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**[www.themilleracademy.com](http://www.themilleracademy.com)**

School Year 2023-2024  
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**LETTER FROM DIRECTOR:**

Welcome to The Miller Academy for Allied Health. We are excited you have considered our learning center to help you advance your education. We are committed to providing quality care providers for our community. Once admitted to our program, you will be entering into a commitment to provide quality care with integrity and equality to those in need. Please review our course catalog to browse our course offerings and decide which allied healthcare journey you want to take.

**MISSION STATEMENT:**

At The Miller Academy for Allied Health, our mission is to be highly selective in admitting students who are searching for vocational experiences in the allied health field. We are committed to providing quality training for Certified Nursing Assistants, Phlebotomists Technicians, and Electrocardiogram Assistants who would care for patients with compassion, empathy, dedication, and commitment. Vision To be recognized as the leader in the community in providing innovative and quality training for future healthcare workers.

**FACULTY CONTACT INFO:**

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Patient Care Technician Instructor

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Patient Care Technician Instructor

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### **STATEMENT OF APPROVAL:**

The Miller Academy of Allied Health is approved by The Illinois Department of Public Health to operate the Nurse Aide Training Program and has been approved by The Illinois Board of Higher Education as a Private Business & Vocational School to operate. The Miller Academy of Allied Health does not have any accreditation status with any US Department of Education recognized accrediting body. This is a new program, and no student statistics currently exist.

### **COURSES OFFERED:**

Basic Nurse Aide Training Program

Hybrid Basic Nurse Aide Training Program

Patient Care Technician

EKG Technician

Phlebotomy Technician

### **COURSE DESCRIPTION AND PROGRAM INFORMATION:**

#### **Basic Nurse Aide Training Program**

The Miller Academy of Allied Health offers a Nurse Aide Training Program that has been approved by the Illinois Department of Public Health and the Illinois Board of Higher Education. This program is 120 hours divided as follows: 62 hours Classroom, 18 hours Lab, 40 hours Clinical.

The Nurse Aide program is a comprehensive course designed to teach students the fundamental skills needed to provide basic care to those in need. Patient care areas range from nursing homes, hospice, hospitals, home

care and more. Graduates of this program will be able to communicate with patients effectively, recognize medical emergencies, provide hands-on daily care needs while respecting and observing resident rights. Students will learn how to perform basic first aid, CPR, vital signs, observing/ reporting, and follow infection prevention measures.

Once this course is successfully completed students will receive a certificate of completion. Students will also be prepared to sit for the Illinois State Certified Nursing Assistant Exam once this course is successfully completed.

### **Performance Objectives:**

- Understand the types of long-term care facilities and healthcare settings • Understand the chain of command and identify the different members of the interdisciplinary team.
- Identify and understand the responsibilities of the Registered Nurse, Licensed Vocational Nurse, and Certified Nursing Assistant in various settings.
- Understand and explain the nurse aide scope of practice.
- Describe legal and ethical behavior and explain resident rights.
- Engage in proper infection control procedures.
- Demonstrate basic care skills and patient care procedures.
- Identify medical emergencies and how to respond effectively.

### **Required Textbooks:**

Hartman Nursing Assisting, A foundation in Caregiving, Diana L. Dugan, RN Fifth Addition, ISBN: 978-1-60425-121-0

Hartman Workbook, Nursing Assisting, A Foundation in Caregiving, Fifth Addition, ISBN: 978-1-60425-122-7

Hartman Nursing Assistant Skills Video Series (32)

### **Tuition and Fees:**

Application fee of \$100

ID Badge \$ 10

Uniform: \$75

Book: \$50

Workbook: \$30

Lab Fee: \$225

BP Cuff & Stethoscope: \$45

Gait belt: \$25

Tuition: \$1150

Total: \$1710

### **Instructional Methods:**

Instruction for this course will include lectures, PowerPoint presentations, case studies, videos, clinical skills, instructor demonstration, return demonstration, interactive games, and role play.

