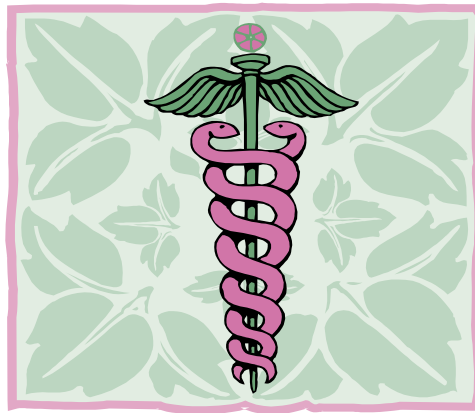


MEDICAL INSTITUTE OF PALM BEACH, INC.

**5821-B Lake Worth Rd.
Greenacres, Fl 33463
Phone: (561) 964-5043
Fax: (561) 964-5685
www.mipb.us**



CATALOG Volume 01-2017

**Licensed by the Commission for Independent Education
Florida Department of Education**

**Additional information regarding this institution may be obtained by contacting
the Commission for Independent Education:**

**325 W. Gaines Street, Suite 1414
Tallahassee, Florida, 32399-0400**

Toll Free telephone number: 888-224-6684 www.fldoe.org

Accredited by the Council on Occupational Education

7840 Roswell Rd. Building 300, Suite 325 Atlanta, Georgia 30350

Toll free telephone number: 800-917-2081 www.council.org

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INTRODUCTION

Mission Statement

Our mission is to fulfill the professional and educational needs of growth oriented individuals who are prepared to change their careers and lives for the better by offering programs in fields that offer high employment potential. A supportive staff and an innovative faculty are open to helping each student reach their goals. In a warm, friendly and professional setting, students realize their strengths in a team approach with staff and faculty. With the future in mind, the welfare of each student is continuously considered. A winning spirit promoting self-esteem and viable career alternatives is the goal of everyone with *Medical Institute of Palm Beach, Inc.*

Institutional Philosophy

The purpose of the institute is to provide quality education to students seeking careers in medically related fields. In an effort to fulfill the needs of these professions for trained personnel and to provide meaningful careers to capable individuals, the institute is constantly updating its curricula and recognizing its obligation to the students and the profession they serve.

History

Doug McVay founded Medical Institute of Palm Beach, Inc. at 802 S. Dixie Hwy, in Lake Worth, Florida in 2004. In March 2011 the Institute was relocated to 5821B Lake Worth Rd., Greenacres, FL 33463 to better serve our always increasing student population.

Licensure and Accreditation

The Commission for Independent Education (CIE), Florida Department of Education licenses Medical Institute of Palm Beach, Inc. We are accredited by the Council on Occupational Education (COE). Additional information regarding these institutions may be obtained by contacting the Commission or the Council at the addresses and telephone numbers located on the cover of this catalog.

Facilities

The institute is easily accessible from the Turnpike. The Palm Tran buses run north-south and east-west with stops for all directions within 200 feet of the institute. Ample parking is available outside the front and back of the institute. The institute has 13,490 sq. ft. of space which includes a reception area, a teacher's lounge, a student's lounge, medical laboratory, computer laboratory, classrooms and a library. The classrooms are centrally heated and air conditioned; computer classrooms are equipped with computers that have Internet access. Instructional and textbook software packages are available to students for

use in the computer labs for research and job searches. Vending machines with drinks and snacks are available to students.

Medical Institute of Palm Beach, Inc. provides reasonable accommodations for students with disabilities as required by the federal government. Handicap access is available to the building, all classrooms, student lounge and bathroom. Students requiring accommodations in the learning environment receive reasonable appropriate assistance as needed.

Hours of Operation

The institute is open from 8:00 a.m. to 10 p.m. Monday through Thursday and 8:00 a.m. to 2:00 p.m. on Friday. Occasionally, classes are conducted on Saturdays.

Holidays

- Martin Luther King Jr. Day
- President's Day
- Spring Break
- Memorial Day
- Independence Day & Summer Break
- Labor Day
- Thanksgiving Break
- Christmas Holiday-Winter Break

Ownership

Medical Institute of Palm Beach, Inc. is owned by Douglas McVay and Charles Agro and operated by Douglas McVay.

ADMINISTRATIVE STAFF

| | |
|------------------------|-----------------------------|
| Doug McVay | President |
| Gregory Pillon | Vice President |
| Mayda Zambrano | Campus Director |
| Anthony Massaro | Admissions Director |
| Karla Canas | Financial Aid Director |
| Marysol Garcia | Placement & Extern Director |
| Lena Ramirez | Registrar |
| Melissa Canas | Receptionist |

FACULTY

- **Marta Crespo, NCMA**
University of La Habana - BA English Language and Literature
La Havana, Cuba - 1989
Medical Institute of Palm Beach, Inc. – Medical Assistant Diploma
Greenacres, Florida - 2011
National Certified Medical Assistant - #813886
- **Eduardo Guadalupe, Medical Doctor, RMA**
Universidad de Guayaquil – Doctor in Medicine and Surgery
Guayaquil, Ecuador - 1981
Med Vance Institute – Medical Assistant Diploma
Palm Springs, Florida 2011
Florida Registry of Medical Assistants #356403
- **Eida Lopez, Medical Doctor, RMA**
The Rector of the Higher Institute of Medical Sciences of Villa Clara– Doctor
of Medicine
Santa Clara, Cuba 1991
The American Registry of Medical Assistants # 983601 – Medical Assistant
- **Regla Pedroso, RMA**
Medical Institute of Palm Beach – Medical Assistant
Lake Worth, Florida 2007
Florida Registry of Medical Assistants #256197
- **Arelys Porras, RPHT**
MCI Institute of Technology – Pharmacy Technician
West Palm Beach, Florida – 2013
Registered Pharmacy Technician, License #RPT 48458
- **Mariem Perez, LMT**
Academy of Palm Beach – Massage Therapy
West Palm Beach, Florida – 2008
Licensed Massage Therapist #MA56358

ADMISSIONS INFORMATION

Procedure and Requirements

An admissions representative will discuss the programs of study, including the applicant's individual motivation and potential, for success in training and subsequent employment. Each student will be assigned an admissions representative to aid the student during his or her professional and educational experience.

1. Prospective student must be at least 17 years old (prior to beginning classes).
2. High school diploma or academic transcript must be authentic and accompanied by a certified translation in English, if necessary.
3. Authenticated transcripts from other colleges or universities attended. The transcript must contain the following: subjects studied, dates attended, grades awarded and next level promotion.

Applicants for admission for the Medical Assistant, Pharmacy Technician & Massage Therapy Technician programs must have a high school diploma or GED documentation. A high school diploma or GED is not required for the Home Health Aide program. The Director of Education monitors the progress of all students. The students are evaluated on a continual basis.

The Institution does not have information technology requirements for any of the programs offered.

Prospective students must complete an application for enrollment, which is reviewed by the Admissions Department. Applicants are notified whether they have been accepted prior to the start date of the program and must sign an enrollment agreement with the institute. All students are required to submit their social security number for identification purposes.

Students are expected to maintain the standards of the institute in academic, professional and personal achievement.

Orientation will be conducted prior to the start of the class. An institute catalog is given to each student and reviewed with them.

The institute does not discriminate regarding age, race, sexual preference, gender, color, creed, religion, veteran status, or national or ethnic origin in the acceptance and admission of students.

Transfer of Course Work

Transferring Credits to Medical Institute of Palm Beach, Inc.

Credit for previous training will be evaluated by Medical Institute of Palm Beach, Inc. upon receipt of official transcripts from an accredited institution. If the transcripts are not in English, then they must be translated by an approved credentialing agency. Transferred credits will only be accepted for courses that match the content to a course offered in the student's program. The course must be completed with a minimum grade of C to be awarded as credit. Students will receive a grade of "TRA" for courses with transferred credits. The fee to review transcripts will be a one time charge of \$150. The number of transferred credits will be determined by Medical Institute of Palm Beach, Inc., and any adjustments necessary to the student's record will be made. A combination of transferred credits from another institution cannot exceed 50% of a program's total number of credits. Transfer of credits has no effect on GPA or completion percentage.

Transferring Credits from Medical Institute of Palm Beach, Inc. to higher education.

Medical Institute of Palm Beach, Inc does not formally represent that our credits are transferable to other institutions of higher education. The transferability of credits is at the sole decision of the institute, college or university to which the student intends to transfer or apply.

It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

FINANCIAL INFORMATION

Tuition

Tuition charges for each program are outlined in the program section of this catalog. The tuition price includes uniforms & books. The institution will arrange tuition payments for students receiving financial aid or grants with applicable agencies. Medical Institute of Palm Beach, Inc. charges a registration fee of \$50 for all of our programs; this fee is due at the time the Enrollment Agreement is signed.

Medical Institute of Palm Beach, Inc. is an eligible institution approved by the United States Department of Education for participation in the following Title IV programs:

- Federal Direct Stafford Loans (Subsidized and Unsubsidized)
- Federal Direct PLUS Loan
- Federal Pell Grant Program

The Financial Aid Officer will guide you through the process of completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov to determine if you qualify for any of the programs stated above. The results of the FAFSA will determine if you are eligible for the Federal Pell Grant and the Federal Direct Loan Programs.

In order to qualify for federal student aid (grants or loans) you have to meet certain requirements:

- Demonstrate financial need (for most programs).
- Be a U.S. citizen or an eligible noncitizen.
- Have a valid Social Security number.
- Be registered with Selective Service, if you are a male.
- Be enrolled or accepted for enrollment as a regular student in an eligible certificate program.
- Be enrolled at least half-time to be eligible for Direct Loan Program funds.
- Maintain satisfactory academic progress.
- Sign statements on the FAFSA (that you are not in default and that the aid will be used only for educational purposes).
- Have a High School Diploma or GED.

Please have in mind that federal student loans are real loans, just like car loans or mortgages. You must repay a student loan even if your financial circumstances become difficult. Your student loans cannot be canceled because you didn't get the education or job you expected, or because you didn't complete your education (unless you couldn't complete your education because your school closed). For more information regarding the repayment of your loans, please go to <https://studentaid.ed.gov/repay-loans>.

Students must meet requirements of satisfactory progress to maintain eligibility for Financial Assistance/Title IV Programs

Medical Institute of Palm Beach, Inc. is approved by the Department of Veteran Affairs to provide assistance to eligible veterans. Please bring in your VA Enrollment Certifications Form to the Financial Aid Department and we will assist you with the eligibility process.

Cancellations

When a student enrolls in a program of study, he/she has reserved a place that cannot be made available to other students. Once the Enrollment Agreement is signed by an institution's official it constitutes a contract.

If the institution does not accept the applicant, all monies will be refunded. A student has the right to cancel the Enrollment Agreement within three (3) business days after signing the Enrollment Agreement and making initial payment. Cancellation will occur when the student provides a written notice of cancellation to the institution. The notice may be delivered to the institution by certified mail, hand delivery, electronic mail or by fax. The notice of cancellation, if sent by mail, becomes effective once properly posted. The written notice does not need to take any particular form and, however expressed, is effective if it states that the student no longer wishes to be bound by the Enrollment Agreement. A student will not be penalized if he/she fails to cancel his/her enrollment in writing. If the student is under 18 years of age, a letter must accompany notification from the parent or guardian consenting to the withdrawal.

If a student cancels within three (3) business days of executing the Enrollment Agreement, even if the instruction has begun, all monies paid, including the registration fee, will be refunded. If a student cancels more than three (3) days after executing the Enrollment Agreement and before the start of classes, the institution will retain the application/registration fees and refund any other monies. A student who has not visited the institution prior to enrollment may withdraw without penalty within three (3) days following either the regularly scheduled orientation or a tour of the institution. Cancellation after attendance has begun, but prior to 60% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours. Cancellation after completing 60% of the program will result in no refund.

Medical Institute of Palm Beach, reserves the right to discontinue the enrollment of any student whose academic performance, attendance, or conduct is, for any reason, unsatisfactory. The institution reserves the right to cancel the Enrollment Agreement in cases where the prospective student has intentionally provided fraudulent information during the enrollment process.

Refunds

Medical Institute of Palm Beach, Inc. participates in the United States Department of Education student aid programs and is required to comply with the Higher Education Amendments of 2005. The legislation requires the institution to offer a refund policy that provides the most beneficial refund to the students. A refund is the difference between the amount the student paid to the institution (including financial aid) and the amount the

student can retain as prescribed by the appropriate refund policy. Refund calculations are based on one of the following:

- The Federal Calculation as defined by the Higher Education Amendments of 2005.
- If the institution is permanently closed and no longer offering instruction after a student has enrolled.
- If a program is cancelled subsequent to a student's enrollment, the institution shall, at its option:
 - Provide a full refund of the monies paid; or
 - Provide a completion of the program.

Note: Students receiving assistance from the Federal Title IV Programs may be subject to a special refund or Return to Title IV requirements as of 10/07/2000 per Federal Regulations. Federal Regulations require the Return to Title IV funds in the following order, if applicable: Unsubsidized Stafford loans, Plus loans, Subsidized Stafford loans and Pell grants.

Return to Title IV Calculations

A Return to Title IV Calculation, as required by Federal Regulations, will be used to determine how much Title IV aid has been earned by the student and how much the institution and/or student/parent must return to the Department of Education. Please see the Financial Aid Director for complete information.

Refund Policies

A student's enrollment will be terminated when (a) the student gives notification of his or her intent to withdraw, or (b) the student has fourteen (14) consecutive absences including non-scheduled class days, without establishing an approved Leave of Absence. The institution will process and post refunds within forty-five (45) days from the date of determination (the date on which the institution determined that the student's enrollment should be terminated). The student's withdrawal date (the date on which enrollment is deemed to have ended) will be the same as the date of determination in those cases where the student gives notice but will be a different date when the student did not give notice as explained below. All refunds for non-Title IV students will be made within 30 days from the date of determination.

A student wishing to withdraw must notify the Director of Education in writing. If the student received Title IV federal financial aid (loans and grants), any portion of that aid not **earned** as of the withdrawal date, must be returned by the institution and/or student. For the purpose of calculating what Title IV aid has been earned, the **withdrawal date** for students who provide notice of withdrawal will be the date on which such notice was given and the withdrawal date for students who stop attending without notice will be their last day of attendance. The percentage or portion of aid that a student earned as of their withdrawal date is based on the hours scheduled divided by the total number of hours in the payment period. Unearned Title IV aid must be returned by the institution or the

student, in case of aid exceeding institutional charges that was given directly to the student.

Student Withdraws After Completing 60% of the Program

When a student withdraws after having been in attendance for over 60% of the payment period, then she/he is treated under the Federal Financial Aid Regulations as having earned all of the Federal Financial Aid awarded for that payment period, and there is no obligation to return any of the aid. The institution will still complete a return calculation.

Refund of Personal Funds

If a student uses personal funds to pay for some or all of the Institution's charges for a payment period, the Institution will determine if a refund is due under the same policy as outlined above and, if a refund is due, it will be paid to the student within fourteen (14) days of the date on which the Institution determined that the student's enrollment should be terminated.

Student Fails to Return from an Approved Leave of Absence

If a student fails to return from an approved Leave of Absence (LOA), the Institution will determine that the student has withdrawn the next day. Any refunds due to Title IV programs will be made within forty five (45) days from the date of determination that the student had withdrawn. Refunds due to the student will be made within fourteen (14) days from the date of determination. In the case of a prolonged illness or recovery from injuries sustained in an accident, death in the family or other circumstances that make it impractical for a student to complete the program, then the Institution will make a fair settlement with the student.

The Institution will provide the student with a copy of all documentation related to the calculation of any returned Title IV and any other refunds and the payment of such returns and refunds.

Medical Institute of Palm Beach, Inc. provides an Installment Payment Plan to assist students to meet their cost of education once all other available sources of aid have been exhausted. The Installment Payment Plan's current interest rate is 5%, which begins to accrue after the student's last date of attendance (LDA). The student must sign an Installment Payment Agreement. Payments on the Installment Payment Plan begin the first day of the following month after their LDA (i.e.; LDA 3/15/13, payments begin 4/1/13), although payments can be made while in institute but are optional.

RULES AND REGULATIONS

Knowledge of Rules and Regulations

It is the student's responsibility to understand all rules and regulations that the institute may make known to the student body. The institute reserves the right to make changes in any area of the institute to include, but not limited to curriculum, faculty, location, equipment, rules and regulations. Any change will take effect 30 days after it is circulated or posted.

Standards of Conduct/Professional Behavior Policy

Students are expected to adhere to the standards of conduct both in the classroom and at the clinical site.

1. The Director of Education, with the approval of the Campus Director, reserves the right to dismiss a student from the program at any time for behavior that is deemed unethical or unprofessional.
2. Unethical or unprofessional behavior may include any of the following:
 - a. Noncompliance with the civil law at the local, state or federal levels.
 - b. Smoking inside the institute premises.
 - c. Eating or drinking in the OSHA regulated laboratories, patient care facilities or classrooms.
 - d. Noncompliance with the dress code.
 - e. Verbal or physical abuse towards peers, faculty, administrative and/or support staff.
 - f. Falsification of documents.
 - g. Major violations contrary to principles of academic honesty.
 - h. Destruction of institute property.
 - i. Harassing, stalking, threatening, abusing, insulting or humiliating any student, instructor, administrator or support staff personnel.
 - j. Demonstrated demeaning written or oral comments of an ethnic, sexist, or racist nature.
 - k. Unwanted sexual advances or intimidation.
 - l. Carrying or concealing firearms or any unlawful weapon.
 - m. Use or being under the influence of alcoholic or illegal drugs within the institute premises or in any affiliating agency.
 - n. Disruptive classroom behavior and persistent violation of institute rules and regulations.
 - o. Other violations deemed unethical or unprofessional by the faculty and administration.
 - p. Firearms, drugs, alcoholic beverages and weapons are strictly prohibited.
 - q. Students are prohibited from playing games of chance, using offensive language, making unnecessary noise or behaving in an unprofessional manner.
 - r. Children are not allowed in the classrooms.

3. Violation of these rules will subject the student to reprimand, probation, suspension, and/or outright dismissal. The institute reserves the right to assess all penalties.
4. The student in question has the right to appeal the decision following the grievance protocol.
5. A student who has been dismissed for violating this policy may not apply for readmission.

Dress Policy

Students must dress in attire appropriate to the work and institute environment. The following rules are in effect whenever students are in uniform and in the clinical area:

1. Students must wear the required uniform specific to the program, with the Medical Institute of Palm Beach, Inc. logo, and white (closed toe) or professional shoes and white socks.
2. Hair must be off the shoulders and arranged in a neat manner. No head covering, unless required for religious purposes, is permitted.
3. The following jewelry is permitted: wedding bands' wristwatches with a second hand; one pair of post earrings. Necklaces with religious articles are allowed provided that the chains and pendants are small and inconspicuous. No other jewelry is allowed.
4. Nails must be cut short and well trimmed. No wraps, designs or colored nail polish may be worn.
5. Light make-up may be worn.
6. The Institute ID must be visibly worn at all times.
7. Professional attire must be worn when students are engaged in activities representing the Institute.
8. Male students must be clean-shaven and maintain their beards and mustaches in a professional manner.
9. Male students must wear their pants appropriately (above the waist).
10. Shorts, jeans, t-shirts and hats may not be worn in the classrooms.

Drug and Alcohol Free Policy

Medical Institute of Palm Beach, Inc. offers a drug and alcohol free environment. This Drug and Alcohol Policy applies to enrolled students. The unlawful possession, use and/or distribution of illicit drugs and alcohol are strictly prohibited. This applies to every student on institute property or participating in an institute's activity. Students who require prescription drugs that may impair their schoolwork should inform the institute or the instructor for proper documentation.

Institute Property

Under no circumstances is any software belonging to Medical Institute of Palm Beach, Inc. to be removed from the premises for any reason. Software purchased by the institute is to be used within the classroom and for the library.

All computers are the property of the institute. Students attending classes are afforded the use of the computers during class and laboratory hours. Any student caught configuring any computer belonging to the institute will be subject to immediate disciplinary action.

Internet access is permitted for job searches and class-related activities only. Any student accessing any site that is not within the scope of job search or their course of study will be subject to disciplinary action.

Laboratory equipment is “technique” equipment and is not to be utilized for diagnostic medical procedures.

Attendance Policy

Daily attendance is mandatory. Students must attend at least 80% of the module hours. Attendance rates for all students shall be calculated at the end of each module. Students who exceed 20% absences in any module may be dropped from the course and will receive a grade of “F”. The module must be repeated. Missing a class detracts from the student’s learning experience, and many employers, in deciding whether to hire a graduate, consider his or her attendance record as an indication of the person’s reliability and commitment. Where there are extenuating circumstances (illness or injury, medical/surgical condition, death in the immediate family, jury duty, etc.) an absence(s) may be excused, provided that proper documentation is presented to the Director of Education immediately upon the student’s return to class. A student must plan with the faculty for make-up of missed time and work, which will be done after class hours or during tutoring days, and that plan must be approved by the Director of Education. If there are extenuating circumstances that will prevent a student from attending institute for an extended time period (e.g., hospitalization and recovery from a serious accident or illness), the student should apply for a leave of absence under the institution’s published leave of absence policy.

A student’s enrollment will be terminated when the institution identifies that the student has been out for 8 consecutive days without establishing an approved leave of absence under the institution’s published leave of absence policy.

As a general rule, any student whose enrollment has been terminated for violating the institution’s attendance policy will not be allowed to reapply for readmission to the institution. Students terminated for the violation of attendance policy that are deemed eligible by the Director of Education may apply for readmission. For those who qualify for readmission there is a fee of \$200 and a letter to reapply should be written to the Director of Education for approval.

A student whose enrollment has been terminated for violation of the institution’s attendance policy, like a student who withdraws or who is terminated by the institution for other reasons, may be entitled to a refund, or, alternatively, may have obligations to return unearned Title IV federal financial aid to the federal government and to pay

remaining tuition due to the institution. If the student borrowed money under a federal student loan or a private loan, the student will be obligated to repay that money in accordance with the terms of the loan. Please refer to the institution's published refund policy and return of Title IV aid policy for further information concerning these obligations.

Veteran's Attendance Policy

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as one absence.

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

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

Tardiness

Punctuality is mandatory at Medical Institute of Palm Beach, Inc. Students are expected to be on time for each class and remain in class for the scheduled time. A student will be considered tardy 15 minutes after the start of his/her class. Tardiness is strictly monitored. Three (3) instances of tardiness are considered an absent day.

Pre-Externship Policy

Institute policy requires all new students to submit the following prior to attending the first class or clinical experience:

1. Extern checkout sheet duly signed by all of the departments.
2. Examination of physical health.
3. Extern class agreement signed and proper insurance document completed.

Students who do not provide evidence of the above requirements will not be allowed to attend clinical experience. This may jeopardize academic standing and progress in clinical courses.

Externship Related Injuries: Policy and Procedures

Whenever an illness or injury occurs at a clinical learning site, the student must immediately notify the clinical instructor so that appropriate procedures can be followed.

The student shall be provided with emergency medical care at the clinical site, when necessary. If the facility does not cover necessary expenses, the student shall be responsible for the expenses incurred. It is therefore, strongly recommended that students carry their own health insurance to cover any illness or injury that may occur at the clinical site. MIPB provides Healthcare Providers Service Organization – Professional Liability Insurance for all students in medical related programs.

If a student is accidentally injured or exposed to a patient's body fluids, the patient with whom the student had contact with may have to be tested to assess risk to the student. This might include testing of the patient for Hepatitis, HIV, or other infectious diseases. In situations where the clinical facility does not cover the cost of these tests, the student will be held responsible for these expenses.

It is responsibility of the clinical instructor to notify the Program Director, the Campus Director and the President of the details of the injury or exposure.

Leave of Absence

A student in circumstances which make it impossible for him/her to maintain adequate class attendance must submit a written request for a Leave of Absence to the Director of Education, which will be forwarded to Financial Aid Services and to the Registrar. At the discretion of the Director of Education, the student will be allowed to continue his/her coursework upon returning to institute. Leaves of Absences will be granted for a maximum of 180 days.

Only one leave of absence will be granted in a 12 month period. In extenuating circumstances (e.g. medical/surgical conditions, unforeseen family crisis, etc.) two Leaves of Absence can be granted within a 12 month period, provided that proper documentation is presented and that both leaves do not total more than 180 days. If a student fails to return from an approved Leave of Absence, the Institute will determine that the student has withdrawn the next day, and the withdrawal date will be the expected return date of the Leave of Absence.

