The Institute of Allied Healthcare
Student Catalog

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Volume VIII

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History
The Institute of Allied Healthcare was founded on October 15, 2015 in San Antonio, Texas. The main objective has been to provide career-focused education in allied health fields. In November 2015, the Nurse Aide Program was approved by Texas Health and Human Services (HHS) formerly known as The Department of Aging and Disability Services (DADS), and became known as the first program office on campus. After recognizing the need for Medical Assistants within the community, The Medical Assistant Program was developed and approved by the Texas Workforce Commission, Career Schools and Colleges in October 2016. Most recently, The Institute of Allied Healthcare has been granted approval from the Texas Board of Nursing for the Vocational Nursing Program. The first cohort began in March 2023. The Institute of Allied Healthcare is located within a short distance from the South Texas Medical Center**.** Our prime location provides convenient access to several externship sites and employment opportunities for students.

Mission Statement
The Mission of The Institute of Allied Healthcare is to offer students quality instructional opportunities in career orientated programs and to successfully prepare student for post-secondary education in preparation for their future careers.

Accreditation and Approvals
The Institute of Allied Healthcare is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges and is accredited by the Council on Occupational Education (COE).

The Nurse Aide Program is approved by the Texas Department of Health and Human Services and is recognized as a Nurse Aide Training and Competency Evaluation Program (NATCEP).

The Institute of Allied Healthcare is recognized by the Texas Workforce Commission as an eligible training provider for individuals who qualify for sponsorship with the Workforce Innovation and Opportunity Act (WIOA) and Ready to Work (RTW). See Financial Aid section for qualifying programs.

The Institute of Allied Healthcare is listed as an eligible training provider for the My Career Advancement Account (MyCAA) Military Spouse Program for those who qualify. See Financial Aid section for qualifying programs.

The U.S. Department of Education has issued approval for participation in Title IV loans and grants for the Medical Assistant and Vocational Nursing Programs.

Description of Available Space, Facilities, and Equipment
The main campus is located at 7434 Louis Pastuer Dr, Suite 20 San Antonio, Texas 78229. The combined total is 7,800 square feet between the second and third floor of the Colonial Center Building. Facilities include administrative offices, classrooms, and skills labs for programs offered. Instructional equipment is located within classrooms and skill labs. All instructional equipment is comparable to what is found in a healthcare setting. A computer lab equipped with computers,

printers, and a student library is available for students. On campus parking is available to all enrolled students. The campus is ADA compliant.

Hours of Operation
Campus hours of operation are Monday through Friday from 8:00 am to 5:00 pm. The Institute of Allied Healthcare is closed on observed holidays as well as Saturday and Sunday. See Observed Holiday section of student catalog.

The Institute of Allied Healthcare is Privately Owned by Partners
Managing Partner: Nestor Lopez
Partner: Leah Lopez

Key Staff
School Director- Nestor Lopez
Vocational Nursing Program Director-Margarita Powell, RN-MSN
Student Services- Leah Lopez, LVN
Career Services- Jason Flores
Lee Ruiz- Admissions Representative
Serina Rodriguez – Admissions Representative
Ashia Benitez -Financial Aid Administrator
Laryssa Ingram – Office Assistant

Key Faculty
Nurse Aide Instructor-Mary Aguirre, LVN
Nurse Aide Instructor- Susan Mcgee, LVN
Nurse Aide Instructor- Leah Lopez, LVN
Vocational Nursing Instructor- Peggy Woods, MSN,APRN,FNP-BC
Vocational Nursing Instructor and Clinical Coordinator- Brenda Mason, PhD
Medical Assistant Instructor- Saneia Brimsey, CCMA

School Calendar
The Institute of Allied Healthcare will operate during normal business hours of operation from January 2, 2026-December 31, 2026 with the exception of scheduled break periods and observed holidays.

Observed Holidays
Campus is closed on the following observed holidays. For students enrolled in the Vocational Nursing Program, please see Vocational Nursing section of the catalog for additional break schedules.

New Year's Day	January 1, 2026
Martin Luther King Jr. Day	January 19, 2026
President's Day	February 16, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Independence Day	July 4, 2026
Labor Day	September 7, 2026
Columbus Day	October 12, 2026

Veteran's Day	November 11, 2026
*Thanksgiving Break	November 26, 2026-November 27, 2026

*Hours of operation for Nov 25th will be from 8:00 am till 12:00 noon.

Christmas Break	December 24, 2026-December 26, 2026
*New Year's Eve	December 31, 2026

*Hours of operation for New Year's Eve will be from 8:00 am till 12:00 noon.

Emergency Closures

Campus closure due to emergency such as inclement weather may cause a delayed start or temporary cancellation of scheduled classes. All enrolled students will be notified through the Orbund portal if any delays, cancellations, or emergency closures are to occur. Cancelled classes will be rescheduled and could possibly delay original program end date. Failure to attend a rescheduled make-up day will be documented as an absence and may prevent program completion.

Enrollment Periods

Students may register for the Nurse Aide and Medical Assistant programs up to one business day before the official start date if seating is available. All required documentation must be submitted and approved by Admissions prior to enrolling. All financial obligations must be settled prior to enrollment.

Vocational Nursing students must complete all registration and enrollment requirements and receive an official Letter of Acceptance approximately one month before the official start of class if seating is available. See Vocational Nursing section of the student catalog for more information.

Students who are applying for financial aid are required to apply much earlier to ensure financial obligations are met prior to enrolling. Please see Financial Aid Representative for more information on deadlines to apply.

Information on enrollment periods and availability can also be found on the school website at www.alliedhealthedu.com

Discrimination Policy

The Institute of Allied Healthcare does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition, family-care status, veteran status, marital status or sexual orientation. Reasonable accommodations for disabled students and employers are made. Any instance of discrimination should be reported immediately but no later than one business day from the date of instance. All reports must be reported to the School or Program Director.



ADMISSIONS

Application Process
All prospective students must fill out the initial application online at www.alliedhealthedu.com After the application is received, the applicant will be contacted by an Admissions Representative to schedule an appointment to discuss program of interest. Admission process will vary by program. See Program Specific Requirements section of the student catalog for more information.

Admissions Process
An appointment will consist of the following at minimum:

An interview with an Admissions Representative or verified school official.

A tour of the campus.

The Institute of Allied Healthcare admits students without regard to race, gender, sexual orientation, gender identity and expression, religion, creed, color, national origin, ancestry, marital status, age, disability, or other factor prohibited by law. The Institute of Allied Healthcare reserves the right to deny admission to any person for any nondiscriminatory reason.

Applicants will be notified of their admission status within 1-2 business days. In some cases, additional information or a second interview may be required, this may increase the admission status response time.

If the applicant selects the Nurse Aide or Medical Assistant Program as a program of interest, a basic entrance assessment will be scheduled. Successful completion of the assessment with passing score will be required before the applicant may proceed with registration and enrollment.

If the applicant selects the Vocational Nursing Program, the TEAS entrance assessment will be required. Applicants must present approved passing score and follow Vocational Nursing Admissions criteria before proceeding with registration and enrollment. See the Vocational Nursing section of the student catalog for additional information.

All applicants will meet with a Financial Aid Representative to discuss program cost and financial aid options.

General Admission Requirements
To be admitted as a student at The Institute of Allied Healthcare, an applicant must meet the listed criteria below:

Pass entrance assessment with acceptable score. See program information for entrance assessment specifics by program.

Be 18 years of age or older.

Provide proof of a high school diploma or General Educational Development (GED). Homeschool documentation may also be accepted. See Homeschool section of the student catalog.

Possess a valid social security card.

Provide current government issued photo identification.

Pass a background check. Vocational Nursing students will require an additional background check. See Vocational Nursing and Background Check sections of the student catalog for additional information.

Complete a General Statement of Health. Vocational Nursing students must provide completed Physical Form. See Vocational Nursing section of the student catalog for more information.

Complete all required registration requirements and enrollment forms issued by school.

Fulfill all financial aid obligations.

Proof of Education
Applicants must provide proof of high school diploma or GED. Acceptable documentation includes:

Original high school diploma

Verifiable GED certificate

Official high school transcripts. Official transcripts must be provided from an educational institution and must be sealed.

Official transcripts can be sent to the Admissions department electronically or by mail. Applicants who turn in official transcripts in person must present sealed official copy to Admissions Representative. Opened or unofficial transcripts will not be accepted.

Tittle IV applicants may provide a verifiable original diploma or official transcript indicating completion of an associate's degree. The institution granting the degree must have been accredited by an agency recognized by the U.S. Department of Education at the time the degree was granted.

Foreign Proof of Education
Foreign credentials must be translated and or evaluated for equivalency to a United States high school diploma. The credential must be an original document sent directly to the campus. The evaluation must be performed by an organization with membership in National Association of Credential Evaluation Services (NACES). The Institute of Allied Healthcare is not responsible for fees associated with translation or evaluation services nor does it reimburse such fees incurred by the student for such services.

Homeschooled Student Criteria
A homeschooled student must meet the following criteria to be eligible:

Has successfully completed homeschooling at the secondary level defined by state law.

Has successfully completed homeschooling before the age of 18 and will not be considered truant upon completion.

Provide transcript of curriculum.

Verification of Proof of Education
The Institute of Allied Healthcare may verify proof of education documents provided by the student to ensure validity. If verification of documentation is required, the verification process will consist of one or more of the following:

1. Request receipt of documentation from the issuing educational institution to confirm validity of the student's diploma.
2. Establishing contact with a relevant department or agency that is authorized to confirm or provide documentation for proof of education in the state of which the diploma was received.

Student self-certification is not sufficient documentation If unable to validate high school diploma or equivalent, the student will not be allowed to enroll in programs offered and will not have the opportunity to appeal.

Credit for Previous Education
The Institute of Allied Healthcare will award course credit from educational institutions accredited by the U.S Department of Education so long as course credit was received within one year from date of enrollment. Official transcripts must be presented at enrollment and will be evaluated by an Admissions Representative. Evaluation of courses for consideration of applicable credit will be issued for courses that have a letter grade of B (80% or 3.0 GPA) or higher and are equivalent to courses currently offered within program of choice.

Policy on Transfer Students and Credit Hours
Credit hours from another institution that are accepted toward the student's educational program must count as attempted and completed hours. The following instances will apply:

a) ***Policy on students transferring between programs within institution****-Students who wish to change their program must request a program transfer and be in good academic standing to transfer into another program. Individuals who have previously withdrawn from The Institute of Allied Healthcare and wish to return to a different program, must re-apply. Program transfers cannot occur during a course. A meeting with an Admissions Representative will be required to review program requirements and to officially enroll in new program of interest. Students that transfer between programs must wait until next available opening to start. Clock hours earned from original program will not be transferred but will reflect on student academic record. Students receiving sponsorship or title IV aid, must notify sponsor fulfill requirements. Sponsored and aid eligible programs may not transfer to other programs. Students are financially responsible for refunds if applicable and or additional costs.*
b) ***Policy on transfer students from other institutions****- Students transferring from other institutions may enroll in courses at The Institute of Allied Healthcare and may request evaluation for course credit. To be considered, the course must also be within the same program and completed within the last 12 calendar months with a grade of "B" or better (3.0 GPA or 75%). All transfer students must provide official transcripts for review to their Admissions Appointment. Additional time for varication may be required.*
c) ***Credit for Previous Education-*** *Official transcript will be reviewed by appointment with Admissions Representative to determine eligibility prior to enrollment. See Credit for Previous Education Section*

Background Check
All enrolled students must consent to a background check. Certain programs may have additional background check requirements. Any prospective student who has a pending or convicted felony or violent crime, who has a convicted or pending felony drug crime of a serious nature (i.e. drug trafficking), who is a registered sex offender, and/or who has any sex offense convictions of any degree, or a pending felony sexual case is not eligible for enrollment in any program.

The Institute of Allied Healthcare is required to verify that a prospective nurse aide student is not listed in the Employee Misconduct Registry (EMR) or the Nurse Aide Registry (NAR) prior to enrollment. Individuals listed in the EMR or who are listed as "revoked" in the NAR will not be allowed to enroll in the nurse aide training program. Findings such as but not limited to; a felony conviction, being listed as a sex offender or any other criminal history that could bar employment, will prohibit the individual from enrolling in the nurse aide training program.

All vocational nursing students must complete consent for initial background check at enrollment and will be required to complete fingerprinting with an approved provider as secondary background screening.

General Statement of Health
All students must complete a general statement of health for all programs. Student physical and mental health conditions must be sufficient to meet the demands of the desired profession. Students must be able to perform the essential duties of the profession (nurse aide, medical assistant, or vocational nurse) and other listed requirements.

Accommodations
Students with disabilities may be eligible for accommodation to meet the essential functions for course completion. No accommodation will be provided that substantially modifies any essential function or results in lowering programmatic expectations for completion of the enrolled program. Accommodation must be requested at registration. Current medical documentation from an approved healthcare professional will be required. Any limitations must be clearly stated and provided by an approved healthcare professional by document for consideration. Accommodation for certification or licensure exams such as extended time or independent exam scheduling are approved and regulated by the respective certification agencies. Documentation must be provided to the respective agency before or at exam registration. This may cause a delay in exam scheduling.



CANCELLATION AND REFUND POLICY

Cancellation Policy

A full refund will be made to any student who cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment agreement is signed. A full refund will also be made to any student who cancels enrollment within the students first three scheduled class days, except that the school may retain not more than $100.00 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the student enrollment agreement.

Refund Policy

1. Refund computations will be based on scheduled on course time of classes through the last documented day of an academically related activity. Leave of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following: a) the last date of attendance if the student is terminated by the school; b) the date of receipt of written notice of withdrawal from the student; or c) ten school days following the last date of attendance.
3. . If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the students does not enter the school, not more than $100.00 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100.00 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75 percent completion mark, after which no refund is due.
5. Refunds for items of extra expense to the student such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.

For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the students' academic status after the 75 percent completion mark and requests a grade at time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a) An enrollee is not accepted by the school.
   b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 45 days after the effective date of termination.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled: **a)** if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; **b)** a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program,: or **c)** the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

1. satisfactorily completed at least 90 percent of the required coursework for the program, and
2. demonstrated sufficient mastery of the program material to receive credit for completing the program. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 45 days after the effective date of termination.

Refund Policy for Students Enrolled in Title IV Eligible Programs
Students enrolled in Title IV programs should refer to the Title IV funds Policies and Procedures section of the Student Catalog for additional information.



FINANCIAL AID

Financial Aid Available to Students

The Institute of Allied Healthcare offers students financial aid options to cover the cost of tuition and fees. Prospective students are encouraged to contact the Financial Aid office and speak with a Financial Aid Representative to determine which options are available and the qualifications needed. As an accredited post-secondary institution, The Institute of Allied Healthcare has various federal financial assistance programs available for qualified students enrolled in Medical Assistant and Vocational Nursing programs offered on campus. To determine aid eligibility, students are encouraged to complete the Free Application for Federal Students Aid (FAFSA). Students may be eligible for the following Federal Student Aid:

- Federal Pell Grant
- William D. Ford Direct Loan Program (Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans)

Federal financial assistance programs do not apply to the Nurse Aide program or seminar students.

Students may also apply for state grants, The Institute of Allied Healthcare is recognized as an eligible training provider through the Texas Workforce Commission Career Schools and Colleges for state and local grants such as Workforce Innovation and Opportunity Act (WIOA) and Ready to Work (RTW). All programs offered on campus are eligible for listed state grants for those who qualify.

Federal and state grant aid is available to those who qualify.

Other financial aid options include:

- Payment plans (for applicable programs)
- Scholarship for hospital or hospice volunteers (see Scholarship section of student catalog)
- My Career Advancement Account (MyCAA) for military spouses (for applicable programs and for those who qualify)
- Employer Sponsorship

Tuition and fee balances not covered by financial aid assistance programs may result in making scheduled payments while attending school. Failure to keep all payments current may result in dismissal from the school.

Scholarship
A $100.00 scholarship is available to students who have a minimum of 100-hours volunteering in a hospital or hospice setting within one year at the time of registration. Documentation providing proof of hours completed as a volunteer must be provided at registration to receive scholarship. Documentation provided after official enrollment will not be accepted.

TITLE IV FUNDS POLICIES AND PROCEDURES

Return of Title IV Funds Policy
Any student who receives title IV financial aid assistance and withdraws from a program during a payment period is subject to the appropriate policies and procedures. The withdraw date will determine the amount of title IV earned by the student.

Withdrawal for Students Receiving Title IV Financial Aid
A student receiving title IV financial aid is considered withdrawn from a payment period if the program clock hours and week of instructional time is not met as scheduled. The Student may also be considered withdrawn if they do not have a schedule to start another program within the same payment period of enrollment or within 45 calendar days after the last date of attendance. Exceptions will be in the event of a leave of absence (see Leave of Absence section). If a student withdraws from a clock hour program during a payment period of enrollment and then re-enters the same program within the leave of absence approved timeframe, the student will remain in the same portion of the program upon return and is still eligible to receive any title IV loan assistance funds that were deemed eligible prior to the withdrawal. Fund that were returned by the institution or the student under the provisions are included. Once the student provides written notification for withdrawal, or is withdrawn from the institution due to non-attendance, a written notification will be sent to the student within 30 days from the school date of determination. The written documentation will request official confirmation of the withdrawal from the student and include information on the terms of repayment for federal student aid if applicable. The institute will document all notifications made and place in the students file. The student has the right to cancel all or portion of the loan funds that has yet to be disbursed. A student or their parent who received a Federal Direct PLUS Loan will be required to pay the loan in full or make payments toward the loan after the withdrawal date.

Calculation of the Amount of Title IV Assistance Earned by The Student
The amount of title IV aid assistance that is earned by the student, also referred to as percentage earned, is calculated by applying the percentage earned to the total amount disbursed in title IV aid assistance to the student for a payment period as of the students withdraw date. Percentage earned is equal to the percentage of the payment period that the student has completed as of the student's withdrawal date if the withdrawal date occurs on or before **a)** sixty percent of the clock hours scheduled to be completed for the payment period of enrollment for the program is measured in clock hours; or **b**) 100 percent if the student's withdrawal date occurs after sixty percent of the clock hours scheduled to be completed for the payment period for a program is measured in clock hours. Percentage unearned is defined as the percentage of title IV loan assistance that has not been earned by the student. Percentage unearned is calculated by

determining the complement of the percentage of title IV aid assistance earned by the student. The percentage of payment period completed is determined by dividing the total number of scheduled clock hours in the payment period into the number of clock hours scheduled to be completed as of the student's withdrawal date. Total amount of unearned title IV assistance to be returned is calculated by subtracting the amount of title IV assistance earned by the student from the amount of title IV aid that was disbursed to the student as of the date of the institution's determination that the student withdrew. The Institute must return unearned aid if the total amount of unearned title IV assistance amount is equal to the total institutional charges (tuition, fees, and other educationally related expenses) incurred by the student for the payment period of period of enrollment multiplied by the percentage of title IV aid assistance that has not been earned by the student.

Responsibility of Returning Unearned Aid
The Institute must return unearned title IV funds no later than 45 days after the date the school determined the student withdrew. The student must return unearned title IV aid funds on or before the appropriate timeframe according to terms of the loan. The student, or parent for students who received a Direct Parent PLUS Loan, will be responsible for the repayment based on the repayment terms found on the promissory note. The amount responsible is calculated by subtracting the amount of unearned aid that the institute is required to return from the total amount of unearned title IV assistance to be returned.

Order of Return of Title IV Funds
Unearned funds returned by the institute or the student as appropriate will have outstanding balances credited on title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of refunds is required. The institution will follow crediting outstanding balances in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Parent PLUS Loan
4. Federal Pell Grants

Timeframe for Return of Title IV Funds
The Institute must return the amount of title IV funds for which it is responsible no later than 45 days or sooner. The school date of determination will be considered the start of the 45 day or less period.

Post-Withdrawal Disbursements
Any student (or parent if applicable) who is eligible for a post-withdrawal disbursement will receive written notification within 30 days of the institute's date of determination that the student withdrew. The written notification will provide the student (or parent) the opportunity to accept all or part of a post-withdrawal disbursement of title IV funds to the student's account. Eligible students (or parent if applicable) who wish to proceed with accepting the disbursement must submit a written response instructing the school to make a post-withdrawal disbursement within 14-days from the date of the written notification. Requests for post-withdrawal disbursement of title IV funds received after the 14-day deadline will not be granted. Post withdrawal disbursement will occur within 90 days of the date that the student withdrew.

Written Notification of Title IV Funds

Refund requirements are provided to the students in writing within 14-days from the date of withdrawal as determined by the school. A student will receive written notification if an overpayment was made. The notification will include overpayment amount, option to enter into repayment agreement and terms of repayment. The school must report the student to National Student Loan Data System (NSLDS) no later than 45-days from the date the student is notified of overpayment if the student does not pay overpayment in full, does not enter into repayment agreement or fails to meet terms of repayment agreement. Repayment agreements will include terms for the student to repay overpayment and still maintain eligibility for title IV funds and will inform the student that the date the school determined the student withdrew, will be that start of the two-year repayment period.



SATISFACTORY ACADEMIC PROGRESS (SAP)
POLICIES AND PROCEDURES

Satisfactory Academic Progress (SAP)

Students enrolled in the Medical Assistant and Nurse Aide programs must maintain a minimum of a 2.0 grade point average. Refer to Nursing handbook for SAP for Nursing students. The Institute of Allied Healthcare requires that all full-time students enrolled in title IV eligible programs consisting of a minimum of 25 weekly clock hours must maintain Satisfactory Academic Progress (SAP) to be eligible for federal student aid programs. Students enrolled in non-title IV aid programs are required to maintain SAP throughout the program to remain in good academic standing.

Frequency

A cumulative academic progress report is issued after each grading period (see program syllabus for grading periods specific to each program) and provides the student's progress at each evaluation. The student must meet and maintain a grade point average of 2.0 or higher at each evaluation. For title IV eligible students, the SAP report at the end of the first payment period will determine federal student aid eligibility for the second payment period and so forth for programs that have more than two payment periods. This will only apply to students enrolled in title IV programs. Students who are sponsored will be responsible for updating sponsors on academic status throughout the program. The school will update the sponsors after program completion or as requested.

Calculation of Hours

Calculation for the pace at which the student is progressing is determined by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. The calculation for title IV eligible students is completed when the student is scheduled to earn the required amount of clock hours within a payment period for the program.

Transfers of Credit from Other Institutions

Credit hours from another institution that are accepted toward the student's educational program must count as attempted and completed hours (See Policy on Transfer Students and Credit Hours section of student catalog).

Incomplete, Withdrawal, and Repeat Coursework

A student's grade point average (GPA) and pace of completion can be affected by course incompletes, withdrawals, or repeat coursework.

Incomplete Coursework
Students must complete any missing coursework within one week to meet SAP evaluations. Failure to submit coursework in a timely manner may result in the student receiving a grade of "I" (Incomplete) resulting in the student having to repeat the coursework. Students receiving title IV federal student aid may become ineligible if the academic progress is not up to date at the end of the first payment period or any additional scheduled payment periods within the enrolled program. Under Texas Education Code, section 132.061(f) a student who is obligated for the full tuition may request a grade of "Incomplete" if the student withdraws for an appropriate reason unrelates to the student's academic status. By law a student receiving a grade of incomplete is allowed to re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program. In the event that the program is discontinued, the student will be given opportunity to attend another program of choice.

Withdrawal
Students may withdraw at any time and receive a grade of W. A student must provide a written notice of withdrawal. If a student does not provide a written notice of withdrawal the school will terminate the student on the tenth consecutive day of non-attendance. The withdrawal date will be the last date of attendance. The student will be notified if there is a need for a return of title IV funds (see Title IV Funds Policy and Procedures section of the student catalog).

Makeup Work
No more than 5% of the total clock hours for a course may be made up. Make-up work shall: **(1)** be supervised by an instructor approved for the class being made up; **(2)** require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session; **(3)** be completed within one week of the end of the grading period during which the absence occurred; **(4)** be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and **(5)** be signed and dated by the student to acknowledge the make-up session.

Repeat Coursework
Certain programs may allow repeat coursework. When a course is repeated the most recent grade and the prior attempt grade will be included in the cumulative GPA. Repeat coursework will apply to all required coursed failed. The student may repeat the subject one time to achieve Satisfactory Academic Progress. If the student does not achieve satisfactory progress after the repeat, they will be placed on academic probation and terminated from the program. Students who repeat courses will be charged to the program hourly rate for the hours of the class.

Academic Warning
Student's who fall below 70% in course will be issued an academic warning. If the program allows, repeat coursework may apply.

Academic Probation
If the student does not maintain SAP after repeat coursework the student will be placed on academic probation and re-mediated. Failure to meet SAP will result in termination from program.

ATTENDANCE POLICY FOR ALL PROGRAMS

General Requirements for Attendance
The Institute of Allied Healthcare does require that all programs take attendance. All programs offered are based on clock hours. The student withdrawal date is the last date of academic attendance. After 10 consecutive days of non-attendance, the institute will consider the student withdrawn unless the student has begun the withdrawal process prescribed by the institution by providing official notification to the designated office in writing requesting the withdrawal.

In special circumstances, if a student did not begin the withdrawal process or provide official notification because of reasons beyond their control, such as but not limited to; illness, accident, grievous personal loss or any other circumstance beyond the students control, the institute will date the withdrawal related to that circumstance. A student whose enrollment was terminated for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period (See Attendance Probation Section). This provision does not circumvent the approved refund policy.

Daily Sign-In & Sign Out
Enrolled students are responsible for signing in and out by scanning student ID or manually inputting the assigned student ID number at the attendance kiosk. Certain programs may also require manual sign in on a specified attendance form for portions of the program. Signing in or out for anyone other than yourself is strictly prohibited and grounds for disciplinary action (see Student Conduct section of student catalog). While at externship, Nurse Aide students are responsible for signing the state nurse aide attendance form. Medical Assistant students are required to complete school attendance forms and return to the Medical Assistant Externship Coordinator by the end of week for verification. Vocational Nursing students must sign in/out on Orbund and on clinical attendance forms during clinical rotations.

Absences
Absences can delay start of externship and or program completion. Students are responsible for scheduling and completing missed clock hours with their instructor prior to course completion. Nurse Aide students who are absent on a clinical day (full or partial absence) will need to attend the missed clinical time with the next available class or as seating is available. Medical assistant students are responsible for scheduling and completing missed clock hours with their instructor prior to course completion. Medical Assistant students attending externship will follow the site time and attendance policy. Vocational Nursing students must meet attendance requirements for each phase. Missing clock hours will be reviewed by the Nursing Program Director.

Late Arrivals and Early Departures
Students arriving late or departing early from class are considered absent for clock hours scheduled but not attended. Late arrivals and early departures disrupt the learning environment and are highly discouraged. If frequent, disciplinary action up to and including attendance probation and termination may incur. Students must have 100% of total program clock hours to receive a certificate of completion. Please refer to your program syllabus for information on clock hour requirements.

Attendance Warning
Students who miss more than one full day of class will receive an attendance warning.

Attendance Probation
Attendance in all programs offered is essential to student learning. Failure to maintain satisfactory time and attendance will result in students being placed on Attendance Probation. Students must meet with the Program Director for approval to continue with the course. The Program Director may determine that the student is eligible to continue by placing a student on Attendance Probation with appropriate terms of probation. Refer to your program syllabus for additional information.

Conditions for Termination
Failure to follow through with terms of probation will result in the student being terminated from the program.

Conditions for Readmittance
A student who was terminated for violation of terms of probation may re-enroll for the start of the next available program so long as the re-enrollment is for the program the student was primarily enrolled in and seating is available. For approval, the student will need to meet with the Program Director to discuss how improvements will be made gong forward. Such re-enrollment does not circumvent the approved refund policy. The student will be advised of this action, and it will be documented in the student's file.

Makeup of Clock Hours
All clock hours must be made up in a timely manner. See Makeup work section of the student catalog.

ADMINISTRATIVE WITHDRAWAL POLICY

Administrative Withdrawal
The Administrative Withdrawal policy exists to allow faculty to request a withdrawal for students who have; (a) never attended the course, (b) stopped attending the course, and/or (c) have stopped completing homework, assignments, or exams and (d) those who have not made an effort to request or attend any type of tutoring or review sessions or (e) students whom are not making acceptable progress in skill assessments required for field of training.
The purpose of the policy is to withdraw students who are not performing well and not making an attempt to be successful in the course.

Administrative Withdrawal Policy and Procedure
Before a faculty member requests an administrative withdrawal, an attempt by the faculty member or designated school official should be made to contact the student and inform them that they are at risk for being administratively withdrawn. In some cases, this may require a meeting with course instructor and school official.

An Academic Plan will be created to help the student improve in the course.

If the faculty does not have a response from the student or if the student does not follow through with the Academic Plan created, faculty may proceed with the Administrative Withdrawal by completing the Administrative Withdrawal Form and submitting it to the Admissions office.

The student will be notified of the Administrative Withdrawal and such information will be documented in the student record.

The Right to Appeal
Students may have the right to appeal an Administrative Withdrawal decision. The appeal does not guarantee the appeal will be granted, this is purely a request for the faculty and Program Director to review. Appeals must be submitted within 2 business days of the Administrative Withdrawal decision.
To appeal, a student must provide a letter explaining reasoning for appeal request, include what steps have been taken to resolve the issue, provide proper justification, and attach any documentation for verification if applicable. The letter should demonstrate the extenuating circumstances beyond your control that caused your grades. Documentation of proof of such extenuating circumstances along with documentation that such circumstances have been resolved must be included. Lastly, show evidence of the ability to successfully complete coursework.

After review of the letter and documentation provided, you will be contacted by the Program Director or approved school official. From there a decision will be made regarding your request.

LEAVE OF ABSENCE POLICY AND PROCEDURE

Leave of Absence

In compliance with the Department of Education, the institute may grant a Leave of Absence (LOA) from the program after determining good cause is presented from the student. Reasons for LOA are but not limited to; childbirth, family emergency, natural disaster, illness requiring hospitalization, eviction or foreclosure, or military service. Documentation is required from a medical professional for all medical related leave requests. Other documentation may be requested from the school prior to review.

Students enrolled in the Nurse Aide program may have no more than one LOA in a 12-month calendar period and may be on leave no more than 5 scheduled school days during that 12-month calendar period. Students enrolled in a title IV eligible program may have no more than one leave of absence for a total of up to 7 scheduled school days during a 12-month period. Special circumstances requiring extended leave time will be reviewed on a case by case basis.

Leave of Absence Policy

The Institute of Allied Healthcare does not treat a leave of absence as a withdrawal if it is submitted by following the guidelines in the school leave of absence policy. Once leave of absence is approved, the guidelines listed in the leave of absence policy will apply. Such guidelines include;

a) The student must provide a written, signed, and dated request explaining the reason for request. If unforeseen circumstances prevent the student from providing the written request, the institute may accept an electronic or verbal request so long as the reason is documented, and the student can provide a written request at a later date. Electronic requests must be sent to the Admissions office and verbal requests must be confirmed with an Admissions Representative.
b) The requested leave of absence is approved by the Admissions office or approved school official.
c) No additional charges are incurred by the student or issued from the institution.
d) A reasonable date of return is documented. The day the leave of absence is requested is considered the first day of the leave of absence and will be documented as such in the student record.
e) The total number of days does not exceed the approved amount stated for each program in a 12-month period.
f) The student has been advised that the failure to return from a leave of absence may have an effect on student's loan repayment terms and may also include the depletion of some or all of the student's grace period.

g) The student has been advised that if they do not resume program attendance before or at the end of the requested leave of absence, the institute will have to treat the student as a withdrawal.

The leave of absence begins on the first day of the student's initial leave of absence.

SCHOOL POLICY REGARDING STUDENT CONDUCT

Policy Regarding Student Conduct
Students will be accountable for conduct on campus and externship. Students are encouraged to report violations of student conduct. Violation of any of the listed student conduct may result in a verbal warning or dismissal of the program depending on the seriousness of the violation.

Student Conduct

- All forms of dishonesty; cheating, plagiarism, and forgery will result in dismissal with no readmission.
- Theft, destruction, damage and misuse of the institutions property and individuals associated with the institution will result in dismissal with no readmission.
- Profane behavior that is not appropriate and causes disruption of class-1st offence will be a verbal warning and meeting with instructor and or school official. 2nd offence will be dismissal with no readmission.
- Under the influence, possession, or consuming alcoholic or controlled substances on campus or externship property will be dismissal with no readmission.
- Smoking is not permitted on campus. Designated areas away from campus are available to smokers. Smoking on externship site is determined by each location. 1st offence is a verbal warning, 2nd offence will be dismissal with no readmission.
- Violence or threats of violence towards persons or property of students, faculty, or staff and affiliated externship sites including employees, patients, and guests will result in dismissal with no readmission.
- Children are not allowed on campus. The institute does not provide childcare services and cannot assume responsibility for children's health and safety.
- Bringing hazardous items such as explosives, firearms, or other weapons concealed or exposed on to campus property or externship site will result in dismissal with no readmission.
- Improper use of e-mail and internet access-1st offence will be warning and if severity of offence is extreme may result in dismissal with no readmission.
- All electronic devices must be turned off or silenced while in classroom. 1st offence is verbal warning, the 2nd offence is dismissal with no readmission.
- Sexual harassment of any kind will result in automatic dismissal with no readmission.
- Violation of federal, state, or local ordinance including but not limited ot those covering alcoholic beverage, gambling, sexual offenses, or arson on campus property, at camps function, or at affiliated externship site will result in automatic dismissal with no readmission.

- Sexual assault or attempted sexual assault will result in dismissal with no readmission.
- Signing in or out for another student in any form (ID scan, student ID number, or manual sign in by signature) is strictly prohibited and will result in automatic dismissal with no readmission.
- Termination from externship will result in a verbal warning and meeting with instructor or school official. 2nd offence will result in dismissal with no readmission.

Each program may list additional student conduct criteria. Refer to your program syllabus for additional information.

Causes for Dismissal
Students responsible for involvement in the violations listed above will face disciplinary actions that may include but are not limited to a documented verbal warning, written reprimand, or dismissal from the program.

Causes for Readmission
Under special circumstances, students dismissed for any violation may appeal within 2 business days. Appeal does not guarantee readmittance to the program. To appeal, a student must provide a written statement explaining the extenuating circumstances that lead to dismissal. The student may provide any additional supporting documentation if necessary. The appeal may be submitted to the School Director or Program Director. After review of the letter and documentation provided, the student will be contacted by the Program Director or approved school official. From there a decision will be made regarding appeal.



DRESS CODE

It is important that students always convey a professional appearance on campus and at externship. The following dress code standards will be enforced on campus:

1. Scrubs must be worn at all times while on campus with the exception of on campus career events and Job Fairs in which interview attire will be required.
2. Scrubs must be in designated program colors. The student must maintain the appearance of scrubs ensuring that they are clean, wrinkle free, and fit appropriately. Students may make appropriate alterations to scrubs at their own expense.
3. All students must have student ID/badge on at all times while on campus and at externship.
4. Hair must be kept neat and clean. Styles that provide safety and protection of the patient are required while attending externship/clinicals. Hair must be natural in color. Unnatural colors such as blue, green, yellow, fluorescents or that display distracting designs are strictly prohibited.
5. Nails must be clean, trimmed, and should not extend beyond the end of the finger.
6. No visible facial or body piercings outside of the recommended one pair of ear studs are allowed.
7. Closed toe, non-skid shoes that are in good condition and fit properly. Athletic or nursing type shoes are acceptable in non-distracting colors or patterns.
8. Personal hygiene is of upmost importance. Body odor and unsatisfactory oral hygiene will not be tolerated. Students may be issued a warning from the instructor. Failure to make improvements to personal hygiene will result in dismissal from the classroom.
9. Under certain circumstances, inappropriate or offensive tattoos may need to be concealed while on campus or at externship/clinicals.
10. Makeup may be worn in a tasteful manner and not cause distraction to the classroom or healthcare setting.

Violation of dress code may result in being dismissed from class and counted as an absence. Continuous violation of dress code policy can result in dismissal from the program. Refer to program syllabus for additional dress code information. Externship/Clinical locations may enforce a dress code for students while in attendance. Violation of externship code may result in dismissal from externship.

GRADING SYSTEM

Nurse Aide and Medical Assistant Grading System

Numerical Grade	Letter Grade	Grade Point Average
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
Below 60	F	0
Incomplete	I	0
Withdrawal	W	0

Vocational Nursing Grading System

Numerical Grade	Letter Grade	Grade Point Average
90-100	**A**	**4.0**
80-89	**B**	**3.0**
75-79	**C**	**2.0**
74-below	**F**	**0**
Incomplete	**I**	**0**
Withdrawal	**W**	**0**

The letter grade is There is no rounding of percentages when calculating grades or evaluations.

Requirements for Graduation
All students must complete 100% of required courses, maintain satisfactory academic progress, and complete all program clock hours to be deemed a graduate.

Nurse Aide and Medical Assistant students must complete the program with a minimum cumulative grade point average of 70 or above. Vocational Nursing students must complete program courses with a minimum grade of 75. Refer to program syllabus for additional information.

Students must fulfill all financial obligations. The Institute maintains records of grades and transcripts for up to three years.



Policy and Procedure to Resolve Student Grievances & Complaints

Grievance Policy
The Institute of Allied Healthcare would like students to bring all grievances to the institutes attention, so the institute and the student may resolve the grievance. The grievance must be documented by the student by filling out a Grievance Form. The institute will investigate all grievances promptly. A grievance may include rules, procedures, and unfair treatment such as intimidation by an instructor or other staff. If the grievance is with the instructor or staff, the student should bring the completed Grievance Form to the Program Director. If the grievance cannot be resolved with the Program Director, then proceed to the School Director. If the grievance cannot be resolved between the institute and the student, the student may contact:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, TX 78778-0001
Phone: (512) 936-3100
Texasworkforce.org/careerschools

OR

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: (700) 396-3898 or toll free (800) 917-2081
www.council.org



SCHOOL PLACEMENT ASSISTANCE

The Institute of Allied Healthcare does not guarantee employment in career field of training before or after graduation. The Career Services personnel assist students and graduates in obtaining employment by providing the following services:

On Campus Career Days

Direct employment referrals to facilities requesting students/graduates

Notifying students and graduates of Job Fairs or hiring events

Resume assistance

Mock interviews, interviewing techniques, and best practices

Students and graduates are encouraged to schedule an appointment with Career Services for employment opportunities available.

Career Services personnel will follow up with graduates every 30, 60, and 90 days to verify employment and continue to offer assistance if necessary.



CONSUMER INFORMATION

Consumer information is made available to current and prospective students in the Student Catalog, Enrollment Forms, and on the school website www.alliedhealthedu.com

Campus Security and Reporting Requirements
The Institute of Allied Healthcare is committed to providing a safe campus for all students, faculty, and staff. The Institute is required to provide policies and procedures as well as recent crime statistics on or around campus. Such information can be found on the school website at www.alliedhealthedu.com under the Campus Security tab.

Annual Security Report
The Campus Security Report can be found on the school website under the Campus Security tab.

Alcohol and Drug Policy
The Institute of Allied Healthcare is an alcohol and drug free campus. Possession, distribution of illicit drugs or alcohol, or consumption by any student, faculty, or staff member is strictly prohibited on campus. For a full view of the policies and procedures for the Alcohol and Drug Policy, please visit the school website at www.alliedhealthedu.com under the IOAH Policy and Procedures tab.

Violence Against Women's Act (VAWA)
The Institute of Allied Healthcare maintains a safe and secure work and academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the misconduct listed is grounds for disciplinary action including program dismissal. Resources are available on the school website under the Campus Security Tab.

Additional Resources for Students
Students are encouraged to visit the Student Services office. Information for additional resources can be found on the school website at www.alliedhealthedu.com



NURSE AIDE PROGRAM

Program Description
The Nurse Aide program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long term care facilities. Graduates of this program will be available to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence and observe patient rights. During the program, students will learn how to perform; basic first aid, CPR, obtain vital signs, apply the elements of basic nutrition in meal planning, and follow infection control measures. Additionally, students will be able to apply proper body mechanics in bed making, lifting, and transferring patients. Graduates of this program may find entry-level employment as a nurse aide within hospitals, nursing and rehabilitation homes, as well as home health agencies.

Textbook
Nursing Assistant Care-The Basics 6th edition by Hartman Publishing, Inc. with Jetta Fuzy, MS, RN ISBN 978-1-60425-141-8 and the accompanying workbook.

Nurse Aide Fees, Tuition and/or Special Charges

Tuition	$4,550.00
State Exam Fee	$125.00
Other (Registration, background, books, and equipment)	$305.00
Laboratory Fee	$20.00
Total Program Cost	$5,000.00

2026 Nurse Aide Program Dates

Session	Start Date	End Date
NA 01.06.26	January 6, 2026	January 5, 2026
NA 01.28.26	January 28, 2026	March 2, 2026
NA 02.19.26	February 19, 2026	March 23, 2026
NA 03.12.26	March 12, 2026	April 13, 2026
NA 04.2.26	April 2, 2026	May 4, 2026
NA 04.23.26	April 23, 2026	May 26, 2026
NA 05.14.26	May 14, 2026	June 16, 2026
NA 06.8.26	June 8, 2026	July 7, 2026
NA 06.29.26	June 29, 2026	July 28, 2026
NA 07.20.26	July 20, 2026	August 18, 2026

Class Schedule for the Nurse Aide Program
Classroom hours for the Nurse Aide program will be held from 9:00 am to 3:30 pm Monday-Thursday. Externship hours are held from 8:45 am to 3:45 pm Monday-Thursday.

Breaks
All classes will break for 10-minues each hour and will have a 30-minute lunch break.

Student Orientation
Student orientation for the Nurse Aide program is mandatory. Orientation schedule will be issued upon enrollment. Students who are unable to attend orientation must notify Admissions and attempt to attend another date prior to the start of class. Orientation attendance does not count towards classroom clock hours.

Vaccine and Immunization Requirements
All students are responsible for obtaining proper vaccinations and immunizations prior to the start of the program. Documentation must be provided at registration. Requirements include but are not limited to the influenza (flu) vaccine and Tuberculosis skin test (TB). The TB skin test may require a chest x-ray for some students. Additional requirements may be obligatory based on externship site requirements. All students are responsible for additional requirements as requested by clinical site. Documentation will be required for externship clearance, failure to provide documentation may result in delay of externship start.

Nurse Aide Program Outline

Subject	Course Title	Lecture Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Clock Hours
NA-101	Introduction to Long Term Care	06	10	00	16
NA-102	Personal Care Skills	04	12	00	16
NA-103	Basic Nursing Skills	04	06	00	10
NA-104	Restorative Services	02	04	00	06
NA-105	Mental Health	02	04	00	06
NA-106	Social Skills and Social Service Needs	02	04	00	06
NA-107	CPR	02	03	00	05
NA-108	Nurse Aide Externship	00	00	45	45
Total		22	43	45	Total:110

The Nurse Aide program consists of 110 program clock hours. There is a final exam for the lecture portion and 22 clinical skills that the student must successfully demonstrate to an instructor in order to graduate from the program. After the student has passed all of the requirements, the student will be awarded a certificate of completion and be recognized as a graduate. The student may be eligible to register for the state exam if no other financial or academic holds are present.

Synopsis of Each Subject Offered

NA-101 Introduction to Long-Term Care
Description: The student will acquire skills of a Nurse Aide role in the long-term care facility. Training in safety and emergency measures, infection control, resident's rights, and methods of protecting oneself from injury.
Subject Hours:16 contact hours (06 hours lecture, 10 lab)
Prerequisite: None

NA-102 Personal Care Skills
Description: The student will acquire skills used to provide activities of daily living for residents. Activities included bathing, nutrition, grooming hygiene, hydration, and elimination.
Subject Hours: 16 contact hours (04 hours lecture, 12 hours lab)
Prerequisites: NA-101 Introduction to Long-Term Care

NA-103 Basic Nursing Skills
Description: The student will acquire skills in basic nursing skills such as, vital/ signs, daily patient care, elements of documentation, reporting transfers and discharge of patients.
Subject Hours: 10 contact hours (04 hours lecture, 06 hours lab)
Prerequisites: NA-102 Personal Care Skills

NA-104 Restorative Services
Description: The student will acquire skills in restoration by promoting self-care and encouraging activities such as hydration according to care plan of residents.
Subject Hours: 6 contact hours (02 hours lecture, 04 hours lab)

Prerequisites: NA-103 Basic Nursing Skills

NA-105 Mental Health

Description: The student will acquire skills in steps to provide psychosocial and physical support to residents. This will include helping residents with behavior problems and cognitive changes associated with aging.

Subject Hours: 06 contact hours (02 hours lecture, 04 hours lab)

Prerequisites: NA-104 Restorative Services

NA-106 Social Skills and Social Service Needs

Description: The student will acquire skills on methods to resolve disagreements associated with supervisors, co-workers and family members.

Subject Hours: 06 contact hours (02 hours lecture, 04 hours lab)

Prerequisites: NA-105 Mental Health

NA-107 CPR

Description: The student will acquire skills to life saving techniques and basic first aid.

Subject Hours: 05 contact hours (02 hours lecture, 03 hours lab)

Prerequisites: NA-106 Social Skills

NA-108 Nurse Aide Externship

Description: The students will apply hands on care to residents based on skills learned in the classroom setting and are supervised by a licensed nurse.

Subject Hours: 45 contact hours (45 extern hours)

Prerequisites:NA-107 CPR



MEDICAL ASSISTANT PROGRAM

Program Description
The Medical Assistant program will prepare students to be multi-skilled allied health professionals specifically trained to perform in ambulatory settings such as physicians' offices, clinics, group practices, and perform administrative and clinical procedures. Students will learn to perform routine tasks and procedures such as measuring patients' vital signs, administering medications and injections, recording information in medical record keeping systems, preparing, and handling medical instruments and supplies, and collecting and preparing specimens of bodily fluids and tissues for laboratory testing. The Medical Assistant program is 630 hours over a 21-week period (430 hours will be in class lecture and lab plus 200 externship hours will be needed prior to graduation). The externship schedule will mirror the hours of operation at the assigned externship site. Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. The exam will be administered at the school. The school will pay for the first exam.

Textbook
Students are provided with e-book version of the following course textbook.

Medical Assisting: Administrative and Clinical Procedures By Kathryn Booth, Leesa Whicker and Terri Wyman. ISBN10**:** 1264975597 | ISBN13**:** 9781264975594

Hardcover and looseleaf version of the textbook are available for purchase but are not required.

Medical Assisting: Administrative and Clinical Procedures By Kathryn Booth, Leesa Whicker and Terri Wyman**.** Hardcopy ISBN10**:** 1266558527 | ISBN13: 9781266558528

Medical Assisting: Administrative and Clinical Procedures By Kathryn Booth, Leesa Whicker and Terri Wyman.
Loose-Leaf Purchase ISBN10**:** 1264960255 | ISBN13**:** 9781264960255

Medical Assistant Fees, Tuition, and/or Special Charges

Tuition	$10,500.00
Registration	$35.00
Books and Supplies	$810.00
Laboratory Fee	$650.00

Total Program Cost $11.995.00

2026 Medical Assistant Program Dates

Session	Start Date	Externship Date
MA 03.23.26	March 23, 2026	July 6, 2026
MA 07.13.26	July 13, 2026	October 26, 2026
MA 11.2.26	November 2, 2026	March 1, 2026

Class Schedule for the Medical Assistant Program
Medical Assistant students will attend the classroom portion between the hours of 8:00 am to 4:00 pm Monday-Thursday. Friday sessions may be scheduled with advanced notice.

Breaks
All classes will break for 10-minues each hour and have a 30-minute lunch during the classroom portion of the program.

Medical Assistant Externship
All students are assigned to externship sites with school affiliation and are based on what is available. Students may independently search for sites in advance before being placed. All sites must have an affiliate agreement with the school and be approved by the Externship Coordinator. A total of 200 externship hours must be completed within six weeks to pass the course and complete the program. All students must have open availability and reliable transportation for this portion of the program. Externship hours are based on assigned site hours of operation and may require a distant commute, different shifts, and possible weekends. Students must plan to be available for the externship schedule and location. Externships are unpaid.

Students must comply with all health and safety requirements and procedures established by the externship site to include but not limited to additional requirements such as medical testing, trained skills, background checks, and immunization requirements. In some cases, this may incur additional costs incurred from these requirements are not part of the published tuition or fee charges. Students have the right to decline a site due to additional requirements, although declining a site may delay program completion and students may be asked to partner with the school to find their own site.

Orientation
Orientation for the Medical Assistant program is mandatory. Orientation schedule will be issued upon enrollment. Orientation does not count towards classroom clock hours.

Vaccine and Immunization Requirements
All students are responsible for obtaining vaccinations and immunizations prior to the start of the program. Documentation is due at registration. Requirements include but are not limited to the influenza (flu) vaccine, Hep B Series, and Tuberculosis Skin Test (TB). The TB skin test may require a chest x-ray for some students. Additional requirements may be obligatory based on

externship site requirements. Students are responsible for additional requirements as requested by externship site. Documentation will be required for externship clearance.

Student Liability Insurance

Medical Assistant students must obtain student professional liability insurance prior to the start of externship. The cost of insurance is at the student's expense. Documentation must be provided to for externship clearance.

Program Outline

Subject	Course Title	Lecture Clock Hours	Lab Clock Hours	Externship Clock Hours	Total Clock Hours
MA-101	Introduction to Medical Assisting	15	15	00	30
MA-102	Medical Terminology	15	15	00	30
MA-103	Principles of Psychology and Human Behavior/Communication	30	00	00	30
MA-104	Anatomy and Physiology for Medical Assistants	30	30	00	60
MA-105	Clinical Procedures for Medical Assistants	30	30	00	60
MA-106	Pharmacology and Medication Administration	15	15	00	30
MA-107	Career Preparedness/Professionalism	10	10	00	20
MA-108	Laboratory Procedures	15	15	00	30
MA-109	Phlebotomy	15	15	00	30
MA-110	Electrocardiography and Emergency Procedures	15	15	00	30
MA-111	Therapeutic Modalities and Nutrition	10	10	00	20
MA-112	Medical Insurance and Administrative Procedures	15	15	00	30
MA-113	Certification Preparation	25	5	00	30
MA-114	Externship	00	00	200	00
Total		240	190	200	630

Synopsis of Each Subject Offered

MA 101 - Introduction to Medical Assisting (15 hours Theory/15 hours Lab)

Description: The student will learn about the entry level medical assisting skills within the scope of practice, the role of other healthcare professionals, and professionalism. Introduction to legal implications and ethical considerations as it relates to medical law and ethics is also reviewed. Upon successful completion of this section, the student will be eligible to proceed to the following section MA 102. 30 hours

MA 102- Medical Terminology (15 hours Theory/15 hours Lab)
Description: The student will learn about the practical application of the medical vocabulary system. It includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. Upon successful completion of this section, the student will be eligible to proceed to the following section MA 103. 30 hours

MA 103 - Principles of Psychology and Human Behavior/Communication (30 hours Theory/0 hours Lab)
Description: The student will learn the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. This course will also include principles of patient education. Upon successful completion of this section, the student will be eligible to proceed to the following section MA 104. 30 hours.

MA 104 - Anatomy and Physiology for Medical Assistants (30 hours Theory/30 hours Lab)
Description: The student will learn the fundamentals of body structure and function of human cells, tissues, organs, and body systems. This course also includes an overview of common pathophysiology and medical terminology as it relates to the Medical Assistant profession. Upon successful completion of this section, the student will be eligible to proceed to the following section MA 105. 60 hours

MA 105 - Clinical Procedures for Medical Assistants (30 hours Theory/30 hours Lab)
Description: The student will learn the basic skills of the medical assisting field. The course will have emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, therapeutic modalities, and other treatments as appropriate for ambulatory care settings. Additionally, pediatric measurements, hearing/visual acuity testing, eye/ear irrigation and instillation of optic/otic medication. Upon successful completion of this section, the student will be eligible to proceed to the following section MA 106. 60 hours

MA 106- Pharmacology and Medication Administration (15 hours Theory/15 hours Lab)
Description: The student will receive instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of parenteral and non-parenteral medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. Upon successful completion of this section, the student will be eligible to proceed to the following section MA 107. 30 hours

MA 107 Career Preparedness/Professionalism (10 hours Theory/10 hours Lab)

Description: Students will learn about the professional requirements of the Medical Assistant field. Additionally, students will apply the fundamentals of resume creation and interview techniques. Upon successful completion of this session, the student will be eligible to proceed to the following section MA 108. 20 hours

MA 108- Laboratory Procedures (15 hours Theory/15 hours Lab)
Description: The student will learn the application of governmental health care guidelines as it applies to the POL. This course includes specimen collection and handling, common laboratory equipment, quality assurance, and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-waived laboratory testing. Upon successful completion of this section, the student will be eligible to proceed to the following section MA 109. 30 hours

MA 109- Phlebotomy (15 hours Theory/15 hours Lab)
Description: The student will learn how to prepare, collect, and process blood specimens utilizing various collection methods, including the evacuated tube system, winged infusion set, and capillary fingerstick. Additionally, students will learn sanitation techniques and sterilization procedures, identification of labeling, identifying orders, and other essential information for developing the phlebotomy skills base. Upon successful completion of this section, the student will be eligible to proceed to the following section MA 110. 30 successful venipunctures and 10 finger sticks are required to qualify for the CPT certification exam. 30 hours

MA 110- Electrocardiography and Emergency Procedures (15 hours Theory/15 hours Lab)
Description: The student will learn the fundamentals of cardiovascular anatomy and physiology. It includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. Additionally, this course will cover CPR training (AHA guidelines) and First Aid measures. 10 EKGs on live individuals are required to qualify for the EKG Tech certification. Upon successful completion of this section, the student will be eligible to proceed to the following section MA 111. 30 hours

MA 111- Therapeutic Modalities and Nutrition (10 hours Theory/10 hours Lab)
Description: The student will learn the principles of nutrition as it relates to health and disease. Course topics include; food labeling, macronutrients, micronutrients, therapeutic nutrition, and dietary supplements. Additionally, students will learn the foundation of therapeutics in healthcare and the role of medical assistant in holistic medicine. Upon successful completion of this section, the student will be eligible to proceed to the following section MA 112. 20 hours

MA 112- Medical Insurance and Administrative Procedures (15 hours Theory/15 hours Lab)
Description: Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office to include telehealth. Upon successful completion of this section, the student will be eligible to proceed to the following section MA 113. 30 hours

MA 113- Certification Preparation (25 hours Theory/5 hours Lab)

A preparation for the Medical Assisting credentialing exam (CCMA), including all three components of the CMA, general, administrative, and clinical. Prerequisites: MA 101-MA 114. (30 hours)

MA 114- Externship
200-hour externship completed at an approved externship site.



VOCATIONAL NURSING PROGRAM

Program Description

The vocational nursing program is a prelicensure program designed to prepare students to become licensed practical/vocational nurses. During the course the students will learn how to provide direct care to patients in various settings through classroom, lab, and hands on clinical experiences. Upon successful completion of the program, students will take the national licensing examination (NCLEX-PN®) to become a licensed practical nurse. The program will be 12-months long and consist of 4 quarters. Students are scheduled approximately 30 hours per week and will have a one week break after each quarter.

Textbook
Students are provided with e-book version of course textbooks when available. All textbook information will be updated as needed.

Subject/Course	Author	ISBN	Title
Medical Terminology	Finnegan	978-1-7196-4864-6	Medical Terminology in a Flash, 5e
Anatomy & Physiology	Thompson	78-0-8036-7645-9	Understanding Anatomy & Physiology: A Visual, Auditory, Interactive Approach, 3rd Edition
Anatomy & Physiology	Thompson	ISBN-13: 978-0-8036-9821-5	Pkg Understanding A&P 3e & Workbook Understanding A&P 3e 3rd Edition
Life Span	Polan	978-1-7196-4591-1	Journey Across the Lifespan, 7e
Fundamentals	Burton	978-1-7196-4455-6	Fundamentals of Nursing Care: Concepts, Connections & Skills, 4th Edition
Fundamentals	Davis	978-1-7196-4661-1	Davis's Nursing Skills Videos for LPN/LVN Access Card **Digital Only, 4th Edition**
Clinical Simulations	Dillon	978-0-8036-6969-7	CLINICAL SIMULATIONS FOR NURSING EDUCATION: LEARNER V ***fillable PDF,*** **2nd Edition**
Medical Surgical Nursing	Williams	978-1-7196-4458-7	Understanding Medical-Surgical Nursing, 7th Edition
Pharmacology	Watkins	978-1-7196-4474-7	Pharmacology Clear and Simple: A Guide to Drug Classifications and Dosage Calculations, 4th Edition
Pharmacology	Castillo	978-0-8036-7713-5	DOSE CALC 360, 3rd Edition **Digital only**
Drug Guide	Vallerand	978-1-7196-4640-6	DAVIS'S DRUG GUIDE FOR NURSES, 18th Edition
Maternal Child	Palmer	978-0-8036-9734-8	Safe Maternity & Pediatric Nursing Care, 2nd Edition
Gerontology	Dahlkemper	978-0-8036-8992-3	Caring for Older Adults Holistically, 7th Edition
Mental Health	Gorman	978-1-7196-4560-7	Neeb's Mental Health Nursing, 6th Edition
Leadership & Management	Dahlkemper	978-1-7196-4148-7	Nursing Leadership, Management, and Professional Practice LPN/LVN, 7th Edition
All Courses	Davis	978-1-7196-4780-9	Davis Advantage Completer Set 1st Edition

All Courses	Burton	978-1-7196-4456-3	Study Guide: Fundamentals of Nursing Care: Concepts, Connections & Skills, 4th Edition
Medical Surgical Nursing	Hopper	978-1-7196-4459-4	Study Guide, Understanding Medical-Surgical Nursing, 7th Edition
Maternal Child	Palmer	978-0-8036-9736-2	Study Guide, Safe Maternity & Pediatric Nursing Care, 2nd Edition

Vocational Nursing Fees, Tuition, and/or Special Charges

Tuition	$19,650.00
Books, Supplies, Tools and Uniforms	$2,850.00
Total program cost	$22,500.00

Extra Fees

Background/fingerprints	$50.00*
Basic Life Support Card	$50.00*
Student Liability Insurance	$42.00*
Physical Exam	$Varies**
Vaccine and Immunizations	$Varies**

**Price is estimate and dependent on third party costs and may change at any time.*
***Price listed is estimate and may depend on insurance and provider.*

2025/2026 Vocational Nursing Program Date

Session	Start Date	End Date
VN 01.05.26	January 5, 2026	January 5, 2027

All students must fulfill entrance requirements and financial obligations prior to January 1, 2026 to be on the final roster.

Class Schedule for the Vocational Nursing Program
Classroom hours for the Vocational Nursing Program will be held between 8:00 a.m.- 4:00 p.m. Monday- Friday (times will vary depending on course). Clinical hours will vary and are dependent on clinical site (6 a.m.-2 p.m., 7 a.m.-3 p.m., 8 a.m.-4 p.m.).

Breaks
All classes will break for 10-minutes each hour and have a 30–45-minute lunch break. After each phase, students will have a 1-week break.

Student Orientation
Student orientation for the Vocational Nursing Program is mandatory. Orientation schedule will be issued on or before January 5, 2026. Orientation attendance does not count towards classroom clock hours.

Program and Clinical Requirements
Nursing students must pass an initial background check, physical, obtain student insurance and have all required immunizations and vaccinations for program start and clinicals. All listed and additional requirements will be provided in the Student Nursing Entrance Packet during scheduled appointment with Admissions.

Program Outline

Phase	Course Number	Course Name	Theory Hours	Lab Hours	Clinical Hours
1	A&P 0100	General Anatomy & Physiology	60	0	0
	MT 0200	Medical Terminology for Health Professionals	20	0	0
	VN 1000	Vocational Nursing Concepts	50	25	0
	VN 100	Basic Nursing Skills Lab	0	120	0
	VN 1200	Clinical Vocational Nursing 1	0	0	120
		1st Phase Total	**130**	**145**	**120**
2	VN 2000	Medical Surgical Nursing (Adult)	60	15	0
	VN 2100	Mental Health	40	0	0
	VN 2200	Pharmacology	30	0	0
	VN 2300	Pediatrics	60	10	0
	VN 2400	Clinical Vocational Nursing II	0	0	120
		2nd Phase Total	**190**	**25**	**120**
3	VN 3000	Medical Surgical Nursing II	60	15	0
	VN 3100	Pharmacology II	30	0	0
	VN 3200	Maternal Child	50	0	0
	VN 3300	Clinical Vocational Nursing III	0	0	120
		3rd Phase Total	**140**	**15**	**120**
4	VN 4000	Medical Surgical Nursing III (Complex Diseases)	40	5	0
	VN 4100	Leadership/Professional Nursing	60	0	0
	VN 4200	Clinical Nursing IV	0	0	120
		4th Phase Total	**100**	**5**	**120**
		Total Hours	**560**	**190**	**480**

Synopsis of Each Subject Offered

A&P 0100 General Anatomy & Physiology

Description: This course provides a comprehensive study of the anatomy and physiology / form & function of the human body. There is a focus on normal anatomy and physiology of the human body, beginning with the cellular level and finishing with interactions among all body systems as an integrated whole. Normal development and function of each system and the interaction among body systems will be examined using a systems approach. The primary emphasis of this course includes a study of the cells, tissues, and the body systems, including blood, cardiovascular, digestive, endocrine, integumentary, lymphatic, muscular, nervous, sensory, skeletal, respiratory, urinary, and reproductive. The secondary focus of this course will include alterations in the form and function of major body organs and systems. A total systems approach will provide emphasis on applying these concepts to nursing care situations. Upon completion, students should be able to demonstrate an in-depth understanding of the principles of anatomy and physiology and their interrelationships.

MT 0200 Medical Terminology for Healthcare Professions
Description: This course provides the framework for understanding medical language and terminology used by healthcare professionals. Students will gain an understanding of the rules of building and analyzing medical terms from word origins and will learn correct pronunciation, definitions, and spelling for all of the body systems, major pathological conditions, common disorders, Prescribed medications, and more. Major course topics include the pronunciation, defining, and spelling of medical terminology, word roots, prefixes, suffixes, and connecting/combining forms, as well as interpreting common abbreviations, relating medical terms to structure and function, and recognizing major conditions, diseases, and disorders of the human body.

VN 1000 Vocational Nursing Concepts
Description: This course introduces fundamental nursing concepts that lead to success in school, work and as a student. It includes learning skills for critical thinking, time management, effective study habits, career and academic planning. Students will be actively involved in practicing techniques that promote success. This course will also explain the role of the vocational nurse as a provider of care, client advocate, teacher, and communicator. There will be an emphasis on patient safety and safe practices for the health care provider. The vocational nursing student will start to explore the use of an established plan to provide direct client care to meet client's basic needs under direction and/or supervision that is consistent with the State's Nurse Practice Act. The student will learn how to recognize and actively address issues related to protection of clients. The student will begin to use clinical judgment skills guided by established standards, guidelines, competencies, and best practices. Skills to establish and participate in therapeutic relationships with clients, families, and coworkers are stressed. Introduces the application of the nursing process in meeting the needs of clients to practice as a vocational nurse using an interdisciplinary approach to providing care to clients. The nursing process will be utilized to assist in the implementation and adaptation of care plans. The course presents principles of health promotion, maintenance, and restoration across the life span. This course explores knowledge, judgment, and values within a medical/legal framework. Professional ethics and responsibilities will be discussed. The needs of the patient in relation to spirituality and culture are also addressed.

VN 1100 Basic Nursing Skills Lab

Description: This course will provide the vocational nursing students with practice in the laboratory setting prior to clinical experience, and will include nursing skills, documentation, and utilization of the nursing process as the foundation for all nursing interventions. Emphasis will be on the nurse's role in promoting health, its restoration, and mastery of entry level skills and competencies for a variety of health care settings.

VN 1200 Clinical Vocational Nursing I

Description: This course involves application of specialized occupation theory, skills, and concept to the care of adult patients experiencing medical-surgical conditions in the health illness continuum. A variety of healthcare settings are utilized. Focus on application of the nursing process and nursing technology in the care of adults undergoing potential and actual alterations in health related to commonly occurring problems. Promotion of adaptation to illness, circulation and oxygenation are emphasized.

VN 2000 Medical Surgical Nursing I (Adult)

Description: This course is an application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Builds upon the problem-solving and interpersonal concepts introduced in the application of the nursing process and nursing technology in the care of the adult's potential and actual alterations in health related to regulation of body fluids, nutrition, metabolism, and cancer, The use of critical thinking to make problem-solving decisions about medical surgical healthcare needs will be presented in reference to the normal growth and development for all patients.

VN 2100 Mental Health

Description: This course introduces nursing concepts related to psychiatric/mental health. The unique needs of clients with mental health issues are explored. The student will examine client responses to stressors across the life span and will build on the foundation of previous nursing courses and the nursing process. Tasks of biological-behavioral concepts in psychiatric nursing care and cultural impacts will be addressed. Cultural and spiritual aspects of patient care as well as loss, grief, and the dying are also included in this course.

VN 2200 Pharmacology I

Description: Pharmacology I will introduce the science of pharmacology and considers the role of the vocational nursing in the preparation, management, and administration of medications. The course provides a working description of the principles of pharmacodynamics and pharmacokinetics and identifies the role of nerve pathways in the action of drugs. An emphasis on understanding the action of medications, safe administration practices and competence in drug calculations is made.

VN 2300 Pediatrics

Description: This course introduces the vocational nursing student to pediatric nursing. The student will identify health promotion and disease prevention unique to the pediatric client. Information and principles of normal growth and development of the client from the infant to the adolescent will be presented. Child development theories such as Erickson and Piaget will be

discussed. Emphasis will be placed upon the stages of development and their linkage to common events and adaptations. Deviation from normal growth and development will be explained in relationship to meeting health care needs of pediatric clients. Principles and skills to assist children to achieve and maintain an optimum level of health and development will be addressed. Treating and rehabilitating children who have alterations in health will be included. The use of critical thinking to make problem-solving decisions about medical-surgical health care needs will be presented in reference to the normal growth and development for all clients.

VN 2400 Clinical Vocational Nursing II (Geriatric/Psych)
Description: The second clinical course will apply clinical principles on medical surgical nursing, pediatrics, and mental health. Clinicals will allow the student to use an interdisciplinary approach to providing care to patients requiring care. Clinical experiences are based on nursing procedures, skills and critical thinking learned in all previous courses within the program.

VN 3000 Medical Surgical Nursing II
Description: This course provides information to the vocational nursing student on advanced principles and skills related to medical surgical patient and their conditions. The use of critical thinking to make problem solving decisions about medical-surgical patient's health care needs will be presented. The course will include health promotion and the wellness/illness continuum as well as the continuity of care for clients who have common diseases and disorders related to these systems.

VN 3100 Pharmacology II
Description: Pharmacology II focuses on classifications, indications, and effects of common drugs. Emphasizes nursing implications and the use of the nursing process in medication administration.

VN 3200 Maternal Child
Description: A study of concepts applicable to basic needs of the family, including childbearing and neonatal care. Topics include Maternal-Newborn Nursing, Women's Health, Nursing Care of Mother and Infant during labor and birth, Nursing care of women with complications during pregnancy, the newborn with a perinatal injury or congenital malformation.

VN 3300 Clinical Vocational Nursing III
Description: This course involves application of specialized occupation theory, skills, and concepts to the care maternity patients and newborns. A variety of health care settings are utilized, and focus is on the application of the nursing process and nursing technology in the care of patients undergoing potential and actual alterations in health related to commonly occurring problems.

VN 4000 Medical Surgical Nursing III (Complex Diseases)
Description: This course will focus is on reviewing nursing knowledge from prior Medical Surgical Nursing courses. Content includes review of the body systems in health and disease, health promotion and maintenance from infancy through adulthood, pharmacology, and strategies which promote a safe and effective nursing care environment.

VN 4100 Leadership/Professional Nursing

Description: This course is designed for the vocational nursing student preparing to take the NCLEX-VN exam. The focus is on reviewing nursing knowledge. Content includes a review of the following: body systems in health and disease; health promotion and maintenance from infancy through adulthood, pharmacology, strategies which promote a safe and effective nursing care environment and maintaining psychosocial integrity. This course will show that the vocational nurse is accountable for the ethical, legal, and professional dimensions of the practice of nursing. Learning experiences will prepare the student to become aware of personal codes of ethics and legal parameters of the nursing profession, incorporating moral concepts and respect of diverse values and beliefs. Techniques on how to identify, communicate and address ethical dilemmas and the responsibility of the vocational nurse will be studied. Students will learn how to become an effective leader. Principles of research and discovery learning will be presented to assist the student in delivery of client care. The students will also be assisted in making immediate and future decisions concerning job choices and educational growth by compiling resumes, evaluating job offers and outlining information essential to applying for and maintaining a nursing position. This course provides an overview of practical/vocational nursing and the role of the PN/VN as provider in patient centered care, patient safety advocate, member of the health care team, and member of the profession. Content includes knowledge, judgment, and values within a legal/ethical framework. The needs of the patient in relation to spirituality and culture are addressed. Principles of growth and development throughout the life cycle are included.

VN 4200 Clinical Vocational Nursing IV

Description: The final clinical course will apply clinical principles on geriatric patients. Clinicals will allow the student to use an interdisciplinary approach to providing care to patients requiring care. Clinical experiences are based on nursing procedures, skills and critical thinking learned in all previous courses within the program.



SEMINAR INFORMATION

INTRAVENOUS I.V. THERAPY SEMINAR

Seminar Description
The Intravenous IV Therapy Seminar will prepare the student for IV skill training. The seminar will focus on fluids, medications, technique, and complications. The student will learn techniques for administration and maintenance of IV catheters, IV therapy and pumps. Students must effectively demonstrate skills learned in seminar and receive a passing score of 75% or higher to receive a certificate of completion.

Prerequisite: Must be currently employed in the healthcare field.

Lecture and clinical topics include:
- IV Device
- Different gauges
- Anatomy of veins
- Tourniquet procedure
- Potential sites
- Sites to avoid.
- Equipment and preparation
- Step-by-step technique
- Veins that blow
- Venipuncture in elderly patients
- Infiltration and extravasation

Textbook
Rapid Guide to IV Starts for the RN and EMT 3rd edition 2016, by Team Rapid Response

Total Cost for Seminar
$125.00

Course Outline

Course#	Course Title	Lecture Hours	Lab Hours	Total Hours
IVT 100	Intravenous IV Therapy	4 hours	4 hours	8 hours

ELECTROCARDIOGRAM (EKG) TECHNICIAN TRAINING SEMINAR

Seminar Description
The course reviews the main features of EKG tracings. The student will learn techniques for assessments of rhythm, heart rate calculations, observing P-wave forms, evaluation of EKG intervals, segments and the evaluation of relevant waves. Students must effectively demonstrate skills learned in seminar and receive a passing score of 75% or higher to receive a certificate of completion.

Prerequisite: Must be currently employed in the healthcare field.

Lecture and clinical topics include:
- EKG Interpretation
- EKG Nomenclature
- P Wave
- Heart Rate
- Rhythm
- PR Interval
- T Wave
- QRS Complex
- QT Interval
- ST Segment

Textbook
National Healthcareer Association (NHA) Certified EKG Technician guide

Total Cost for Seminar
$150.00

Course Outline

Course#	Course Title	Lecture Hours	Lab Hours	Total Hours
EKG 100	EKG Technician	5 hours	5 hours	10 Hours

PHLEBOTOMY TECHNICIAN TRAINING SEMINAR

Seminar Description
A Phlebotomy technician specializes in clinical support and assists in collecting blood and other samples from patients for examination in laboratories. The student will learn techniques such as performing blood draws from patients and blood donors, explaining blood drawing procedures to patients, answering patient questions, and preparing specimens for testing. Students must effectively demonstrate skills learned in seminar and receive a passing score of 75% or higher to receive a certificate of completion.

Lecture and clinical topics include:
- Anatomy and Physiology
- Blood sampling procedures
- Blood and cell composition
- Laboratory safety procedures
- Responsibilities of a Phlebotomy Technician
- Apply principles of aseptic techniques and infection control
- Documentation
- Medical terminology

Prerequisite
Must be a currently employed in the healthcare field.

Textbook
National Healthcareer Association (NHA) Certified Phlebotomy Technician guide.

Total Cost for Seminar
$150.00

Course Outline

Course#	Course Title	Lecture Hours	Lab Hours	Total Hours
PHL 100	Phlebotomy Technician Training	4 hours	4 hours	8 hours

Attendance Policy for Seminars
(Title 40, Texas Administrative Code, Section 807.241-245)
Students must attend and complete the entire seminar to receive certificate of completion. If the student does not complete all seminar hours, the student will not receive credit.

Financial Aid for Seminars
Seminars are approved by the Texas Workforce Commission and are not accredited by the Council of Occupational Education. Students do not receive title IV financial aid for the seminars listed. Payments must be made in full at enrollment to reserve seating.

Cancellation and Refund Policies for Seminars
(Texas Education Code, Sections 132.061 and .0611 and Title 40, Texas Administrative Code, Section 807.261-264.)
1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following: (a) the last date of attendance; or (b) the date of receipt of written notice from the student
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than $100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases: (a) an enrollee is not accepted by the school; (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or (c) if the student's enrollment was procured 60 as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.
6. Refunds will be issued within 45 days after the effective date of termination.

Seminar Cancellation and Refund Policy for Students Called to Active Military Service
A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled: (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program or
(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed at least 90 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit.

Refunds will be issued within 45 days after the effective date of termination.

The information contained in this catalog is true and correct to the best of my knowledge.

nestor lopez

Nestor Lopez, School Director

The Institute of Allied Healthcare
Receipt of Student Catalog Acknowledgement

I , _____ (*printed name*) have read, understood, and will abide by the policies, procedures, rules, and regulations as outlined in the Student Catalog. My signature indicates my understanding and acceptance of my responsibilities as a student. I further understand that new policies, procedures, and guidelines may be implemented and that must be adhered to during my tenure as a student. I understand that all updates, if applicable, are provided on the school website, through the Orbund system, and announcements made in class.

Received and acknowledged by:

Student Signature _____ Date _____

School Official _____ Date _____