### **Admission Requirements for Course:**

- Enrollment Agreement
- Background Check (To be initiated by the school (Fee \$40.00))
- Drug Screen (To be initiated by the school (Fee \$10.00))
- Government-issued ID
- Social Security Card

- PPD or Negative Chest X-Ray
- GED/High School Diploma
- Medical Clearance for Respirator Use (Pick up document at School)
- Covid Vaccine Card (Required for Clinical's)

## **COURSE HOURS:**

### **Evening Class:**

Monday - Friday

5:30pm-9:30pm, Clinical on Saturdays 7:00am-4:00pm

25 days or 9 Weeks

### **Day Class:**

Monday-Friday

8:00am- 5:00pm, Clinical Monday- Friday 7:00am-4:00pm

20 days or 4 weeks

## **HYBRID- Basic Nurse Aide Training Program**

The Miller Academy of Allied Health offers a Nurse Aide Training Program that has been approved by the Illinois Department of Public Health and the Illinois Board of Higher Education. This course is considered Hybrid because a portion of the course is flexible and online, while for the other portions of the course, students must come in person. This program is 120 hours divided as follows: 40 hours live online instruction, 62 hours Lab, 18 hours Clinical.

The Nurse Aide program is a comprehensive course designed to teach students the fundamental skills needed to provide basic care to those in need. Patient care areas range from nursing homes, hospice, hospitals, home care and more. Graduates of this program will be able to communicate with patients effectively, recognize medical emergencies, provide hands-on daily care needs while respecting and observing resident rights. Students will learn how to perform basic first aid, CPR, vital signs, observing/ reporting, and follow infection prevention measures.

Once this course is successfully completed students will receive a certificate of completion. Students will also be prepared to sit for the Illinois State Certified Nursing Assistant Exam once this course is successfully completed.

### **Performance Objectives:**

- Understand the types of long-term care facilities and healthcare settings
- Understand the chain of command and identify the different members of the interdisciplinary team.
- Identify and understand the responsibilities of the Registered Nurse, License Vocational Nurse, and Certified Nursing Assistant in various settings.
- Understand and explain the nurse aide scope of practice.
- Describe legal and ethical behavior and explain resident rights.
- Engage in proper infection control procedures.
- Demonstrate basic care skills and patient care procedures.
- Identify medical emergencies and how to respond effectively.

## **Required Textbooks:**

Hartman Nursing Assisting, A foundation in Caregiving, Diana L. Dugan, RN Fifth Addition,

**ISBN: 978-1-60425-121-0**

Hartman Workbook, Nursing Assisting, A Foundation in Caregiving, Fifth Addition,

**ISBN: 978-1-60425-122-7**

Hartman Nursing Assistant Skills Video Series (32)

## **Tuition & Fees:**

Application fee of \$100

ID Badge \$ 10

Uniform: \$75

Book: \$50

Workbook: \$30

Lab Fee: \$225

BP Cuff & Stethoscope: \$45

Gait belt: \$25

Tuition: \$1150

Total: \$1710

## **Instructional Methods:**

Instruction for this course will include live online lectures, PowerPoint presentations, case studies, videos, clinical skills, instructor demonstration, return demonstration, interactive games, and role play.

## **Admission Requirements for Course:**

- Enrollment Agreement
- Background Check (To be initiated by the school (Fee \$40.00))
- Drug Screen (To be initiated by the school (Fee \$10.00))
- Government-issued ID
- Social Security Card
- PPD or Negative Chest X-Ray
- GED/High School Diploma
- Medical Clearance for Respirator Use (Pick up document at School)
- Covid Vaccine Card (Required for Clinical's)

## **Course Hours:**

### **Evening Class:**

To be announced

### **Day Class:**

To Be announced

## **Patient Care Technician Program**

Patient care technician is an advanced entry level healthcare career for students who prefer to engage in direct patient care. It contains a combination of nurse aide, phlebotomy, and EKG experience combined. The course is 250 hours in which 90 hours are classroom, 80 hours are lab and 80 hours are clinical. The course is designed to teach students how to communicate with patients effectively, recognize medical emergencies, provide hands-on daily care needs while respecting the patient's rights, and the skill of obtaining EKG and

blood draw. This course is taught in English only. Prerequisites for this course are satisfied during the enrollment process. Students will learn how to perform vital signs, observing/ reporting, and follow infection prevention measures. After successful completion of this program, student will receive a certificate of completion and will be eligible to sit for the National Healthcareer Association (NHA) exam for the following certifications: Certified Patient Care Technician/ Assistant (CPTC/A), Certified Echocardiograph Technician (CET), Certified Phlebotomy Technician (CPT). Students will also be eligible to sit for the CNA exam as well. Students may not be required to be certified as a PCT in order to obtain employment. Certification requirements are employer based, however technical knowledge and training on how to function in this role is required for employment.

Graduates of this program may find entry-level employment as patient care technicians working in hospitals, home health, hospice facilities and clinics just to name a few.

