



# SCHOOL CATALOG

*Volume 11, Version 2*  
*Effective Date March 1, 2016*

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<b>LICENSED BY:</b> .....	<b>4</b>
<b>ACCREDITED BY:</b> .....	<b>4</b>
<b>STATEMENT OF OWNERSHIP</b> .....	<b>4</b>
<b>GOVERNING BODY</b> .....	<b>4</b>
<b>BOARD OF DIRECTORS</b> .....	<b>4</b>
<b>ADVISORY BOARD</b> .....	<b>5</b>
<b>PRESIDENT'S MESSAGE</b> .....	<b>5</b>
<b>HISTORY</b> .....	<b>5</b>
<b>EDUCATIONAL PHILOSOPHY</b> .....	<b>5</b>
<b>SCHOOL MISSION</b> .....	<b>5</b>
<b>FACILITY AND EQUIPMENT</b> .....	<b>6</b>
<b>HOURS OF OPERATION</b> .....	<b>6</b>
<b>STATEMENT OF AFFIRMATIVE ACTION</b> .....	<b>6</b>
<b>SPECIAL NOTE</b> .....	<b>6</b>
<b>INFORMATION SHARING &amp;</b> .....	<b>6</b>
<b>THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)</b> .....	<b>6</b>
FERPA .....	6
DIRECTORY INFORMATION .....	6
PARENTAL ACCESS TO CHILDREN'S EDUCATION RECORDS ...	7
POSTING OF GRADES BY FACULTY .....	7
RESPONSIBILITIES OF THE STAFF MEMBER .....	7
PROCEDURES BEFORE RELEASING INFORMATION .....	7
INFORMATION RELEASE VIA TELEPHONE .....	8
<b>ADMISSIONS POLICY</b> .....	<b>9</b>
ADMISSIONS REQUIREMENTS AND PROCEDURES .....	9
GENERAL ADMISSIONS REQUIREMENTS .....	9
ADDITIONAL ADMISSION REQUIREMENTS FOR THE PHARMACY TECHNICIAN PROGRAM .....	10
ADDITIONAL PROGRAM REQUIREMENTS REQUIRED FOR PHARMACY TECHNICIAN EXTERNSHIP .....	10
ONLINE COURSE REQUIREMENTS .....	10
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES ....	11
FINANCIAL ARRANGEMENTS .....	11
<b>ACADEMIC INFORMATION</b> .....	<b>13</b>
CREDIT FOR PRIOR EDUCATION .....	13
TRANSFER STUDENTS .....	13
DEFINITION OF CLOCK HOUR .....	13
CLOCK TO CREDIT HOUR FORMULA .....	13
CLASS SCHEDULE AND CLASS SIZE .....	13
COURSE/DROP ADD PERIOD .....	13
<b>SATISFACTORY PROGRESS &amp; PROBATION POLICY</b> .....	<b>14</b>

SAME AS OR STRICTER THAN .....	14
MAXIMUM TIMEFRAME .....	14
EVALUATION PERIODS .....	14
CLOCK HOUR PROGRAMS .....	15
*MINIMUM PROGRAM HOURS ACCOUNTS FOR A 10%	
MAXIMUM ALLOWED ABSENCES .....	15
CREDIT HOUR PROGRAMS .....	15
QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP) .....	15
QUANTITATIVE REQUIREMENT .....	15
FINANCIAL AID WARNING .....	16
FINANCIAL AID PROBATION .....	16
STUDENT APPEAL PROCEDURES .....	17
ACADEMIC PROGRESS STANDARD .....	18
GRADING SYSTEM .....	18
ATTENDANCE .....	18
ABSENCES .....	19
TARDINESS .....	19
MAKE-UP HOURS .....	19
MAKE-UP WORK .....	20
ACADEMIC APPEALS .....	20
LEAVE OF ABSENCE .....	20
RECORDS .....	20
PROGRESS REPORT .....	20
DISMISSAL/WITHDRAWAL .....	21
"OFFICIAL" VOLUNTARY WITHDRAWAL .....	21
UNOFFICIAL WITHDRAWAL .....	22
REINSTATEMENT .....	22
INCOMPLETE GRADE .....	23
COURSE INCOMPLETES, REPETITIONS AND NON –CREDIT	
REMEDIAL COURSES .....	23
PROGRAM CHANGES/CANCELLATION .....	23
REPEATING COURSES .....	23
RECOGNITION AWARDS .....	24
GRADUATION REQUIREMENTS .....	24
TRANSCRIPTS .....	24
VETERAN'S ATTENDANCE POLICY .....	24
STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS .....	24
VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING .....	25
VETERAN'S .....	25
<b>STUDENT SERVICES</b> .....	<b>26</b>
ADVISING SERVICES .....	26
FINANCIAL ADVISING SERVICES .....	26
CAREER SERVICES .....	26
TUTORING SERVICES .....	27
HOUSING .....	27
LOST AND FOUND SERVICES .....	27
PERSONAL PROPERTY SERVICES .....	27
LEARNING/LIBRARY/INFORMATION RESOURCE AREA .....	27
PARKING .....	28

CLASS REGISTRATION/DEADLINES .....	28
EMERGENCY CONTACTS .....	28
SCHOOL SECURITY ACT .....	28
CRIME STATISTICS REPORT .....	29
<b>SCHOOL RULES AND REGULATIONS .....</b>	<b>30</b>
DRUG AND ALCOHOL POLICY .....	30
WEAPONS POLICY.....	30
SEXUAL HARASSMENT POLICY .....	30
TITLE IX COORDINATOR .....	31
CONDUCT POLICY .....	31
PROBATION POLICY.....	31
SUSPENSION/DISMISSAL/TERMINATION POLICY .....	32
VOLUNTARY WITHDRAWAL .....	32
HEALTH AND SAFETY POLICY .....	32
ADVERSE WEATHER AND EMERGENCY CLOSING POLICY ...	32
EMERGENCY EVACUATION PLAN POLICY.....	32
INCIDENTS/ACCIDENTS POLICY .....	33
SECURITY SYSTEM CARDS POLICY .....	33
DRESS CODE POLICY.....	33
SMOKING AND BEVERAGE POLICY .....	34
CELL PHONE AND PAGERS .....	34
<b>FINANCIAL INFORMATION .....</b>	<b>35</b>
FINANCIAL OBLIGATIONS.....	35
HOW ELIGIBILITY IS DETERMINED FOR TITLE IV, HEA.....	35
VETERANS BENEFITS/OTHER FUNDING SOURCES .....	36
NEW HORIZONS SCHOLARSHIP .....	36
MALL OF THE AMERICA EMPLOYEE SCHOLARSHIP.....	37
ECONOMIC DEVELOPMENT SCHOLARSHIP .....	38
CONVICTION FOR POSSESSION OR SALE OF ILLEGAL DRUGS.	39
APPLYING FOR FINANCIAL AID .....	40
PELL GRANT .....	41
DIRECT STUDENT LOAN.....	41
PLUS LOAN.....	42
COUNSELING .....	42
CREDIT BALANCES.....	42
DISBURSEMENT NOTICE .....	42
VERIFICATION .....	42
FEE & PAYMENT SCHEDULE .....	43
CANCELLATION/REJECTION POLICY.....	43
REFUND AND CANCELLATION POLICIES.....	43
TUITION REFUND POLICY.....	44
<b>RETURN TO TITLE IV POLICIES AND PROCEDURES .45</b>	
WITHDRAW BEFORE 60% .....	45
WITHDRAW AFTER 60%.....	46
THE CALCULATION FORMULA:.....	46
ORDER OF RETURN .....	47
EARNED AID: .....	47
POST WITHDRAW .....	47
INSTITUTION RESPONSIBILITIES .....	47
OVERPAYMENT OF TITLE IV, HEA FUNDS .....	48
STUDENT RESPONSIBILITIES IN REGARDS TO RETURN OF TITLE IV, HEA FUNDS .....	48
REFUND VS. RETURN TO TITLE IV .....	48
RETURN TO TITLE IV QUESTIONS .....	48
TUITION, FEES, PROGRAMS & CURRICULUM.....	48
CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING FINANCIAL AID INFORMATION .....	49
<b>STUDENT ACTIVITIES .....</b>	<b>49</b>
<b>STUDENT FAIR CONSUMER RIGHTS .....</b>	<b>49</b>
<b>STUDENT RESPONSIBILITIES .....</b>	<b>50</b>
<b>STUDENT COMPLAINT/GRIEVANCE PROCEDURES 50</b>	
<u>Arbitration</u> .....	52
<b>VOTER REGISTRATION POLICY.....</b>	<b>52</b>
<b>ACADEMIC PROGRAMS .....</b>	<b>53</b>
<b>NURSING ASSISTANT/HOME HEALTH AIDE .....</b>	<b>54</b>
PROGRAM OBJECTIVE/DESCRIPTION: .....	54
PROGRAM BREAKDOWN BY COURSE .....	54
<b>PATIENT CARE TECHNICIAN .....</b>	<b>56</b>
PROGRAM OBJECTIVE/DESCRIPTION .....	56
PROGRAM BREAKDOWN BY COURSE .....	56
<b>MEDICAL ASSISTANT .....</b>	<b>58</b>
PROGRAM OBJECTIVE/DESCRIPTION: .....	58
PROGRAM BREAKDOWN BY COURSE .....	58
<b>PHARMACY TECHNICIAN .....</b>	<b>60</b>
PROGRAM OBJECTIVE/DESCRIPTION: .....	60
PROGRAM BREAKDOWN BY COURSE .....	60
<b>WEB AND APPLICATION DEVELOPMENT ENGINEER .....</b>	<b>62</b>
PROGRAM OBJECTIVE/DESCRIPTION: .....	62
PROGRAM BREAKDOWN BY COURSE .....	62
<b>IT SECURITY AND CLOUD PROFESSIONAL ENGINEER .....</b>	<b>63</b>
PROGRAM OBJECTIVE/DESCRIPTION: .....	63
PROGRAM BREAKDOWN BY COURSE .....	63
<b>COURSE NUMBERING .....</b>	<b>65</b>
COURSE DESCRIPTION .....	65
<b>ADMINISTRATION .....</b>	<b>76</b>
<b>FACULTY .....</b>	<b>76</b>
<b>SCHOOL CALENDAR 2016 .....</b>	<b>78</b>

### **LICENSED BY:**

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Approved by the Florida Board of Nursing  
Nursing Assistant/HHA Program  
License Number/Testing Code: 1159  
4050 Bald Cypress Way, Bin #C06, Tallahassee, Fl. 32399-3256

Approved by the Florida Board of Pharmacy  
Pharmacy Technician Program  
Provider Number RTTP593  
4052 Bald Cypress Way, Bin #C04, Tallahassee, FL 32399

### **ACCREDITED BY:**

Council on Occupational Education (COE) (ID#: 312400)  
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Atlanta, GA 30350  
(770) 396-3898 / Toll Free (800) 917-2081  
Fax (770) 396-3790

### **STATEMENT OF OWNERSHIP**

Florida Vocational Institute, Corp. is a corporation formed under the laws of the State of Florida. The current owner is SB Education Inc.

### **GOVERNING BODY**

The governing board is constituted by the Board of Directors and address is as follows:  
100 S Pine Island Rd, Suite 200  
Plantation, FL 33324

### **BOARD OF DIRECTORS**

Gil Bonwitt	President
Jeffrey Scheck	Vice President
Martin Scheck	Vice President
Elise Bonwitt	Secretary
Steven Scheck	Vice President

## **ADVISORY BOARD**

Adam Fader, RN

Dianelis Perez, RN

Wilfredo Leiva, MS

Marlen Gonzalez, RN

Ana Diaz, HR Generalist

Nadime Hay- Harb, BCABA, QDDP, MS

Adam Gordon, MA

Fernando Martel, BCS

Guillermo Perez, MBA, Engineer

Brian Nunez, MBA

## **PRESIDENT'S MESSAGE**

Florida Vocational Institute (FVI)'s Vision is to provide our community with career training that prepares our students for great careers in high growth and high demand industries. Our vision is to provide every individual who has the passion and drive with employment focused career training. FVI career training is designed to be affordable, flexible, and results oriented.

We focus on you learning the real world hands on skills required to be ready for a career opportunity in healthcare and information technology. Currently the demand for healthcare and information technology professionals is growing rapidly\*. Our training programs can be completed in less than a year giving you an opportunity to get your career started quickly.

FVI is here to help you reach your goals for a new future filled with professional satisfaction and rewards. We are ready to serve you by making your dreams a reality, and helping you reach your career goals. \*

[http://www.bls.gov/emp/ep\\_table\\_103.htm](http://www.bls.gov/emp/ep_table_103.htm)

## **HISTORY**

Florida Vocational Institute opened in February, 2007. The leadership team at Florida Vocational Institute possess decades of experience in career training. Florida Vocational Institute is licensed by the State of Florida, Commission for Independent Education (CIE) License Number: 3441. Florida Vocational Institute is approved by the Florida Board of Nursing to offer the Nursing Assistant/Home Health Aide Program License Number/Testing Code: 1159. Florida Vocational Institute is accredited by Council on Occupational Education (COE) ID# 312400 since November 03, 2010.

The purpose of Florida Vocational Institute is to offer affordable training and employable skills in the challenging and rewarding IT and Healthcare career fields.

## **EDUCATIONAL PHILOSOPHY**

We believe everyone who wants a great career opportunity should be able to achieve that goal. Florida Vocational Institute focuses on providing high quality instruction and hands on learning for our students. We believe that providing a path to a new career through education is one of the great opportunities in this country. We believe that training should be based on the careers that are in demand in our community and should prepare our students for careers in months.

## **SCHOOL MISSION**

Florida Vocational Institute's mission is to train students to become entry level professionals in high demand careers. We aim to improve employability and inspire life long career growth, thereby improving the life quality of individuals in our community.

## **FACILITY AND EQUIPMENT**

Florida Vocational Institute offers its students a modern facility providing an atmosphere conducive to learning and containing teaching aids and audio/visual equipment. The facility is composed of 13,339 square feet of space. It includes theory classrooms, medical and computer labs, a student lounge, a reception area, fully equipped administrative offices, a library/resource information area with available hard references, as well as online subscription databases of journals and information for students to study and research. Bathrooms are available and are in compliance with the Americans with Disabilities Act guidelines. The campus is spacious and attractive and there is plenty of parking available for the students, including an elevator to access the second floor. The building is located close to public transportation and local restaurants.

## **HOURS OF OPERATION**

The school's administration and student services offices are open Monday through Friday from 8:30 a.m. to 7:00 p.m. Classes are scheduled Monday through Thursday from 8:30 a.m. – 1:30 p.m. / 5:30 p.m. – 10:30 p.m. Make-up days may be held on select Fridays.

## **STATEMENT OF AFFIRMATIVE ACTION**

Florida Vocational Institute admits students of any sex, race, creed, color, age, disability, national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, age, disability, national origin, religious beliefs or political affiliations in the administration of its educational policies, admissions policies, job placement assistance and any other school administered programs.

## **SPECIAL NOTE**

Information in this catalog is accurate at the time of publication. The school reserves the right to change courses of study, course content, fees, program requirements, class schedules, and academic calendar, or to make other changes deemed necessary or desirable, giving advance notice of change whenever possible. Students already enrolled will not be affected by tuition increases or changes.

## **INFORMATION SHARING & THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

### **FERPA**

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

### **Directory Information**

In compliance with **FERPA**, the following statement reflects Florida Vocational Institute's policy:

*The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous*

*institution attended, will be released only in response to a written request. Florida Vocational institute reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.*

However, the Act states that each student has the right to inform the school that any or all of the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that Florida Vocational Institute is notified in writing by the student to permit release of "directory information".

### **Parental Access to Children's Education Records**

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

### **Posting of Grades by Faculty**

The public posting of grades either by the student's name, institutional student identification number, or security number without the student's written permission is a violation of **FERPA**.

### **Responsibilities of the Staff Member**

Florida Vocational Institute employees may have access to student education records. Their confidentiality, use, and release are governed by **FERPA**. The utilization of this information is governed by the regulations and the duties and responsibilities of employment and position. Unless the job involves release of information and the employee is trained in that function, any requests for disclosure of information, especially from outside the school should be referred to the Director of the Academic Affairs. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. School employees should have their own accounts and passwords on the administrative computer system and on e-mail. Every employee is responsible for their personal account and will be held accountable for any improper use. Protection of every employee sign-on password and procedure is critical for security. Employee password is the only protection administrative accounts have, and the only way the computer system can verify that the employee is actually who they say they are.

### **Procedures before Releasing Information**

#### **What to do?**

- Checking a person's picture identification when releasing education records is required. Always check to see if the student permitted disclosure of information before you release any information on the student.
- Discussing a student's record with any person who does not have a legitimate educational interest is a violation of **FERPA**. This pertains to conversations on and off the job.
- Removing any document from the office for non-business purposes is a violation of **FERPA**.
- Releasing confidential student information (non-directory) to another student, College or University, organization, or to any person who does not have a legitimate educational interest, or to the parents of an independent student without the student's written authorization is in violation of **FERPA**.
- Leaving reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leaving your computer unattended is in violation of **FERPA**.
- Making personal use of student information is in violation of **FERPA**.
- Allowing another person to use your computer access code is in violation of **FERPA**.

- Putting paperwork in the trash with a student's information (i.e., social security number or grades) is also in violation of **FERPA**.
- In addition to the possibility of personal litigation, proven **FERPA** violations may result in loss of federal funds to Florida Vocational Institute.
- Violation of confidentiality and security may lead to appropriate personnel action.

### **What not to do?**

Any employee is **not** authorized to release the following information without the student's written permission:

- Social security number
- Citizenship
- Gender
- Ethnicity
- Religious preference
- Grades
- GPA
- Daily class schedule. (This is really important. Local police authorities may be trying to find a student. Parents may be asking what classes the student is in today. Any employee is allowed to give this information. This even means to parents who are paying the bills.)

### **Information Release via Telephone**

No information concerning any student is released to any individual, group or organization via telephone, cellular phone or other similar devices unless that individual, group or organization is involved in the awarding and processing of student's Title IV aid.



## ADMISSIONS POLICY

### Admissions Requirements and Procedures

Florida Vocational Institute affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational training to the public and administering all educational services. The School is open to all students without regard to race, color, religion, age, sex, creed, national origin, sexual orientation, physical or mental disability, marital status or other factors which cannot be lawfully considered for an employment decision.

### General Admissions Requirements

To be eligible for admission, the applicant must meet the following requirements:

- The applicant must be seventeen years of age or older at the time he/she starts his/her program. If the applicant is under 18 years of age, a parent or guardian must sign and agree to the terms and conditions of the enrollment agreement.
- The applicant must complete an initial interview with an Admissions Representative and/or other administrative staff. It is the policy of the school not to allow any enrollment unless the prospective student visits the facilities. An Admission Representative will explain to the applicant the school programs and policies during the interview.
- The applicant must provide a valid driver's license, state ID with photo, or valid passport.
- The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from a high school or college in the form of a valid high school diploma, GED certificate, a higher earned degree, an official high school or GED transcript showing graduation date or other acceptable official documentation which confirms that the applicant meets or exceeds the academic achievement equal to a high school diploma in the USA. Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.

**Note:** Due to the passage of Consolidated and Further Continuing Appropriations Act of 2012, applicants who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds by passing an "ability-to-benefit" test **unless** the applicant previously attended an eligible program at any Title IV institution prior to July 1, 2012 then the applicant may continue to establish Title IV eligibility in any eligible program under one of the ATB Alternatives as a "grandfathered student". If an applicant meets the "grandfathered test" then he/she may be admitted into all diploma programs except Pharmacy Technician upon demonstrating the ability to benefit (ATB) and successfully attaining a **minimum score of 200 Verbal/210 Quantitative** on Wonderlic Basic Skills Test, or has satisfactorily completed 225 clock hours of our programs in place of the ATB.

The applicant for the Nursing Assistant/Home Health Aide program who lacks a high school diploma or equivalent must pass a Scholastic Level Exam (SLE) with a score of 11 or higher to qualify for admission. The applicant is entitled to two attempts on the same day to achieve a passing score. In the event the applicant fails to achieve the minimum passing score after the second attempt, the applicant is eligible to take a third attempt using another version after a minimum of 24 hours has elapsed from date of the second attempt. After these three attempts the applicant can retake the test one more time 30 days from the date of

the last attempt. **Note: Nursing Assistant/Home Health Aide program is not a Title IV, HEA eligible program.**

- The applicant must pay the required Registration Fee and complete all tuition payment requirements.
- The applicant must complete and sign an Enrollment Agreement. If an applicant is less than 18 years of age, a parent or legal guardian must also sign the Enrollment Agreement.  
**Age Disclaimer:** NOT all employers may hire a person younger than 18 years of age.
- The applicant entering a clinical training program will be required to pass a criminal background record check at his/her own expense.

**Disclosure:** Presence of criminal convictions on record may make a student ineligible for state licensure and may prevent a student from being employed in the field for which they have been trained. Applicants are strongly encouraged to contact the Florida Department of Business and Professional Regulations for information regarding the licensure application: [www.myfloridalicense.com/](http://www.myfloridalicense.com/) prior to enrolling.

### **Additional Admission Requirements for the Pharmacy Technician Program**

- The applicant applying for the Pharmacy Technician program must pass a Scholastic Level Exam (SLE) with a score of 11 or higher. The applicant is entitled to two attempts on the same day to achieve a passing score. In the event the applicant fails to achieve the minimum passing score after the second attempt, the applicant is eligible to retake the exam a third attempt after a minimum of 24 hours has elapsed from date of the second attempt. After these three attempts the applicant can retake the test one more time 30 days from the date of the last attempt.
- The applicant must submit to and pass a criminal background check upon acceptance into the program. (No felony convictions that occurred within the last ten (10) years, and/or any conviction that was drug or pharmacy related).

### **Additional Program Requirements Required for Pharmacy Technician Externship**

- The applicant must meet the following health and immunizations requirements at least one term **prior** to start the externship portion of the training. 1) Must either present documentation of having had Hepatitis B vaccination series or must complete the first two Hepatitis B injections at least 12 weeks prior to the start of externship. 2) Must submit to and pass a drug screen in the term prior to starting externship.
- **Disclosure:** Any student whose test results turn out be inconclusive (such as a diluted sample) will be required to retest at his/her own expense. If a student fails a drug screen or refuses to submit to a drug screen, the student will not be eligible to start externship and will be dismissed from the program.

### **Online Course Requirements**

Online classes can help you make a balance between your busy life and personal goals. Florida Vocational Institute offers exciting courses for your convenience. Online classes include exercises, interesting projects, and assignments. You do not need to physically travel to a campus. Students will enjoy the same benefits of a live instructor led course, but just via a videoconference setting instead of in a classroom setting. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

System Requirements:

Microsoft Windows XP SP 2 (32-bit) Windows Vista/7/8 (32/64 bit) Microsoft .Net 4.0

System Requirements:  
Mac OS X 10.6 or later

iOS Requirements:  
Compatible with iPhone, iPod touch, and iPad. Requires iOS 4.0 or later Valid Apple ID for downloading Vital-Source Bookshelf app

Android Requirements:  
Smartphone or Tablet that supports Android 2.2 or greater  
Kindle Fire 1 running Kindle Fire OS 6.3.1 or later  
Kindle Fire 2 running Kindle Fire OS 10.1.3 or later  
Kindle Fire HD running Kindle Fire OS 7.1.5 or later

### **Accommodations for Students with Disabilities**

The school is an Equal Opportunity Educational institution complies and does not discriminate in the recruitment of students based on gender, race, religion, color, creed, age, handicap, national origin, sexual orientation or any other protected characteristics. If an applicant or currently student require academic adjustments and/or auxiliary assistance in conjunction with the admission process or their program of study, he/she should contact the Campus Vice President to schedule an appointment.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process. The Campus Vice President will work with the applicant or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes

**Note:** In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations.

### **Financial Arrangements**

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Prior to admission the prospective student is given an enrollment agreement form, an interview with an admission representative. The interview will elaborate on course description, the career opportunities and the physical demands of the job, the school and State Board requirements.

An explanation on attendance and academic requirements will be given to the prospective student and how those requirements can affect the student's satisfactory academic performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

An admissions representative will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

## **ACADEMIC INFORMATION**

### **Credit for Prior Education**

Florida Vocational Institute reserves the right to accept or deny transferring clock hours or credit hours received from another school. The granting of credit for prior education or exams cannot exceed twenty-five percent (25%) of any program. Programs and tuition will be adjusted according to the number of clock hours or credit hours accepted by Florida Vocational Institute.

### **Transfer Students**

The School will count all transfer clock or credit hours that apply toward the student's current program in determining SAP. All transfer hours will be counted as both hours attempted and hours completed.

The School will count transfer clock or credit hours that apply toward the student's current program in determining SAP Transfer. Transfer clock or credit hours will be counted as both hours attempted and hours completed. A student who changes their program at FVI will be considered as a transfer student into the new program.

Students who transfer out of Florida Vocational Institute may receive a transcript reflecting hours and grades, providing that all financial obligations have been met by the student to Florida Vocational Institute. The acceptance of the transferability of credits is the decision of the receiving institution.

**Note:** All clock or credit hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours or credits that were accepted as transfer hours or credits.

**DISCLAIMER:** Florida Vocational Institute is a post-secondary career school designed to teach students the skills needed for obtaining or enhancing employment. Credits earned at Florida Vocational Institute may not be transferable to any other post-secondary institution. The eligibility of transfer of credits is awarded at the discretion of each receiving institution. Florida Vocational Institute does not guarantee any credits will transfer to any other institution.

### **Definition of Clock Hour**

The definition of unit at Florida Vocational Institute is the clock hour. A clock hour consists of 50 minutes of instructional time.

### **Clock to Credit Hour Formula**

A credit hour is equivalent to a minimum of each of the following: one semester credit hour for 15 contact hours of theory, 30 contact hours of laboratory activities, or 45 contact hours of work-based activities. In addition, there is assigned out of class/ preparation hours for a credit hour course.

### **Class Schedule and Class Size**

Florida Vocational Institute has open registration for all programs. Class schedules will be given to students on the first day of classes. Classes may be scheduled Monday through Friday: Day session from 8:30 a.m. to 1:30 p.m. and Evening session: 5:30p.m. to 10:30 p.m. Class schedules vary by program. Maximum class size for a didactic class is 25 and a maximum per laboratory is 15 students.

### **Course/Drop Add Period**

A student may not drop or add a course, except in certain circumstances after the third day of the class/term start.

## **SATISFACTORY PROGRESS & PROBATION POLICY**

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending this institution.

A student's record is reviewed periodically in order to determine whether the student is making satisfactory progress academically and attending classes in order to complete the course within the specified time frame in accordance with this policy. The maximum time frame a student may take to complete a program of study is one and one-half times the length of the program, e.g. course length = 45 weeks, maximum time frame = 67.5 weeks. If the student is unable to complete the program in this time, the student will no longer be eligible for financial aid.

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each evaluation period, and will be checked prior to disbursement of aid. Generally incomplete courses, repetitions, and non-credit remedial courses do not apply and will have no effect on satisfactory progress.

### **Same As or Stricter Than**

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

The Financial Aid Administrator reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements.

### **Maximum Timeframe**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

<b><u>Diploma</u></b>	<b>Normal Timeframe</b>	<b>Maximum Program Timeframe</b>
Medical Assistant	45 weeks	67.5 weeks
Patient Care Technician	30 weeks	45 weeks
Nursing Assistant/Home Health Aide	8.4 weeks	12.6 weeks
Pharmacy Technician	46 weeks	69 weeks
Web Application Development Engineer	36 weeks	54 weeks
IT Security and Cloud Professional Engineer	36 weeks	54 weeks

### **Evaluation Periods**

Formal evaluation periods for Satisfactory Academic Progress for clock hour programs are based on the actual contracted hours at the school and  $\frac{1}{2}$  of the instructional weeks for the program. For credit hour programs, students will be evaluated at the end of each 18 week semester based on cumulative credits attempted. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students who are not making SAP will be notified in writing the evaluation results. Failure to make SAP will impact eligibility for Title IV, HEA financial aid.

### **Clock Hour Programs**

<b>Program</b>	<b>Total Clock Hours</b>	<b>Midpoint Evaluation in Weeks</b>	<b>*Minimum Req'd Program Clock Hrs.</b>	<b>Minimum CGPA</b>
Medical Assistant	900	22.5	405/450	1.75
Patient Care Technician	600	15.0	270/300	1.75
Nursing Assistant/Home Health Aide	168	4.2	76/84	2.00
Pharmacy Technician	920	23.0	414/460	1.75

**\*MINIMUM PROGRAM HOURS ACCOUNTS FOR A 10% MAXIMUM ALLOWED ABSENCES**

### **Credit Hour Programs**

<b>Evaluation Levels</b>	<b>Cumulative Credits Attempted</b>	<b>Minimum Percentage of Cumulative Credits Completed</b>	<b>Minimum Cumulative GPA</b>
1	2 to 18	60%	1.75
2	18.1 or higher	67%	2.00

### **Qualitative Measure of Satisfactory Academic Progress (SAP)**

The school measure qualitative progress on the basis of a 4.0 scale. All courses for which the students receive a grade will be included when calculating the student's Cumulative Grade Point Average (CGPA), except that of a Withdrawal (W) or an Incomplete (I) will not be included in determining a student's CGPA. If a student's repeats a course only the highest grade for that course will be included when calculating the student's GPA. Students must make up failed or missed tests and incomplete assignments within ten (10) calendar days or receive a failing grade. If performance does not meet satisfactory academic requirements, it is not counted and the performance must be repeated until a satisfactory level of performance is achieved.

The school's satisfactory academic progress policies must contain a quantitative measure. The policy defines the pace that students must progress to ensure educational program completion within the maximum timeframe of 150%. The maximum time frame is no longer than 150% of the published length of the educational programs as measured in the cumulative number of clock hours the student is required to complete.

### **Quantitative Requirement**

Students are required to complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours or credit hours as determined by the program in order to be considered making Satisfactory Academic Progress.

An evaluation of the cumulative attendance since the beginning of the program will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program's clock hour requirements. For example: The maximum timeframe for the Medical Assistant 67.5 weeks. The total clock hours needed for completion of this program is 900 clock hours. By the time the student has been in the program for 33.75

weeks (1/2 of the maximum time frame), they must have completed **90%** of the 450 clock hours. This time frame is applicable for all students including those who did not receive financial aid. The student must maintain a minimum cumulative GPA of 1.75 to meet SAP for the first evaluation period and a minimum 2.0 cumulative GPA for each subsequent period.

The students who have failed to meet the qualitative and quantitative standards are placed first on Financial Aid Warning; if no improvement over the next evaluation period, the student will be placed on academic suspension, with a loss of Title IV, HEA fund and they appeal the decision. Please review the appeal and probation requirements state in this policy for guidance on this process. The Financial Aid Administrator in coordination with the Registrar's Office monitors qualitative progress.

### **Financial Aid Warning**

If a student does not meet the minimum qualitative and quantitative standards in accordance with the requirements at the appropriate evaluation level for graduation within the 150%-time frame, will result in the student being placed on **Financial Aid Warning for one evaluation period**. Student being placed on Academic/Financial Aid Warning will receive a written notice by the Registrar's Office.

A student who is put on a Financial Aid Warning can continue to receive Title IV, HEA funding for the next evaluation period after they receive the warning status.

A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one evaluation period only. At the end of the evaluation period if the student has met the minimum qualitative and quantitative requirements, the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the **Financial Aid Warning Period**, the student will be placed on **Academic Probation Status, with a loss of Title IV, HEA funding** and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility. The school evaluates Satisfactory Academic Progress at the end of each evaluation period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours to keep with the requirements for graduation within the 150%-time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student may be placed on Financial Aid Probation. (See "Financial Aid Probation" below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next evaluation period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.

If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation if appeal is approved by the Campus Vice President.

### **Financial Aid Probation**

If Financial Aid Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible evaluation period only. The student must be making SAP at the end of the evaluation period to regain Title IV, HEA funding for the evaluation period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:



1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE evaluation period only. Students who regain SAP at the end of the next evaluation period will have regained full eligibility for Title IV, HEA funding. The student on financial aid warning, probation or Title IV, HEA funding suspension for an evaluation period may not receive Title IV, HEA funding for the subsequent period unless the student makes SAP.

A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the Campus Vice President explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over. The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on financial aid probation, who fail to make satisfactory academic progress by the end of the probation payment period, will lose their financial aid eligibility.

The Academic Progress Standard is not intended to discourage or penalize students who are sincerely trying to make good use of the school's instructional services. The standard reflects the commitment of Florida Vocational Institute faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals. The overall objective of the Academic Progress standard is to improve performance by students who are experiencing academic difficulty and to increase public support for Florida Vocational Institute efforts to provide sound educational programs of the highest quality.

### **Student Appeal Procedures**

If the student does not make SAP at the end of the Financial Aid Warning period, they lose their Title IV, HEA financial aid eligibility and will be placed on **Academic Probation Status, with a loss of Title IV, HEA funding**, with the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the **Academic Probation Status, with a loss of Title IV, HEA funding** decision and placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days to institute an appeal. The appeal must be given to the Campus Vice President, who in turn will meet with the Admissions Director, the Financial Aid Director and the Accounts Director to make a decision on the appeal.

**The student must describe any unusual circumstance(s)** that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or **other special circumstance**. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the Campus Vice President receives the appeal, they will evaluate the appeal and provide a decision within ten (10) calendar days. The Campus Vice President will notify the student in writing of the decision and that decision is final.

The student will be notified of the Campus Vice Presidents decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal.

### **Academic Progress Standard**

Consequences of sustained poor academic performance are summarized as follows:

<u>Evaluation Period</u>	<u>Cumulative GPA</u>	<u>Results</u>
One (1)	0.0 to 1.74	Academic Probation
Two (2)	0.0 to 1.99	Academic Probation

Student must have a minimum of 2.0 overall GPA to graduate.

### **Grading System**

Evaluations will be accomplished by a final course grade for every course in a program. Students are graded according to the following Grade Point Average (GPA) system:

*Used in GPA computation:*

<b>Letter</b>	<b>Number</b>	<b>Grade Point</b>
<b>A</b>	100 - 90%	4.0
<b>B</b>	89 - 80%	3.0
<b>C</b>	79 - 70%	2.0
<b>D</b>	69 - 60%	1.0
<b>F</b>	Below 60%	0.0
<b>I</b>	Incomplete	Withdraw / No Grade
<b>W</b>	Withdraw	Withdraw/No Grade

*Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass*

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

### **Attendance**

Regular attendance is required of all students. Promptness and dependability are qualities important in all occupations. Students should begin to develop these qualities and habits the day the students begin their training.

Attendance is taken daily in class by the instructor and submitted to the Registrar before the end of each class day. Students are expected to attend all scheduled class meetings and to arrive on time. Attendance records will be maintained by the Registrar and will be part of the student's permanent academic record.

Students with chronic absences in excess of 20% of the scheduled hours for a course will receive a failing grade for the course. Early departures and tardies will be calculated in quarter hour increments. A student will be withdrawn from any course or program if he/she does not attend within a 14 consecutive calendar day period (excluding school holidays or breaks that are longer than five consecutive days). All students must complete a 100% of all externship or clinical hours within the assigned grading period.

Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence. Students enrolled in clock hour programs will be required to attend make up classes for any missed hours scheduled by the

instructor if the students has missed more than **10%** of scheduled hours. Students enrolled in a clock hour program must attend a minimum of **85 %** of the scheduled program hours in order to graduate.

Attendance is reviewed by the instructors, program directors and the Director of Education on a weekly basis with a focus on those who have been absent for **10%** of the scheduled course hours. Students will be notified by phone, text or e-mail if their attendance is in danger of violating attendance requirements.

Students may appeal the school's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example illness, military duty, death of a family member, court appearances or jury duty. The student should first discuss the issue with his or her instructor. Appeals must be received within **seven (7)** calendar days of the student being notified of the decision that he or she wishes to appeal.

Students are expected to inform faculty in advance of any pending dates where a student may be absent and should make every effort to attend the alternate class in the morning or evening. Students are only allowed to miss up to 15% of their entire program hours, anything in excess of the 15% needs to be made up and could impact the student final course grade. It is the responsibility of the student to make up work or time missed.

### **Absences**

Students with excessive absences will be subject to disciplinary action, including termination from classes. Students who **do not attend** classes for a fourteen (14) consecutive calendar day period (excluding school holidays or breaks that are longer than five consecutive days) will be terminated from the program of study.

Permission will not be granted to leave class for personal or business reasons, unless the student has justified legal reasons; for example, jury duty. Students must take care of personal business on their own time. Continuous unexcused absences may result in academic probation or dismissal. Cutting a class is considered an unexcused absence.

### **Tardiness**

Attendance and promptness reflect an individual's level of professionalism and work ethic. Since Florida Vocational Institute trains students for careers, we believe our policies should reflect the work environment. A student is considered late if he/she arrives 15 minutes after class start scheduled time. The instructor will advise the student concerning tardiness, and how to make up the work missed. A student who is tardy three times will have one absence recorded on their attendance record.

### **Make-Up Hours**

Students enrolled in clock hour programs will be required to attend make up classes for any missed clock hours scheduled if the students have missed more than 10% of scheduled hours. Students enrolled in a clock hour program must attend a minimum of 85 % of the total scheduled program hours in order to graduate. Make-up hours for class must be made up during alternative schedules, including daytime, evening or a Friday schedule. Special circumstances will be managed by the Program Director with approval from Campus Vice President.

If absence at any time during the program exceeds **more than 10%**, the student will be placed on a mandatory prescribed school schedule which may include attending Friday scheduled sessions.

## **Make-Up Work**

Arrangements to make-up assignments, project, test, and homework missed as a result of absence must be made with the approval of the instructor. Make-up work must be completed within ten (10) calendar days after the end of the module.

## **Academic Appeals**

The Academic Appeals policy and process provides a vehicle for by which students may appeal academic decision or actions such as a final grade or consequences of attendance violations. Students who wish to appeal an academic status or eligibility due to the failure to maintain Satisfactory Academic Progress should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic Progress policy. Dismissal can only be appealed if there are significant extenuating circumstances. Students considering appealing a decision related to classroom policies, such as testing in a course, course assignments, or grades should first discuss their concerns with their instructor.

Appeals must be received within **seven (7)** calendar days of the student being notified of the decision or grade that he or she wishes to appeal. Academic Appeals must be submitted in writing to the Director of Education. The appeal must include a description of the academic decision the student is requesting to be reviewed and as much documentation as possible substantiating the reason for a review of the decision.

The Director of Education will convene a meeting of the Academic Appeal Committee, consisting of one Program Director who was not the instructor of the course if the issue is grade related and the Campus Vice President. This meeting will be held within seven (7) calendar days of receiving the student's appeal. The student will be notified in writing via mail or e-mail of the Academic Appeal Committee's decision by the end of the next business day after the Committee meeting. If the students believe that he or she did not receive the appropriate due process, then he or she may file a grievance or complaint by following the Grievance/ Complaint Procedures section of this catalog.

## **Leave of Absence**

A student will be granted one (1) leave of absence during the program of study. A student who **has not** successfully completed a minimum of 120 hours and in good academic standing is not to be eligible for a Leave of Absence. If student enrollment is temporarily interrupted for a Leave of Absence (**not to extend beyond 90 days**) and documentation to support the required leave of absence is submitted to the Campus Vice President (i.e. Doctor's excuse, etc.), the student will return to school in the same progress status held prior to the leave of absence. A Leave of Absence request must be approved by the Campus Vice President. Clock hours or credit hours that have elapsed during a leave of absence will extend the student's contract period by the same number of hours and days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used for refund purposes.

## **Records**

Student records are permanently kept by the school on file, safe from fire and other perils. These records are available to the student upon written request.

## **Progress Report**

The school will provide a progress report and a transcript to each student.

## **Dismissal/Withdrawal**

“Academic Dismissal” represents a separation of students from Florida Vocational Institute for at least three (3) months. “Academic Dismissal” occurs after students fail to meet the minimum requirements during academic probation. If student comes back after SAP dismissal, when returning, student will be placed on the same SAP status as of when dismissed.

Students are eligible to re-apply for enrollment at Florida Vocational Institute after dismissal. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstance. A withdrawn student may re-enter anytime.

## **“Official” Voluntary Withdrawal**

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or Campus Vice President in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.  
Or:
2. The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and
2. Perform two calculations
  - a. The student’s ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school’s refund requirement (see school refund calculation).
3. The student’s grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
  - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Controller will return to the federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV, HEA student aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.

A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

### **Reinstatement**

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing to the Campus Vice President. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) days following the decision of Campus Vice President.

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status that the student had at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days. The student is responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated funds. Additional tuition charges may be assessed for the remaining term(s) that is required to complete the program.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$50 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the Campus Vice President for placement. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

### **Incomplete Grade**

When a student is unable to complete the requirements of a course by the end of the course, the student may be given an "Incomplete" or "I" grade. The instructor will grant a grade of "I" if the student has valid reasons for not being able to finish the work. Students have 10 calendar days from the end of the course to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the courses will be assigned.

### **Course Incompletes, Repetitions and Non –Credit Remedial Courses**

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock hours received will not be included in the calculation of the student's GPA; however, these hours will be counted toward the quantitative requirements.

### **Program Changes/Cancellation**

Because many changes occur daily in both business and education, it is sometimes impossible to guarantee long term particulars. Therefore, the school reserves the right, at its discretion, to change, to cancel or to modify course content, materials, text, schedules, and is not responsible for loss or damage from any cause. Changes will be made prior to the start of a course. Current students will not be affected by any program change or cancellation.

Program and/or course changes and cancellation are only made after obtaining the necessary approval from the Commission for Independent Education (CIE) and Council on Occupational Education (COE).

### **Repeating Courses**

If a student repeats a course only the highest grade will be counted and previous grades will be deleted.

If a student receives a "D" grade or better, and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period. However, a full-time student may only repeat one course of a previously passed course or any repetition of a previously passed course due to the student failing other coursework and still receive Title IV aid.

If a student receives an "F" grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period and may be counted for financial aid purposes. Students will not be charged for the first repeated course.

## **Recognition Awards**

Presidents List: Students achieving 4.0 for a semester will be placed on the Presidents' List for the semester or term.

Academic Achievement: In order to qualify for this achievement award, students must maintain a 3.5 grade point average throughout their studies up to the time of graduation.

Perfect Attendance: In order to qualify for this achievement award, students must have perfect attendance during their course of study.

Certificate of Appreciation or Recognition Award: Students who volunteer to work on special school projects will be awarded a Certificate of Appreciation/Recognition Award.

## **Graduation Requirements**

The student must comply with the following requirements in order to receive a diploma.

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the student's program within the required time frame and have an overall GPA of 2.0 (C) or better.

## **Transcripts**

A complete transcript of each student's grades is kept in a permanent file. Students must request transcripts in writing. One copy is provided free; additional copies cost \$5.00 each. Transcripts will not be issued unless the student financial obligations to the school are current at the time of the request.

## **Veteran's Attendance Policy**

Students are expected to attend all scheduled class meetings and to arrive on time. Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as one absence.

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

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

The student's attendance record will be retained in the veteran's file for USDVA and FDVA SAA monitoring purposes. Attendance will be monitored and the policy enforced.

## **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each payment period.



A VA student whose GPA falls below 2.0 at the end of any payment period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

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

### **Veteran's Credit for Previous Education or Training**

Students must report all education and training. The school maintains a written record that clearly indicates that appropriate previous education and training has been evaluated and granted credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and the veteran so notified.

### **Veteran's**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the appropriate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

## **STUDENT SERVICES**

### **Advising Services**

Advising and guidance begins with the admissions interview and continues throughout the student's course of study. Since Florida Vocational Institute is a small vocational school, faculty advising is limited to academic counseling. All personal issues should be referred to the appropriate outside agency.

### **Financial Advising Services**

The Business Office will inform students of all options regarding private funding or payment plans. Furthermore, Financial Aid is available for those who qualify. Students may be eligible to receive Federal Pell Grant funds as well as Subsidized and Unsubsidized Federal student loans depending on the program the student is enrolled. For more information on how to apply for Financial Aid see catalog section, Financial Information, or contact our Financial Aid Office.

### **Career Services**

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the students by promoting the institution to prospective employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

All current and prospective students are entitled to review the institution's completion rate and job placement rate. Statistics pertaining to these are updated and published annually on the institution's website under the Consumer Disclosure section. Copies are available from the Admissions Office or from the Registrar.

The Career Services staff aid graduates in finding employment by assisting with resume preparation, helping with development of interviewing skills, and identifying job leads appropriate for the graduates. They may set up job interviews for graduates. Recent graduates and students approaching graduation receive first priority for job search assistance services.

Graduate candidates meet with the Director of Career Services or a member of the Career Services staff during their last term to discuss services available in their individual job search. Interviews with a member of the Career Services staff will normally be scheduled before a student is released to externship.

Obtaining employment is ultimately the graduate's responsibility. While the Career Services department will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the department.

Prospective employers may request training-related information about students they could consider hiring. The student's academic and attendance patterns, as well as observable professional behavior are factors that may be considered by prospective employers.

Students and graduates should also be aware that potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these employers. Some agencies, institutions and employers may require candidates for employment to submit to a drug test.

To comply with reporting requirements, the institution reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the institution may disclose personal information to the employer for the sole purpose of employment verification.

**Employment Guarantee Disclaimer:** Florida Vocational Institute will gladly assist students in obtaining suitable employment at no additional charge, it is understood that Florida Vocational Institute cannot promise or guarantee job placement or a specific salary for its students or graduates.

**Disclosure:** Completing a course or program in a language other than English may reduce employability where English is required; these courses are offered in Spanish with English terminology.

**STATEMENT:** Florida Vocational Institute graduates may start working in their field of training as soon as they have successfully completed their program of study. At FVI it is our desire to provide students with additional support and certifications that may provide additional employment opportunities in the allied health field. For that reason, the School works with the National Association of Healthcare Professionals (NAHP) that offers multiple allied health certifications: Nationally Registered Certified Patient Care Technician (NRCPT) and Nationally Registered Certified Medical Assistant (NRCMA), Nationally Registered Certified EKG Technician (NRCEKG), Nationally Registered Certified Phlebotomy Technician (NRCPT). These certifications are not obligated and not required for graduation however students are strongly encouraged to sit for at least one certification to enhance employment marketability. Students should visit the academic office for more information and the steps needed to sign up and register for these certification exams.

### **Tutoring Services**

Faculty members are available for tutoring for all students. Students should understand that tutoring is not a substitute for regular class attendance. Should students have difficulty understanding material with their program content then the Program Director may schedule tutoring or extra lab time with an instructor. These sessions will be scheduled outside the normal class schedule and arrangements should be made with the instructor or Program Director.

### **Housing**

Florida Vocational Institute does not offer housing to its students.

### **Lost and Found Services**

Florida Vocational Institute assumes no responsibilities for articles lost by student. Students may check the office for any lost and found item. Any items found on school premises should be turned into the office. These items are kept for 30 days and then disposed of property.

### **Personal Property Services**

Florida Vocational Institute cannot be responsible for the student's books, materials or any personal belongings. Students are thus responsible for keeping their belonging with them while at school.

### **Learning/Library/Information Resource Area**

Florida Vocational Institute has a Learning Resource Area where students or faculty can go to do research, prepare for classes or homework. Students will be introduced and oriented to the Media Center (Library) during new student orientation. During new student orientation, students will be informed of: hours of operation; sign-in/out procedures; print material available (fiction/nonfiction material; reference material; periodicals, etc.), and non-print material available (information maintained on the computer and/or internet). The Learning Resource Area has reference books, general

books, magazines and various other publications, journals and periodicals relating to their field of study. The center is opened to students, faculty, and staff during school hours.

### **Parking**

Public transportation is available to the campus facility. Students may contact the office for bus schedules and routes. Since Florida Vocational Institute is located in a mall/ office facility, ample parking is available for student use.

### **Class Registration/Deadlines**

Class registration is held in a continuous basis. Students may register for courses in person or via the telephone. However, the student has a deadline to enroll and attend class no later the **third day** of the scheduled class start of the program of study. For more information concerning program start dates or start of classes, please see Start Date Calendar on the last page of school catalog or contact the Registrar.

### **Emergency Contacts**

Florida Vocational Institute is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency health service. At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information at all times, as well as any medical insurance card(s).

### **School Security Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the code of Federal Regulations require all institutions to gather school crime statistics and make the report available to students, faculty and employees. Florida Vocational Institute does not have school security personnel; therefore, everyone should take special safety precautions. The following advice should be considered:

- When walking on or by the school, be aware of who and what is around you. Try not to walk by yourself and avoid dark streets, secluded pathways and alleys.
- Do not carry large amounts of cash or expensive jewelry.
- Keep your motor vehicle in good working condition. Always lock your car and remove all packages and valuables.
- When walking to your car, always have your keys in hand, ready to unlock your car and get in.
- Do not leave books and personal belongings unattended in the student lounge or library.

Members from the local police force have been invited to come regularly to our institution to inform students and employees about security procedures and practices. These seminars are intended to make everyone aware of the importance of being responsible for their own security and security of others. Notices will be posted of dates and times seminars are held.

Florida Vocational Institute endeavors to have a safe and crime free environment. Crimes such as murder, sex offenses, robbery, aggravated assault, and burglary and car theft should be reported to the local police department. Any criminal activity by students, faculty and employees will not be tolerated and will be cause for immediate dismissal. For policies and sanctions regarding possession, use and sale of alcoholic beverages and illegal drugs, please refer to the school Drug and Alcohol information policies. At the student request, Florida Vocational Institute personnel will assist on notifying the proper authorities of any sex offense.

### **Crime Statistics Report**

A crime statistics report is available by October 1 of every year. All employees and students will receive annual notification with the link to access the Crime Statistics Report posted to the school website: <http://www.fvi.edu/consumer-information/>. Also upon request, students or employees may receive a copy of the detailed report from the Miami Dade Police Department by contact the Campus Vice President's office. The Annual Security report shows all crimes reported to local police near the institution for the last four years.

## **SCHOOL RULES AND REGULATIONS**

### **Drug and Alcohol Policy**

Law regarding the possession, sale, consumption or furnishing of alcohol is controlled by the State of Florida, Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco. Florida Vocational Institute has a substances abuse policy that is inclusive of alcoholic beverages. Florida Vocational Institute adheres to the Drug Free Workplace Act of 1988 and the Drug Free Alcohol and Communities Act amendments of 1989. Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the work place. Therefore, the unauthorized use or possession, consumption, sale or distribution of any alcoholic beverage or drugs, except for those prescribed by a physician, are strictly prohibited everywhere on school grounds or during any activity sponsored by Florida Vocational Institute. Students and employees are prohibited from being under the influence of alcohol or drugs (except those prescribed by a physician and properly documented) while on school premises. This policy delineates the appropriate action to take in the event that a staff member or student exhibits behavior consistent with alcohol or drug use in the workplace. All employees and students should also be advised that possession use, manufacture or distribution of a controlled substance or inappropriate use or abuse of alcohol, may carry its own penalties under local, state and federal. Violation of this policy constitutes grounds for dismissal. Florida Vocational Institute is a drug-free workplace for staff, faculty and students.

**Listed below are resources of drug prevention programs:**

- Narcotics Anonymous of Miami (305) 265-9555
- DARE (305) 471-1716
- Switch Board of Miami (305) 358-4357
- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

All employees and students receive annually a copy of Florida Vocational Institute Drug Prevention Handbook, and an acknowledgement signed copy is kept in the employee personnel file and student's academic file.

### **Weapons Policy**

Use and/or possession of guns, knives or any other kind of weapon are not permitted on the premises of Florida Vocational Institute. Violation of this policy constitutes grounds for dismissal.

### **Sexual Harassment Policy**

In compliance with the Violence against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), Florida Vocational Institute has enacted a policy prohibiting sexual harassment, including sexual violence, sexual discrimination, domestic violence, stalking and sexual exploitation; to establish a complaint procedure to investigate allegations of sexual harassment; and to provide appropriate sanctions for violators of this policy. Any action of retaliation against or interference with a witness, investigator or person who reports an alleged violation of this policy is strictly prohibited and will be subject to disciplinary action.

In the event of an alleged sexual offense, a disciplinary proceeding will be held where both the accuser and the accused will be entitled to have witnesses present. They will be informed of the final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. If it is determined that the accused is guilty of rape, acquaintance rape, or other forcible or non-forcible sex offense, the accused will be immediately dismissed.

## **Title IX Coordinator**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and in federally funded schools at all levels. Title IX protects students, employees, applicants for admissions and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students at Florida Vocational Institute are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race or national origin in all aspects of a recipients' educational programs.

Title IX Coordinator Contact Information:

Luisa Enriquez  
Florida Vocational Institute  
7757 West Flagler Street, Suite 220  
Miami, FL 33144  
305-665-1911 Main Number  
786-708-8932 Direct Line

## **Conduct Policy**

Students enrolling in Florida Vocational Institute assume an obligation to conduct themselves in a manner compatible with Florida Vocational Institutes function as an educational institution. To fulfill its functions of imparting and gaining knowledge, Florida Vocational Institute retains the power to maintain order within the school and to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to disciplinary action defined as follows:

- Physical or sexual assault of any person on Florida Vocational Institute campus, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any Florida Vocational Institute student, faculty member or employee.
- Substantial damage to Florida Vocational Institute - owned or leased property or to property of a Florida Vocational Institute student, employee, faculty member or visitor occurring on Florida Vocational Institute - owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of Florida Vocational Institute facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as **hazing** ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Florida Vocational Institute.
- Use of alcohol or illicit drugs while on campus or at an externship site. Students at Florida Vocational Institute are training for careers that involve direct interaction with patients, and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at Florida Vocational Institute will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent with drug abuse.

## **Probation Policy**

A student may be placed on probation for any of the following reasons:

1. Not maintaining satisfactory progress.
2. Excessive absenteeism.
3. Inappropriate behavior.

### **Suspension/Dismissal/Termination Policy**

A student may be suspended/dismissed or terminated from the school because of inappropriate conduct, violation of the Drug/Alcohol/Weapon policies, possession of school property without authorization, academic reasons, unsatisfactory academic progress, nonpayment of tuition, or for the good of the school. If dismissed/terminated, the portion of the refund policy in effect at the time of the dismissal/termination will apply.

A student may appeal a determination of suspension/dismissal/termination by submitting a written appeal to the Campus Vice President. The Campus Vice President will review the appeal and make a determination of the re-entry. The decision of the Campus Vice President shall be final.

### **Voluntary Withdrawal**

A student may withdraw from his/her program of study in writing to the Campus Vice President. All refunds will be made in accordance with Florida Vocational Institute refund policy as published in this catalog; and R2T4 refund policy for those students receiving Title IV funds.

### **Health and Safety Policy**

Florida Vocational Institute complies with requirements and regulations of state and local building codes, the Board of Health and Fire Departments.

### **Adverse Weather and Emergency Closing Policy**

All times, emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. When the decision to close Florida Vocational Institute is made AFTER the workday has begun, employees will receive official notification from the Campus Vice President and students will be informed appropriately.

### **Emergency Evacuation Plan Policy**

In case of FIRE or any other DISASTER, please listen to the Campus Vice President or School Personnel in charge for instructions.

- All instructors are in charge of their class. Follow the EVACUATION FLOW CHART to Evacuate the building IMMEDIATELY and in an organized and orderly manner.
- DO NOT take time to gather books or other belongings. The instructor of each class is the EVACUATION COORDINATOR and shall maintain their class calm.
- The EVACUATION COORDINATOR for the main office is the School Official in Charge.
- Do not TRY TO EXTINGUISH the FIRE.



- The EVACUATION COORDINATOR or other School Official will handle contacting the appropriate fire and rescue departments.
- In case of a SECURITY PROBLEM, listen to the Campus Vice President or other school official for security instructions. In all instances, you must remain calm. The Security Person will coordinate with the Police Department the proper actions necessary to assure Student and School Personnel Safety.
- Florida Vocational Institute has this Emergency Evacuation and Security Plan posted on bulletin boards and in conspicuous places for the view of all employees, students and visitors.

### **Incidents/Accidents Policy**

In case of an incident or accident please inform the Campus Vice President or Instructor so the appropriate forms and measures can be taken. In case of an emergency during school hours, Florida Vocational Institute will take appropriate action to obtain medical assistance.

### **Security System Cards Policy**

Students enrolling in Florida Vocational Institute assume an obligation to conduct themselves in a manner compatible with Florida Vocational Institute function as an educational institution, including the use of the security system cards. Upon enrolling in our programs, students will be informed about our security system and the use of the cards. The card will be provided to the students during the orientation received the first day of class. It will be part of the students' responsibilities to bring the card every day to class. The security system of the school was established to protect the integrity of every person at the Campus. As part of the policies concerning the security system:

- Students will bring their security cards in order to have access to the Campus even after going to the restrooms, especially when the doors are closed each night after classes start.
- Each night, doors will be locked after 6:30 pm using the system, and they will be open only by using the SSC.
- After 10 pm, the facility doors will be locked by using the security system plus the door keys, so that they cannot be open by using the security cards only.
- If a card is lost by a student, he /she will be responsible to pay a \$ 20.00 fee to obtain a card replacement.
- The SSCs are not transferable.
- Student must take care of the cards (SSC). To include avoid exposing the card to magnets which will erase the card's programming.
- When a security card is provided to a student, he/she will sign a form stating that a card is provided as part of the security system of the Institution.

At the end of the program, as the students graduate, the cards must be returned to the administration.

### **Dress Code Policy**

Since the primary purpose of Florida Vocational Institute is to train the student for employment, students are required to be neat and clean in appearance while attending classes. Students enrolled in any allied health program must wear uniforms/scrubs. Uniforms are out of pocket expense and students should budget \$50 for this expense.

1. While on campus and in lectures, students must wear uniform and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene to avoid offensive odor.
2. In the student laboratory, appropriate clothing must be worn for all scheduled classes. Close-toed shoes must be worn in the lab at all times.

3. During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility's dress code, or if the dress code is optional, the following rules apply:
  - i. Students must comply with number 2 above. If the facility requires the student to wear a scrub uniform, it must be school's uniform. The student is responsible for purchasing the correct scrub uniform. The student must wear their Student ID batch at all times.
  - ii. Students must not wear clothing made of denim material of any color. (No jeans or jean skirts, etc.)
  - iii. Students must not wear under t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind
  - iv. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
  - v. While attending practicum rotations, student's hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard, they must keep them clean and well groomed.
  - vi. Before attending practicum rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
  - vii. Keep fingernails clean and at a reasonable length.
  - viii. Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor's or course instructor's discretion and attendance won't be granted.

### **Smoking and Beverage Policy**

Smoking is prohibited anywhere in the building. Food and beverages such as (soda, coffee, etc.) or the chewing of gum are not allowed in the classrooms or laboratories.

### **Cell Phone and Pagers**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family friends be informed of this rule. Phones should not be in used in class.

## FINANCIAL INFORMATION

### Financial Obligations

The tuition must be paid on time according to the terms on the Enrollment Agreement. In case of extenuating circumstances, the student should consult the Campus Vice President.

### How Eligibility is determined for TITLE IV, HEA

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law. Any student who attended an eligible program at any Title IV institution prior to July 1, 2012 as evidence by a school transcript or NSLDS history may use an ATB alternative to become eligible for Title IV as a “grandfathered student” in select programs where admission permits.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25). Men exempted from the requirement to register include:
  - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the **FAFSA** stating that:
  - you are not in **default** on a **federal student loan**
  - do not owe a refund on a **federal grant**
  - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL  
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD

You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.

3. Have an ARRIVAL-DEPARTURE RECORD

You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:

- Refugee
- Asylum Granted
- Cuban-Haitian Entrant (Status Pending)
- Indefinite Parole
- Humanitarian Parole
- Conditional Entrant (valid only if issued before April 1, 1980)
- Parolee

4. Have BATTERED IMMIGRANT STATUS

You are designated as a “**battered immigrant-qualified alien**” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.

5. Have a T-VISA

You are eligible if you have a T-visa or a parent with a T-1 visa.

### **Veterans Benefits/Other Funding Sources**

Selected programs of study at the School are approved by the Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for TVC funds are made directly through the Texas Veteran's Commission. Additional funding may be obtained for eligible candidates through many different programs including; South Florida Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

### **New Horizons Scholarship**

**Overview:**

Florida Vocational Institute has established the New Horizon Scholarship for New Horizon graduates that are first time enrollees in Florida Vocational Institute's Information Technology Programs.

**Award:**

\$500 per-term tuition reduction, with a maximum value of \$1,000 for either the IT Security and Cloud Professional Engineer Program or the Web Application and Development Engineer Program.

**Eligibility Requirements Overview:**

- Must be a first-time enrollee in an IT program (IT Security and Cloud Professional Engineer Program or the Web Application and Development Engineer Program) at Florida Vocational Institute. Students wishing to enroll in other programs are not eligible.
- Student must have successfully completed and graduated from one of New Horizon Institute's (a Florida Vocational Institute Educational Partner school) IT programs within the last 3 calendar years.
- Must meet all admissions requirements for Florida Vocational Institute's IT Programs, including GED or high school equivalent, satisfactory performance on any entrance or placement tests and be fully accepted into one of Florida Vocational Institute's IT Programs.

- Must complete and submit the Florida Vocational Institute's New Horizon Scholarship application prior to or at the time of enrollment.
- Starting in the first term, students must remain full time students and maintain an average GPA of 2.0 or better.
- Must be continuously enrolled; withdrawing from school or not starting classes in the first term will result in ineligibility.
- Students who complete a program and are immediately (defined as the first or second start date available for re-enrollment after graduation) re-enrolling to complete another IT Program are eligible for the scholarship (any break between programs will result in ineligibility for the scholarship). Students will not lose scholarship during approved leaves of absence and must return within the approved timeframe to retain eligibility.

#### **Other Terms and Conditions:**

- If the application is not provided to Florida Vocational Institute prior to or at the time of enrollment, the student will not be eligible for the Florida Vocational Institute's New Horizon Scholarship and will be responsible for the total cost of tuition for enrollment.
- If the student meets all eligibility criteria to qualify, the scholarship will be applied after the end of the first half of the program as a credit of \$500, and the balance applied upon successful completion of the program. Florida Vocational Institute's New Horizon Scholarship has a maximum value of \$1,000 per IT Program.
- The scholarship cannot be used in conjunction with any other Florida Vocational Institute tuition reductions or other scholarships.
- The scholarship application must not contain any material that could be considered unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, indecent, sexually explicit, or hateful; or content that refers negatively to people or groups on the basis of their age, race, ethnicity, religion, sexual orientation, gender, national origin, handicap, disability, veteran status, or similar characteristics; or include material that is otherwise objectionable to Florida Vocational Institute.

### **Mall of the America Employee Scholarship**

#### **Overview:**

Florida Vocational Institute has established the Mall of America Employee Scholarship for current employees and their spouses of any store, kiosk or contracted position within the Mall of America in Miami, FL. Students must be first time enrollees in Florida Vocational Institute's career training programs, excluding the Nursing Assistant program.

#### **Award:**

\$1000 per-term tuition reduction, with a maximum value of \$2,000 toward the tuition of one of FVI's career training programs (except the Nursing Assistant program).

#### **Eligibility Requirements Overview:**

Must be a first-time enrollee in an eligible program at Florida Vocational Institute. Students wishing to enroll in the Nursing Assistant program are not eligible.

Student must be employed, either full-time, or part time in the Mall of America in Miami, FL. Eligible positions include all employees of stores, restaurants, kiosks or service providers within the Mall of America. Facility personnel (Security Guards, maintenance staff) with the Mall of America as their permanent or part time post at the Mall of America are also eligible. Students will provide evidence of this eligibility requirement in the form of a paystub, notarized letter, or other acceptable evidence as determined by the Campus President.

Must meet all admissions requirements for Florida Vocational Institute's Programs, including GED or high school equivalent, satisfactory performance on any entrance or placement tests and be fully accepted into one of Florida Vocational Institute's Programs.

Must complete and submit the Florida Vocational Institute's Mall of America Employee Scholarship application prior to or at the time of enrollment.

Starting in the first term, students must remain full time students and maintain an average GPA of 2.0 or better.

Must be continuously enrolled; withdrawing from school or not starting classes in the first term will result in ineligibility.

Students who complete a program and are immediately (defined as the first or second start date available for re-enrollment after graduation) re-enrolling to complete another eligible program are eligible for the scholarship (any break between programs will result in ineligibility for the scholarship). Students will not lose scholarship during approved leaves of absence and must return within the approved timeframe to retain eligibility.

#### Other Terms and Conditions:

If the application is not provided to Florida Vocational Institute prior to or at the time of enrollment, the student will not be eligible for the Florida Vocational Institute's Mall of America Scholarship and will be responsible for the total cost of tuition for enrollment.

If the student or spouse meets all eligibility criteria to qualify, the scholarship will be applied after the end of the first half of the program as a credit of \$1000, and the balance applied upon successful completion of the program. Florida Vocational Institute's Mall of America Employee Scholarship has a maximum value of \$2,000 per eligible program. The scholarship cannot be used in conjunction with any other Florida Vocational Institute tuition reductions or other scholarships.

This program is designed to assist our student graduate with as low of debt as possible. A student requesting to take out loans above their out of pocket tuition will forfeit their right to participate in this scholarship program.

The scholarship application must not contain any material that could be considered unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, indecent, sexually explicit, or hateful; or content that refers negatively to people or groups on the basis of their age, race, ethnicity, religion, sexual orientation, gender, national origin, handicap, disability, veteran status, or similar characteristics; or include material that is otherwise objectionable to Florida Vocational Institute.

### **Economic Development Scholarship**

#### **Overview:**

Florida Vocational Institute has established the Economic Development (ED) Scholarship for Career Source eligible applicants who may have a financial barrier after federal grants and ITA funds are applied to pursue a career as Patient Care Technician. The ED Scholarship will provide a public service and promote the educational welfare of individuals who have chosen to pursue vocational training at FVI.

#### **Award:**

All awards shall be applied to offset tuition, books and other direct educational supplies at the end of each term. The maximum life-time award is \$2092.09. Awards may be proportioned based on the number of hours required to complete the Patient Care Technician program.

#### **Eligibility Requirement Overview:**

- Career Source applicants who are enrolled in the Patient Care Technician program must have a financial gap after all eligible federal grants and ITA have been applied.

- Career Source applicants must meet all program admission requirements to apply for the economic development scholarship, maintain satisfactory academic progress and maintain a cumulative GPA of 2.0 or better.
- Applicants must complete an application with a submission of a double spaced
  - typed 200-300-word essay on the topic: How will training to become a Patient Care Technician help to improve my financial standing and/or help me to achieve my personal and professional goals?
- All awards shall be applied to offset tuition, books and other direct educational supplies at the end of each term. The maximum life-time award is \$2092.09. Awards may be proportioned based on the number of terms required to complete the Patient Care Technician program.

#### **Other Terms and Conditions:**

- Unexpended award funds may not be accumulated from year to year. All unexpended awards are returned to the institutional budget.
- Applicants must be continuously enrolled; withdrawing from school or not starting classes in the first term will result in ineligibility.
- No institutional scholarships awarded by the Committee, for the benefit of FVI students, may be transferred to any other institution. No recipient may transfer his or her FVI scholarship to any other individual, and the scholarship may not be redeemed for a like cash sum.
- All recipients of any scholarship must maintain a C average and remain in Satisfactory Academic Progress as defined by the school's catalog. No recipient may continue to participate in the scholarship program if they are placed on academic probation, attendance probation, or disciplinary probation. Any probation status will result in the revocation of all institutional scholarship awards that are not a part of Federal Student Aid.
- Any applicant convicted of DUI, or any criminal offense, other than a summary offense, that individual shall forfeit any and all scholarship awards granted by FVI.
- Scholarship applicants must apply for the Federal Student Aid programs. The amount of the scholarship award to the student may be adjusted based on the federal grant and I.T.A awards applied to the student's educational expenses.
- Scholarship applicants understand that all applicants have been assumed to have provided factual information regarding their intention to enroll and complete the Patient Care Technician program.

#### **Conviction for possession or sale of illegal drugs**

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. The School is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	Indefinite period

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit form and additional required paperwork.

### **Applying for Financial Aid**

The student must complete the Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov>. The student and parent or spouse, must obtain a PIN number to sign the FAFSA. The student and school will receive a response to the FAFSA (an ISIR) within a few days. The ISIR contains an Expected Family contribution (EFC) which is the amount the student and /or family are expected to pay toward the Cost of Attendance (COA) at the school (the Cost of Attendance consists of Tuitions, Fees, Room and Board, Books, Transportation and personal expenses) The Financial Aid officer will take the COA and deduct the EFC to find the student's need. The Financial Aid Office will develop a package for the student which will list the various financial aid programs available to the particular student. Financial Aid will be awarded to student in two different disbursements. First disbursement will be made to the school once student completes all eligibility requirements and posts attendance. First time loan borrower will receive their first loan disbursement 30 days after class start. Second disbursement will not be scheduled until the financial aid office receives a mid-point SAP report from the registrar's office showing that the student is progressing academically on



their course of study. Half of both, hours and weeks of the program of study must be completed before student becomes eligible for second disbursement. Contact our Financial Aid Office for more information.

Florida Vocational Institute participates in different federal financial aid programs, which include:

### **Pell Grant**

The Pell Grant is considered to be the base of all Federal Student Aid. Because these funds do not have to be paid back to the federal government and it's the most beneficial source of aid to the student, it will be the first program awarded in the student's packaging according to the Florida Vocational Institute's funding ladder which is as follows:

- Pell Grant
- Cash Payments (if applicable)
- Subsidized Loan
- Unsubsidized Loan
- Parent Plus Loan

A student must be enrolled in an undergraduate course of study to receive a Pell grant. A student who has earned a baccalaureate degree is not considered an undergraduate and cannot receive a Pell grant. This need based federal aid program ranges from \$0.00-\$5,645.00 per award year (July 1<sup>st</sup> through June 30<sup>th</sup> of the following year). The Pell Grant program is limited to 12 semesters for the lifetime of a student or 600% of Pell award.

### **Direct Student Loan**

These loans may be obtained through the Federal Government, called Direct Student Loans.

There are two different Direct Student Loans:

#### **1. Direct Subsidized Loan**

- Need based loan.
- 3.86% fixed interest rate.
- Interest does not accrue while in school. Interest will start accruing after last day of attendance. Interest payments are optional to the student during the six months' grace period.
- Repayment of principal plus interest will commence six months after last day of attendance.
- Undergraduate loan limits are as follows:

Freshman	Sophomore	Junior	Senior
\$3,500	\$4,500	\$5,500	\$5,500

#### **2. Direct Unsubsidized Loan**

- Not a need based loan.
- 3.86% fixed interest rate after July 1<sup>st</sup>, 2012.
- Interest accrues while in school and during the six months' grace period. Interest payments are optional to the student.
- Repayment of principal plus interest will commence six months after last day of attendance.
- Undergraduate loan limits are as follows:

	Freshman	Sophomore	Junior	Senior
Dependent	\$2,000	\$2,000	\$2,000	\$2,000
Independent	\$6,000	\$6,000	\$6,000	\$6,000

## **PLUS Loan**

The Parent Loan for undergraduate students is available to dependent students whose parents are willing to take a loan to assist with the student's education. This is a credit based loan in which the parent may borrow up to the cost of attendance of the student. The interest rate is a 6.41% fixed and loan repayment begins 60 days after second disbursement is made to the school.

If the parent is turned down for the PLUS loan, the dependent student may qualify for an additional \$4,000.00 in unsubsidized loan for that particular year in which the parent was denied with an interest rate of 6.8%. (See #2 above)

## **Counseling**

Students borrowing for the first time are required to complete the Entrance Counseling provided by the Department of education at [www.studentloans.gov](http://www.studentloans.gov). If a student has previous loans from attending another institution and does not show a completed Entrance Counseling, he/she will be required to complete a new one. This is a great information source that helps and promotes good post-graduation loan management and general information that borrowers should know about Federal Direct Loans.

When students complete their program of study, they **must** see the Financial Aid Administrator for an exit interview. In this interview the student must complete the exit counseling at the previous mentioned web site. The Financial Aid administrator will also collect updated information from the student including three personal references to provide the loan servicer with in case of delinquency. This is part of Florida Vocational Institute's default management program to help student repay their loans successfully. Official withdrawals will have to follow the same procedure as graduating students. For unofficial withdrawals an exit counseling publication provided to the school by FSA Pubs will be mailed to the student's address on file.

## **Credit Balances**

When students complete their Financial Aid workshop, they will have the option to sign a credit balance statement advising the school how to handle any credit balance on the student's account. The statement also informs the student that he/she may modify/cancel such authorization and receive a full refund of his/her credit balance within 14 days of the day the credit balanced occurred. If a student does not have a credit balance statement on file, any credit balance must be refunded to the student within 14 days of the day the credit balanced occurred.

## **Disbursement Notice**

All students will have received an anticipated Title IV disbursement notice showing the expected disbursement dates, amounts and source of funding. Students will also be notified herein that they may cancel or reduce any loan disbursement at any time before such disbursement is made.

## **Verification**

When the student submits the FAFSA on the web, it is sent electronically to the Central Processing System (CPS) for processing. Once the application process is complete, the student will receive a Student Aid Report (SAR) and all institutions listed on the student's application will receive an Institutional Student Information Record (ISIR) with information of the processed FAFSA and additional information pertaining to the student's eligibility. If CPS selects an application for verification, then the financial aid office will inform the student using the quickest possible method (phone call, email, notify the student on campus if class has commenced), and will be given information regarding documentation that must be provided to the school or corrections to be made on the web to complete the verification process.

If the Financial Aid office notices any conflicting information, or believes that the information provided should be verified, the school has the right to select the application for verification even if it was not selected for verification by CPS. Same procedures will be followed to process "school selected" verification as if it was selected by CPS.

The student must comply with the documentation requested by the Financial Aid office within 72 hours of request. If student fails to provide documentation, the Financial Aid office will keep trying to collect documents for a reasonable amount of time. If unsuccessful, the Financial Aid office will notify the admissions office for further action such as: cease enrollment, cancel student's application and not allow student to start class until requested documentation is provided.

Once verification processed is completed, if there is an award amount change, whether student qualifies for more or less aid, the student will be notified to come in and sign a new Award Letter showing the updated award amounts on his/her Financial Aid packaging.

### **Fee & Payment Schedule**

The Registration fee of \$50.00 is due at the time of signing the application for admissions. It is suggested the books and materials be purchased prior to attending the first class.

The student has the option of paying the tuition cost 1) in full prior to attending the first class; 2) or paying the balance of the tuition cost in installments as agreed upon with the Business Office. In addition to the Registration fee and down payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

In the event that a student's account is sent to collections, Florida Vocational Institute shall be entitled to collection, attorney fees and cost on the account thereof.

Students receiving Financial Aid to fund their program will be presented with an Award Letter showing all of his/her awards. If any remaining balance to schedule is due at this time, student will be advised of different options to cover such balance.

### **Cancellation/Rejection Policy**

Florida Vocational Institute will refund all monies paid by an applicant who is rejected for enrollment by the School, or who enrolls in a program that the School cancels, or who cancels in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) of signing the enrollment agreement.

If a student cancels after 72 hours of signing the enrollment agreement but before the first day of class, or within the initial three-day drop/add period of the program start, the student is financially responsible for the registration fee and any applicable background fee processed with the enrollment.

### **Refund and Cancellation Policies**

If an applicant/student cancels or withdraws or is terminated by Florida Vocational Institute for any reason, refunds will be made according to Florida Vocational Institute Refund Policy (see below).

If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws or Florida Vocational Institute determines that the student has withdrawn. All refunds will be based on the scheduled clock hours of class attendance through the student's last day of class attendance. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Florida Vocational Institute from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

## **Tuition Refund Policy**

A student wishing to officially withdraw should inform Florida Vocational Institute in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal. A student who returns to Florida Vocational Institute after withdrawing must sign a new enrollment agreement and will be subject to the then-current price of tuition. A student's last date of attendance as documented by Florida Vocational Institute will be used to calculate any money the student owes and to calculate any refund the student is due. Student refunds are based on the formulas below:  
Programs Billed by Term:

<u>Proportion of Total Term Taught</u>	<u>Tuition Due for the Term</u>
20% or Less	Pro-Rata
20.01% up to and including 30%	30%
30.01% up to and including 40%	40%
40.01% up to and including 50%	50%
More than 50%	100% / No Tuition Refund

Nursing Assistant/Home Health Aide only:

<u>Proportion of Total Program Taught</u>	<u>Tuition Due for the Program</u>
40% or Less	Pro-Rata
40.01% up to and including 50%	50%
More than 50%	100% / No Tuition Refund

## RETURN TO TITLE IV POLICIES AND PROCEDURES

In addition to having institutional charges adjusted based on the above Refund Policy, for a student who receives Title IV federal financial assistance, the School must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV Funds Policy.

This policy applies to students' who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA student aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour programs is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

### **Withdraw Before 60%**

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

### **Withdraw After 60%**

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

There are programs where measures progress in clock hours, and uses the payment period for the period of calculation.

### **The Calculation Formula:**

Determine the amount of Title IV, HEA student aid that was disbursed plus Title IV, HEA student aid that could have been disbursed.

Calculate the percentage of Title IV, HEA student aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

#### **HOURS SCHEDULED TO COMPLETE**

TOTAL HOURS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex.: 4493 = 44.9 %.)

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Florida Vocational Institute

- OR
2. Sign a repayment agreement with the U.S. Department of Education.

### **Order of Return**

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

### **Earned AID:**

Title IV, HEA student aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA student aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

### **Post Withdraw**

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **Institution Responsibilities**

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

### **Student Responsibilities in regards to Return of Title IV, HEA Funds**

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

### **Refund vs. Return to Title IV**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that the School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

### **Return to Title IV Questions**

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid administrator, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice.**

### **Tuition, Fees, Programs & Curriculum**

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services. The institution guarantees, to entering first time students, that tuition will not increase during the time they are enrolled.



## **Contact Information for Assistance in Obtaining Financial Aid Information**

Eliezer Tabares- Financial Aid Administrator  
7757 West Flagler Street Suite 220  
Miami, FL 33144  
Telephone: (305) 665-1911  
Fax: (305) 665-1917  
[etabares@fvi.edu](mailto:etabares@fvi.edu)  
Office Hours:  
Monday through Thursday 9:00 AM – 7:00 PM  
Friday 9:00AM – 5:00PM

## **STUDENT ACTIVITIES**

Students interested in extracurricular activities help create a friendly atmosphere and provide a pleasant environment for the development of self-confidence and leadership. Activities vary depending upon students' preferences. Please contact the Instructor, Program Director or the Campus Vice President to discuss any planned activity.

## **STUDENT FAIR CONSUMER RIGHTS**

You have the right to ask the school:

1. The name of the associations, agencies or governmental bodies which license Florida Vocational Institute and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the schools licensing and accreditation.
2. The cost of attending the institution, including: Tuition and fees, books and supplies; estimates of typical commuting costs, and any additional cost of the program in which the student is enrolled or expresses a specific interest.
3. The academic program of the institution; Educational and training programs; the instructional laboratory and other facilities which relate to the academic program; the faculty and other instructional personnel.
4. A statement of the refund policy.
5. The methods by which and locations in which students and prospective students may obtain the information concerning their rights.
6. Availability of financial assistance including all federal, state, local private and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; Criteria used to select financial aid recipients; how is financial needs determined; how financial aid is awarded; and type and amounts of assistance in the financial aid package.
7. The standards which the students must maintain in order to be considered to be making satisfactory academic progress.
8. Special facilities and services provided to the handicapped.
9. Availability information on how to enroll in the GED preparation or ESOL workshops at no charge in the community.

Florida Vocational Institute participates in the annual Integrated Postsecondary Education Data System (IPEDS) Survey conducted by the National Center for Education Statistics (NCES). The National Center for Education Statistics (NCES) survey program at the postsecondary education level provides statistical information used by planners, policy makers, and educators in addressing multiple issues. One major source of this information is the annual Integrated Postsecondary Education Data System (IPEDS) Survey. The IPEDS system, established as the core postsecondary education data collection program for NCES, is a system of surveys designed to collect data from all primary providers of postsecondary education. The IPEDS system is built around a series of interrelated surveys that collect school-level data in such areas as – school characteristics, enrollments, program completions, staffing patterns, finances, and financial aid. Information on NCES and IPEDS is available at – <http://www.nces.ed.gov/IPEDS>.

## **STUDENT RESPONSIBILITIES**

Education costs time, money and effort. Because it represents such a big investment you -as student- should carefully evaluate the education or training you are considering in helping you make a good choice. You should gather information about the school, its academic programs, dropout rate, complete cost of education/training, refund policy, financial programs and any other information you may find helpful in making a wise decision. You must:

1. Provide all documentation requested.
2. Read and understand all forms that you are asked to sign and keep copies of them.
3. Accept responsibility for the promissory note and all other agreements that you sign.
4. Promptly provide any information requested by the school.
5. Keeping the school informed if any change in address, name, marital status, financial situation, or change in your student status.
6. Notifying the school if you need to withdraw from the school or wish a leave of absence.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURES**

A grievance is a claim, complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of school policies or procedures, or unfair treatment such as coercion, reprisal or intimidation by an instructor or other school employee. A student should first discuss the concern with his/her instructor or Program Director immediately.

An appeal is the escalation of the complaint to the next level of authority. If the is about an academic decision such as a final grade, please see the academic appeal process.

A student has a right to appeal all matters with respect to:

- Admission decisions
- Tuition and fee matters
- Financial award or policy matters, including satisfactory academic progress
- Education policies, procedures and grading concerns
- Disciplinary action taken a violation for student conduct

Certain decisions may not be appealed. If a student has failed to meet the standards of Satisfactory Academic Progress (SAP) including exceeding the maximum timeframe to complete the program, he or she is not entitled to an appeal unless there is documenting mitigating circumstances such as medical or disability conditions that impacted the student's ability to participate in the program. The specific requirements for SAP appeal are contained in the School's SAP policy.

1. The first step is to address and resolve the dispute or complaint with the person involved through discussion. A student with a dispute or concern should raise the concern as soon as possible to assure that a settlement is made in a timely fashion.
2. If a dispute or concern cannot be resolved with the person involved through discussion, then a student needs to immediately verbally raise his or her concern to the Director of Education so the issue can be addressed in a timely fashion.
3. If the dispute cannot be resolved with the Program Director, then the next step in the appeal process is to appeal in writing to the Campus Vice President. The written complaint should be submitted within seven (7) days of the incident or the decision. The written appeal document should include a description of the disputed issue, the date or dates when the issue arose, the reason why the student is appealing the decision and steps taken to resolve the dispute to date. When submitting the appeal, the student should include as much factual evidence as possible. The Campus Vice President will oversee the gathering of additional data about the issue or incident as necessary. Then the Campus Vice President will convene the Appeals Committee which will consist of the Campus Vice President and heads of other departments to meet with the student if requested or otherwise assess and develop a resolution to the complaint. A response from the Appeals Committee will be provided in writing to the student with seven (7) calendar days. A decision will be provided and delivered to the student in person if the student is on campus or to the student's e-mail address or mailing address with acknowledgement of receipt required.
4. If the dispute has not been resolved and the student is still unsatisfied with the response from the School's Appeal Committee then the student may take a fourth step and file an appeal to the SB Education Corporate office 100 S Pine Island Road Suite 200, Plantation, Florida 33324. The appeal must be in writing and must be received within seven (7) calendar days of being notified of the Appeal Committee's decision. The President will conduct his own investigation of the issue and will respond to student within seven (7) calendar days of receiving the escalated complaint. A decision will be provided and delivered to the student via the student's e-mail address or mailing address with acknowledgement of receipt required.
5. If the dispute remains unresolved after the evaluation by the President of SB Education then the student should address his or her concern to the state licensing authority, the School's accrediting body or the Commission of Independent Education.

The title and address of the state licensing authority is:

**COMMISSION FOR INDEPENDENT EDUCATION (CIE)**  
**FLORIDA DEPARTMENT OF EDUCATION**  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200 / Toll Free 888-224-6684

The title and address of the accrediting body is:

## **COUNCIL ON OCCUPATIONAL EDUCATION (COE)**

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

(770) 396-3898 / Toll Free (800) 917-2081

Fax (770) 396-3790

### **Arbitration**

Pursuant to a student's Enrollment Agreement, any disputes, claims or controversies between a student and Florida Vocational Institute no matter how described, pleaded or styled, arising out of or relating to his or her Enrollment Agreement, their recruitment, enrollment, attendance, the education provided, billing, financial aid, disbursement of funds, career services assistance or any claim relating in any manner to the student's relationship with Florida Vocational Institute that is not resolved in accordance with the Grievance Procedures for student complaints published in this catalog, shall be resolved by binding arbitration under the Federal Arbitration Act. A student should refer to his or her Enrollment Agreement for further information. He or she should ask the Campus Vice President for a copy.

### **VOTER REGISTRATION POLICY**

The school encourages its students to register to vote. The National Mail Voter Registration Form is available from the U.S. Election Assistance Commission (EAC) website.

U.S. citizens who are students and of voting age, can find information specific to their states of residence from: [www.eac.gov/voterresources](http://www.eac.gov/voterresources) or call the Election Assistance Office at (866) 747-1471.

#### **How Do I Register to Vote?**

You may register to vote by completing and submitting the National Mail Voter Registration Form. This form may be used to report a name or address change to the voter registration office or to register with a political party. You may obtain this form in person from the following public facilities.

- State or local election offices
- The Department of Motor Vehicles
- Public Assistance Agencies
- State funded programs that serve people with disabilities
- Any public facility a state has designated as a voter registration agency (such as public libraries, public schools, city or clerk's offices).

#### **Am I Eligible to Vote?**

You must be 18 years of age and a U.S. citizen to be eligible to vote. States may have their own requirements, which are outlined in the "State Instructions" section of the National Mail Voter Registration Form.

## **ACADEMIC PROGRAMS**

### Nursing Assistant/Home Health Aide

168 Clock Hours Weeks

### Patient Care Technician

600 Clock Hours

30 Instructional Weeks

Participates in Financial Aid programs

### Medical Assistant

900 Clock Hours

45 Instructional Weeks

Participates in Financial Aid programs

### Pharmacy Technician

920 Clock Hours

46 Instructional Weeks

Participates in Financial Aid programs

### Web and Application Development Engineer

24 Semester Credit Hours/720 Contact Hours

36 Instructional Weeks

Participates in Financial Aid programs

### IT Security and Cloud Professional Engineer

24 Semester Credit Hours/ 720 Contact Hours

36 Instructional Weeks

Participates in Financial Aid programs

## NURSING ASSISTANT/HOME HEALTH AIDE

### Program Objective/Description:

The Nursing Assistant/ Home Health Aide program is designed to train students in all of the relevant aspects of long term patient care under the supervision of a Registered Nurse. Completion of this program prepares graduates to sit for the Certified Nursing Assistant Exam. Students will demonstrate their skills base in a 40-hour clinical practice. Upon completion of this program graduates will be able to possess skills and hands on experience and seek entry level employment as Nursing Assistants and Home Health Aides.

**Program Length:** 8.4 weeks (2 months)

**Delivery:** Residential in Bilingual (Spanish/English) and English

**Class Schedule:** Monday thru Thursday (20 hours per week)

AM: 8:30am – 1:30pm

PM: 5:30pm-10:30pm

**Credential:** Diploma

**Program Length:**

Clock Hours 168

Credit Hours N/A

**Total Contact Hours:**

Theory Hours 84

Lab Hours 44

Externship Hours 40

### Program Breakdown by Course

Course Code	Course Title	Clock/Theory Hours	Lab Hours	Externship Hours	Total
NA/HHA01	Introduction to Nursing Assistant/Home Health Aide - Verbal & Written Communications – In Service: <i>Domestic Violence/HIPAA</i>	10	0	0	10
NA/HHA02	Safety, Sanitation and Emergency Procedures – In Services: <i>OSHA, Infection Control and Biohazards Waste Disposal/ Bloodborne Pathogens and Universal Precautions</i>	10	2	0	12
NA/HHA03	Anatomy and Physiology and Related Medical Terminology	10	0	0	10
NA/HHA04	Patient Care Procedures for NA/HHAs (Dementia Management: <i>Understanding Alzheimer's Disease and Patient Abuse Prevention training; Medical Record Documentation; Resident Rights</i> )	10	8	0	18
NA/HHA05	Physical Comfort and Patient Safety. Non-violent Crisis Intervention In Service: <i>Medical Error Prevention and Safety</i>	10	6	0	16
NA/HHA06	Home Health Care (New Born Care)	8	8	0	16
HAE01	HIV/AIDS Education	4	0	0	4
NA/HHA07	Nutrition	4	8	0	12
NA/HHA08	Post-Operative Care – In Services: <i>Assistance with Self-Administered Medication Training</i>	10	2	0	12
NA/HHA09	Rehabilitative & Geriatric Care In Service: <i>Communication with Cognitively Impaired Clients</i>	6	8	0	14
CPR01	Cardiopulmonary Resuscitation (CPR)	2	2	0	4
NA/HHA10	Nursing Assistant Externship	0	0	40	40
<b>Total Hours</b>		84	44	40	168

**Disclosure:** Total hours of classes and externship will not exceed 40 hours in one week. Upon completion of the program the student will receive a diploma.

**PROGRAM COST:**

REGISTRATION FEE (Not applied to tuition) .....	\$ 50.00
Background Check fee.....	\$ 9.00
Tuition.....	\$ 800.00
Books and Supplies.....	\$ 110.00
*Other Costs .....	\$ 120.00

\*(CPR - \$65.00 - Assistance with Self-Administered Medication - \$25.00 – Understanding Alzheimer's disease - \$30.00)

TOTAL COST (School Charges)..... \$ 1,089.00

Students must pay registration fee and initial background check prior to first day of class.

Background check cost is \$9.00 and paid by the student. Books and supplies after cancellation period are not refunded.

\*\* Other Fees NOT included in the program:

- Nursing Assistant Competency Examination: Written - Clinical Skills English - \$140.00
- FBI Background Screening - \$80.67
- Medical uniform \$50.00 (\$25 each set)

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

## PATIENT CARE TECHNICIAN

### Program Objective/Description

The Patient Care Technician (PCT) program is designed to train the student for an entry level position in all of the relevant aspects of patient care technician assistance, diagnostic testing specifically electrocardiography (EKG), phlebotomy, nursing assistant, home health care needs. This program is designed for those interested for an entry level position as patient care technician in a nursing home, rehabilitation facility, extended care facility, a hospital or as Home Health Care Aid. The student learns to use basic types of patient care technician/home health care, phlebotomy and EKG equipment. The graduate is eligible for Florida State Certification. The student receives all required in-service training and certifications such as Domestic Violence, HIV/AIDS, OSHA, Infection Control and Universal Precautions, Understanding Alzheimer's disease, Assistance with Self-Administered Medication Training, CPR. Upon completion of this program, student will possess the skills and hands on experience needed at an entry level Patient Care Technician utilizing patient care skills in a variety of healthcare settings.

**\*Effective for all students starting classes after April 1, 2016**

**Program Length:** 30 weeks (7.5 months)

**Delivery:** Residential in Bilingual (Spanish/English) and English\*

**Class Schedule:** Monday thru Thursday (20 hours per week)

Morning: 8:30am – 1:30pm

Evening: 5:30pm-10:30pm \*

**Credential:** Diploma

**Program Length:**

Clock Hours 600

Credit Hours N/A

**Total Contact Hours:**

Theory Hours 310

Lab Hours 230

Externship Hours 60

### Program Breakdown by Course

Course Code	Course Title	Clock Hours	Lab Hours	Externship Hours	Total Hours
AHP105	Basic Anatomy and Physiology and Medical Terminology & Abbreviations	60	0	0	60
PCT101	Introduction to Patient Care Technician	30	30	0	60
PCT103	Fundamentals of Patient Care I	30	30	0	60
PCT105	Fundamentals of Patient Care II	30	30	0	60
PCT107	Patient Care Technician Procedures and Lab Skills	30	30	0	60
PCT109	Employability/Career Planning Skill and Positive Behavior Support Training	30	30	0	60
PCT111	PCT Certification Preparation	30	30	0	60
MAS114	Specialized Medical Exams I (Phlebotomy)	30	30	0	60
MAS116	Specialized Medical Exams II (EKG/ECG)*	30	30	0	60
PCT115	PCT115 Patient Care Technician Clinical	0	0	60	60
<b>TOTALS:</b>		<b>310</b>	<b>230</b>	<b>60</b>	<b>600</b>

Course numbers are the first letters of the program name followed by three code numbers.



**DISCLOSURE:** Student may start working in their field of training as soon as they have successfully completed above-described program outline and received all required in-service certificates and diploma.

**PROGRAM COST:**

Registration Fee (Not applied to tuition).....	\$	50.00	
Background Check Fee.....	\$	9.00	Tuition.....\$
8,820.00			
Books and Supplies.....	\$	310.00	
*Other Costs .....	\$	660.00	
*(Basic Life Support and First Aid \$130.00 - Assistance with Self-Administered Medication - \$25.00- Understanding Alzheimer's Disease - \$30.00 – Positive Behavior Support Training - \$400.00-Certification (NRCPT) Exam-\$75.00			
TOTAL COST (School Charges).....	\$	<u>9,849.00</u>	

Students must pay registration fee and initial background check prior to first day of class.  
Background check cost is \$9.00 and paid by the student. Books and supplies after cancellation period are not refunded.

**\*\*Other Fees NOT included in the program:**

- Nursing Assistant Competency Examination: Written – Clinical Skills English - \$140.00
- FBI Background Screening - \$80.67
- Nationally Registered Certified Phlebotomy Technician (NRCPT): \$75.00
- Nationally Registered Certified EKG Technician (NRCEKG): \$75.00
- Hepatitis B series \$225 ( \$75 per injection)
- Medical uniform \$50.00 (\$25 each set)

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

## MEDICAL ASSISTANT

### Program Objective/Description:

The Medical Assistant program is designed to train students in all of the relevant aspects of medical office management including reception, booking appointments, records management, informatics, insurance billing, preparing patients for physical examinations, and minor surgeries, performing specialized medical tests including urinalysis, and collecting biological specimens, phlebotomy, EKG, limited X Rays, and processing and recording pharmacological data. Graduates of this program will be prepared and possess the skills and hands on experience to work at the entry level in medical offices, clinics and various medical practices. This program is also being offered online.

**\*Effective for all students enrolling after April 1, 2016.**

**Program Length:** 45 weeks (11.25 months)

**Delivery:** Residential in Bilingual (Spanish/English) and English

Online/ Hybrid Delivery in Bilingual (Spanish/English) and English\*

**Class Schedule:** Monday thru Thursday (20 hours per week)

Morning: 8:30am – 1:30pm\*

Evening: 5:30pm-10:30pm

**Credential:** Diploma

### **Program Length:**

Clock Hours 900

Credit Hours N/A

### **Total Contact Hours:**

Theory Hours 420

Lab Hours 360

Externship Hours 120

### Program Breakdown by Course

Course Code	COURSE TITLE	Clock Hours	Lab Hours	Extern. Hours	Total Hours
AHP105	Basic Anatomy and Physiology and Medical Terminology & Abbreviations*	60	0	0	60
GEN110	Basic Math	30	30	0	60
GEN 120	Computer Applications	30	30	0	60
GEN130	Employability/Career Planning	30	30	0	60
MAS100	Intro to Medical Assistant/Health Science Core Fundamentals	30	30	0	60
MAS102	Pharmacology	30	30	0	60
MAS104	Medical Office Procedures	30	30	0	60
MAS106	Fundamentals of Medical Insurance	30	30	0	60
MAS107	Records Management & Informatics	30	30	0	60
MAS114	MAS114 Specialized Medical Exams I (Phlebotomy)*	30	30	0	60
MAS116	MAS116 Specialized Medical Exams II (EKG/ECG)*	30	30	0	60
MAS120	Medical Assistant Externship	0	0	120	120
<b>Total</b>		<b>420</b>	<b>360</b>	<b>120</b>	<b>900</b>

**PROGRAM COST:**

Registration Fee (Not applied to tuition).....	\$ 50.00
Background Check Fee (Not applied to tuition).....	\$ 9.00
Tuition.....	\$ 14,300.00
Books and Supplies.....	\$ 390.00
*Other Costs .....	\$ 170.00
- *(Basic Life Support -\$65.00 – Understanding Alzheimer's disease - \$30.00 – Nationally Registered Certified Medical Assistant exam (NRCMA) - \$75.00)	

TOTAL COST (School Charges) ..... \$ 14,919.00

Students must pay registration fee prior to first day of class.

Books and supplies after cancellation period are not refunded.

\*\* Other Fees NOT included in the program:

- Nationally Registered Certified Phlebotomy Technician exam ( NRCPT): \$75.00
- Nationally Registered Certified EKG Technician exam (NRCEKG): \$75.00
- Hepatitis B series \$225 ( \$75 per injection)
- Medical uniform \$50.00 (\$25 each set)

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

**DISCLOSURE:** Student may start working in their field of training as soon as they have successfully completed above-described program outline and will receive all required in-service certificates and diploma.

## PHARMACY TECHNICIAN

### Program Objective/Description:

The Pharmacy Technician program provides instruction in how to assist the pharmacist in the packing and distribution of medication. Graduates can find employment in hospitals (private and government), nursing care facilities, private and chain drug stores, drug manufacturers, wholesale drug houses, and health maintenance organizations. Students will also study the professional and technical skills necessary for direct employment as a pharmacy technician.

This program prepares students for a position as a pharmacy technician. A diploma will be awarded upon successful completion of this program.

\*All students admitted on or after January 4, 2016

**Program Length:** 46 weeks (11.5 months)

**Delivery:** Residential- English

**Class Schedule:** Monday thru Thursday (20 hours per week)

Morning: 8:30am – 1:30pm

Evening: 5:30pm-10:30pm

**Credential:** Diploma

### **Program Length:**

Clock Hours 920

Credit Hours N/A

### **Total Contact Hours:**

Theory Hours 360

Lab Hours 360

Externship 200

### Program Breakdown by Course

Course Code	COURSE TITLE	Clock Hours	Lab Hours	Extern. Hours	Total Hours
AHP100	Introduction to Health Profession	40	40	0	80
AHP110	Human Anatomy and Physiology	40	40	0	80
PHT100	Pharmacy Practice and Principals I	40	40	0	80
PHT110	Pharmacy Practice and Principals II	40	40	0	80
PHT115	Math Calculations for Pharmacy Technicians	40	40	0	80
PHT120	Pharmacology I	40	40	0	80
PHT130	Pharmacology II	40	40	0	80
PHT135	Aseptic and Extemporaneous Compounding	40	40	0	80
PHT140	PTCB Certification Preparation	40	40	0	80
PHT150	Pharmacy Technician Externship	0	0	200	200
	<b>Total</b>	<b>360</b>	<b>360</b>	<b>200</b>	<b>920</b>

**PROGRAM COST:**

Registration Fee (No applied to tuition) .....	\$ 50.00
Background Check Fee .....	\$ 51.25
Tuition.....	\$ 14,485.00
Drug Screen.....	\$ . 50.00
*Book and Supplies.....	\$ 375.00
*Other Cost.....	\$ 299.00

Other Cost: (CPR- \$65.00-Florida Registered Pharmacy Technician application-\$105 and Pharmacy Technician Certification Board (PTCB) exam- \$129.00)

TOTAL COST (School Charges).....\$ 15,310.25

\*\*Other Fees NOT included in the program:

- Hepatitis B series \$225 ( \$75 per injection)
- FVI scrub/uniform \$50.00 (\$25 each set)

Students must pay registration fee and the cost for the background check prior to first day of class. Books and supplies after cancellation period are not refunded.

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

**DISCLOSURE:** Student must become registered as Registered Pharmacy Technician with the Florida Board of Pharmacy before he/she can begin working in their field of training in the State of Florida. All employers will conduct a background check and drug screen for employment in the State of Florida.

## WEB AND APPLICATION DEVELOPMENT ENGINEER

### **Program Objective/Description:**

As a Web Development Engineer, you will gain a wide array of fundamental and in-depth training on front end web development, as well as fundamentals of back end development. You will learn how to effectively write front-end programs which interact with servers and load asynchronously. You will also learn to design and implement graphical interfaces which follow best practices of UX design and are mobile-friendly. Your back-end experience will include an introduction to common design patterns.

**Training Objective:** To build an understanding of designing, creating, and maintaining websites through different programming languages

**Program Length:** 36 weeks (9 months)

**Delivery:** Online/Hybrid or Residential- English

**Class Schedule:** Monday thru Thursday- 5:30pm-10:30 pm (20 contact hours per week)

**Credential:** Diploma

**Credit Hours:** 24 Semester Credit Hours

**Total Contact Hours:**

Theory Hours 180

Lab hours: 540

**Out of Class/Prep Work:**

Assigned Prep Hours: 180

### **Program Breakdown by Course**

Course Code	COURSE TITLE	Sem. Credit Hours	Theory Hours	Lab Hours	Total Hours
WEB1000	Problem Solving	2.0	15	45	60
WEB1010	Basic Front End Programming ( JavaScript, HTML5, CSS)	2.0	15	45	60
WEB2000	Intermediate Front End Structure	2.0	15	45	60
WEB2010	Intermediate Front End Programming	2.0	15	45	60
WEB2020	Intermediate Styling Techniques	2.0	15	45	60
WEB2040	SQL Databases	2.0	15	45	60
WEB2900	Modern MV* Front End Frameworks	2.0	15	45	60
WEB2910	Modern MV* Back End Frameworks	2.0	15	45	60
ROR1000	Fundamentals of PHP Development	4.0	30	90	120
WEB3000	Agile and TDD (QA/Test)	2.0	15	45	60
CAP2000	Capstone Project II	2.0	15	45	60
<b>Total</b>		<b>24.0</b>	<b>180</b>	<b>540</b>	<b>720</b>

### **PROGRAM COST:**

REGISTRATION FEE (No applied to tuition)..... \$ 50.00

Tuition.....\$ 13,875.00

\*Book and Supplies..... \$ 1,050.00

\*Other Cost..... \$ 0.00

TOTAL COST (School Charges).....\$ 14,975.00

Students must pay registration fee prior to first day of class.

Books and supplies after cancellation period are not refunded.

## IT SECURITY AND CLOUD PROFESSIONAL ENGINEER

### Program Objective/Description:

As an IT Security and Cloud Professional Engineer, you are able to validate your ability to handle day-to-day management of the server operating system, file structure, and directory services. You will also learn to handle software distribution and updates; monitor servers; provide tier-2 troubleshooting support; build and configure servers; implement auditing policy; perform scheduled vulnerability-assessment scans; and monitor logs for firewalls and intrusion-detection systems. At the completion of this program you are qualified to manage, support, and troubleshoot information systems in a wide range of computing environments with Microsoft Windows Server and the integrated family of server products. Additionally, the course will provide the concepts, commands, and practice required to configure Cisco switches and routers in multi-protocol Internet works as well as Cloud technology. This course is based on lectures, discussions, demonstrations, exercises, and laboratory projects. Students perform all basic configuration procedures to build LAN and WAN interfaces for the most commonly used routing and routed protocols.

**Program Length:** 36 weeks (9 months)

**Delivery:** Online/Hybrid or Residential- English

**Class Schedule:** Monday thru Thursday- 8:30am. – 1:30pm (20 contact hours per week)

**Credential:** Diploma

**Credit Hours:** 24 Semester Credit Hours

<b>Total Contact Hours:</b>	<b>Out of Class/Prep Hours:</b>
Theory Hours 180	180 Hours
Lab Hours 540	

### Program Breakdown by Course

Course Code	COURSE TITLE	Semester Credit Hours	Theory Hours	Lab Hours	Total Hours
CDA0100	A+	2.0	15	45	60
CDA1000	Introduction to Networking	2.0	15	45	60
CDA1010	Network +	2.0	15	45	60
CDA1100	Security+	2.0	15	45	60
CDA2000	Cisco Routing and Switching I	2.0	15	45	60
CEN1000	Introduction to Window Server (70-4011)	2.0	15	45	60
CEN1200	Linux I	2.0	15	45	60
CEN1210	Linux II	2.0	15	45	60
CEN1010	Administering Windows Servers	2.0	15	45	60
CEN1000	Cloud Technology	2.0	15	45	60
CEN2100	Project Management Essentials	2.0	15	45	60
CDA2100	Cisco Routing and Switching II	2.0	15	45	60
	<b>Total</b>	<b>24.0</b>	<b>180</b>	<b>540</b>	<b>720</b>

**PROGRAM COST:**

REGISTRATION FEE (No applied to tuition) .....	\$ 50.00
Tuition.....	\$ 13,875.00
*Book and Supplies.....	\$ 1,440.00
*Other Cost.....	\$ 746.00
TOTAL COST (School Charges).....	\$ <u>16,111.00</u>

\*Other Costs: (Network+ exam -\$285, Security+ exam-\$311 and Microsoft 70-411  
(Administering Windows Server exam-\$150)

\*\*\*Other Costs NOT included in the Program  
Linux Certification exam-\$194

Students must pay registration fee at the time of enrollment prior to first day of class.  
Books and supplies after cancellation period are not refunded.



## COURSE NUMBERING

Because Florida Vocational Institute is currently a clock hour school, all courses will be considered as first level courses. The prefixes contain letters found in the course title. The numbering system will be 00. Course numbers are the first letters of the program name followed by two code numbers.

The course codes are based on program and related topic. Those are defined as follows:

**NA/HHA:** Nursing Assistant/Home Health Aide

**MAS:** Medical Assistant Courses

**PCT:** Patient Care Technician Courses

**CPR:** Cardiopulmonary Resuscitation Course

**HAE:** HIV/AIDS Education Courses

**PHT:** Pharmacy Technician

**WEB:** Web Development

## COURSE DESCRIPTION

**AHP100                      Introduction to Health Profession                      80 Clock Hours**  
**(40 Theory Hours /40 Lab Hours)**

This course is designed to provide the student with an overall understanding of health as a profession. Included in this course is an overview of career planning and preparation that will prepare the student to become a successful part of the working force. This module will also include strategies for student success that will prepare the student to better assimilate the material that will be given during the rest of the program. As part as a core part of this course students will be introduce to basic medical terminology that will help understand future material such as pharmacology and anatomy. In-services given on this course will include: OSHA, HIPAA and CPR training. Out-of-class activities will be assigned and assessed as part of this module.

**AHP105                      Basic Anatomy and Physiology and                      60 Clock Hours**  
**Medical Terminology & Abbreviations\***  
**(60 Theory Hours /0 Lab Hours)**

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions. Instructor may provide additional resources or materials as a part of the lesson plan.

**AHP110                      Anatomy and Physiology of the Human Body                      80 Clock Hours**  
**(40 Theory Hours /40 Lab Hours)**

This course covers the anatomy and Physiology of the human body and it is designed to allow the student to obtain the basic understanding of the structures and functions of the various organ system and how they correlate to the effects of the medication on the body, also including common diseases with an emphasis on pathophysiology that will be fully explore on the pharmacology classes. Out-of-class activities will be assigned and assessed as part of this class.

**BLSF01            Basic Life Support and First Aid            4 Clock Hours**  
**(2 Theory Hours /2 Lab Hours)**

In this course, healthcare professionals learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an AED, and relieve choking in a safe, timely and effective manner. Included is the basic life support training which help students develop the knowledge, skill and confidence to respond in a medical emergency.

**Pre-requisite(s):** None

**CAP2000            Capstone Project II            2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours/ 15 Prep Hours)**

The Capstone project is designed for the students to select a key project based on either PHP or Node.JS and through applied learning develop a portfolio project in a structured learning environment. The Capstone Project gives the student an opportunity to apply everything they have learned. The students will form teams, create project plans, conduct risk analyses, create test plans, and write software. Students will practice how to handle project and cost overruns, schedule overruns and inconsistent supporting technology. Students will learn how to account for scope creep, under-productive team members, and angry customers. Each individual on the team will get the opportunity to lead the team and will be in charge of one aspect of the project. All individuals will have to contribute to all aspects of the project, under the direction of that aspect's leader. The Coding phase class time will focus on the different types and styles of progress tracking meetings. True to the real world experience of software development, expect to have to adjust your plans and deliverables. The components the students will learn during this phase are, Project Selection, Team Selection, Role Assignment, and Planning, Technology Research, Feasibility Study, and Prototyping, Platform, Language, and DBMS Selection, Development Methodology, Architecture, and Framework Selection. This will culminate in Software Delivery, Presentation Preparation, and Software Project Presentations.

**Pre-requisites:** WEB1000, WEB1010, WEB2000, WEB2010, WEB2020 and WEB2040

**CDA0100A+            2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours)**

Students will learn the fundamental components and functions of computer technology, networking, and security. They will also gain the skills required to identify hardware, peripheral, networking, and security components. In addition, they will learn to install, configure, upgrade, and maintain PC workstations, the Windows OS and SOHO networks. Students will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices.

**Pre-requisite(s):** None

**CDA1000            Introduction to Networking            2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours)**

Students will learn to identify the basic components of network theory, major network communications methods, and network data delivery methods. They will be able to list and describe all network media and hardware components, including becoming knowledgeable on the specific differences between TCP/IP, LAN, and WAN network implementations.

**Pre-requisite(s):** None

**CDA1010            Network+            2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours)**

Students will learn to identify the basic components of network theory, major network communications methods, and network data delivery methods. They will be able to list and describe all network media and hardware components, including becoming knowledgeable on the specific differences between TCP/IP, LAN, and WAN network implementations. Students will learn the services deployed on each major type of network implementation as well as identify the primary network operating systems. Students will study important network protocols, technologies in network security, and data storage technologies. They will also gain the skills to identify major issues, models, tools, and techniques in network troubleshooting and disaster recovery.

**Pre-requisite(s):** None

**CDA1100            Security+            2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours)**

Upon successful completion of this course, students will be able to identify fundamental concepts of computer security, major security threats and vulnerabilities, and network security. Students will gain the skills to manage application, data, and host security by accessing control, proper authentication, and thorough account management. They will also learn to manage certificates. In addition, topics such as compliance & operational security, risk management, and disaster recovery planning will also be covered in this course.

**Pre-requisite(s):** None

<b>CDA2000</b>	<b>Cisco Routing and Switching I (15 Theory Hours/45 Lab Hours)</b>	<b>2 Credit Hours</b>
Upon successful completion of this course, you will be able to meet the following objectives: plan routing services to meet requirements; implement an EIGRP-based solution; implement a scalable multiarea Network OSPF-based solution; implement an IPv4-based redistribution solution; implement Path Control; and implement and verify a Layer 3 solution using BGP to connect an enterprise network to an internet service provider. After completing this course, the student should be able to: analyze campus network designs; implement VLANs; spanning tree and inter-VLAN routing in a network campus; implement high-availability technologies and techniques using multilayer switches in a campus environment; implement security features in a switched network; and integrate WLANs into a campus network and accommodate voice and video in campus networks.		
<b>Pre-requisite(s):</b> None		
<b>CDA2100</b>	<b>Cisco Routing and Switching II (15 Theory Hours/45 Lab Hours)</b>	<b>2 Credit Hours</b>
Upon successful completion of this course, you will be able to meet the following objectives: plan routing services to meet requirements; implement an EIGRP-based solution; implement a scalable multiarea Network OSPF-based solution; implement an IPv4-based redistribution solution; implement Path Control; and implement and verify a Layer 3 solution using BGP to connect an enterprise network to an internet service provider. After completing this course, the student should be able to: analyze campus network designs; implement VLANs; spanning tree and inter-VLAN routing in a network campus; implement high-availability technologies and techniques using multilayer switches in a campus environment; implement security features in a switched network; and integrate WLANs into a campus network and accommodate voice and video in campus networks.		
<b>Pre-requisite(s):</b> CDA0100, CDA1000, CDA1010, CDA1100		
<b>CEN1000</b>	<b>Introduction to Windows Servers (15 Theory/Clock Hours/45 Lab Hours)</b>	<b>2 Credit Hours</b>
This course introduces you to a number of tools and technologies available to help you plan your migration to Windows Server® 2012. By gaining the skills to identify the various migration tools available, planning for individual installations on servers, and configuring and activating the servers after installation, you will learn how to establish a basic Windows Server® 2012 environment.		
<b>Pre-requisite(s):</b> CDA0100, CDA1000, CDA1010, CDA1100		
<b>CEN1010</b>	<b>Administering Windows Servers (15 Theory Hours/45 Lab Hours)</b>	<b>2 Credit Hours</b>
This course provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment.		
It collectively covers implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. This course focuses on the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments.		
<b>Pre-requisite(s):</b> CDA0100, CDA1000, CDA1010, CDA1100		
<b>CEN1200</b>	<b>Linux I (15 Theory Hours/45 Lab Hours)</b>	<b>2 Credit Hours</b>
This course introduces the basics of the Linux command-line interface (CLI) and some of the built-in CLI commands. Students will understand what a shell is, how to navigate the file structure of a Linux Operating System, piping commands, creating shell scripts, using regular expressions, and using vi. Students will also learn how to manage the file system, administer user and group permissions, configure hardware, and configure networking interfaces.		
<b>Pre-requisite(s):</b> CDA0100, CDA1000, CDA1010, CDA1100		
<b>CEN1210</b>	<b>Linux II (15 Theory Hours/45 Lab Hours)</b>	<b>2 Credit Hours</b>
In this course, students will learn advanced linux topics such as installing bootloaders, configuring X Windows, writing shell scripts, configuring CRON processes, installing print servers and services, and Linux security administration.		
<b>Pre-requisite(s):</b> CDA0100, CDA1000, CDA1010, CDA1100		

<b>CEN2100</b>	<b>Project Management Essentials (15 Theory Hours/45 Lab Hours)</b>	<b>2 Credit Hours</b>
Upon successful completion of this course, students will be able to identify the key processes and requirements of project management including initiating a project, planning time and cost, managing a project, and proper execution. Students will also become knowledgeable about planning for project risks, productive communication, and change control. <b>Pre-requisite(s):</b> CDA0100, CDA1000, CDA1010, CDA1100		
<b>CLO1000</b>	<b>Cloud Technology (15 Theory Hours/45 Lab Hours)</b>	<b>2 Credit Hours</b>
This course reviews and analyzes the features of Office 365 and identifies recent improvements to the service. Students will be able to identify the challenges in deploying Office 365 as well as the benefits of the FastTrack approach compared to the traditional plan/prepare/migrate deployment process. They will also examine how to plan the pilot, provision tenant accounts and finally, verify that clients can connect to the Office 365 service. Students will also learn about the Microsoft Azure platform and gain a basic understanding of the services offered. This course offers students the opportunity to take an existing ASP.NET MVC application and expand its functionality as part of moving it to Azure. This course focuses on the considerations necessary when building a highly available solution in the cloud. <b>Pre-requisite(s):</b> CDA0100, CDA1000, CDA1010, CDA1100		
<b>CPR01</b>	<b>Cardiopulmonary Resuscitation (CPR) (2 Theory Hours /2 Lab Hours)</b>	<b>4 Clock Hours</b>
This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR. <b>Pre-requisite(s):</b> None		
<b>DDM1000</b>	<b>Database and Development MTA (15 Theory Hours/45 Lab Hours)</b>	<b>2 Credit Hours</b>
This course introduces and defines the terminology, concepts, and skills you need to understand database objects, security requirements, graphical tools, T-SQL scripts, and writing database queries, in addition to executing stored procedures. The course is designed for individuals seeking to learn the fundamentals of relational databases, database management systems, and database components. <b>Pre-requisite(s):</b> None		
<b>GEN110</b>	<b>Basic Math (30 Theory Hours /30 Lab Hours)</b>	<b>60 Clock Hours</b>
Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, dose calculation as well as other applications of math to medicine including calculations related to chemical laboratory, Hematology laboratory, Urinalysis, and IV therapy. <b>Pre-requisite(s):</b> None		
<b>GEN120</b>	<b>Computer Applications (30 Theory Hours /30 Lab Hours)</b>	<b>60 Clock Hours</b>
This course provides the fundamental skills needed to operate a computer and popular software titles. Students will learn how to care and maintain computers, run diagnostic software, use a word processor, spreadsheet software, presentations software and database management. Students will also learn how to navigate the Internet and use e-mail programs. <b>Pre-requisite(s):</b> None		
<b>GEN130</b>	<b>Employability/Career Planning Skills (30 Theory Hours /30 Lab Hours)</b>	<b>60 Clock Hours</b>
This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. Topics emphasize how to maintain certification and State's registry, continuing education, and learn how to manage stress and stressors. Information on Medical Assistant Certification and requirements for job placement will be reviewed. Information including professional ethic, guides to trade associations and memberships. <b>Pre-requisite(s):</b> None		

<b>HAE01</b>	<b>HIV/AIDS Education (4 Theory Hours /0 Lab Hours)</b>	<b>4 Clock Hours</b>
This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.		
<b>Pre-requisite(s):</b> None		
<b>MAS100</b>	<b>Intro to Medical Assistant /Health Science Core Fundamentals (30 Theory Hours /30 Lab Hours)</b>	<b>60 Clock Hours</b>
The introduction to Allied Health Careers is designed to offer the student a foundation in medical career skills. Students will learn medical terminology, as well as first aids procedures and CPR. Students will demonstrate knowledge of the healthcare delivery system, and health occupation, basic infection control procedures, HIPPA guide lines, and the general laws and ethical responsibly of healthcare workers. Student will learn to emergency situations, practice safety and security procedures, apply science skills, interpersonal communications skills concepts, and understand the developmental principles of the life cycle. In services: HIPPA/ Domestic Violence, and Alzheimer's Disease Certificates, OSHA, Domestic Violence/Communication with cognitively impaired Clients and HIPPA certificates.		
<b>Pre-requisite(s):</b> None		
<b>MAS102</b>	<b>Pharmacology (30 Theory Hours /30 Lab Hours)</b>	<b>60 Clock Hours</b>
Dosage and calculations are the basic concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages.		
<b>Pre-requisite(s):</b> None		
<b>MAS104</b>	<b>Medical Office Procedures (30 Theory Hours /30 Lab Hours)</b>	<b>60 Clock Hours</b>
Upon completion of this course students will demonstrate professional and appropriate phone technique, explain the role of the medical assistant in the medical office, demonstrate appropriate professional behavior for the medical office, explain the use and function of computers in the medical office, demonstrate appropriate written communication skills and mail processing, demonstrate how to schedule appointments, basic bookkeeping principles, demonstrate cordial, courteous and professional patient reception, and patient processing.		
<b>Pre-requisite(s):</b> None		
<b>MAS106</b>	<b>Fundamentals of Medical Insurance (30 Theory Hours /30 Lab Hours)</b>	<b>60 Clock Hours</b>
In this course students will develop the basic skills necessary to initiate the claims development procedures of the medical office. Students will learn how to collect pertinent insurance information, integrate it into a patient's file, complete billing forms, perform procedural and diagnostic coding and communicate with insurance companies.		
<b>Pre-requisite(s):</b> None		
<b>MAS108</b>	<b>Record Management and Informatics (30 Theory Hours /30 Lab Hours)</b>	<b>60 Clock Hours</b>
This course is designed to provide students with training in common medical file systems. Students will learn how to initiate and maintain new files, patient charts, maintain clean forms and organize information in chronological order. Emphasis will be place on the computational, cognitive and social aspects of Informatics in the medical office.		
<b>Pre-requisite(s):</b> None		
<b>MAS110</b>	<b>Diagnostic Imaging and X-Ray (30 Theory Hours /30 Lab Hours)</b>	<b>60 Clock Hours</b>
This course prepares students to prep and perform limited X-Ray work on extremities and body region. Students will learn about machine maintenance, principal of use, safety precautions and X-Ray procedures. The course is also designed to provide a basic knowledge on other imaging procedures including MRI, CT as well as Ultrasound.		
<b>Pre-requisite(s):</b> None		

**MAS112                      Patient Preparation and Clinical Procedures                      60 Clock Hours**  
**30 Theory Hours /30 Lab Hours)**

Students will study patient care concepts involved in preparing patients for a medical examination or specialized test. Students will learn appropriate draping procedures, procedures for preparation for minor surgery, interpersonal skills required for patient communication, and the importance of maintaining well stocked, clean and well prepared examination areas.

**Pre-requisite(s):** None

**MAS114                      Specialized Medical Exam I (Phlebotomy)                      60 Clock Hours**  
**(30 Theory Hours /30 Lab Hours)**

In this course students will learn the basic concepts behind laboratory testing. Students will learn phlebotomy skills, use of Vacutainer, proper techniques involved in collecting biological specimens and material, appropriate storage and processing. Students will also learn how to perform urinalysis, hematology testing, immunology testing, and other labs performed in the medical office and laboratories.

**Pre-requisite(s):** None

**MAS116                      Specialized Medical Exam II EKG                      60 Clock Hours**  
**(30 Theory Hours /30 Lab Hours)**

The course is designed to introduce basic principles of ECG. Students will be prepared to performed electrocardiogram procedure including the recording of the traces as well as ability to read them and recognize cardiac disorders.

**Pre-requisite(s):** None

**MAS120                      Medical Assistant Externship                      120 Clock Hours**  
**(0 Theory Hours /30 Lab Hours/ 120 Externship Hours)**

This 120-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working medical office. Students will gain exposure to "on-the-job" experiences and training in the Medical Office setting and practice of skills, gaining experiences in all aspects of assisting patient's physical examination, vital signs electrocardiography, phlebotomy as well as office procedures, and other administrative duties.

**NA/HHA01                      Introduction to Nursing Assistant/Home Health Aide- Verbal & Written                      10 Clock Hours**  
**Communications**  
**(10 Theory Hours /0 Lab Hours)**

This course is designed to teach the student how to obtain knowledge of the healthcare delivery system, and health occupations, HIPAA guidelines, and the general laws and ethical responsibilities of healthcare workers. Student will develop understanding of their specific ethical responsibilities critical to the role of Nursing Assistant/Home Health Aide. The student will learn to understand the residents. In Service: *Domestic Violence and HIPAA*. This course is also designed to enhance verbal and written communication skills. Students engaged in this course will learn basic sentence structure and grammar, for the purpose of developing the ability to communicate clearly and concisely in the healthcare setting. Verbal communications will be developed through oral presentation and word enunciation.

**Pre-requisite(s):** None

**NA/HHA02                      Safety, Sanitation, and Emergency Procedures                      12 Clock Hours**  
**(10 Theory Hours /2 Lab Hours)**

This course is designed to provide safety, sanitation and emergency skills in the context of the Nursing Assistant. Students will learn to identify emergency situations from possible adverse pharmaceutical reactions, to cardiac arrest. Students will learn to survey each setting in which a patient is located in order to assess safety, and practice sanitation skills. In Services: *OSHA, Infection Control and Biohazards Waste Disposal/Bloodborne Pathogens and Universal Precautions*.

**Pre-requisite(s):** None

**NA/HHA03                      Anatomy and Physiology and related Medical Terminology                      10 Clock Hours**  
**(10 Theory Hours /0 Lab Hours)**

This course is designed to provide an overview of basic anatomy and physiology. Students will develop a basic understanding of the major body systems, their structure and function, and related pathologies of diseases. Students will also develop their medical terminology skills in this course.

**Pre-requisite(s):** None

**NA/HHA04      Patient Care Procedures for NA/HHAs (Dementia Management and Patient Abuse Prevention training)  
(10 Theory Hours /8 Lab Hours)      18 Clock Hours**

In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other important functions and procedures required in patient care. Students will receive dementia management training in relation to *Understanding Alzheimer's Disease* and patient abuse prevention training, to assist them in identifying individuals and families at risk for abuse and tools that are helpful in identifying functional limitations, cognitive impairments, depression and problem behavior. In Services: *Understanding Alzheimer's disease; Medical Record Documentation; Resident Rights.*

**Pre-requisite(s):** None

**NA/HHA05      Physical Comfort and Patient Safety  
(10 Theory Hours /6 Lab Hours)      16 Clock Hours**

Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients. Nonviolent crisis intervention. In Service: *Medical Error Prevention and Safety.*

**Pre-requisite(s):** None

**NA/HHA06      Home Health Care (New Born Care)  
(8 Theory Hours /8 Lab Hours)      18 Clock Hours**

Students will become oriented as to the purpose and history of home health care. Students will learn about the medical workers involved in home health care and the role of the home health aide in the home health setting. Students will practice patient care skills and administrative skills involved in home health care; this includes new born care and children with disabilities

**Pre-requisite(s):** None

**NA/HHA07      Nutrition  
(4 Theory Hours /8 Lab Hours)      12 Clock Hours**

Protocols for patient care include nourishment, nutrition and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, other special needs diets, and essential nutrition principles for patients.

**Pre-requisite(s):** None

**NA/HHA08      Post-Operative Care  
(10 Theory Hours /2 Lab Hours)      12 Clock Hours**

This course is designed to help students understand the needs of post-operative patients, the common, chronic, and acute conditions. Students will learn the standard protocols, physical care and comfort, appropriate communication with post-operative patients and their families. In Services: *Assistance with Self-Administered Medication Training.*

**Pre-requisite(s):** None

**NA/HHA09      Rehabilitative & Geriatric Care  
(6 Theory Hours /8 Lab Hours)      14 Clock Hours**

Students will learn the process, techniques and procedures involved in rehabilitative care. Students will learn their role in the process of rehabilitation. This course also provides training in geriatric care. Students will learn communication techniques and real world circumstances involved in caring for the elderly. In **Pre-requisite(s):** None

**NA/HHA10      Nursing Assistant Externship  
(0 Theory Hours. /0 Lab Hours. /40 Externship Hours.)      40 Clock Hours**

Students will have the opportunity to work in a Nursing Care Facility where they will gain exposure to real life care giving experiences. Under the supervision of a Registered Nurse, students will have hands on opportunities to apply skills which complete the educational experience of a Nursing Assistant.

**Pre-requisite(s):** Successful completion of all nursing assistant coursework.

- PCT101                      Introduction to Patient Care Technician                      60 Clock Hours**  
**(30 Theory Hours /30 Lab Hours)**  
 The introduction to Medical Assistant is design to offer the student a foundation in medical career skills. Students will learn medical Terminology, as well as First aid procedures and CPR. Students will demonstrate knowledge of the healthcare delivery system, and health occupation, basic infection control procedures, HIPAA guide lines, and the general laws and ethical responsibly of healthcare workers. Student will learn to emergency situations, practice safety and security procedures, apply science skills , interpersonal communications skills concepts, and understand the developmental principles of the life cycle .In services : HIPAA, OSHA, Domestic Violence, Communication with cognitively impaired Clients, Medical Errors certificates.  
**Pre-requisite(s):** None
- PCT103                      Fundamentals of Patient Care I                      60 Clock Hours**  
**(30 Theory Hours /30 Lab Hours)**  
 In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other important functions and procedures required in patient care. Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients. Protocols for patient care include nourishment, nutrition and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, other special needs diets, and essential nutrition principles for patients. Medical Record In service.  
**Pre-requisite(s):** None
- PCT105                      Fundamentals of Patient Care II                      60 Clock Hours**  
**(30 Theory Hours /30 Lab Hours)**  
 This course is designed to help students understand the needs of surgical patients, the common, chronic, and acute conditions. Students will learn the standard protocols, physical care and comfort, appropriate communication with post-operative patients and their families. Also this course is designed to provide safety, sanitation and emergency skills in the context of the Nursing Assistant. Students will learn to identify emergency situations from possible adverse pharmaceutical reactions, to cardiac arrest. Students will learn to survey each setting in which a patient is located in order to assess safety, and practice sanitation skills. Students will learn the process, techniques and procedures involved in rehabilitative care. Students will learn their role in the process of rehabilitation. This course also provides training in geriatric care. Students will learn communication techniques and real world circumstances involved in caring for the elderly. Students will become oriented as to the purpose and history of home health care. Students will learn about the medical workers involved in home health care and the role of the home health aide in the home health setting. Students will practice patient care skills and administrative skills involved in home health; this includes new born care and children with disabilities. In Services: Assistance with Self-Administered Medication Training, and Resident Right.  
**Pre-requisite(s):** None
- PCT107                      Patient Care Technician Procedures and Lab. Skills                      60 Clock Hours**  
**(30 Theory Hours /30 Lab Hours)**  
 This course is designed to provide student with knowledge on how to deal with the different types of wounds, wound healing, hot and cold applications and assisting patients with physical examinations. Student will learn how to deal with patient comfort, rest and sleep, mental and health problems, developmental disabilities. Student practices in applying hot compresses, dry sterile dressing, changing leg bag to a drainage bag, inserting catheters, give tube feeding and setting up oxygen administration.  
**Pre-requisite(s):** None
- PCT109                      employability/Career Planning Skill                      60 Clock Hours**  
**and Positive Behavior Support Training**  
**(40 Theory Hours /20 Lab Hours)**  
 This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. Topics emphasize how to maintain certification and State's registry, continuing education, and learn how to manage stress and stressors. Information on Medical Assistant Certification and requirements for job placement will be reviewed. Information including professional ethic, guides to trade associations and memberships.  
**Pre-requisite(s):** None



- PCT111                      PCT/NA Certification Preparation                      60 Clock Hours**  
**(30 Theory Hours /30 Lab Hours)**  
 This course is design to prepare the student to take and assure a better passing rate of the Nursing Assistant Certification Board (CNA) exam which is the most recognize certification among employers. The course outline will follow the official CNA blue print to ensure that every major topic will be covered and discussed during the total length of the course.  
**Pre-requisite(s):** PCT103, PCT105, PCT107
- PCT115                      Patient Care Technician Clinical Externship                      120 Clock Hours**  
**(0 Theory Hours /0 Lab Hours/60 Externship Hours)**  
 This 60-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the field of study. The Student PCT Extern provides direct patient care under the direction of the RN professional to all assigned patients, and maintains a safe patient area. He/she assumes responsibility and accountability for patient care as a team member in order to achieve established outcomes.  
**Pre-requisite(s):** Successful completion of all didactic and lab courses
- PHT100                      Principles of Pharmacy Practice I                      80 Clock Hours**  
**(40 Theory Hours/ 40 Lab Hours)**  
 This course is designed to introduce the student to the professional aspects of working in pharmacy technology on a retail setting including: major chain and independent pharmacies. Subjects includes: ethics, history and current pharmacy laws as well as exposing the student with aspect of patient care, medication order and fill process and being able to obtain information required to interpret and type the prescription label, with the use of a pharmacy software (Avoca) on a retail setting. Out-of-class activities will be assigned and assessed as part of this module.  
**Pre-requisite(s):** None
- PHT110                      Principles of Pharmacy Practice II                      80 Clock Hours**  
**(40 Theory Hours/ 40 Lab Hours)**  
 This course is designed to prepare the student with the professional aspects of working in pharmacy technology on an institutional setting including Hospital, Home health and Long term care facilities. Subjects will include Medication order and fill process on an institutional setting, medicalization safety, and medication errors. In-services included on this course: HIV/AIDS  
**Pre-requisite(s):** None
- PHT115                      Math Calculation for Pharmacy Technicians                      80 Clock Hours**  
**(40 Theory Hours/ 40 Lab Hours)**  
 This course is designed to help the student a solid understanding of pharmacy calculation and business math with an emphasis on pharmacy billing and Reimbursement. Subjects included on this course: Roman Numbers, conversions between metric and house hold system, Dose dosification included on retail and institutional pharmacies, Pediatrics dosification, IV flowrate, and extemporaneous compounding calculations. Out-of-class activities will be assigned and assessed as part of this class.  
**Pre-requisite(s):** None
- PHT120                      Pharmacology                      80 Clock Hours**  
**(40 Theory Hours/ 40 Lab Hours)**  
 In this course will introduce the student to the realm of pharmacology and pharmacokinetics, beginning with definition and medical terminology needed to further understand the subject of pharmacology and mechanism of action of all major drug classification that will be divided by body system disorders. Subjects included on this course will include: Drug abuse and misuse, Antibiotics and Anti-invectives, integumentary, Urinary and Reproductive system aliments. Out-of-class activities will be assigned and assessed as part of this class.  
**Pre-requisite(s):** None
- PHT130                      Pharmacology II                      80 Clock Hours**  
**(40 Theory Hours/ 40 Lab Hours)**  
 This course is designed as a continuation of Pharmacology I, but new student will be able to enter as well, as there will be a review part of pharmacy and medical terminology that will allow the student to better assimilate the material of the course. Subjects included on this course, will be mainly focus on classification of drugs used for the following body systems: Cardiovascular, