



School Catalog  
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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.

**VISION:**

We seek to create and deliver the most accomplished allied health care professional in the State of Illinois.

**FACULTY CONTACT INFO:**

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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.

### **CERTIFICATE OF APPROVAL**

**Issued by:**  
**Illinois Board of Higher Education**  
**1 N. Old State Capitol Plaza**  
**Suite 333**  
**Springfield, Illinois 62701-1394**  
**Website: [www.ibhe.org](http://www.ibhe.org)**  
**Complaint Call Line: (217) 557-7359**  
**Email: [complaints@ibhe.org](mailto:complaints@ibhe.org)**

**LEGAL ENTIY** – Blayr Ryan Academy

### **INSTITUTIONAL OBJECTIVES**

The Miller Academy of Allied Health seeks to create an educational and training experience that will help prepare students obtain a beginning career in the healthcare industry, contribute to the nursing staffing need. of prospective employers and ultimately become productive members of society. This can be accomplished by:

1. Recruiting individuals to become CNAs
2. Offering quality, low-cost programs with flexible scheduling
3. Assisting students obtain job placement through networking with prospective employers
4. Offering continuing education classes to help the students maintain competence
5. Integrating the use of technology in our instructions
6. Promoting awareness and embracing cultural diversity in the workplace
7. To keep students abreast of the contemporary nursing concepts that impact their practice.

### **HOLIDAY SCHEDULE 2024:**

New Year's  
Martin Luther King Day  
President's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Christmas

## **HOUR OF OPERATION**

### **Monday through Friday (Saturday and Evenings by appointment)**

Academic Service	10:00AM to 4:00PM
Student Services	10:00AM to 4:00PM
Business Service	10:00AM to 4:00PM
Skills Lab Center	7:00AM to 8:45PM

\*\* You can schedule an appointment after hours or on Weekends

### **COURSES OFFERED:**

Basic Nurse Aide Training Program  
EKG Technician  
Phlebotomy Technician  
Patient Care Technician (Schedule coming soon)

### **PROJECTED COURSE OFFERING**

#### **CNA DAY CLASS**

September 23, 2024

Schedule will be posted on Website under Schedule

#### **CNA NIGHT CLASS/with Weekend clinicals**

September 23, 2024

Schedule will be posted on Website under Schedule

#### **PHLEBOTOMY EVENING/SATURDAY CLASS**

See schedule on Website

#### **EKG CLASS**

To be announced on Website

## **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: 64 hours Classroom, 16 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 Sixth Addition,  
**ISBN: 978-1-60425-154-8**

Hartman Workbook, Nursing Assisting, A Foundation in Caregiving, Sixth Addition,  
**ISBN: 978-1-60425-15-5**

Hartman Nursing Assistant Skills Video Series (32)

## **Tuition and Fees:**

Application fee	\$100 – Non-Refundable
ID Badge	\$10
Uniform:	\$100
Book:	\$70
Workbook:	\$30
Lab Fee:	\$225
Stethoscope:	\$45
Gait belt:	\$25
Drug Screen	\$8
CPR	\$45
Certification Test	\$85 (only one test)

**Tuition: \$1757**

**Total: \$2500**

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

## **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

- Application
- Background Check (To be initiated by the school) (if fingerprints are needed the fee is \$60.00)
- Drug Screen (To be initiated by the school)
- Government-issued ID
- Social Security Card
- Working Physical
- PPD or Negative Chest X-Ray
- Medical Clearance for Respirator Use (Pick up document at School)

## **COURSE HOURS:**

### **Evening Class:**

Monday – Thursday

4:30pm-8:45pm, Lab and Clinical on Saturdays 7:00am-4:00pm

25 days or 6 Weeks

*\* PLEASE NOTE CLINICAL AND LAB HOURS ARE DIFFERENT THAN CLASS HOURS.*

### **Day Class:**

Monday-Friday

8:00am- 3:00pm, LAB and Clinical Monday- Friday 7:00am-4:00pm

15 days or 4 weeks

*\* PLEASE NOTE CLINICAL AND LAB HOURS ARE DIFFERENT THAN CLASS HOURS.*

## **Phlebotomy Technician Program**

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 Center for Competency Test, National Certification Exam to become Certified. National Certified Phlebotomy Technician (NCPT). 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

**Program 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 (NHA).

**Required Textbooks:**

**Phlebotomy Worktext and Procedures Manual, 5<sup>th</sup> edition**, Robin S. Warekois, Richard Robinson, Pamela B. Primrose ISBN: 978-0323642668

**Wordbook Hartman’s Complete Guide for the phlebotomy Technician** ISBN 978-1-60425-161-6

**TUITION & FEES:**

Application fee	\$100 – Nonrefundable
ID Badge	\$10
Uniform:	\$100
Book/Workbook	\$150
Certification Test	\$250
Lab Fee:	\$200
Drug Screen	\$8
<b>Tuition:</b>	<b>\$1275</b>
<b>Total:</b>	<b>\$2094</b>

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

**Admission Requirements For Course:**

- Enrollment Agreement
- Background Check (To be initiate by the school)
- Drug Screen (To be initiated by the school)
- 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:**