### **Program Objectives:**

- Students will be prepared to care for patients in an array of clinical atmospheres including but not limited to hospital settings, clinic, home health, or rehab facilities.
- Student will be able to sit for the national certification exam with the NHA for any of the following certification: Certified Patient Care Technician/ Assistant (CPTC/A), Certified Echocardiogram Technician (CET), Certified Phlebotomy, Technician (CPT), or Certified Nurse's Assistant (CNA)
- Students will be able to provide activities of daily living for those in need (ADL care), blood draws, and EKGs with proficiency.
- Students will be able to identify and observe legal and ethical behavior.
- Students will be engaged in proper infection control procedures.
- Students will be able to demonstrate basic care skills, patient care procedures, EKG, and blood draw
- w abilities.
- Students will be able to identify medical emergencies and how to respond effectively.

### **REQUIRED TEXTBOOK:**

[Fundamental Concepts and Skills for the Patient Care Technician, 2018, Mosby, Kimberly Townsend, PhD, RN, WHNP-BC, CNE, ISBN: 9780323430135](#)

[Workbook for Fundamental Concepts and Skills for the Patient Care Technician, 2018, Mosby, Kimberly Townsend, PhD, RNH, WHNP-BC, CNE, ISBN: 9780323445719](#)

### **TUITION & FEES:**

Application fee of \$100  
ID Badge \$ 10  
Uniform: \$75  
Book: \$200  
Practice Test: \$100  
Lab Fee: \$500  
BP Cuff & Stethoscope: \$45  
Gait belt: \$25  
Tuition: \$3930  
Total: \$4985

### **Instructional Methods:**

Instruction for this course will include live online lectures, PowerPoint presentations, case studies, videos, clinical skills, instructor demonstration, return demonstration, interactive games, and role play.

## **Admission Requirements for Course:**

- Enrollment Agreement
- Background Check (To be initiated by the school (Fee \$40.00))
- Drug Screen (To be initiated by the school (Fee \$10.00))
- Government-issued ID
- Social Security Card
- PPD or Negative Chest X-Ray
- GED/High School Diploma
- Medical Clearance for Respirator Use (Pick up document at School)
- Covid Vaccine Card (Required for Clinical's)

## **Course Hours:**

Monday - Friday  
5:30pm-9:30pm, Clinical on Saturdays 7:00am-4:00pm  
60 days or 10 Weeks

### **Day Class:**

Monday-Friday  
8:00am- 5:00pm, Clinical Monday- Friday 7:00am-4:00pm  
35 days or 7 weeks

## **Phlebotomy Technician Program - Hybrid**

This course is composed of 120 hours of instruction in which 80 hours are classroom and 40 hours are lab. This program is designed to provide students with the knowledge and skills that are required to become a Phlebotomy Technician. The Phlebotomy Technician program educates students to collect, process and properly transport laboratory specimens, correctly lab specimens, identify pre-analytical errors, and clinical procedures under the supervision of a Physician or Nurse Practitioner. Phlebotomy Technicians typically work in conjunction with clinical laboratory personnel and other healthcare providers in clinics or other healthcare facilities. They also may work within the hospital, private physician offices, etc. Through classroom work and skills lab training, students learn to collect blood specimens by venipuncture, finger sticks, heel sticks, perform vision and hearing screening, etc. Students do not need to leave the school or attend any other location for this portion of the course. The end of the course includes lab practicum which will occur in the lab during normal class hours. Upon successful completion, students are prepared to sit for the National Healthcareer Association (NHA), National Certification Exam to become Certified Phlebotomy Technician (CPT). The National Healthcareer Association (NHA). Certification is not required for employment; however, it is highly recommended.

A certificate of completion is provided at the end of the course. Upon successful completion of the Phlebotomy Technician program, students will be able to obtain jobs as a Certified Phlebotomy

Technician in the following areas:

- Hospitals
- Private practices and clinics
- American Red Cross
- Nursing homes
- VA clinics/hospitals

- Urgent care or emergency clinics
- Mobile phlebotomy
- Paramedical examiners
- Health fairs

**Performance Objectives:**

- Prepare students for success in a healthcare career path leading to post-secondary programs that license healthcare professionals.
- Ability to complete blood draws and specimen collections safely.
- Uphold the honor and high principles of the profession and accept its disciplines. • Develop attitudes consistent with those expected of an individual working in the healthcare industry. and society in general.
- Demonstrate the knowledge, skills, and professionalism required by employers and patients. • Identify common clinical procedures performed in the medical office. • Demonstrate knowledge of the systematic examination of patients.
- Apply administrative principles in the medical office setting.
- Demonstrate knowledge of EMR, office accounting, and medical law/ethics to work in an office.
- Apply for and pass the Certification Exam through National Healthcareer Association (NHA).

