavor. We welcome students from diverse backgrounds as is already the case. An education at MAHTI will give you the skills and habits of an educated person: the ability to communicate effectively, to solve problems, to work cooperatively, to live a life of curiosity and engagement and to contribute effectively to your communities.

Please feel free to visit the school to see for yourself what we have to offer. We hope you will choose to apply here for admission and that, if accepted, you will choose to attend. If you have questions or need help anywhere along the way, please contact the school site at: info@mariesalliedhealth.com

I look forward to greeting you in person when you visit the Educational Institution.

Victor Fakondo, Pharm. D, CCP, MBA, MS
President/CEO

MISSION STATEMENT

It is the mission of Marie's Allied Health and Technical Institute, Inc. to provide a quality education for our students, preparing them for their future occupation in healthcare. Marie's Allied Health and Technical Institute, Inc. is committed to providing each student with a superior education which, upon graduation will have given each student the knowledge and skills they need to work competently, safely, and confidently in various healthcare environments. With the use of current and up-to date curriculum, equipment, and dedicated and experienced instructors, MAHTI, Inc graduates have been highly successful in finding employment after graduation. We are dedicated to working with individuals who have taken that first step towards learning and have commit themselves to the learning process. We look forward to working with individuals who have the drive and dedication to become further educated and acquires marketable skills that lead to a prosperous and secure future in healthcare.

Welcome to Marie's Allied Health & Technical Institute, Inc. and we look forward to working with you towards achieving your goals. We will help you succeed in school and find that position in healthcare that is waiting for you! The possibilities are endless.

COURSES OF STUDY

1. Medical Billing and Coding
2. Pharmacy Technician Certification
3. Central Registered Sterile Technician
4. Certified Nursing Assistance
5. Home Health Aide
6. GED
7. Medication Aide
8. Patient Care Technician

SCHOOL MEMBERSHIPS/ APPROVALS

- ✓ State of New Jersey Department of Education, Division of Vocational Education
- ✓ State of New Jersey Department of Health and Senior Services
- ✓ State of New Jersey Board of Nursing
- ✓ State of New Jersey Department of Labor
- ✓ Department of Military and Veterans Affairs
- ✓ National Health Association
- ✓ National Center for Competency Testing
- ✓ Medical Career (Medea) Assessments center
- ✓ National Vocational- Technical Schools Honor Society

BOARD OF TRUSTEES:

President:	Howard William
Vice President:	Rev. Victor H. Fakondo Sr
Financial Secretary:	Matthew Young
Secretary:	Orielly K. Manages
Member:	Audrey A. Fakondo
Member:	Emily T. Sawyer
Member:	Emmanuel Harding
Accountant:	Richard Lener
Attorney:	Philip Barood ESQ
Program Director:	Rev. Victor H. Fakondo
Director of Admissions:	Mariama Koroma
Instructors:	Sharon Macik RN, MA Constance Archibald BSN, RN Doreen John Joan Pitts BSN,RN
Operations Staff:	Mariama Koroma
Financial Officer:	Richard Lener

Office staff are available from 9AM - 8PM, Monday through Friday and can be reached at: 732- 565-0898

REGISTRATION

Classes will begin when a minimum of ten (10) students have completed all entrance requirements unless authorized by administration. Certificate classes are scheduled a minimum of ninety (90) days in advance. Class places are on a first come first serve basis. Students will be placed on a waiting list upon registration and enrolled in the next available class where applicable.

Certificate programs start dates will vary based on area, availability, and NJ State Department of Health Approval. Students should call 732-565-0898/38 for start date.

The initial application and registration fee are \$75.00 and is due upon registering for training. This fee is **non-refundable**.

In order to be accepted, students will need to bring the following:

- Identification (Driver's License or Birth Certificate or Passport)
- High School Diploma or GED Certificate (where applicable) in English
- Initial Registration Payment and Tuition Fees (accepted forms of payment: cash, money order and certified bank check)
- Student receiving financial aid or having a student loan should bring documentation of such when registering
- Please note that an additional charge of \$30.00 will be incurred for all returned checks. Marie's Allied Health and Technical Institute, reserves the right not to accept personal checks from an individual who has had their check returned.

SCHOOL POLICIES AND PROCEDURES

Entrance Requirements/Admission Procedures

- All students must be at least seventeen (17) years of age on or before the first day of class
- Students must possess a high school diploma or GED certificate
- The minimum education requirement for enrollment are the following: a ninth (9th) grade reading and math level as measured by the Test of Adult Basic Education (TABE) and an interview with the admissions officer to review the TABE scores of the student and to request any prerequisites for the enrollment

A prospective student not meeting education requirements described above may be admitted by the school upon the determination that the individual has

GREIVANCE POLICY

STUDENT COMPLAINT PROCESS:

Students who have a complaint or who would like to appeal a dismissal must make an appointment for an interview with the Director. The written request following information:

1. Students full name, social security number and current address
2. State the concern including dates, times, instructors or other students involved
3. The letter must be dated and signed by student
4. Three dates in which the student would be available for a meeting with the school Director and/or appeal panel.

The school Director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure of concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing resolution to the concerns and appeal. The student will be notified in writing of the outcome of all meetings. The decision of the Director and/or appeal panel is final.

CONDITIONS FOR TERMINATION

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 1 percent of instruction time that is recorded as unexcused absence
3. Being a "no call/no show" (not appearing for class and not calling to advise your absence(s) for two consecutive instructional days)
4. Not maintaining the minimum grade point average
5. Not meeting financial responsibilities to the school
6. Fighting with fellow student, instructors or school officials of either physical or verbal nature.
7. Stealing a copy (ies) or original
8. Not meeting financial responsibilities
9. Theft of equipment, furniture, school materials, etc.
10. Leaving class without approval from instructor or discussing the situation with the instructor.

The director and/or Assistant Director or Instructor will notify the students in writing should it become necessary to dismiss a student. It is the responsibilities of the dismissed student to notify the appropriate institution should the student have a student financial aid. Prepaid tuition will be refunded according to the school refund policy.

RE-ENTRY POLICY:

Students that have been dismissed from the school and are requesting reentry must put the request in writing to the School Director. Depending on the reason, the student may be able to reapply to the school for readmission. In cases where the student was dismissed for unexcused absences or financial concerns, the student may reenter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student will have to meet with a review panel before reentering the school. The decision of the review panel is final, and the student will receive a letter from the school Director stating the decision.

Marie's Allied Health and Technical Institute Inc. is committed to helping the student reach educational goals as quickly as possible. However, technology and curricula change so rapidly so that what was learned in an earlier program may not be applicable at this time. To ensure that our students graduate with the skills necessary for the workplace, will give recognition for previous training only after the student has taken and passed a test in the desired program. The minimum passing grade for credit is 90% proficiency on the tested information. Students wishing to receive recognition for previous training must show proof of previous training. We average previous training up to 20 instructional days or 1/3 of the program. Tuition will be prorated accordingly. The application and registration fee is \$75 for all training programs.

However, due to nature of the program offered and Department of Health and Board of Nursing regulations, students cannot be awarded credit for Certified Nursing Assistant program or Certified Home Maker/Home Health Aid/program.

Students who are repeating a program he/she was previously trained in will start the program considered as a "new" student. Students will not receive credit or clock hours regarding course repetition.

*Note: The use of the word "Credit" does not apply to college credits, but rather to recognition for previous training.

Veteran's Attendance Policy:

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as an absence. Students exceeding 10%, total absences in calendar month will be terminated from their VA benefit for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file USDVA and SAA audit purpose.

Standards of Academic Progress for VA students:

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated .

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

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and students notified.

Veteran Payment

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of veterans Affairs (VA) Post 9/11 G.I . Bill (Ch.33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities)available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to :

- Produce the VA Certificate of Eligibility (COE) by the first day of class;

- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in

This catalog is true and correct in content and policy

DRESS CODE

All students must attend the school's program in the regulated uniform as prescribed and determined by MAHTI. All students must purchase teal blue scrub tops and bottom with white shoes or sneakers, socks or pantyhose. If the program that the student is enrolled in contains a clinical component, the student should purchase white scrub tops and bottoms with shoes or sneakers, socks or pantyhose.

Students wearing unacceptable attire will be sent home for the day, students marked as "O" for class attendance and will be required to make the missed time with the instructor.

LEAVE OF ABSENCE POLICY

Students will be granted leave upon request. The following guidelines must be adhered to:

- A request for a leave of absence must be submitted to the Admission and placement officers writing
- The request must have the date that the student will begin the leave and the expected date of return to class
- Leave of absence will be honored within this bulletin year. Leave will be granted or denied at the discretion of the School's Director and evaluated with regard to the programs(s) in which the student is enrolled. Should a request take a student beyond the contracted bulletin year, they may be subjected to reentry under a new contract. If the student does not reenter within the bulletin year and has not identified the school, the student's contract will be terminated, and he/she will be granted a refund according to the schools Refund Policy.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their education goals. Because tuition costs and course syllabi may change with each new term, it will be necessary to meet the Admission officer before returning to class.

ABSENCES

Developing good work ethics for future employment is part of Marie's Allied Health and Technical Institute's training while attending one of the programs. Therefore, MAHTI records the daily attendance of students in accordance with the state guidelines. Records of student attendance will be kept on file and are available for student review. Unexcused absenteeism for more than 20 per cent of the total course time constitutes cause for dismissal.

Graduation requirements stipulate that students must be in attendance at least 80 per cent of the instructional time. Excused absences are permitted for illnesses of unavoidable circumstances. Please notify the school or your instructor by 8:00am if you will be absent from class the day in question.

Failure to do so may constitute an unexcused absence. The school may also request proper documentation substantiating reason for absence.

Unexcused absences are where the student has neglected to notify the school and or extend beyond the 20 per cent allowance without arranging for an official leave of absence, it is also expected that all the work and class time be made up during the duration of the program. It is the responsibility of the absent student to contact another student or Program Instructor to obtain materials missed or necessary assignments that need to be completed on the day of absence.

If a student is absent on exam day, it is the instructor's decision whether the student will be able to take a special exam or receive a grade of zero to be approved by management where applicable. If a student is granted the ability to take an exam on a different day due to an absence, this will only be granted once during the entire class.

CLASS CUTS

Each program varies in length. Hours lost due to cutting class or leaving early will be recorded as unexcused absences. Therefore, the students are responsible for making up time lost, class work, and assignments. Time and lessons missed must be made up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the Program Director before returning to class.

MAKEUP

In order for students to meet their education goals, they must receive instruction in all aspects of course. If work is missed due to excused absences or leave of absence, then the student will be offered:

- Private Instruction (All classes offered at MAHTI except LPN, CAN, HHA)

DISMISSAL CONDITIONS

1. Students may be dismissed from the school for the following reasons:
2. Not adhering to the school's rules, regulations, policies and code of conduct
3. Missing more than 20 percent of instruction time as recorded as an unexcused absence
4. Being a "no call/no show" (not appearing for and not calling to advise of the absence for two (2) consecutive instructional days
5. Not maintaining the minimum grade point average 78% (C)
6. Not meeting financial responsibilities to the school
7. Fighting with fellow students, instructors, school officials, of either physical or verbal nature
8. Failure to maintain one's temper and exhibiting unacceptable behaviors
9. Stealing a copy(ies) or original of school examinations
10. Theft of equipment, furniture, and school materials, etc
11. Leaving class without approval from instructor or discussing the situation with the instructor

The Director and/or Assistant Director, or instructor will notify the student in writing should it become necessary to dismiss the student. It is the responsibility of the dismissed student to notify the appropriate institution in the event the student has financial aid. Prepaid tuition will be refunded according to the school Refund Policy.

RE-ADMISSION POLICY

Students that have been dismissed from the school who are requesting reentry must put the request in writing to the school for readmission. In cases where the student was dismissed for unexcused absences or financial concerns, the student may reenter within the same term.

In cases where the student was dismissed due to failure to maintain the minimum, grade point average, the student may be able to receive private tutoring and then may be accepted back into the program. In cases where the student was dismissed due to unacceptable conduct the student will have to meet with a review panel before reentering the school. The decision of the review panel is final. The student will receive a letter from the School Director stating the decision.

CODE OF CONDUCT

The following are unacceptable and will NOT be tolerated:

A student will be considered in violation of the Code of Conduct and subject to disciplinary action and/or dismissal for demonstrating any of the following:

1. Conduct involving violations of the civil or criminal laws of the State of New Jersey
2. Any form of dishonesty, cheating or plagiarism
3. Theft, damage or defacement of school property
4. Unauthorized entry or use of school facilities
5. Violations of published school and/or hospital regulations
6. Use, possession, distribution or exhibiting effects of alcohol or drugs while in the school or clinical environment
7. Verbal or nonverbal harassment, director threat or assault, of any individual
8. Conduct potentially harmful, creates risk, or causes injury to another individual
9. Use of inappropriate language, disorderly conduct, or lewd, indecent obscene conduct or expression
10. Demeaning the race, sex, religion, color, creed, disability, sexual orientation, nation origin, ancestry or age of any individual

DAMAGE TO SCHOOL PROPERTY

Students who damage school property or equipment will be required to pay the repair or replacement cost. These costs will need to be satisfied before additional instruction is given to student. Students will need to meet all financial responsibilities before a certificate of graduation/completion will be issued.

EXAMINATION POLICY

CLOCK HOURS

Clock hours will be calculated as: **One (1) clock hour= 60 minutes of instruction.**

EARLIER TRAINING CREDITS

MAHTI is committed to helping students achieve their educational goals as quickly as possible. However, technology and curricula change so rapidly that what was learned in an earlier program may not be applicable at this time. To ensure that our students graduate with the skills necessary to achieve success

in the workplace, we will give recognition for previous training only after the student has taken and passed test in the desired program.

GRADING SYSTEM

The competencies taught in the program offered at Marie 's Allied Health and Technical Institute will be evaluated by both written examinations and practical demonstration. The minimal grade for graduation is 75%. Students who achieve lower than 75%, but who have not failed the program may participate in private tutoring in order to increase their grades.

LETTER GRADE	NUMBER GRADE	WEIGHT IN PTS	DESCRIPTION
A	93-100	4.0	Excellent
B	87-92	3.0	Above Average
C	75-786	2.0	Average
D	57-74	1.0	Below Average
F	Less than 55	0	Failure
INC			Incomplete
WD			Withdrawal
UP			Withdrawing Passing
WU			Withdrawal
			Unsatisfactory

A student's Grade Point Average (GPA) is based on the summary of grades received through testing. The GPA is determined first by multiplying the number of tests by the summary of the test grades.

INCOMPLETE GRADES

Incomplete grades are given only when student is unable to complete a program because of illness or other serious problems. An incomplete grade is given when through negligence or procrastination, student fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four (24) hours of the Examination. If the absence is excusable, or the student contacts the instructor, an incomplete grade will not be awarded but rather the examination will be considered as failed and the student graded accordingly. **Instructors must file an Incomplete Form with the Director of School.**

Students are given one week to make up missed examinations. Work and examinations that are still incomplete at the end of the one-week deadline will be assigned a grade of F. It is the responsibility of the student to contact the faculty member about completing the course work, taking examination or if necessary, extending the deadline.

EXAM REPETITION

If an instructor allows a student to repeat an exam because of a failing grade, the instructor will eliminate the lower grade from the student's academic file. If a student repeats a module because of

poor grades, the failing module will be eliminated from the academic record of the student as long as the student is actively enrolled in the training program.

PROBATION FOR BELOW AVERAGE GRADES

Students who have fallen below the minimum grade point average for graduation will need to enter a probation period. The student will be able to take advantage of in-school tutoring up to 6.5 hours without additional tuition costs. Should additional tutoring be necessary the student will be obligated to pay \$40 per hour for additional assistance.

The probation period will be two weeks (10 days) or 65 instructional hours. If the student cannot afford the additional tutoring and still has not met the required grade of 75% after 6.5 hours of individualized assistance, then a meeting between the Director of the school, the Instructor of the course, and the student will be held to determine the appropriate action.

WITHDRAWAL FROM SCHOOL

Students who withdrew from MAHTI before the midpoint of the term (30) days will be given a grade of WD (withdrawal) in the course. Withdrawal after midpoint of the course will result in a grade of WP (withdrawal passing) or a WU (withdrawal Unsatisfactory). To withdraw, a student must file the appropriate Form with the administrative assistant. It is the responsibility of the student to officially withdraw from the school. **Failure to file for withdrawal formally may result in failing grades, dismissal, and additional financial obligations.**

STUDENT RECORDS

Student records are maintained by the school and are available for review by the student by appointment only. Advance notice of review of student file must be requested in writing and be submitted no later than two weeks before the date review. Failure to submit the request in the time allotted may result in a later date being offered to the student.

The records that the school will maintain are as follows:

1. Attendance Records
2. Academic Progress and Grades
3. Financial Records
4. Placement Data
5. The Enrollment Agreement
6. The Ability to Benefit (where applicable)
7. Records of Credit given for previous training
8. Records of Meetings, Appeals, Disciplinary Actions, and Dismissals
9. A copy of Graduation certificate
10. Medical Records (where applicable)

Students are encouraged to submit updates to their records. All records are private and handled with confidentiality as required by the Data Protection Act.

GRADUATION

In order for a student to graduate and receive a certificate from MAHTI, the following must have been met:

1. Student attended 80% or more classroom hours
2. Student maintained a 75% average, or a 2.0 GPA or above
3. Student did not exceed two (2) "no call/no show" absences
4. Student met all financial obligations
5. Student made up all required hours for absences in the program
6. Student completed all requirements of training program

Upon successful completion of a program, student will receive a certificate from MAHTI. For state certification programs, students will receive a certificate of completion and will be eligible to take the state certification exams.