Withdrawal (official and unofficial)

Official: A student wishing to withdraw must notify the Director of Education in writing. The student's last date of attendance is used in determining his/her final grade. In addition, it is mandatory that the student arranges an appointment for an exit interview with the Financial Aid Advisor.

Unofficial: A student's enrollment will be terminated when the institution identifies that the student has been out of institute for 14 consecutive days without establishing an approved leave of absence under the institution's published leave of absence policy. If we can not locate the student an exit interview package will be mailed to the student.

The Department of Education requires that all students receiving a Federal Perkins Loan, Subsidized/Unsubsidized Federal Stafford Loans (FFEL or Direct), be notified

concerning their loans. The institution counsels each student regarding loan indebtedness. Each student has an Entrance and Exit Interview, regarding their loan obligations, to ensure they understand the amount borrowed and their rights and responsibilities regarding repayment.

All students must report to the Financial Aid Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received, refunds that have been made and to provide the student with an estimated payment schedule. If the student is unable to meet with Financial Aid, an exit interview is mailed.

Grievance Procedures

The Medical Institute of Palm Beach, Inc. administration, faculty and staff maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of Medical Institute of Palm Beach, Inc. Information regarding the appropriate state and/or accrediting agency is made available on this cover.

The formal Medical Institute of Palm Beach, Inc. grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the Director of Education to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, the student can submit a written description of the grievance, within a week of the meeting with the Director of Education or the instructor, can be directed to the Campus Director. The Campus Director will evaluate the grievance, gather information and respond in writing within ten business days. The student will be kept informed by the Campus Director as to the status of the grievance, as well as the resolution of the problem.
4. In cases where the grievance is not settled at the institutional level, the student may also contact the following Institutions:

Florida Department of Education, Commission on Independent Education

325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400

Toll free telephone number: 888-224-6684, www.cdn.fldoe.org/policy/cie

and/or

Council on Occupational Education

7840 Roswell Rd. Building 300, Suite 325 Atlanta, Georgia 30350

Toll free telephone number: 800-917-2081, www.council.org

*The grievance form to contact the Council on Occupational Education will be available at the Institute Director's office.

Termination

A student may be terminated from the institute for failure to maintain satisfactory progress, violation of the attendance policy, improper conduct, or failure to satisfy financial obligations to the institution.

Indemnification

The student releases and holds harmless Medical Institute of Palm Beach, Inc., its employees, agents, and representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against or them by reason of bodily injury or property damage which may be suffered by the student from any cause while enrolled in institute.

Disaster

In the event of labor disputes, natural disasters or calamities, Medical Institute of Palm Beach, Inc. reserves the right to suspend training at the site for a period not to exceed 90 days or to locate a suitable substitute site.

General Information

All students must keep classroom and laboratory areas clean. Classes will be dismissed only after the rooms have been inspected. Failure to cooperate with the institute's rules and regulations will result in suspension or expulsion. Students may appeal expulsion within 72 hours to the Campus Director. In the absence of an appeal, the student shall be considered terminated.

Security

For security purposes, all students are required to wear a photo identification badge. The institute issues this badge; which is included in the tuition costs. Lost badges must be replaced and paid for, the cost is \$10.00.

Disclosure Statement

The institute reserves the right to teach subject areas in order, as it deems necessary, to add to or delete from certain courses, programs or areas of study as circumstances may require, and to make faculty changes. Changes in training curriculum shall not involve adding a course to currently enrolled students unless a new enrollment agreement is executed for an expanded program. Courses are not necessarily taught in the same order that they appear on the curriculum outline. The institute reserves the right to change the program outline, start dates, tuition, or to cancel programs. Currently enrolled students will not be affected by tuition increases. All program cancellations shall be in accordance with the Department of Education and State of Florida rules and regulations.

ACADEMIC POLICIES

Orientation

New students must attend orientation on the first day of class. Students are introduced to the administrative staff and faculty. Students will be notified of all the rules and regulations of the institute during orientation.

Definition of Clock Hours

Clock hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

Definition of Credit Hours

A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities. (This definition is consistent with COE Handbook of Accreditation).

Training Hours

| | | |
|------------------|-------------------|------------------------|
| Morning Schedule | Monday – Thursday | 8:00 a.m. – 2:15 p.m. |
| Evening Schedule | Monday – Thursday | 6:00 p.m. – 10:00 p.m. |

Start dates to be announced according to enrollment and according to class completion dates. Each program has a specific start and end date. Starting dates are determined at the time of enrollment and are included as part of the Enrollment Agreement.

Start dates may be changed due to insufficient enrollment or may be canceled for lack of enrollment. Environmental disasters such as hurricanes or tropical storms, etc. may have an impact on starting dates or class resumption.

If a course or program is canceled, the applicant has the option to wait until a new class starts or may choose to wait for a new starting date or request a refund. All money an applicant has paid for that course or program will be fully refunded. Students that have received tools or books for a course or program will have that amount deducted from the refund.

Events that would cause the institute to close will not affect the students hours when enrolled in a program. Program hours will be extended to allow the students to complete their chosen program in its entirety. This would not be considered a program cancellation and therefore refunds are not applicable. In the event the institute should have to cease functioning as a viable business entity, all students attending any program or course will be given the opportunity to continue their training until they have successfully completed the course or program.

Average Classroom Size

The average classroom size is fifteen (15) to forty (40) students. A laboratory class is at fifteen (15) to twenty (20) students per laboratory instructor. The student teacher ratio can be less, depending on a particular laboratory class.

Examinations

Midterm and final examinations are required in each course and are scheduled for specified dates. A student with extraordinary circumstances is excused from the examinations provided that the excuse is properly documented and is granted by the Program Director or the Director of Education. Missed exams must be made up within a scheduled date set by the instructor.

Repeating a Course

A student must repeat a course in which a grade of “F” was received. A failed course will be rescheduled for the earliest possible module at the discretion of the Director of Education. Repeating a course will incur additional charges because tuition is based on the total number of instructional hours attempted. However, once they exceed 1.5 times the maximum time frame required for graduation they will be dropped from the program.

Certificates

All students are provided with an original diploma upon graduation. Original copies of diplomas may also be obtained by submitting a written request to the institute. A fee of \$10.00 is charged for each diploma or certificate. Please allow thirty (30) days for processing time.

Transcripts

All students are provided with a copy of their transcript upon graduation. Requests for students’ transcripts from federal or state agencies are honored free of charge. Additional transcripts are available upon request of a charge of \$5.00. A transcript is not issued to students who are financially indebted to Medical Institute of Palm Beach, Inc. The student is able to get a transcript by requesting it from the Registrar in person, by fax, by email or by phone. The transcript must be picked up by the student in order to show proof of identity at the time of pick up. In the case the student cannot personally pick up the transcript a written authorization will be required. Please allow ten (10) days for processing time.

Privacy Rights of Students

Medical Institute of Palm Beach, Inc. protects the privacy of student files in accordance with the Family Education Rights and Privacy Act of 1974 (otherwise known as the Buckley Amendment).

Medical Institute of Palm Beach, Inc. is committed to the protection of students’ rights and privacy of information. In accordance with Public Law 93380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the institute allows students access to

their educational records, to challenge records they believe to be inaccurate, incomplete, or misleading and to limit the release of such information. Records will not be released without the written consent of the student. The parent(s) of a dependent student as defined in the title 26 U.S.C.S.S. 152 (Internal Revenue Code) has the right to inspect records, which are maintained by the institute on behalf of the student.

Student Records

Physical students' records are strictly confidential and maintained for a period of five (5) years except for students' attendance and academic records which are permanently maintained in our Student Information System Diamond D. The academic physical records are kept by the Registrar and the financial aid physical records are kept by the Financial Aid Director. Physical files are kept in locked, fire-proof cabinets and restricted to authorized personnel only. Students may examine their academic and/or financial aid records by scheduling an appointment with the Registrar and/or the Financial Aid Director. Copies of academic transcripts and diplomas are kept indefinitely.

Transfer of Classes at Medical Institute of Palm Beach, Inc.

Transfer from day to evening or from evening to day:

For the student who wishes to transfer from day class to evening class or from evening class to day class, the student confers with the current instructor. The student then makes a written request on the transfer request form and submits this to the Director of Education. The decision concerning transfer of the student is made at the discretion of the Director of Education.