**Required Textbooks:**

[Hartmen's Complete Guide for Phlebotomy Technician – Hartman Publishing Company](#)  
[Textbook Paperback ISBN:978-1-60425-129-6](#)

**TUITION & FEES:**

Application fee of \$100

ID Badge \$ 10

Uniform: \$75

Book: \$150

Practice Test \$85

Lab Fee: \$200

Tuition: \$1275

Total: \$1895

The following items are required for the program but are not included in tuition. PPD Required

**Admission Requirements for Course:**

- Enrollment Agreement
- Background Check
- Drug Screen
- Government-issued ID
- Social Security Card
- GED/High School Diploma
- Proof of Hep B Vaccine



## **Instructional Methods:**

Instruction for this course will include lectures, PowerPoint presentations, case studies, videos, clinical skills, instructor demonstration, return demonstration, interactive games, and role play.

## **Course Hours:**

### **Evening Class:**

Monday - Friday  
25 days or 9 Weeks

### **Day Class:**

Monday-Friday  
8:00am- 5:00pm  
15 days or 3 weeks

## **EKG Technician**

This course is 40 hours of training to prepare students to learn about the heart and how to obtain electrocardiographic tracings. The course consists of 30 hours of classroom and 10 hours of lab experience. Students will learn the basic structure and functions of the heart, common cardiac disorders, subjective and objective data, diagnostic tests, how to perform ECG/ EKG or record the heart's electrical impulses onto a paper strip. Students will understand the pattern of the signals of the heart to determine normal or abnormal electrical problems. Graduates of this program will obtain a certificate of completion and will be eligible to sit for the National Healthcareer Association (NHA), National Certification Exam to become a Certified EKG Technician (CET). Certification is not required for employment but is highly encouraged. Graduates of this program can find employment in the following patient care areas: Hospital, urgent care, ECG labs, sleep study centers, and cardiac practices. Certification requirements are employer based, however technical knowledge and training on how to function in this role is required for employment.

## **Program Objectives:**

- Student will be able to discuss the basic structure and function of the human heart • Student will be able to discuss basic electrophysiology
- Student will be able to understand and recognize atrial rhythms
- Student will be able to understand and recognize junctional rhythms
- Student will be able to understand and recognize ventricular rhythms • Student will be able to understand and recognize heart blocks
- Student will be able to understand and recognize pacemaker rhythms • Student will be able to perform 12 lead ECG and manage ECG monitor • Perform a 12 lead EKG
- Interpret basic arrhythmias
- Recognize cardiac emergency
- Attach electrode to the chest, arms and legs
- Provide privacy for the patient during the test
- Provide clean working environment
- Practice universal precautions during the testing
- Document procedures appropriately

## **Required Textbooks:**

Hartman's Complete Guide for the EKG Technician, Wilma Lynne Clarke, edD, RN, 2019, ISBN: 978-1-60425-107-4

### **Tuition and Fees:**

Application Fee: \$100

Textbook: \$45

Practice Test: \$75

Uniform x 2: \$75

Tuition: \$949

Lab Fee: \$156

Total: \$1400

### **Admission Requirements for Course:**

- Enrollment Agreement
- Background Check
- Drug Screen
- Government-issued ID
- Social Security Card
- GED/High School Diploma

### **Instructional Methods:**

Instruction for this course will include lectures, PowerPoint presentations, case studies, videos, clinical skills, instructor demonstration, return demonstration, interactive games, and role play.

### **Course Hours:**

Monday - Friday

5:30pm-9:30pm

10 days or 2 Weeks

### **Day Class:**

Monday-Friday

8:00am- 5:00pm

5 days or 1 weeks

### **ENROLLMENT PERIODS**

Enrollment periods are 5 calendar days prior to the first day of classes for each program. PLEASE

NOTE CLINICAL HOURS MAY BE DIFFERENT THAN CLASS HOURS.