School Transcripts are provided upon request from students. To obtain a school transcript, a letter must be submitted to the School Director no less than one month in advance. The letter must state the request for the transcript, the forwarding address, and a ten-dollar (\$10.00) fee for payment of the official transcript. A free unofficial transcript will be provided after written notification.

Graduated students from approved National Healthcare Association programs will be eligible to sit for the national certification exams in order to be certified in the graduate's area of study. All National Healthcare Association fees are to be paid directly to the National Healthcare Association.

Upon successful completion of any program offered at MAHTI, there will be a \$50.00 graduation ceremony fee and certificate fee totaling \$100.00 out-of-pocket expense to the student.

DELEGATE PAYMENT POLICY

PAYMENT SCHEDULE

For each program individual payment schedules will be offered, please see the School Director.

PAYMENTS

Payment plans will be discussed with each student at the time of registration and will be outlined in the school's Enrollment Agreement Form Contract. Failure to make payments on time will lead to the following:

- A late charge of \$20.00 will be billed for each payment that is late/missed
- Excessive late payments may result in dismissal from the school. All monies must be paid upon dismissal unless written explanation is submitted to the Director and an alternate payment plan is approved.
- Any unpaid account will be referred to a collection agency retained by MAHTI

STUDENT REFUND POLICY

The application fee and registration fee are non-refundable. Tuition will be paid prior to the start of class. There will be no reimbursement for textbooks and workbooks once purchased.

Students who withdraw from the program may be able to sell the textbook back to the school if it is in excellent condition. The fee for supplies and materials is non-refundable.

Student who damage school property or equipment will be required to pay the repair or replacement cost. These costs will need to be satisfied before additional instruction is given to the student. Student will need to meet all financial responsibilities before a certificate of graduation/completion will be issued.

In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded, while the activity fee shall be pro-rated.

STUDENT TUITION REFUND POLICY

Marie's Allied Health and Technical Institute Inc.'s refund policy is based on full-time attendance in course/program exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 12:41-2.4k (2)). The school may retain the registration fee and a portion of the monies paid for the books, equipment and tools. The director of the school must be notified in writing within five business days of the date of withdrawal. The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:

Time of Withdrawal	Student's Responsibility
Within three business days of signing this contract	0% of total tuition plus registration fee
During the first week	10% of total tuition plus registration fee
Weeks two and three	20% of total tuition plus registration fee
After three weeks & prior to 25%	45% of total tuition plus registration fee
After 25% of program and before 50%	70% of total tuition plus registration fee
After 50% of program is completed	100% of total tuition plus registration fee

The student agrees to maintain regular attendance and to abide by the rules and regulations of the school. The student understands that regular attendance is the obligation of the student and that the school's policy regarding absence and make-up as stated in the school catalog will apply. Violation of school rules and regulations may subject the student to dismissal.

The student acknowledges receiving a copy of this agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract and understands the terms and conditions and agrees to the conditions outlined in this contract. Signing of this contract by the school is written confirmation by the school that the above-named student has been approved to enter the above-named program(s). This agreement is not binding until three business days after signing by both parties. The student and the school will retain a copy of this agreement.

Should the student's enrollment be terminated, or should the student withdraw for any reason, all refunds will be made according to the following schedule:

1. Students who wish to cancel their enrollment in a course or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one (1) week of the withdrawal five (5) days to receive tuition reimbursement for that week. Tuition reimbursement will begin the week notification is

received. It is best to handle deliver the withdrawal letter and have a copy signed by the Admission Officer or mail the letter by certified mail.

2. All monies will be refunded if the application in (1) is accepted by the school. If the student did not visit the Campus prior to enrollment in a program and decides to withdraw from the program within three (3) business days following either the regularly scheduled orientation to the program and/or following a tour of the facility and upon inspection of the equipment where training is provided as part of the program the student Request for refund must be within three (3) business days after signing enrollment agreement and making the initial payment.
3. Cancellation after the third (3) business day but before the first class will result in a refund of all monies paid, with the exception of the Application and Registration fees and any book fees.

JOB ASSISTANCE

MAHTI provides job assistance in various ways. MAHTI sister company, Prompt Healthcare, LLC is now servicing different facilities in New Jersey such as Nursing Homes, Trauma Centers, and Home-Health facilities. MAHTI graduates will be given assistance from among these facilities, either for a temporary or permanent position, as and when applicable. Upon completion, a list of student graduates with outstanding academic achievement will be provided to the Director of Nursing.

MAHTI sister company Prompt Personnel, LLC has been in the staffing placement business for over five (5) years. It has successfully delivered satisfactory staff placement among its clients, most of which absorbed the staff for permanent employment. A possible job tie-up to some of our clients is now in progress awaiting completion.

In the broader perspective, MAHTI will also assist students in obtaining employment in the job opportunity board so that all students have the individual chance to apply for posted positions.

SCHOOL HOLIDAYS

1. MARTIN LUTHER KING JR'S
2. PRESIDENT DAY
3. MEMORIAL DAY
4. JULY 4TH
5. LABOR DAY
6. THANKSGIVING DAY
7. Frida after Winter Break 12/24- ¼
8. VETERAN DAY & CONSTITUTION DAY (RECOGNIZED AND Celebrated in School)
9. CHRISTMAS DAY
10. NEW YEARS DAY



STUDENT ENROLLMENT AGREEMENT

863 HAMILTON STREET, SOMERSET, NJ 08873
Telephone: 732-565-0898 | Fax: 732-249-1505

Name: _____ **SSN:** _____
Address: _____ **City:** _____
State: _____ **Zip code:** _____
Telephone: _____ **Email:** _____
Program Title: _____
Class Schedule: _____
Start Date: _____ **End Date:** _____

There is a non-refundable registration fee of \$75.00. This fee is not part of the tuition. The tuition will cover the entire program. The student is responsible for _____ percent of the total tuition payable on or before the first day of class. All tuition monies paid by the student will be refunded if the applicant cancels this contract within three business days from the date of signing. This refund, less the registration fee, is applicable even if instruction has begun.

FEES:

Registration: \$ _____
Tuition: \$ _____
Books: \$ _____
Other: \$ _____ **Other includes:** _____
Total: \$ _____

The school has received the sum of \$ _____ on (Date): _____ with a remaining balance of \$ _____. The balance is to be paid within installments, beginning (Date): _____ and ending on (Date): _____.

TUITION AND FEES

The student enrollment agreement outlines the financial obligations for both student and Institution. Tuition is calculated according to the refund policy. Tuition and fees include costs for books, medical kits, nurse kits, certification exams, HESI exams, immunizations, background and drug screening for each relevant program. The registration fee is a one-time charge and is non-refundable. Should there be reduction in tuition, fees, or other charges, all students entering the institution within the enrollment period that the reduction is offered are eligible for this reduction of tuition, fees, and other charges. Program Charges Medical Billing and Coding, Pharmacy Technician, and Central Sterile Technician. HHA, CNA, Tuition \$14,695, \$7125, \$7800, \$1500, \$2525. Non-refundable fees \$75, \$75, \$75, \$75. \$75. Books \$425, \$225, \$120, \$225, &\$125. Certifications: Certifications suggested for the Medical Billing and Coding, Pharmacy Technician, Central Sterile Technician, HHA, and CNA are mandatory. They are highly encouraged because certification helps to make the applicant more desirable.

The Commission for Independent Education does not oversee nor require these examinations. Other charges: Students may at times be required to undergo additional background and drug testing if required by a clinical or

externship site. If this is the case, the student will be billed for that amount. Any Nurse Assistant students that has an unexcused absence for a clinical rotation and must make up those clinical hours will be charged \$100 per day.

The Registration fee of \$75.00 will be charged each time a student changes program. Students that are unsuccessful in any HESI examination will be charged a \$75.00 exam Retake fee if they wish to sit a retake. Retakes for Certification exams are at cost and paid directly by students to the certifying body

Student Tuition Refund Policy

Marie' s Allied Health and Technical Institute Inc.' s refund policy is based on full-time attendance in course/programs exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 12:41-2.4k(2)). The school may retain the registration fee and a portion of the monies paid for the books, equipment and tools. The director of the school must be notified in writing within five business days of the date of withdrawal.

The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:

Time of Withdrawal	Student's Responsibility
Within three business days of signing this contract	0% of total tuition plus registration fee
During the first week	10% of total tuition plus registration fee
Weeks two and three	20% of total tuition plus registration fee
After three weeks & prior to 25%	45% of total tuition plus registration fee
After 25% of program and before 50%	70% of total tuition plus registration fee
After 50% of program is completed	100% of total tuition plus registration fee

The student agrees to maintain regular attendance and to abide by the rules and regulations of the school. The student understands that regular attendance is the obligation of the student and that the school's policy regarding absence and make-up as stated in the school catalog will apply. Violation of school rules and regulations may subject the student to dismissal.

The student acknowledges receiving a copy of this agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract and understands the terms and conditions and agrees to the conditions outlined in this contract. Signing of this contract by the school is written confirmation by the school that the above-named student has been approved to enter the above-named program(s). This agreement is not binding until three business days after signing by both parties. The student and the school will retain a copy of this agreement.

School Director' s Signature

Date

Applicant's Signature

Date

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development' s Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number t call is (609) 292-4287.

STUDENT LOAN

At this time, MAHTI is not approved to offer student loans for those who qualify. However, scholarships and grants will be accepted at a later time. Students using personal loans for their tuition fee shall be required to communicate with their lending institution regarding repayment of monies refunded if the student withdraws from the program. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of the letter for their file.

CREDIT DISCLAIMER STATEMENT

MAHTI does not offer college credit for course. Many community colleges may give credit for prior training and many covert trainings to credit hours. MAHTI does not offer this service as of now.

EVALUATION TECHNIQUES

A test will be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75% are an indication that the necessary skills for passing the State Certification Examination may be in jeopardy.

FACILITIES

MAHTI facility is fully air conditioned, well lighted with a reception area and administrative offices. The school has a break room for students that houses a coffee pot, refrigerator, vending machines, sink, tables and chairs, and bottled water. Both male and female lavatories are available including facilities to serve handicap students and visitors. Each lavatory has a lounge where students who are feeling ill can rest.

The student -faculty ratio is 1 faculty to 20 students and for clinical rotations: there are two faculty.

However, MAHTI do not employ a nurse or have any medical staff available. Lighted exits are located at the end of the reception area. Parking is available to enrolled students only.

Course Numbering System

The course numbering system uses a five to eight alpha numeric identifier. The prefixes are characters that represent the subject areas. The numbers represent the progression.

Definition of Prefixes

CPR- Cardiopulmonary Resuscitation

MBC- Medical Billing and Coding

CNA- Certified Nursing Assistant

HHA- Home Health Aide

CRST- Certified Registered Sterile Technician

CPHT- Certified Registered Technician

This catalog is true and correct in content and policy

MEDICAL BILLING & CODING

Program Objective:

Marie's Allied Health & Technology Medical Billing/Coding program is designed specifically to provide students with the basic knowledge, understanding and training in the fundamental areas of Medical Billing & Coding. On completion of our program, students will be equipped with the mastery of skills/competencies and career preparation necessary for academic and real-world success, including employment in entry-level positions as- medical billing and/or coding specialist, Medical Office Clerk/Receptionists and Medical Administrative Assistant, in a myriad of environments related to modern health care and insurance industries.

Program Goals:

To provide students with a solid professional foundation in the career that will enable them to be vital members of a health care team and contribute to the overall financial business activity of the healthcare institution/facility.

Students will acquire the skills and working knowledge of major medical insurance programs, government healthcare regulations, medical coding systems and guidelines necessary to complete and submit accurate and clean health insurance claim forms for maximum reimbursement.

To prepare students for accredited certification exams to become a Certified Medical Billing and Coding professional. These include the Certified Billing & Coding Specialist (CBCS) exam offered by National Healthcare Association (NHA); the Certified Professional Coder (CPC) exam offered by American Academy of Professional Coders (AAPC); the Certified Coding Associate exam offered by American Health Information Management Association (AHIMA) and National Insurance Coding Specialist (NCICS) exam offered by National Center for Competency Testing (NCCT).

Program Structure & Length

Syllabus: 9 Modules:

- 1 prerequisite
- 7 courses
- 1 internship

Program Length:

Day: 36 weeks (M- F) Course hrs. 9:00 am – 2:30 pm

Evening/Night: 52 weeks (M-Th) Course hrs. 5:30 pm – 9:30 pm

Clock hours: 960

Internship: 180 hrs.

Tuition Cost of the Program:	
Tuition:	\$14695
Non-Refundable Registration fees:	\$75
Text Book:	\$425
Tools , Supply Fees:	\$225
Licensing Fees:	\$250
Total	\$15670

Program Outline

SECTION	COURSE	HOURS
MT100	Medical Terminology	100
AP100	Anatomy & Physiology	100
MO100	Basic keyboarding & Word Processing	40
MBC100	Medical Insurance Principles & Guidelines	160
MO101	Administrative Procedure	60
EMR100	Medical & Electronic Health Record	60
COM100	Computerized Medical Office	80
MBC101	Medical Coding	180
INT100	Internship	180
TOTAL HOURS		960

Methods of Instruction/Course Format/Delivery:

Multi Media and a variety of teaching strategies are utilized to facilitate student learning abilities.

Teaching strategies include:

- Brainstorming
- Questioning
- Lectures/Tutorials
- Discussions
- Multi Media
- Overhead Digital Projector
- Interactive Presentation Software on the Computer
- Computerized Medical Software
- Group Work
- Role Play
- Case Studies
- Other:
 - Diagrams/pictures/images
 - Hand-out
 - Puzzles
 - Games
 - Books

- Writing Board
- Internet
- Documentary

Assessment(s): 1. Daily Homework, Quizzes, research weekly tests (slightly comprehensive)

Course Grade. Grading scale for this course:

- Weekly tests 35%
- Textbook & Workbook Exercises 35%
- Discussion Board Participation 10%
- Attendance 10%
- Research 10%

Letter Grades for the course will be assigned as follows:

- A: 90-100
- B+: 86-89.9
- B: 80-85
- C+: 76-79.9
- C: 70-75
- D: 60-69.9
- F: Below 60

Texts, Materials: To be completed

CERTIFIED PHARMACY TECHNICIAN

Program Objective:

This 780 hours entry level course is ideal for an individual who is seeking employment in the medical and pharmacy field as a Pharmacy Technician. Students will possess a working knowledge of the role of a pharmacy technician, the duties, responsibilities and liabilities of pharmacy technician, drug related problems, and adverse. Pharmacy practice standards, dispensing functions, inventory control and medical terminology.

Additionally, students will understand the definition of a drug, the ADME of a drug, Generic and brand names of drugs, adverse and toxic effects to benefit. Understand prescriptions and be able to read prescriptions and drug orders, transfers and process refills, proper inventory and labelling of drugs. Students will also understand the Hospital pharmacy, unit dose, distribution system, medication labels, pharmaceutical calculations and other functions.

Program Goals:

The goals of this course are as follows:

- 1) To help students assist in seeking employment in the pharmacy and medical field.
- 2) To develop knowledge of the role of a pharmacy technician and critical thinking skills.
- 3) To prepare students for the NHA, Medca, and PTCB exam
- 4) To understand prescriptions and be able to read prescriptions.

Instructor

Victor H. Fakondo
(732-565-0898)

Email

info@mariesalliedhealth.com

Office Location & Hours

Marie's Allied Health Institute
Mon, Wed, Friday : 5:00pm-9:30pm

Program Structure & Length

Coure Pre-requisites: High School Diploma / GED

Clock hours: 780

Tuition Cost of the Program:	
Tuition:	\$7125
Non-Refundable Registration fees:	\$75
Text Book:	\$225
Tools , Supply Fees:	\$275
Licensing Fees:	\$175
Total	\$7875

This is a six month session, but morning and evening session respectively.

Required Course Material

- Text Book for Pharmacy Technician, 7th editions

Program Outline

Date(s)	Reading
	Introduction (Chapter 1) Class one (Chapter 1-2) Class two (Chapter 3) Class three (Chapter 4) Class four (Chapter 5) Class five (Chapter 5) Class Six (Chapter 6) Midterm Assignment Class seven (Chapter7) Class eight (Chapter 8) Midterm Assignment Due Class nine (Chapter 9) Class ten (Chapter 10) Class eleven (Chapter 11) Class twelve (Chapter) Final Review Final Exam

Exam Schedule

Date	Subject
TBD	Midterm Assignment Due Assignment: 4 Exam 4 Take Home (three) Section Math (3) Mid term Final Exam (Cumulative)

CENTRAL REGISTERED CENTRAL STERILE TECHNICIAN - CRCST

Program Objective:

This course will provide an in-depth look at the theory and professional role of a Certified Registered Central Sterile Technician. Students who fulfill their course requirements will be equipped with the knowledge base to take the IAHCMM sponsored CRCST certification exam and will be well prepared for the subsequent clinical hours that are mandatory in order to become a professional in the Central Sterile Reprocessing field.

This course will also introduce and familiarize students with the various surgical instrumentation used in patient care areas. Students will also learn to understand the differences in instrument application based upon surgical service / procedure. Students will ultimately develop a deep understanding of the critical importance Central Sterile has in patient safety and infection control and be fully prepared to enter the field as a medical professional.

Program Goals:

The goals of this course are as follows:

- 1) To help students understand the critical nature of instrument reprocessing.
- 2) To develop problem solving and critical thinking skills.
- 3) To prepare students for the CRCST certification exam
- 4) To develop multitasking skills and improve detail oriented performance.

Prep Course Syllabus

Instructor	Email	Office Location & Hours
Elizabeth Ensminger (718) 541-3904	lizensminger@gmail.com	Marie's Allied Health Institute Tues: 4:30p-6:30p / Thurs: 4:30p-6:30p

Program Structure & Length

Program Pre-requisites: High School Diploma / GED

Clock hours: 800

Tuition Cost of the Program:	
Tuition:	\$7800
Non-Refundable Registration fees:	\$75
Text Book:	\$120
Tools , Supply Fees:	\$100
Licensing Fees:	\$120
Total	\$8215

This is a six month session for both morning and evening sessions respectively.

Required Course Material:

- IAHCSCMM Central Service Technical Manual Eighth Edition
- Notebook / Pens / Pencils

Program Outline

Date(s)	Reading
	Introduction / Chp 1 Chp 2-3 Chp 4 Chp 5-6 Chp 7-8 Chp 9-10 Chp 11 Midterm Assignment Chp 13-14 Chp 15-16 Midterm Assignment Due Chp 17/18 Chp 19-20 Chp 21-22 Chp 23-24 Final Review Final Exam

Exam Schedule

Date	Subject
TBD	Midterm Assignment Due Assignment: Topic: Explain the Spaulding Classification System: why would an item be considered critical, semi-critical or non-critical? Why is this important to CS professionals? What level of reprocessing is required for each class of instrumentation? What types of devices are found in each class? How would you determine the level of reprocessing required for each class of device? How is this related to the principles of asepsis and what are those principles? Requirements: 3 pages. Typed. 12pt font. Single spaced. 5 Points will be deducted from grade to each day after due date for late submissions.
TBD	Final Exam- Chapters 1-24

HOME HEALTH AIDE

Program Title: New Jersey Certified Homemaker/Home Health Aide Program

Program Objective:

This 76-hour entry-level program is designed so that participants will meet all requirements necessary to take the agencies approved examination and become a certified Homemaker/Home Health Aide, upon successfully passing the examination approved by the New Jersey State Board of Nursing and upon approval from the Board of Nursing, students can seek employment as a Certified Homemaker/Home Health aide in a nursing agency,, hospice, and other sites (including private employment, homes etc.) and provide care in the home or in assisted living facilities, which is an entry-level position in the healthcare field. A home aide certificate program prepares students to work in the home of a disable, convalescent or elderly persons to provide services, such as giving medication, checking vital signs, changing bandages, giving massages and helping with medical equipment. Most home health aide work is done under the supervision of a registered nurse or other licensed professional. After successfully completing this program, the candidate is also eligible to go on for advanced training as a Certified Medication aide or Certified Nursing Assistant.

Program Content:

This program includes the 76 hours curriculum mandated by the New Jersey Board of Nursing to include all components necessary (speech, occupational, physical therapy, CPR, dietary skills, etc.), Healthcare basic concepts, Life support, First aid to train participants to provide care to the ill and elderly through nursing agencies, hospice agencies, rehabilitation centers, etc. In addition, 30 hours of make-up time has been incorporated into the program. Upon completion of the program, verification of students test scores (final grades) will be submitted the New Jersey Board of Nursing student will receive certification from the Board of Nursing within five 6-8 weeks.

Upon successful completion of the training program, the completion of the state of New Jersey criminal background check and a passing grade of 70% or better on the final exam, the student may be eligible for certification through the State of New Jersey Board of Nursing.

Program Structure & Length

Program Pre-requisites: Physical Examination and a 2 step-Mantoux test (for exposure to Tuberculosis)

Clock hours: 76

Program Length:

Day: 3 1/2 Weeks

Evening/Night: 4 Weeks

At each session: A CPR will be offered at a reasonable cost.

Tuition Cost of the Program:	
Tuition:	\$1500
Non-Refundable Registration fees:	\$75
Text Book:	\$220
Tools , Supply Fees:	\$200
Licensing Fees:	\$80
Total	\$2075

(Fees subject to change in accordance with board of nursing)

Please note: Prices are higher for most funding sources. Please inquire from the school.

CERTIFIED NURSING ASSISTANT - CNA

Program Objective

This course is a wonderful opportunity to gain the skills needed to provide 'hands on' patient care under the direct supervision of a nurse. It is also an opportunity to be part of a nursing team and experience the opportunities the healthcare field offers.

An introduction to basic nursing skills with an opportunity for students to explore a variety of patient needs. Basic nursing skills will be applicable for patients in need of acute or chronic long care. Patient care for those in Home Health, Hospice, Assisted Living, or Mental Health facilities will also be introduced. Successful completion of the course with a score of 75% or higher, and being 18 years of age, permits students to take the Nursing Assistant certification exam. The 90 hours of classroom and lab skills practice enables students to obtain introductory knowledge of basic theoretical areas: Anatomy & Physiology, Aging, Patient Safety, Communication skills, Cultural Competency, Medical Terminology and a variety of other subjects. This course will also permit students to learn and practice basic nursing skills in a laboratory and healthcare setting. A 40 hour supervised clinical experience in a health care facility permits students to perform safe, basic, patient care skills and utilize the basic nursing knowledge attained.

Teaching/Learning Strategies: Lecture, discussion, work groups, work book exercises and clinical skills practice will all be utilized. The clinical portion of this course will include demonstration of practical skills. This practical experience will take place in a 'student to patient' situation in the clinical facility setting.

Program Goals:

Upon successful completion of the required courses for each Allied Health program, our students will demonstrate:

1. Workplace skills specific to health care careers
2. Knowledge of local, state and federal guidelines that apply to the healthcare industry
3. Basic knowledge of anatomy and physiology
4. Knowledge of records documentation and basic medical terminology
5. Team building and communication skills; the basics of a good work ethic; and successful job seeking strategies
6. Where applicable, students will be prepared for the certification

Program Length:

Day: Mondays , Tuesdays, Wednesdays, and Thursdays 8AM—2:30PM

also carries

Clinical Experience: (Dates TBA) Sharon Macik

Instructor

Constance Connie Archibald RN, BSN info@mariesalliedhealth.org
Beverly Olson : RN, BSN

Email

Office Location & Hours

By appointment
Phone #: 732-565-0898

Weather: News 12, or Magic 98.5 (Radio Station)

Clock hours: 90

Tuition Cost of the Program:	
Tuition:	\$2525
Non-Refundable Registration fees:	\$75
Text Book:	\$125
Tools , Supply Fees:	\$475
Licensing Fees:	\$675
Total	\$3875

Textbook and Workbook: “Nursing Assisting A Foundation in Caregiving” 3rd edition, Diane Dugan RN”

Student Responsibilities:

1.Be present, prepared and punctual for all class sessions- review Chapters to be covered prior to class.
 2.Complete all activities as directed. [Full credit given for homework submitted by due date only.] 3.
 Academic dishonesty and disciplinary issues: Students will maintain the highest standards of honesty and integrity in accordance with the NJ Policy on “Dishonesty in Academic Matters” the schools Catalog. Students will conduct themselves professionally at all times. Inappropriate language, disruptive behavior is not professional and is not permitted in class.

Qualifications for attendance to the clinical experience

1. Meet the attendance policy.
2. Achieve 75% in each basic nursing skill upon practical exam.
3. Attain 75% or better on homework, exams, lab skill and class performance.
4. Performance of basic nursing skills in a safe, independent and professional manner.
5. Possess required equipment.
6. Obtain a completed Health Form indicating the ability to lift at least 50 pounds without assistance, up to date Immunization record, Tuberculosis test, completion of fingerprinting and FBI background evaluation from the NJ Department of Health, and possess Basic Cardio Pulmonary Resuscitation for health care providers . American Heart Association (AHA) only.
7. Instructor will indicate date of completion for all documents to be turned in-No Exceptions.

Students With Special Needs:

In accordance with the Institute Policy Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact the school administrator .) It is also imperative that you take the initiative to bring such needs to the instructor’s attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.

Equal Opportunity and Discrimination

In an effort to meet obligations under Title IX, MAHTI, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office

of Equal Opportunity . For more information on the campus policy regarding sexual misconduct, see : the Institute policy

Attendance Policy:

FOR THE FIRST TWO WEEKS OF CLASS: Any student who has two absences during the first two weeks of class may be dropped at the teachers' discretion. No more than 12 hours total of absence is allowed during the semester for the lecture and skills labs,— this is total; if you miss 8 hours of lab days and 4 hours of lecture days, or 4 hours of lecture, and 4 hours of lab, you may be dropped. Arrangements must be made by the students to make up the lost work.

ABSOLUTELY NO absence is accepted during the clinical experience.

Tardiness >20 minutes results in the session being counted as an absence. Late arrival by 5 minutes will be noted, and can add up to tardiness equaling 20 minutes and thus count as an absence; Be on-time.

Homework Policy:

You will receive partial credit for late homework assignments if turned in the next class day - it will not be accepted thereafter.

Grading Policy:

The CNA course is a Job Skills Program, unlike some courses, students cannot make a high grade simply by achieving high scores on exams and/or homework-professionalism, class participation and basic nursing skill attainment is prudent. Students will be graded as follows:

Exams and quizzes-20%

Laboratory skills-25%

Clinical Experience-30%

Class Participation and homework 15%

Final 10%

Letter Grading Scheme:

A 90-100%

B 80-89%

(75% is required to receive the institute certificate (certificate required for state certification exam)

C 70-79%

D 60-69%

F 0-59%

Electronic Devices:

All cellular telephones must be turned off in class-you will be asked to leave if any interruption occurs during class resulting in an absence. NO texting is acceptable during class time! Any electronic equipment brought to class must be approved by Instructor before use in class. Unsafe, offensive or disruptive behavior in any portion of this course can be grounds for failure of course. **Patient/Resident Confidentiality** must be maintained at all times during the offsite Clinical Aspect. Failure to do so will result in immediate removal from the CNA program. Confidentiality is required by Federal law under HIPAA Regulations. This includes discussions outside of the post conference that identify the facility, the staff, the patients/family members, or individual contact with the facility during CNA training.

Student health requirements:

To participate in the laboratory skills or at the clinical experience site, students must be able to lift at least 50 pounds without assistance. Students must return a completed health form signed by a health care provider (physician, Nurse Practitioner or Physician Assistant) to instructor (date will be on schedule). Students will need a copy of an up to date Immunization record with documentation of the Hepatitis B series, Measles, Mumps, Varicella, Rubella and a current TWO STEPS Tuberculosis test.

Clinical facilities require fingerprinting and an FBI background check before entering the facility for the clinical experience. The cost is inclusive for both the finger printing and background check. Students will be given pertinent information regarding background checks. Students are completely responsible for this procedure and the fees.

Dress Code:

Students are required to wear scrub uniforms with white or mostly white closed toe shoes during all class and clinical time. Jewelry should be conservative: a watch, wedding ring or a simple ring on one finger (rings that protrude can be broken on the equipment as well as injuring patients). Earrings (one per ear only) should be of the stud nature and not extend beyond the ear lobe. **No other rings/studs are allowed (eyebrow, nose, or tongue). All tattoos must be covered in skills lab and clinical rotation.** Chewing gum is not acceptable during lab practice or clinical portion. Perfumes, after shave lotions and scented hair sprays are offensive to most patients and should not be worn. Hair, beards, mustaches and sideburns must always be neat and trimmed. **If hair length touches the collar or comes down into face it is to be held back and away from collar and face during entire course.** This means hair must be up and back. **Due to infection control requirements from the Department of Health, no fake fingernails are accepted. Regular nails are to be short, clean, and well-manicured. No Polish!**

Clinical, Classroom and Laboratory skills equipment's:

- Required scrub uniform-must be White for clinical experience and skills lab.
- White toe shoes
- Gait belt
- Watch with a second hand
- Stethoscope
- Small notebook and black pen
- Student ID with picture

Upon successful completion of the CNA course (overall grade is 75%) , you will be eligible to take the New Jersey State Exam. Payment for the exam must be in the form of money order or cashiers check, payable to PSI. Personal checks or cash not accepted. Arrangements are to be made by the student.

PLEASE NOTE: The instructors reserve the right to make changes to this syllabus due to unforeseen circumstances of to better meet student needs.