#### **Evening Class:**

Monday - Friday 4:15pm to 9:00pm

Saturday – 8:00am to 5:00pm

25 days or 6 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 Health Career 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 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-



**Tuition and Fees:**

Application Fee:	\$100
Textbook:	\$45
Practice Test:	\$183
Uniform x 2:	\$100
Tuition:	\$407
Drug Screen	\$8
<u>Lab Fee:</u>	<u>\$156</u>
<b>Total:</b>	<b>\$999</b>

**Admission Requirements for Course:**

- Enrollment Agreement
- Application
- Background Check (To be initiated by the school)
- Drug Screen (To be initiated by the school)
- Government-issued ID
- Social Security Card
- Physical
- PPD or Negative Chest X-Ray
- Medical Clearance for Respirator Use (Pick up document at School)

EKG Student

<b>Pass rates</b>	<b>Enrollment numbers</b>	<b>Re-enrollment number</b>	<b>Employment rates</b>	<b>Average Salary</b>
N/A	N/A	N/A	N/A	N/A

The following items are required for the program but are not included in tuition required Background check.

**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

5:30pm-9:30pm  
10 days or 2 Weeks

**Day Class:**

Monday-Friday  
8:00am- 5:00pm  
5 days or 1 weeks

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

**Patient Care Technician Program**

The 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 240 hours in which 128 hours are classroom, 40 hours are lab and 40 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 Health Career 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 a patient care technician 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 included but not limited to, hospital setting, clinic, home health, or rehab facilities. ● Student will be able to sit for the national certification exam with the National Center for Competency Testing (NHA) for any of the following certification: Certified Patient Care Technician/ Assistant (CPTC/A), Certified Echocardiogram Technician (CET), Certified Phlebotomy Technician (CPT), And Certified Nurse's Assistant (CNA) will be taken at Nurse's Aide Test Competency Exam
- 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 abilities.
- Students will be able to identify medical emergencies and how to respond effectively.

**REQUIRED TEXTBOOK:**

Hartman Nursing Assisting, A foundation in Caregiving, Diana L. Dugan, RN Sixth Addition,  
**ISBN: 978-1-60425-154-8**

Hartman Workbook, Nursing Assisting, A Foundation in Caregiving, Sixth Addition,  
**ISBN: 978-1-60425-15-5**

Hartman Nursing Assistant Skills Video Series (32)

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

Phlebotomy Worktext and Procedures Manual, 5<sup>th</sup> edition, Robin S. Warekois, Richard Robinson, Pamela B. Primrose **ISBN: 978-0323642668**

Wordbook Hartman's Complete Guide for the phlebotomy Technician **ISBN 978-1-60425-161-6**

### **TUITION & FEES:**

Application fee	\$100 – Non-Refundable
ID Badge	\$10
Drug	\$8
Uniform:	\$100
Book:	\$200
Workbook:	\$30
Lab Kit: Gait Belt Stethoscope	\$85
LAB	\$200
CPR	\$45
Certification Test (PCT)	\$219
Certification Test (CNA)	\$85
<u>Tuition</u>	<u>\$4011</u>

**Total: \$5093**

**\*\*Other Certification Test (Self paid) Phlebotomy (\$213) and EKG (\$185)**

### **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
- Application
- Background Check (To be initiated by the school) (if fingerprints are needed the fee is \$60.00)
- Drug Screen (To be initiated by the school)
- Government-issued ID
- Social Security Card
- Working Physical
- PPD or Negative Chest X-Ray
- Medical Clearance for Respirator Use (Pick up document at School)

### **Course Hours:**

#### **Night Class:**

Monday - Friday

5:30pm-9:30pm, Clinical on Saturdays and Sundays 7:00am-4:00pm  
60 days or 12 Weeks

**Day Class:**

Monday-Friday

8:00am- 3:00pm CNA, 8:00am – 5:00 Clinical Monday- Friday 7:00am-4:00pm

40 days or 8 weeks

**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:**

PHLEBOTOMY Student

<b>Pass rates</b>	<b>Enrollment numbers</b>	<b>Re-enrollment number</b>	<b>Employment rates</b>	<b>Average Salary</b>
5	5	0	2	18.50

## CNA Student

<b>Pass rates</b>	<b>Enrollment numbers</b>	<b>Re-enrollment number</b>	<b>Employment rates</b>	<b>Average Salary</b>
17	17	0	17	18

## EKG Student

<b>Pass rates</b>	<b>Enrollment numbers</b>	<b>Re-enrollment number</b>	<b>Employment rates</b>	<b>Average Salary</b>
N/A	N/A	N/A	N/A	N/A

## PCT Student

<b>Pass rates</b>	<b>Enrollment numbers</b>	<b>Re-enrollment number</b>	<b>Employment rates</b>	<b>Average Salary</b>
N/A	N/A	N/A	N/A	N/A

## **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.

## **TIME AND ATTENDANCE POLICY:**

Students more than 5 minutes late to class are considered late. If a student is late after 3 times, it will be considered an absence. Due to the short nature of this course and its condensed content, students are only allowed one absence during lab or theory portion of the entire course. If a student misses one day of lab or theory or is late 3 times, the student **MUST** make up that theory or lab day on the pre-designated make-up day which is noted on the Master Schedule and discussed the first day of class. There are no other offered make-up

days and there are no exceptions. If a student misses more than 1 day of class, they will be removed from the course without a refund.