**BNATP IN-PERSON OR HYBRID: DAY CLASS SCHEDULE:**

Last Day of Enrollment	First Day of Class	Mid-Point	Last Day of Class	Classroom Make-up	Clinical Make-Up

**BNATP IN-PERSON OR HYBRID: EVENING CLASS SCHEDULE:**

Last Day of Enrollment	First Day of Class	Mid-Point	Last Day of Class	Classroom Make-up	Clinical Make-Up







**PATIENT CARE TECHNICIAN EVENINGS SCHEDULE:**

Last Day of Enrollment	First Day of Class	Mid-Point	Last Day of Class	Classroom Make-up	Clinical Make-Up

**EKG TECHNICAIN CLASS DAY SCHEDULE:**

Last Day of Enrollment	First Day of Class	Mid-Point	Last Day of Class	Classroom Make-up	Clinical Make-Up





## **HOLIDAY SCHEDULE:**

New Year's Eve  
New Year's  
Martin Luther King Day  
President's Day  
Good Friday  
Columbus Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Black Friday  
Christmas Eve  
Christmas

## **TRANSFERABILITY OF THIS PROGRAM:**

Our courses are not transferable to any other institution. Once a student successfully completes the course and sits for the nurse aide certification exam, they may be able to transfer that certification, (once obtained) to other states based on that state's requirements.

## **REFUND / CANCELLATION POLICY**

Refund Policy/ Cancellation Policy: The following policy refers to when a student's enrollment is terminated or should the students decide to withdraw. If a student decides they no longer wish to proceed with the Nurse Aide Training Program prior to the first day of class, they may withdraw with no penalties and all tuition monies refunded. Application fee of \$100 is non-refundable. The student must withdraw formally via a withdrawal request form given to the administrator or program coordinator and it must occur prior to the first day of class and NOT the same day as the first day of class.

## **WITHDRAW PROCEDURE:**

**Withdraw Procedure:** Withdrawing from the school may have both academic and financial aid consequences. You are encouraged to understand the consequences before you decide to withdraw. Any student that would like to withdraw after the first day of class must submit a formal withdrawal request form to the program coordinator. The student's request will be evaluated upon receipt. Once students enroll in the program they have until the 3<sup>rd</sup> day of class to decide if they would like to withdraw with a full refund minus \$100 to cover any administrative costs. Any student that submits a withdrawal request form after the 3<sup>rd</sup> day of class will be subject to a refund of 75% refund at 25% of the course completion or 50% refund at 50% of course completion. Students who withdraw after 50% of program attendance will not receive a refund.

Any student that is terminated from the program will be refunded based on the refund scale above. All refunds will be processed and sent out by check via US mail to the student within 2 weeks of withdrawal request.

## CONSUMER INFORMATION:

This is a new school and was not in operation this year or the 2021-2022 school year, therefore there currently are no statistics surrounding our pass rates, enrollment numbers, re-enrollment number, student transfers, state exam attempts, pass rates, employment rates, or average salary of past students.

Pass rates	Enrollment numbers	Re-enrollment number	Student Transfers	Pass rates	Employment rates	Average Salary

## COMPLAINTS POLICY:

Student complaints are defined as any student concern regarding the school programs, services or staff. A student who has a concern about a school-related issue is encouraged to submit a grievance form to the program coordinator for resolution as soon as possible. The program coordinator will schedule a meeting with all involved parties within 48 business hours of student filing. If needed an investigation will be conducted by the administrator and program coordinator with final finding to be delivered to the student within 5 business days of the student initial complaint filing. If students are not satisfied with the school's final decision on the grievance, the student may file an appeal. **COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION**". If the student would like to further pursue a complaint, they may contact the Illinois Board of Higher Education to file an online complaint at <http://complaints.ibhe.org/> Students may also contact the IBHE, Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 at [\(217\) 782-2551](tel:2177822551) if they choose.

## ATTENDANCE POLICY:

Students are expected to attend all lectures, labs, and clinical as the course has a required number of hours that must be achieved. Instructors will maintain a daily record of attendance for each class offered at the beginning of class and after each break. A **tardy** is defined as arriving in the classroom 10 minutes after the start of class. Students are considered late from breaks when returning more than 5 minutes late from the start of class. Any student that has been marked tardy 3 times must attend the make-up session designated at the beginning of the course. Students may only attend the predesignated make-up day as seen in the above course schedule and no additional make up day will be arranged. Students who did not attend the predesignated make-up day will be terminated from the course. **Students whose enrollments are terminated for violation of the attendance policy may not reenter before the start of the next grading period.**

If a student misses a day of class (**absence**), the student must attend the pre-designated make-up date as seen in the course schedule above. If the student has subsequent days missed or exceeds three tardy occurrences, the student will be required to attend a make-up day and will be placed.

on academic probation. If the student does not attend the make-up session or continues to be tardy after the make-up session, they will be placed on academic probation or possibly terminated from the program.

## **EMERGENCIES AND INCLEMENT WEATHER**

In the event of an emergency, the school will notify students of any class delay or cancellation via the reminder app.

When class/clinical is delayed, the time must be made up prior to the completion of course per federal regulations. Course make up dates are predesignated on the course calendar. Please see the course calendar above. However, in the event of multiple emergencies or inclement weather issues every effort will be made to arrange with students for a common make up day. This may result in the student finishing class with the next scheduled class.

## **CODE OF CONDUCT:**

The code of conduct is the professional standards for conduct, attitude, performance, and ethics while enrolled in a nurse aide training program shall be observed during class, lab, clinical rotation and the testing for the state competency examination. Students must display professionalism and self-control in order to meet the demands of the duties as a nurse aide. Disruptive behavior and inappropriate language such as profanity will not be tolerated. Inappropriate discussion of personal problems during any phase of training and testing is not permitted. Failure to follow the code of conduct is an immediate basis for dismissal from the program.

Appropriate interaction with instructors, coworkers, residents, etc.

No personal cell phone usage during class, lab, or clinical rotation. Phone use is limited only to emergencies. All other calls must be made and received during breaks. The student must leave the classroom to make and receive calls. Cell phones should never be visible in residents' rooms.

Disruptive behavior or inappropriate language, such as profanity or inappropriate discussion of personal problems, during any phase of training and testing is not permitted.

Display of professionalism and self-control is required to meet the demands of the duties as a nurse aide, instructor, program coordinator and school administrator. Students shall not perform a task for which the trainee has not received training. Practice all safety precautions taught for each lab skill. Reporting appropriate information, such as changes or problems in residence, to instructors and/or appropriate staff members.

Students must follow and adhere to HIPAA Guidelines.

Students must respond to emergencies in the clinical area.

No sleeping or distracting behavior during class.

Anyone caught cheating will be immediately dismissed from the program and tuition fees will be non-refundable. Anyone turning in an item without his/her name on it will not receive credit for the item; it will not be graded.

No playing/horsing around with lab equipment; utilize equipment for learning purposes only.

You are responsible for your own activity and are expected to abide by the rules of the Nurse Aide Training program.

Students must bring books (note / text / work/pen/pencil) to class every day. Maintain proper infection prevention guidelines when caring for residents.

### **DRESS CODE**

Dress Code with name tag identification is to be worn every day. Name tag identification will be provided by (THE MILLER ACADEMY OF ALLIED HEALTH). Students must wear school issued scrubs during class, lab and clinical rotations. Students must wear all white, closed toed nursing shoes while in scrubs/uniform.

Students must maintain adequate personal hygiene, socks and shoes at all times in the classroom, lab and clinical. Uniforms must be clean, neat and crisp. Your undergarments should not be visible underneath your uniform.

Hair should be neat, clean and tied up.

Fragrance should not be worn when working around patients/residents. People may have allergic reactions or may suffer with respiratory problems causing difficulty breathing. Come prepared with a secondhand watch, a small notebook and a pen.

### **PASSING CRITERIA:**

To pass the classroom instruction of the course, the student must maintain an average of 70% or above on all tests. Students below 70% or a 'B' will need remediation. Assistance from the instructor will be available if necessary.

### **GRADING SCALE**

Grade %

A 100-90

B 89-80

C 79-70

D 69-60

F 59 or below

1. Lab is based on a pass/fail scale and each student must receive a grade of pass in order to graduate from the program. Students will be given only TWO chances to demonstrate a skill properly. If a student is unable to demonstrate a skill properly after two tries, the student will be removed from the program without a refund. If a student is unable to pass the skill demonstrations in the lab, students will not be allowed to attend clinical until the skills are mastered in the lab.

Clinical is based on a pass/fail scale and each student must receive a pass in order to graduate from the program. If a student is unable to demonstrate satisfactory skill mastery in the clinical setting or performs tasks in an unsafe fashion, the student will be removed from the program without a refund.

**Student Attestation**

*I have received and read a copy of the school course catalog, code of conduct and all other school requirements. I understand and agree to this information by evidence of my signature.*

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**Date**

**Witness Date**

**Signature**