Transfer from one program to another:

For the student who wishes to transfer from one program to another, the student confers with the instructors of both programs. The student then makes a written request on the Transfer Request Form and submits this to the Director of Education. The Director of Education confer(s) with the instructors involved. The decision concerning transfer of the student is made at the discretion of the Director of Education.

Grading System

| | | |
|-----|-----------------|-----------|
| A | Outstanding | 93-100% |
| B | Above Average | 85-92% |
| C | Satisfactory | 77-84% |
| D | Below Average | 70-76% |
| F | Unsatisfactory | Below 70% |
| W | Withdrawal | |
| I | Incomplete | |
| TRC | Transfer Credit | |

Satisfactory Academy Policy

A student's Satisfactory Academic Progress (SAP) in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds. SAP is measured at the end of each payment period, 450 clock hours and 900 clock hours for Medical Assistant, 304 and 608 clock hours for Pharmacy Tech and 304.5 and 609 clock hours for Massage Therapy. The school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. At the required scheduled clock hours of the program, if a student is not meeting the SAP requirement they will be placed on financial aid warning status for the next evaluation period. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid warning. At the next scheduled review, if the student is not meeting the SAP requirements the student that wishes to remain in school must appeal the unsatisfactory progress status. The appeal must be given to the Campus Director for evaluation. If the Campus director approves the appeal, the student would be placed on probation for the next evaluation period. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point. There are two SAP requirements. One is qualitative and one is quantitative.

Qualitative.- A student must maintain a cumulative GPA of "C" (77%) or better in order to remain in school and be considered in good academic standing at each evaluation point. The Campus Director may permit a student to retake a failed examination. A passing grade on the retaken examination would replace the original failed grade. The school maintains all student progress records. If the student's cumulative GPA is below a "C" (77%) at the evaluation point of the scheduled clock hours for the program, the student will be placed on financial aid warning for the next evaluation period. The student must raise their cumulative GPA to a "C" (77%) or better by the end of the warning period. If they fail to do so financial aid eligibility is terminated. They must file an appeal with the Campus Director if they want to remain in school. After a successful appeal the student will be placed on financial aid probation and will not be eligible for additional funding.

Quantitative.- Attendance is checked at each evaluation point. A student must have at least 67% attendance at the scheduled clock hour evaluation period, or the student will be placed on financial aid warning for the next evaluation period. If the student fails to meet the 67% attendance by the end of the warning period, financial aid eligibility is terminated. The student must file an appeal with the Campus Director if they wish to remain in school. If the appeal is approved the student will be placed on financial aid probation and will not be eligible for any additional financial aid.

The students must also complete the program within maximum timeframe. Maximum timeframe is 1.5 times the normal time frame required to complete the program. For example, the normal time frame for full time students in the Medical Assistant program is 8.5 months and maximum timeframe is 12.5 months with each payment period no longer than 6.25 months. Part time students normally complete the program in 13 months with a maximum time frame of 19.5 months with each payment period no longer than 9.75 months.

If a student is not a Title IV recipient, and at the time of an SAP evaluation is not meeting the minimum standards of 67% attendance and a cumulative GPA of “C” or better, they will be placed on academic warning. The student will be counseled on the risks and consequences of reaching the maximum timeframe for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student. Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Probation Status

Any student whose GPA falls below 77% or whose course completion percentage falls below 67% will be placed on academic probation. Academic probation will last for at least one module. Students may be removed from probation by raising their GPA and course completion percentage above the minimum levels described above. During the period of warning and probation, students are considered to be making Satisfactory Academic Progress and remain eligible for financial aid.

Appeal Process. - A student who fails to meet SAP at the end of the financial aid warning period must submit an appeal to the Campus Director based on mitigating circumstances such as illness, death in the family, etc. The appeal from the student must state why they did not meet satisfactory academic progress and what has changed that would now allow them to meet satisfactory academic progress. The Campus Director will review the appeal and advise the student of the final decision. If the student’s appeal is approved, they will remain in school on financial aid probation but will not be eligible for financial aid. Course incompletes and noncredit remedial courses do not apply to the SAP policy at the school and will have no effect on satisfactory academic progress.

Reinstatement Policy.- Students who have been terminated from enrollment for failure to maintain satisfactory academic progress may apply for readmission to the Campus Director but not less than 30 days after having been terminated. They will be placed on financial aid probation for an evaluation period and not be eligible for financial aid. Failure to reestablish satisfactory academic progress by the end of the probation period will result in termination from the school. No student will be allowed to reenroll more than twice. Students who have voluntarily withdrawn from the school or who were terminated for reasons other than failure to maintain satisfactory academic progress may apply for readmission to the Campus Director. If approved for readmission the student must sign a new enrollment agreement and must start in the next scheduled start date and will return in the same status as prior to withdrawal or termination. The point in time that a student returns to school will depend on the previous class training that school credits the student.

Reestablishing Title IV Eligibility.- Students returning to school after failing to maintain satisfactory academic progress must file an appeal explaining why they were not making satisfactory progress and what has changed to now allow them to succeed. After a successful appeal, the student will be placed on financial aid probation for the next evaluation period. Title IV students will not be eligible for any additional funding. Failure to reestablish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets

satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.

Make-Up Work

A student in circumstances affecting his/her ability to attend classes may request assigned make-up work from his/her instructor(s). Make-up work is a privilege and is granted only with the approval of the Director of Education. A student requesting make-up work must provide written documentation to support the reason for the absences (e.g., doctor's note, court appearance notice, jury duty notice, etc.). In addition to completing course assignments and additional work, the student must make up time at the institute under the supervision of an instructor with the approval of the Director of Education. The student is responsible for arranging time with his/her instructor(s) to make up tests or examinations. Make-up work and missed examinations are scheduled outside regularly scheduled class time.

Graduation Requirements

The student will be awarded a diploma upon completion of all required subjects, with a cumulative average of 77% or better, and demonstrating the ability to perform all required competencies, satisfaction of all financial obligations to the institute, placement interview and an exit interview. Students may participate in the graduation ceremony and will be eligible for placement assistance, providing all graduation requirements have been met. Graduation ceremonies will be held one time a year.

Professional and Credentialing Organizations

Students are encouraged to associate themselves with the professional and credentialing organizations in their respective career fields for the purpose of continuing education, licensing, certification, employment opportunities and awareness of industry trends.

- **Certified Medical Assistant** by the American Association of Medical Assistants [CMA/RMA].

[Membership in CMA/RMA is not a State Certification or licensure and may or may not enhance chances of employment.]

- **Registered Medical Assistant** by American Medical Technology (CMA/RMA)
- **Massage Therapist** – Licensure by Florida Department of Health, Division of Medical Quality Assurance.
 - **Examinations** – by National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) or Federation of State Massage Therapy Boards (FSTMB).
 - **Professional Organization** – American Medical Massage Association.
- **Pharmacy Technician** – Registration with the Florida Board of Pharmacy, Florida Department of Health, Division of Medical Quality Assurance. Certification by Pharmacy Technician Certification Board.

STUDENT SERVICES

Placement Services

The Student Services department helps graduates find employment in the field for which they have been trained. Students are required to register with the Director of Student's Services and Placement prior to the beginning of their final course. Interviews and pre-testing appointments are established for the student once the graduation requirements are met. Many employers and guest speakers visit the institute to interview students for permanent and temporary employment. Although placement services are available to graduating students, Medical Institute of Palm Beach, Inc. does not guarantee placement. However, Medical Institute of Palm Beach, Inc. makes every effort to assist each graduate in obtaining gainful employment. All programs are designed to prepare graduates for entry-level positions.

Counseling

Students may be referred to counseling opportunities in the community by faculty or staff.

Library

A library of professional reference books is available for student use. The library is equipped with areas for private study, computers with Internet access, tables and chairs for the students' use.

Tutoring

The student needing tutoring will request it to the teacher. Instructors and students will set a time for this tutoring which is available at no additional cost to the student.

Insurance

Each student is provided professional liability insurance at no extra charge, while on approved externships, practice and during classroom training exercise.

Student Lounge

Student Lounge is open for use during specified lunch and break periods. This is the only area where students may have food or beverages. Smoking is not permitted in the facility.

Telephone

Telephones within the offices are for institute use only. Incoming calls for students will only be accepted in cases of emergency.

Medical Institute of Palm Beach, Inc. offers the following programs:

Programs with Financial Aid for Those Who Qualify:

- Medical Assistant
- Pharmacy Technician
- Massage Therapy Technician

Programs without Financial Aid Assistance:

- Home Health Aide

MEDICAL ASSISTANT DIPLOMA

900 Clock Hours

PROGRAM OBJECTIVE

The program is designed to prepare students for an entry-level position as a Medical Assistant in a private physician's office or clinic. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the Medical Assistant to include front and back office skills.

PROGRAM DESCRIPTION

The program focuses on a broad range of skills necessary for the medical office, which include: admissions, vital signs, assessment, preparing patients for physical examinations and/or treatment, performing lab work, operating diagnostic equipment and performing EKGs.

| COURSE # | PROGRAM BREAKDOWN BY COURSE | CLOCK HOURS |
|-----------------------------|-------------------------------------------------|-------------|
| MA100 | Medical Terminology | 100 |
| MA101 | Medical Office Management | 100 |
| MA102 | Anatomy & Physiology | 100 |
| MA103 | Word Process. & Bus. English (keyboarding) | 100 |
| MA104 | Clinical Procedures | 100 |
| MA105 | Laboratory Procedures I | 100 |
| MA106 | Laboratory Procedures II | 100 |
| MA107 | Clinical Externship | 200 |
| Co- Requisite CPR-BLS100 | Basic Life Support for the Health Care Provider | |
| | Totals | 900 |

Entrance Requirements

High school diploma or GED

Tuition and Fees

| | |
|--------------|--------------------|
| Tuition | \$16,950.00 |
| Registration | <u>50.00</u> |
| Total | \$17,000.00 |

Note: Tuition includes: books, uniforms and certification fees.
This entry-level program does not offer any career path.

PHARMACY TECHNICIAN DIPLOMA

608 Clock Hours

PROGRAM OBJECTIVE

Upon completion of this program, graduates will possess the skills and hands on experience needed to become entry level Pharmacy Technicians, dispensing and providing pharmacy support to pharmacists and clients.

PROGRAM DESCRIPTION

This course is designed to provide the knowledge and hands on experiences required to successfully execute the duties, the roles and responsibilities of the Pharmacy Technician.

| COURSE # | PROGRAM BREAKDOWN BY COURSE | CLOCK HOURS |
|---------------|------------------------------------|-------------|
| HSC100 | Health Science Core Fundamentals | 60 |
| HSC108 | Anatomy & Physiology | 60 |
| CPR100 | CPR-Cardiopulmonary Resuscitation | 4 |
| HEA100 | HIV/AIDS Education | 4 |
| COM100 | Computer Applications | 60 |
| MAS102 | Fundamentals of Medical Insurance | 36 |
| MED100 | Medical Terminology for Pharmacy | 24 |
| MAT100 | Basic Math | 36 |
| MAT102 | Pharmacology | 36 |
| PHY100 | Introduction to Pharmacy Systems | 36 |
| PHY101 | Pharmaceutical Classifications | 30 |
| PHY102 | IV and Unit Dose Preparations | 24 |
| PHY103 | Pharmacy Applications & Dispensing | 60 |
| PHY104 | Pharmacy Management | 22 |
| PHY105 | Medication Safety | 24 |
| PHY106 | Career Preparation | 12 |
| PHY107 | Externship | 80 |
| | Total | 608 |

Entrance Requirements

High school diploma/GED

Tuition and Fees

| | |
|--------------|--------------------|
| Tuition | \$11,950.00 |
| Registration | 50.00 |
| Total | \$12,000.00 |

Note: Tuition includes: books, uniforms, drug screening, certification/registration fees and study guides. However, certain externship sites require that a criminal background check, medical examinations and/or drug screenings be performed on all extern applicants. These sites will only consider those applicants who pass their criminal background/medical/drug screening requirements. The following is a link to the statutes: [Chapter 465, Florida Statutes: Pharmacy, Chapter 893, Florida Statutes: Drug Abuse Prevention and Control, Chapter 456, Florida Statutes: Health Professions and Occupations: General Provisions, Chapter 120, Florida Statutes: Administrative Procedure Act, Chapter 499, Florida Statutes: Drug, Cosmetic, and Household Products](#). It is the students' responsibility to ensure they meet all requirements for registration and certification. Pharmacy Technician students must be registered with the Florida Board of Pharmacy in order to seek employment.

This entry-level program does not offer any career path.

MASSAGE THERAPY TECHNICIAN DIPLOMA 609 Clock Hours

PROGRAM OBJECTIVE

The objective of the program is to prepare students to enter the workforce as an entry-level Massage Therapist. The program provides the student with a career in the rapidly growing profession of massage therapy; which provides the student with an opportunity to gain satisfaction in helping clients to recover from injuries and improve overall wellness, as well as treat clients with chronic diseases.

PROGRAM DESCRIPTION

The program includes anatomy & physiology, diseases and their treatment, business english and math, theory and practice of massage techniques, hydrotherapy, and alternative treatment modalities to give the graduate a broad foundation of knowledge and skills. The supervised clinical externship ensures proper and professional hands-on massage practice.

| COURSE # | PROGRAM BREAKDOWN BY COURSE | CLOCK HOURS |
|-----------------|-------------------------------------------|--------------------|
| MT100 | Anatomy and Physiology I | 75 |
| MT101 | Anatomy and Physiology II | 75 |
| MT102 | Basic Massage Theory & History of Massage | 100 |
| MT104 | Allied Modalities | 100 |
| MT105 | Business | 15 |
| MT106 | Theory and Practice of Hydrotherapy | 15 |
| MT107 | Florida Laws & Rules | 10 |
| MT108 | Professional Ethics | 4 |
| MT109 | HIV/AIDS Education | 3 |
| MT110 | Prevention of Medical Errors | 2 |
| MT111 | Oriental Theory & Practice | 85 |
| MT112 | Clinical Practicum | 125 |
| | Totals | 609 |

Entrance Requirements

High school diploma/GED

Tuition and Fees

| | |
|--------------|-------------------|
| Tuition | \$8,850.00 |
| Registration | <u>50.00</u> |
| Total | \$8,900.00 |

Note: Tuition includes: books, uniforms, licensure and examination fees. A criminal background is performed prior to entering into the program. Students are advised that having a violation in their background may limit their employment possibilities. Following is the link of the statutes to review should you have any violations: [Chapter 480, Florida Statutes: Massage Practice](#), [Chapter 456, Florida Statutes: Health Professions and Occupations: General Provisions](#), [Chapter 120, Florida Statutes: Administrative Procedure Act](#). It is the students' responsibility to inquire with the Florida Board of Massage Therapy as to their ability to apply for licensure and examination. Massage Therapy Technician students must receive a license from the Florida Board of Massage in order to seek employment. This entry level program does not offer any career path.

HOME HEALTH AIDE DIPLOMA

75 Clock Hours

PROGRAM OBJECTIVE

The program is designed for the entry-level Home Health Aide who will be employed by agencies to work in the patient's homes. The students will be trained to provide consistent quality care for patients in their home setting and returning them to pre-episodic level with disease limitations and to maximize rehabilitation level of function.

PROGRAM DESCRIPTION

The program will introduce the responsibilities of the Home Health Aide ethical and legal issues, communication, documentation, safety, OSHA, infectious diseases, restorative care, vital signs, nutrition, transfer techniques and issues of death and dying. The student will be introduced to the basics of anatomy and physiology, medical terminology as it relates to each body system.

| COURSE # | PROGRAM BREAKDOWN BY COURSE | CLOCK HOURS |
|------------|-------------------------------------------------|-------------|
| HHA 101 | Introduction to Home Health Aide | 40 |
| HHA 102 | Advanced Home Health Aide | 30 |
| CPR-BLS100 | Basic Life Support for the Health Care Provider | 5 |
| | Total | 75 |

Tuition and Fees

| | |
|--------------|--------------|
| Tuition | \$500.00 |
| Registration | <u>50.00</u> |
| Total | \$550.00 |

Note: Tuition includes: books and uniform.

The career paths for this entry-level program are: Certified Nursing Assistant (CNA), Patient Care Technician (PCT).

COURSE NUMBERING SYSTEM

As per the guidelines required by the Florida Department of Education, each course has a number that does not change. The first two or three digits are Alpha, denoting the name of the program. The second portion of the number is numeric and is three digits in length. The only exception to this rule is the CPR-BLS100 course. Courses at the entry level (no pre-requisites required) have numbers of a lower numeric value than classes requiring completion of pre-requisite courses.

For example:

MA100 Medical Assistant
 Medical Terminology

The above course must be completed before the student begins:

MA 101 Medical Assistant
 Medical Office Management

Explanation of course numbering system:

Medical Assistant courses: MA100, MA101, MA102, MA103, MA104, MA105, MA106 and MA107

Massage Therapy Technician courses: MT100, MT 101, MT102, MT104, MT105, MT106, MT107, MT108, MT109, MT110, MT111 and MT112.

Pharmacy Technician courses: HSC100, HSC108, CPR 100, HEA100, COM100, MAS102, MED100, MAT100, MAT102, PHY100, PHY 101, PHY 102, PHY103, PHY104, PHY105, PHY106 and PHY107.

Home Health Aide courses: HHA101, HHA102, CPR-BLS100.

COURSE DESCRIPTIONS

COM100 Computer Applications: Credit Hours 3.0, Clock Hours 60

This course provides the fundamental skills needed to operate a computer and popular software titles. Students will learn how to care and maintain computers, run diagnostic software, use a word processor, spreadsheet software, presentations software and database management. Students will also learn how to navigate the Internet and use e-mail programs.

CPR100 CPR-Cardiopulmonary Resuscitation: Credit Hours 0, Clock Hours 4

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

CPR-BLS100 Basic Life Support for the Health Care Provider: Credit Hours 0, Clock Hrs 5

This course provides skills meeting certification requirements by the American Heart Association standards for the health care provider. It includes CPR certification. This course awards a pass/fail grade. There is no certification awarded for an F (fail) grade. This course does not count toward the GPA.

HEA100 HIV/AIDS Education: Credit Hours 0, Clock Hours 4

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

HHA101 Introduction to Home Health Aide: Credit Hours 2.3, Clock Hours 40

This course will introduce the responsibilities of the Home Health Aide, ethical and legal issues, communication and documentation, medical terminology, introduction to Anatomy and Physiology, basic patient care, ADLs, and Safety regulations. This course includes 4 hrs of HIV/AIDS/OSHA training.

HHA102 Advanced Home Health Aide: Credit Hours 1.7, Clock Hours 30

Pre-requisites: HHA101, Co-Requisite: CPR-BLS 100

This course continues with the care of a patient in the home including heat and cold applications. Restorative care, transfers and ambulating, body mechanics, ROM, Vital Signs, Death and Dying and concludes with Job Skills.

HSC100 Health Science Core Fundamentals: Credit Hours 4.0, Clock Hours 60

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal

communications skills and concepts, and understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

HSC108 Anatomy & Physiology: Credit Hours 4.0, Clock Hours 60

Upon completion of this course students will have learned all of the body systems, pathology of diseases, and related medical terminology.

MA100 Medical Terminology: Clock Hours 100

This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. Correct pronunciation, spelling and the definition of medical terms will be covered.

MA101 Medical Office Management: Clock Hours 100

This course provides instruction in fundamentals of the operation and maintenance of a medical office. This instruction will include use of computerized software for medical office. Student will learn bookkeeping principles, perform procedural and diagnostic coding, document and maintain accounting and banking records. Medical ethic, legal concepts and liabilities, HIPPA rules and regulations, professionalism and communication skills will be covered.

MA102 Anatomy & Physiology: Clock Hours 100

This course provides an introduction to the various systems of the body and principals of human physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, and integumentary and reproductive systems.

MA103 Word Processing and Business English (Keyboarding): Clock Hours 100

This course provides the fundamentals of the operation of a computer keyboard and the basics of working processing. The instruction will include learning the basic functions and operations of a computer, learning keyboarding skills up to a required speed and accuracy and typing professional documents as a word document.

MA104 Clinical Procedures: Clock Hours 100

This course will provide skills and knowledge for the student to assist practitioner with various aspects of the clinical practice. This course initially includes 4 hrs of HIV/AIDS/OSHA training. These skills will include patient care, preparation for examination as well as procedures, treatments and diagnostic testing. Students will apply principles of aseptic technique, infection control, EKG's, equipment use, and care and routine maintenance. First aid and pharmacology appropriate to the module will be presented.

MA105 Laboratory Procedures I: Clock Hours 100

This course constitutes an introduction to clinical chemistry, equipment and basic laboratory diagnostic testing of urine and serum. The student will learn the chemical, physical and microscopic examination of urine through laboratory experience and lecture. The student will learn the proper collection technique of specimens for laboratory testing. Pharmacology appropriate to the module, including HIV/AIDS will be discussed.

MA106 Laboratory Procedures II: Clock Hours 100

This course introduces the student to the origin and morphology of blood cells. Normal and abnormal functions of the blood cells will be covered. The students will also receive instruction both in the laboratory and lecture to the proper collection, testing and significance of laboratory tests. Pharmacology appropriate to the module will be presented.

MA107 Clinical Externship: Clock Hours 200

Pre-Requisites: completion of all courses in the MA program. This course includes an extern preparation course including a CPR course (5 hours) BLS 100 and the preparation of documentation required before beginning and official extern site and healthcare facility. This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, hospital or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health-care practitioner and will experience various aspects of the medical facility.

MAS 102 Fundamentals of Medical Insurance: Credit Hours 1.0, Clock Hours 36

In this course students will develop the basic skills necessary to initiate the claims development procedures of the pharmacy. Students will learn how to collect pertinent insurance information, integrate it into a patient's file, complete billing forms, perform procedural and diagnostic coding and communicate with insurance companies.

MAT100 Basic Math: Credit Hours 2.4, Clock Hours 36

Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, fractions, percentages, decimals, exponents and other basic operations.

MAT102 Pharmacology: Credit Hours 2.4, Clock Hours 36

Dosage and calculations are the base concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages.

MED100 Medical Terminology for Pharmacy: Credit Hours 1.6, Clock Hours 24

Students will learn to identify drugs, including a variety of popular drug names and their uses. Students will use pharmaceutical medical terminology, and define the major symbols and abbreviations used on prescriptions and state the meaning

MT100 Anatomy and Physiology I: Credit Hours 5.0, Clock Hours 75

This course will introduce students to the structure and function of the human body through lectures and labs. Students will learn about the chemistry of life, cell structure and function, the musculoskeletal system, and body orientation. Spelling, the meanings and pronunciations of medical terms, as well as common medical abbreviations will be emphasized.

MT101 Anatomy and Physiology II: Credit Hours 5.0, Clock Hours 75

This course extends students' knowledge of the structure and function of the human body. Emphasis in this course is placed on the nervous system, blood and cardiovascular systems, lymphatic and immune system, respiratory system, digestive system, urinary system, reproductive system, and body metabolism.

MT102 Basic Massage Theory and History of Massage: Credit Hours 6.6, Clock Hours 100

This course introduces students to the principles of massage. They will discuss strokes and hands-on skills used in Swedish massage. Topics covered include: draping and bolstering techniques; the benefits, indications, and contraindications for massage; basic strokes – effleurage, petrissage, tapotement, vibration, friction, and range-of-motion techniques. Students will also study the history of massage.

MT104 Allied Modalities: Credit Hours 5.5, Clock Hours 100

This course covers the large armamentarium of modalities available to the massage therapist. It offers an understanding of the different techniques or modalities of massage therapy, which are essential when charting the course of one's therapeutic massage career. An increased exposure to the variety of treatment methods allows students to make better choices as they further their education and continue their professional growth. Allied modalities to be studied include healthcare practice building, reflexology, seated massage, aromatherapy, pregnancy and infant massage, and others.

MT105 Business: Credit Hours 1.0, Clock Hours 15

Students are introduced to various techniques of effective communication and interpersonal skills through listening and responding to others, asking questions, assertiveness training, and managing and responding to conflict. This course includes the introduction to business math. Students will learn methods of increasing profits while utilizing ethical business practices.

MT106 Theory and Practice of Hydrotherapy: Credit Hours 1.0, Clock Hours 15

This course covers the benefits of hydrotherapy to massage treatment. Students will learn the advantages and typical use of hydrotherapy in massage practice. Students will learn the effects of hydrotherapy on the body.

MT107 Florida Law & Rules (Chapters 456 and 480, F. S. and Chapter 64B7, F.A.C.): Credit Hours 0.25, Clock Hours 10

The course focuses on the laws and rules that govern and regulate the practice of massage therapy in the state of Florida. Information presented in this program includes Chapters 456 (Health Professions and Occupations – General Provisions) and 480 (Massage

Therapy Practice Act) of the Florida Statutes and Chapter 64B7 (Massage Therapy Rules of the Florida Administrative Code) the laws and rules that regulate massage therapy.

MT108 Professional Ethics: Credit Hours 0, Clock Hours 4

This course discusses the standards of conduct that define ethical behavior for the massage therapist. It discusses the specific standards of acceptable professional conduct and focuses on maintaining appropriate working relationships within the guidelines of massage therapy.

MT109 HIV/AIDS Education: Credit Hours 0, Clock Hours 3

The course will define and discuss HIV and AIDS. The course emphasizes the importance of a safe work environment including the mode of transmission and prevention, along with the practice of good hygiene for the client as well as the therapist to avoid the spreading of disease. Students will receive a certificate of completion of HIV training.

MT110 Prevention of Medical Errors: Credit Hours 0, Clock Hours 2

The course covers medical errors that can occur in a medical setting, a massage clinic or spa and discusses measures you can take to protect your clients, your business, and yourself.

MT111 Oriental Theory and Practice: Credit Hours 3.0, Clock Hours 85

This course continues the study of various allied modalities including Oriental Meridians, Ayurvedic Massage, Shiatsu, Chakra Energy System, Hot Stone Massage, Therapeutic Touch, and Energy Healing. Students receive instruction in Eastern Practices. This provides avenue for experiencing other modalities. The student gains an overview of CAM (Complimentary Alternative Medicine) therapies, which provides the beginnings of an extended healthcare network.

MT112 Clinic Practicum: Credit Hours 4, Clock Hours 125

Students will learn to perform a one-hour full body relaxation massage incorporating all the strokes and techniques learned including safety, sanitation and all associated skill sets required for appropriate performance. This course proceeds to build upon the strokes and hands-on skills in massage to cover wellness, complementary bodyworks, different modalities, and contraindication for massage. Students will practice their skills on the public. In this course students will have the opportunity to market their skills, manage clients in the spa environment.

PHY100 Introduction to Pharmacy Systems: Credit Hours 1.0, Clock Hours 36

Students will display knowledge or prescription pricing systems used in pharmacy, maintain stock inventory, prepare electronic purchase orders, receive, store and distribute pharmaceutical supplies. Students will be able to define industry standards in purchasing pharmaceutical supplies. Additionally student will be able to use common pharmaceutical weighing equipment, and use common pharmaceutical volume measurement equipment.

PHY101 Pharmaceutical Classifications: Credit Hour 1.0, Clock Hours 30

Upon completion of this course students will be able to define the major classifications of pharmaceuticals. Students will identify the sources from which medications are produced,

define poison; define placebo, list the two official compendia of standards for quality and purity of drugs and authoritative information on dosage and administration and list six non-official reference manuals.

PHY102 IV and Unit Dose Preparations: Credit Hour 1.0, Clock Hours 24

Upon completion of this course students will be able to compare medication order with label on vial and check expiration date of product; calculate drug dosage for parenteral use, identify common drug/drug incompatibilities, reconstitute parenteral medications, use aseptic techniques to withdraw medication from stock vial measure correct quantity as instructed, select and insert it into IV solution without error, use aseptic technique to withdraw medication from an ampule. Students will also be able to prepare parenteral solutions, prepare Total Parenteral Nutrition solutions, prepare chemotherapeutic agents using proper safety techniques and place label on IV solution container and keep records.

PHY103 Pharmacy Applications & Dispensing: Credit Hours 4.0, Clock Hours 60

This course emphasizes the importance of reading and preparing medication orders correctly. Students will learn appropriate methods for the transporting of medications safely being aware of hazards: theft, legal implications of accidental loss, and other consequences. Students will learn to identify special precautions pertaining to children, maintain controlled substance inventory, demonstrate the proper technique of preparing pharmaceutical preparations and demonstrate the ability to correctly fill and deliver medication cassettes. Students will collect data from medication administration record and drug use and evaluation form. Identify automated medication dispensing equipment and its proper use.

PHY104 Pharmacy Management: Credit Hours 1.4, Clock Hours 22

This course is designed to provide the training needed for students to be able to display knowledge of prescription pricing systems used in pharmacy, maintain stock inventory, prepare electronic purchase orders, receive, store and distribute pharmaceutical supplies, define industry standards in purchasing pharmaceutical supplies, locate correct stock container and weigh measure, count required individual doses of medication. Student will learn to label with required information, operate unit dose pre-packet equipment, place individual dose in appropriate containers, repackage in predetermined quantities, record prepackage medication data correctly and define role of technician in quality assurance activities.

PHY105 Medication Safety: Credit Hours 0.5, Clock Hours 24

Students will learn medication safety procedures required to ensure that the appropriate drugs are reaching the appropriate client. Students will learn the critical importance of accuracy in drug dispensing and performing safety checks for quality delivery control.

PHY 106 Career Preparation: Credit Hour 0.5, Clock Hours 12

Students will learn the importance of professional image and making that first impression. Students will develop their resumes and learn more about optional national certification examinations.

PHY107 Externship: Credit Hours 1.7, Clock Hours 80

Students will practice their skills in a pharmacy setting. Supervised by pharmacy staff, students will have the opportunity to gain the hands on skills needed to become successfully employed.

ACADEMIC CALENDAR 2017
CLASS SCHEDULES
 (Subject to Change)

MEDICAL ASSISTANT CLASS STARTS SCHEDULES

| DAY | EVENING |
|--------------------|-------------------|
| January 10, 2017 | January 11, 2017 |
| February 8, 2017 | February 28, 2017 |
| March 9, 2017 | April 19, 2017 |
| April 13, 2017 | June 5, 2017 |
| May 11, 2017 | July 25, 2017 |
| June 12, 2017 | September 7, 2017 |
| July 17, 2017 | October 19, 2017 |
| August 14, 2017 | November 17, 2017 |
| September 11, 2017 | December 5, 2017 |
| October 9, 2017 | |
| November 6, 2017 | |
| December 5, 2017 | |

PHARMACY TECHNICIAN CLASS STARTS SCHEDULES

| DAY | EVENING |
|-------------------|------------------|
| January 4, 2017 | To be determined |
| January 24, 2017 | |
| February 2, 2017 | |
| February 1, 2017 | |
| February 22, 2017 | |
| February 23, 2017 | |
| February 27, 2017 | |
| March 15, 2017 | |
| April 3, 2017 | |
| April 11, 2017 | |
| April 18, 2017 | |
| April 25, 2017 | |
| May 4, 2017 | |
| May 16, 2017 | |
| May 23, 2017 | |
| June 12, 2017 | |
| June 19, 2017 | |
| June 21, 2017 | |
| July 17, 2017 | |
| July 26, 2017 | |
| August 14, 2017 | |
| August 15, 2017 | |

| | |
|--------------------|--|
| August 16, 2017 | |
| September 5, 2017 | |
| September 13, 2017 | |
| September 21, 2017 | |
| September 28, 2017 | |
| October 5, 2017 | |
| October 17, 2017 | |
| October 26, 2017 | |
| November 2, 2017 | |
| November 21, 2017 | |
| November 29, 2017 | |
| December 4, 2017 | |

MASSAGE THERAPY CLASS STARTS SCHEDULE

| DAY | EVENING |
|--------------------|------------------|
| January 25, 2017 | To be determined |
| January 31, 2017 | |
| February 1, 2017 | |
| February 6, 2017 | |
| February 7, 2017 | |
| February 8, 2017 | |
| February 14, 2017 | |
| March 13, 2017 | |
| April 24, 2017 | |
| May 15, 2017 | |
| June 6, 2017 | |
| July 11, 2017 | |
| August 8, 2017 | |
| August 14, 2017 | |
| August 15, 2017 | |
| August 17, 2017 | |
| August 21, 2017 | |
| August 22, 2017 | |
| August 28, 2017 | |
| September 20, 2017 | |
| October 25, 2017 | |
| November 11, 2017 | |
| December 7, 2017 | |

HHA Classes will start depending upon enrollments.