Students are expected to make every clinical day as there are only five of them and students are made aware of the clinical days well in advance. If a student misses clinical there is no makeup day for clinical during their class offering. The student must wait until the next scheduled clinical rotation day offered by the school for the next class offering. Classes are offered every 6 weeks. The student must note that if the class offering is not in session due to low or no enrollment, or if the class is too full, they may need to wait until the next course/ clinical offering. Students MUST take the next offered clinical rotation offered by the school and cannot choose from dates that they prefer. Students will not have to wait any longer than 12 weeks to finish the missed/ final clinical day. There is no fee for this make-up day.

If a student misses a day of class, it is up to them to contact the instructor and make the proper arrangements. Excessive tardiness, excessive lateness or excessively leaving class early will cause in student termination from the program with no refund.

To graduate from the programs, each student must satisfy the 120-clock hour requirement (BNATP or Phlebotomy program) (80-clock hours for EKG program). Therefore, there are no excuses for absences. It is the student's responsibility to do the following regarding attendance:

Clear personal calendar of all appointments that conflict with a class or clinical hours. Physical, Immunization, and Drug Screen appointments are NOT for ANY reason scheduled during class time. You are responsible for making these appointments outside of class time. You will NOT be excused from class to go to these appointments. All these appointments should be completed before Orientation.

*Absences must be made up with the instructor at the student's expense before credit can be earned for the course. This rate is currently billed at \$45/hour at a minimum of four-hour increment.*

## **TARDINESS**

Students are required to be on time for Class. This means you should be seated at the scheduled class time.

If a test/quiz is in progress, and you are tardy, you will not be allowed to start the test/quiz. It is at the instructor's discretion as to whether the test/quiz can be made up at a later time.

Students are required to be back in the classroom on time after each break.

Tardiness will be accumulated and counted as an absence in 10-minute intervals.

One verbal warning will be issued, the second a written warning, and the third may result in dismissal from the class.

A Student can be dropped seven calendar days after the start of the class for the following reasons.

1. Failure to meet the attendance requirement as defined above during the first week of class.
2. Failure to contact the instructor for tardiness or absences as defined above.

## **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 or phone call.

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.

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.

The shoes cannot be fabric and must have enclosed toe and heel and nonskid sole., closed toe and heel shoes while in scrubs/uniform.

Students must maintain adequate personal hygiene, socks, and shoes always 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.

Nails – short, clean, clear or no nail polish (this includes gel, shellac, etc. AND no artificial nails of any kind.

Hygiene – Free from body odor, free of smoke odor, no strong-smelling after shave, cologne, or perfume.

Fragrance should not be worn when working around patients/residents. People may have allergic reactions or may suffer with respiratory problems causing difficulty breathing.

Jewelry – one stud-type pair of earrings with one earring placed in lower lobe of each ear no longer than your earlobes. (no multiple). No tongue rings or other visible body piercings, bracelets, or pendants.

Neatly dressed and no visible body tattoo.

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 'C' 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

Lab is based on a pass/fail scale and each student must receive a grade of pass 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 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.



# **CLASS AGREEMENTS**



The Miller Academy of Allied Health  
1125 South Fifth Street  
Springfield, IL 62703  
Phone: 217-679-5347

## Basic Phlebotomy Enrollment Agreement

### **STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBERS: H) \_\_\_\_\_ C) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

LAST 4 OF SOCIAL SECURITY #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

### **PROGRAM INFORMATION**

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PROGRAM / COURSE NAME: Phlebotomy Technician** 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, correct 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 and 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 Health career Association (NHA), National Certification Exam to become Certified.

Phlebotomy Technician (CPT). The National Health career 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

### **DESCRIPTION OF PROGRAM / COURSE 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).

### **REQUIREMENTS FOR ADMISSION:**

- Enrollment Agreement
- Background Check (to be initiated by the school)
- Drug Screen (to be initiated by the school)

- Government-issued ID
- Social Security Card
- GED/High School Diploma

PROGRAM / COURSE OBJECTIVES:

**PROGRAM INFORMATION (CONTINUED)**

PROGRAM START DATE: \_\_\_\_\_ SCHEDULED END DATE: \_\_\_\_\_

FULL-TIME  PART-TIME  DAY  EVENING

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: \_\_\_\_\_ TIME CLASS ENDS: \_\_\_\_\_

NUMBER OF WEEKS: \_\_\_\_\_

TOTAL CREDIT or CLOCK HOURS: \_\_\_\_\_

**CONSUMER INFORMATION**

All Schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their internet website, school catalog and as an addendum to their Enrollment agreement:

- The number of students who were admitted to the program as of July 1 of that reporting period. (5)
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school. (5)
- The total number of students admitted to the program during the 12-month reporting period. (5)
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled. (5)
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed. (0)
- The number of students who took a state licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed (0)
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates) (0)
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates) \$16.50.

## **FINANCIAL AID**

We do not offer financial aid assistance.

### **TUITION & FEES:**

Application fee	\$100 – Nonrefundable
ID Badge	\$10
Uniform:	\$100
Book:	\$150
Certification Test	\$250
Lab Fee:	\$200
Drug Screen	\$8
<b><u>Tuition:</u></b>	<b><u>\$1275</u></b>
<b>Total:</b>	<b>\$2094</b>

### **COURSE HOURS:**

#### **Evening Class:**

Monday - Friday

4:30pm-9:00pm

Saturday and/or Sunday 8:00am – 5:00pm

8am-4:30pm

24 days or 4 Weeks

#### **Day Class:**

Monday-Friday

8:00am- 5:00pm

15 days or 3 weeks

## **REFUND / CANCELLATION POLICY**

**Refund Policy/ Cancelation 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 do no longer wish to proceed with the Phlebotomy Technician 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 withdraw 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:** 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 withdraw request form to the program coordinator. The students' 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 withdraw 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 check via US mail to the student within 2 weeks of withdraw request.

**Complaint 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 peruse 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.

**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 an 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

**Lab:** Lab is based on a pass/fail scale. A student must have an overall grade of Pass in order to be considered successful and pass the lab portion of the course. During lab, a student will have TWO attempts to display competency in a skill (skills check off) after being taught that skill and demonstrated that skill. The student will have open lab time to practice each skill before skills check off. Any student that does not display competency after the third attempt of skills check off will not pass the lab portion of the course and will be removed from the program without a refund.

**Tardiness and Absenteeism:** Students more than 5 minutes late to class are considered late. If a student is late after 3 times, it will be considered an absence. Due to the short nature of this course and its condensed content, students are only allowed one absence during the theory portion of the entire course. If a student misses one day of theory or is late 3 times, the student MUST make up that theory day on the pre-designated make-up day which is noted on the Master

Schedule and discussed the first day of class. There are no other offered make-up days and there are no exceptions. If a student misses more than 1 day of class, they will be removed from the course without a refund.

Students are expected to make every Lab Day and students are made aware of the Lab days well in advance. If a student misses Lab there is no makeup day for LAB during their class offering. The student must wait until the next scheduled Lab rotation day offered by the school for the next class offering. Classes are offered every 8 weeks. The student must note that if the class offering is not in session due to low or no enrollment, or if the class is too full, they may need to wait until the next course/ clinical offering. Students MUST take the next offered clinical rotation offered by the school and cannot choose from dates that they prefer. Students will not have to wait any longer than 12 weeks to finish the missed/ final clinical day. You may speak to the instructor to make up lab with a fee of \$45.00 hour and at a minimum of 4 hours.

If a student misses a day of class, it is up to them to contact the instructor and make the proper arrangements. Excessive tardiness, excessive lateness or excessively leaving class early will cause in student termination from the program with no refund.

To graduate from this program, each student must satisfy the 120-clock hour requirement. Therefore, there are no excuses for absences.

**It is the student's responsibility to do the following regarding attendance:**

**Clear personal calendar** of all appointments that conflict with a class or clinical hours. Physical, Immunization, and Drug Screen appointments are NOT for ANY reason scheduled during class time. You are responsible for making these appointments outside of class time. You will NOT be excused from class to go to these appointments. All these appointments should be completed before Orientation.

*Absences must be made up with the instructor at the student's expense before credit can be earned for the course. This rate is currently billed at \$45/hour at a minimum of four-hour increment.*

**Student behaviors:** If students choose not to participate in appropriate behaviors, they will be terminated from the program. Unacceptable behaviors include but are not limited to:

No smoking while on school or clinical premises, no cell phone usage while in class, lab or the clinical area, horse play or unsafe behaviors in the clinical, lab or classroom, uniforms that are dirty, wrinkled, or not school issues, shoes that dirty, no artificial nails, no perfumes or colognes, no disrespectful talk or offensive behavior.

Students should limit jewelry, non-dangling, hair neat and pulled back from face, protect resident privacy, comply with HIPAA, respond to emergencies, report evidence of resident neglect, must wear school issued ID badge at all times.

**Graduation:** Students who complete all areas of instruction with a passing grade will be provided with a certificate of completion and submitted to the state as eligible to sit for the state certification exam.

## **NOTICE TO STUDENT**

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

## **7. STUDENT ACKNOWLEDGMENTS**

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

**Student Initials** \_\_\_\_\_

2. I have carefully read and received an exact copy of this enrollment agreement.

**Student Initials** \_\_\_\_\_

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

**Student Initials** \_\_\_\_\_

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

**Student Initials** \_\_\_\_\_

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me with copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.







1125 South Fifth Street  
Springfield, IL 62703  
Phone: 217-679-5347

## Basic Nurse Aide Enrollment Agreement

### STUDENT INFORMATION

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBERS: H) \_\_\_\_\_ C) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

LAST 4 OF SOCIAL SECURITY #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

### PROGRAM INFORMATION

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PROGRAM / COURSE NAME: BASIC NURSE AIDE

#### DESCRIPTION OF PROGRAM / COURSE:

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: 64 hours Classroom, 16 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.

**REQUIREMENTS FOR ADMISSION:**

- Enrollment Agreement
- Background Check (to be initiated by the school)
- Drug Screen (To be initiated by the school)
- Government-issued ID
- Social Security Card
- PPD or Negative Chest X-Ray
- Working Physical
- Medical Clearance for Respirator Use (Pick up document at School)

**PROGRAM / COURSE 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.

**PROGRAM INFORMATION (CONTINUED)**

PROGRAM START DATE: \_\_\_\_\_ SCHEDULED END DATE: \_\_\_\_\_

FULL-TIME  PART-TIME  DAY  EVENING

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: \_\_\_\_\_ TIME CLASS ENDS: \_\_\_\_\_

NUMBER OF WEEKS: \_\_\_\_\_

TOTAL CREDIT or CLOCK HOURS: \_\_\_\_\_

## **CONSUMER INFORMATION**

All Schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their internet website, school catalog and as an addendum to their Enrollment agreement:

- The number of students who were admitted to the program as of July 1 of that reporting period. (17)
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school. (0)
- The total number of students admitted to the program during the 12-month reporting period. (17)
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled. (17)
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed. (17)
- The number of students who took a state licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed. (17)
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates. (17)
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates) \$18.00 to \$22.00.

## **FINANCIAL AID**

We do not offer financial aid assistance.

## **Tuition and Fees:**

Application fee	\$100 – Non-Refundable
ID Badge	\$10
Uniform:	\$100
Book:	\$70
Workbook:	\$30
Lab Fee:	\$225
Stethoscope:	\$45
Gait belt:	\$25
Drug Screen	\$8
CPR	\$45
Certification Test	\$85 (only one test)
<b><u>Tuition:</u></b>	<b><u>\$1757</u></b>
<b>Total:</b>	<b>\$2500</b>

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

## **COURSE HOURS:**

### **Evening Class:**

Monday - Friday

4:30pm-8:45pm, Clinical on Saturdays/Sundays 6:00am-3:00pm

25 days or 8 Weeks

*\* PLEASE NOTE CLINICAL HOURS ARE DIFFERENT THAN CLASS HOURS*

### **Day Class:**

Monday-Friday

8:00am- 5:00pm, Clinical Monday- Friday 6:00am-3:00pm

15 days or 3 weeks

*\* PLEASE NOTE CLINICAL HOURS ARE DIFFERENT THAN CLASS HOURS*

## **REFUND / CANCELLATION POLICY**

**Refund Policy/ Cancelation 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 Basic 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 withdraw 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:** 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 withdraw request form to the program coordinator. The students' 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 withdraw 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 check via US mail to the student within 2 weeks of withdraw request.

**Complaint 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 the 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 peruse 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.

**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 'C' will need remediation. Assistance from an instructor will be available if necessary.

#### **GRADING SCALE**

Grade	70 %
A	100-90
B	89-80
C	79-70
D	69-60
F	59 or below

Lab: Lab is based on a pass/fail scale. A student must have an overall grade of Pass to be considered successful and pass the lab portion of the course. During lab, a student will have TWO attempts to display competency in a skill (skills check off) after being taught that skill and demonstrated that skill. The student will have open lab time to practice each skill before skills check off. Any student that does not display competency after the third attempt of skills check off will not pass the lab portion of the course and will be removed from the program without a refund.

Clinical: Clinical is based on a pass/fail scale and each student must receive a pass to graduate from the program. Criteria evaluation is based on collaboration with the interdisciplinary team, effective communication, utilizing care plans appropriately, utilizing infection prevention procedures, demonstrating safe and competent care, displaying professional appearance and behavior, and attendance. If a student misses more than one day of clinical the student will be removed from the program without a refund.

Students will be provided with instructor feedback/ evaluation at midpoint. This evaluation will provide the student with written documentation of where they stand in all areas of instruction, tardiness/ absenteeism, and behavior.

**Tardiness and Absenteeism:** Students more than 5 minutes late to class are considered late. If a student is late after 3 times, it will be considered an absence. Due to the short nature of this course and its condensed content, students are only allowed one absence during the theory portion of the entire course. If a student misses one day of theory or is late 3 times, the student MUST make up that theory or on the pre-designated make-up day which is noted on the Master

Schedule and discussed the first day of class. There is a fee of \$45.00 per hour for make-up time. There are no other offered make-up days and there are no exceptions. If a student misses more than 1 day of class, they will be removed from the course without a refund.

Students are expected to make every clinical day as there are only five of them and expected to make every lab day as there are only two of them. Students are made aware of the clinical and lab days well in advance. If a student misses lab day, they will not be able to go participate in clinical. The student must speak to the instructor to see if the instructor can make up for the 8 hours missed Lab class at the rate of \$45.00 hour before Clinical starts. If a student miss clinical there is no makeup day for clinical during their class offering. The student must wait until the next scheduled clinical rotation day offered by the school for the next class offering. Classes are offered every 6 weeks. The student must note that if the class offering is not in session due to low or no enrollment, or if the class is too full, they may need to wait until the next course/ clinical offering. Students MUST take the next offered clinical rotation offered by the school and cannot choose from dates that they prefer. Students will not have to wait any longer than 16 weeks to finish the missed/ final clinical day. There is no fee for this make-up day.

If a student misses a day of class, it is up to them to contact the instructor and make the proper arrangements. Excessive tardiness, excessive lateness or excessively leaving class early will cause in student termination from the program with no refund.

### **It is the student's responsibility to do the following in regard to attendance:**

**Clear personal calendar** of all appointments that conflict with a class or clinical hours. Physical, Immunization, and Drug Screen appointments are NOT for ANY reason scheduled during class time. You are responsible for making these appointments outside of class time. You will NOT be excused from class to go to these appointments, all appointments should be completed before Orientation.

*Absences must be made up with the instructor at the student's expense before credit can be earned for the course. This rate is currently billed at \$45/hour at a minimum of four-hour increment.*

**Student behaviors:** If students choose not to participate in appropriate behaviors, they will be terminated from the program. Unacceptable behaviors include but are not limited to:

No smoking while on school or clinical premises, no cell phone usage while in class, lab or the clinical area, horse play or unsafe behaviors in the clinical, lab or classroom, uniforms that are dirty, wrinkled, or not school issues, shoes that dirty, no artificial nails, no perfumes or colognes, no disrespectful talk or offensive behavior.

Students should limit jewelry, non-dangling, hair neat and pulled back from face, protect resident privacy, comply with HIPAA, respond to emergencies, report evidence of resident neglect, must wear school issued ID badge at all times.

**Graduation:** Students who complete all areas of instruction with a passing grade will be provided with a certificate of completion and submitted to the state as eligible to sit for the state certification exam.

## **NOTICE TO STUDENT**

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

## **STUDENT ACKNOWLEDGMENTS**

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

**Student Initials** \_\_\_\_\_

2. I have carefully read and received an exact copy of this enrollment agreement.

**Student Initials** \_\_\_\_\_

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

**Student Initials** \_\_\_\_\_

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Information section of this Enrollment Agreement.

**Student Initials** \_\_\_\_\_

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where



transferability is guaranteed, [school name] must provide me with copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

**Student Initials** \_\_\_\_\_

6. I understand that the school does not guarantee job placement to graduates upon program completion.

**Student Initials** \_\_\_\_\_

7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).

**Student Initials** \_\_\_\_\_

The student acknowledges receiving a copy of this completed 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, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Coordinators Signature

\_\_\_\_\_  
Date

**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.*

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date (Witness) Signature



The Miller Academy of Allied Health  
1125 South Fifth Street  
Springfield, IL 62703  
Phone: 217-679-5347

## Basic EKG Technician Enrollment Agreement

### STUDENT INFORMATION

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBERS: H) \_\_\_\_\_ C) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

LAST 4 OF SOCIAL SECURITY #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

### PROGRAM INFORMATION

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PROGRAM / COURSE NAME: 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 70 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 Health career 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 / COURSE 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 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
- Patient 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

**REQUIREMENTS FOR ADMISSION:**

- Enrollment Agreement
- Background Check (To be initiated by the school)
- Drug Screen
- Government-issued ID
- Social Security Card
- GED/High School Diploma

**PROGRAM INFORMATION (CONTINUED)**

PROGRAM START DATE: \_\_\_\_\_ SCHEDULED END DATE: \_\_\_\_\_

FULL-TIME  PART-TIME  DAY  EVENING

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: \_\_\_\_\_ TIME CLASS ENDS: \_\_\_\_\_

NUMBER OF WEEKS: \_\_\_\_\_

TOTAL CREDIT or CLOCK HOURS: \_\_\_\_\_

## **CONSUMER INFORMATION**

All Schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their internet website, school catalog and as an addendum to their Enrollment agreement:

- The number of students who were admitted to the program as of July 1 of that reporting period. (0) Class has not started yet.
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school. (0)
- The total number of students admitted in the program during the 12-month reporting period. (0)
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled. (0)
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed. (0)
- The number of students who took a state licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed. (0)
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates) (0)
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates) (0)

## **FINANCIAL AID**

We do not offer financial aid assistance.

### **Tuition and Fees:**

Application Fee:	\$100
Textbook:	\$45
Practice Test:	\$75
Uniform x 2:	\$100
Tuition:	\$515
Drug Screen	\$8
<u>Lab Fee:</u>	<u>\$156</u>
<b>Total:</b>	<b>\$999</b>

**Certification test fees is not included (study guides, practice test, and Certification test \$213)**

## **COURSE HOURS:**

### **Evening Class:**

Monday - Friday

5:00pm-9:30pm

10 days or 2 Weeks

**Day Class:**

Monday-Friday

8:00am- 5:00pm

15 days or 3 weeks

**REFUND / CANCELLATION POLICY**

**Refund Policy/ Cancelation 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 EKG Technician 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 withdraw 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:** 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 withdraw 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 withdraw 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 check via US mail to the student within 2 weeks of withdraw request.

**Complaint 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.

**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 'C' will need remediation. Assistance from 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

**Tardiness and Absenteeism:** Students more than 5 minutes late to class are considered late. If a student is late after 3 times, it will be considered an absence. Due to the short nature of this course and its condensed content, students are not allowed to miss a class. There is no pre-designated make-up day which is noted in the agreement and discussed the first day of class. There are no make-up days offered and there are no exceptions. If a student misses 1 day of class, they will be removed from the course without a refund.

. Excessive tardiness, excessive lateness or excessively leaving class early will cause in student termination from the program with no refund.

To graduate from this program, each student must satisfy the 40-clock hour requirement. Therefore, there are no excuses for absences.

**It is the student's responsibility to do the following regarding attendance:**

**Clear personal calendar** of all appointments that conflict with a class or clinical hours. Physical, Immunization, and Drug Screen appointments are NOT for ANY reason scheduled during class time. You are responsible for making these appointments outside of class time. You will NOT be excused from class to go to these appointments. All these appointments should be completed before Orientation.

*Absences must be made up with the instructor at the student's expense before credit can be earned for the course. This rate is currently billed at \$45/hour at a minimum of four-hour increment.*

**Student behaviors:** If students choose not to participate in appropriate behaviors, they will be terminated from the program. Unacceptable behaviors include but are not limited to:

No smoking while on school or clinical premises, no cell phone usage while in class, lab or the clinical area, horse play or unsafe behaviors in the clinical, lab or classroom, uniforms that are dirty, wrinkled, or not school issues, shoes that dirty, no artificial nails, no perfumes or colognes, no disrespectful talk or offensive behavior.

Students should limit jewelry, non-dangling, hair neat and pulled back from face, protect resident privacy, comply with HIPAA, respond to emergencies, report evidence of resident neglect, must wear school issued ID badge at all times.

**Graduation:** Students who complete all areas of instruction with a passing grade will be provided with a certificate of completion and submitted to the state as eligible to sit for the state certification exam.

### **NOTICE TO STUDENT**

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

### **STUDENT ACKNOWLEDGMENTS**

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.
  - a. **Student Initials** \_\_\_\_\_
2. I have carefully read and received an exact copy of this enrollment agreement.
  - a. **Student Initials** \_\_\_\_\_
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.
  - a. **Student Initials** \_\_\_\_\_
4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.
  - a. **Student Initials** \_\_\_\_\_

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.
  - a. **Student Initials** \_\_\_\_\_
  
6. I understand that the school does not guarantee job placement to graduates upon program completion.
  - a. **Student Initials** \_\_\_\_\_
  
7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).
  - a. **Student Initials** \_\_\_\_\_

The student acknowledges receiving a copy of this completed 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, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinators Signature \_\_\_\_\_ Date \_\_\_\_\_

**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.*

\_\_\_\_\_  
 Date \_\_\_\_\_ Signature

\_\_\_\_\_  
 Date (Witness) \_\_\_\_\_ Signature





1125 South Fifth Street  
Springfield, IL 62703  
Phone: 217-679-5347

## Basic PATIENT CARE Technician Enrollment Agreement

### **STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBERS: H) \_\_\_\_\_ C) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

LAST 4 OF SOCIAL SECURITY #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

### **PROGRAM INFORMATION**

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **PROGRAM / COURSE NAME: PATIENT CARE Technical**

The Miller Academy of Allied Health offers a 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 240 hours in which 128 hours are classroom, 40 hours are lab and 40 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 Health career 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.

### **DESCRIPTION OF PROGRAM / COURSE:**

- Students will be prepared to care for patients in an array of clinical atmospheres included but not limited to, hospital setting, 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 Echocardiograph 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 abilities.
- Students will be able to identify medical emergencies and how to respond effectively.

### **REQUIREMENTS FOR ADMISSION:**

- Enrollment Agreement
- Background Check (to be initiated at School)
- Drug Screen (to be initiated at School)
- Government-issued ID
- Social Security Card
- PPD or Negative Chest X-Ray
- Working Physical
- GED/High School Diploma
- Medical Clearance for Respirator Use (Pick up document at School)

## **PROGRAM INFORMATION (CONTINUED)**

PROGRAM START DATE: \_\_\_\_\_ SCHEDULED END DATE: \_\_\_\_\_

FULL-TIME  PART-TIME  DAY  EVENING

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: \_\_\_\_\_ TIME CLASS ENDS: \_\_\_\_\_

NUMBER OF WEEKS: \_\_\_\_\_

TOTAL CREDIT or CLOCK HOURS: \_\_\_\_\_

## **CONSUMER INFORMATION**

This is a new PATIENT CARE Technician Program 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.

## **FINANCIAL AID**

We do not offer financial aid assistance.

### **TUITION & FEES:**

Application fee	\$100 – Non-Refundable
ID Badge	\$10
Drug	\$8
Uniform:	\$100
Book:	\$200
Workbook:	\$30
Lab Kit: Gait Belt Stethoscope	\$85
LAB	\$200
CPR	\$45
Certification Test (PCT)	\$219
Certification Test (CNA)	\$85
<u>Tuition</u>	<u>\$4011</u>
<b>Total: \$5093</b>	

\*\*Other Certification Test (Self paid) Phlebotomy (\$213) and EKG (\$185)

### **COURSE HOURS:**

#### **Evening Class:**

TBA

**Day Class:**

TBA

**REFUND / CANCELLATION POLICY**

**Refund Policy/ Cancelation 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 PATIENT CARE Technician 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 withdraw 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:** 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 withdraw request form to the program coordinator. The students' 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 withdraw 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 check via US mail to the student within 2 weeks of withdraw request.

**Complaint 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 schools 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 peruse 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.

**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 an 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

**Lab:** Lab is based on a pass/fail scale. A student must have an overall grade of Pass in order to be considered successful and pass the lab portion of the course. During lab, a student will have TWO attempts to display competency in a skill (skills check off) after being taught that skill and demonstrated that skill. The student will have open lab time to practice each skill before skills check off. Any student that does not display competency after the third attempt of skills check off will not pass the lab portion of the course and will be removed from the program without a refund.

**Tardiness and Absenteeism:** Students more than 5 minutes late to class are considered late. If a student is late after 3 times, it will be considered an absence. Due to the short nature of this course and its condensed content, students are only allowed one absence during the theory portion of the entire course. If a student misses one day of theory or is late 3 times, the student MUST make up that theory day on the pre-designated make-up day which is noted on the Master Schedule and discussed the first day of class. There are no other offered make-up days and there are no exceptions. If a student misses more than 1 day of class, they will be removed from the course without a refund.

Students are expected to make every Lab Day and students are made aware of the Lab days well in advance. If a student misses Lab there is no makeup day for LAB during their class offering. The student must wait until the next scheduled Lab rotation day offered by the school for the next class offering. Classes are offered every 8 weeks. The student must note that if the class offering is not in session due to low or no enrollment, or if the class is too full, they may need to wait until the next course/ clinical offering. Students MUST take the next offered clinical rotation offered by the school and cannot choose from dates that they prefer. Students will not have to wait any longer than 12 weeks to finish the missed/ final clinical day. You may speak to the instructor to make up lab with a fee of \$45.00 hour and at a minimum of 4 hours.

If a student misses a day of class, it is up to them to contact the instructor and make the proper arrangements. Excessive tardiness, excessive lateness or excessively leaving class early will cause in student termination from the program with no refund.

To graduate from this program, each student must satisfy the 120-clock hour requirement. Therefore, there are no excuses for absences.

### **It is the student's responsibility to do the following regarding attendance:**

**Clear personal calendar** of all appointments that conflict with a class or clinical hours. Physical, Immunization, and Drug Screen appointments are NOT for ANY reason scheduled during class

time. You are responsible for making these appointments outside of class time. You will NOT be excused from class to go to these appointments. All these appointments should be completed before Orientation.

*Absences must be made up with the instructor at the student's expense before credit can be earned for the course. This rate is currently billed at \$45/hour at a minimum of four-hour increment.*

**Student behaviors:** If students choose not to participate in appropriate behaviors, they will be terminated from the program. Unacceptable behaviors include but are not limited to:

No smoking while on school or clinical premises, no cell phone usage while in class, lab or the clinical area, horse play or unsafe behaviors in the clinical, lab or classroom, uniforms that are dirty, wrinkled, or not school issues, shoes that dirty, no artificial nails, no perfumes or colognes, no disrespectful talk or offensive behavior.

Students should limit jewelry, non-dangling, hair neat and pulled back from face, protect resident privacy, comply with HIPAA, respond to emergencies, report evidence of resident neglect, must wear school issued ID badge at all times.

**Graduation:** Students who complete all areas of instruction with a passing grade will be provided with a certificate of completion and submitted to the state as eligible to sit for the state certification exam.

## **NOTICE TO STUDENT**

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

## **STUDENT ACKNOWLEDGMENTS**

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.
    - a. **Student Initials** \_\_\_\_\_
  
  2. I have carefully read and received an exact copy of this enrollment agreement.
    - a. **Student Initials** \_\_\_\_\_
  
  3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.
    - a. **Student Initials** \_\_\_\_\_
  
  4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.
    - a. **Student Initials** \_\_\_\_\_
  
  5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me with copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.
    - a. **Student Initials** \_\_\_\_\_
  
  6. I understand that the school does not guarantee job placement to graduates upon program completion.
    - a. **Student Initials** \_\_\_\_\_
  
  7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).
    - a. **Student Initials** \_\_\_\_\_
- 

The student acknowledges receiving a copy of this completed 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, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinators Signature \_\_\_\_\_ Date \_\_\_\_\_

**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.*

\_\_\_\_\_  
Date

Signature

\_\_\_\_\_  
Date (Witness)

Signature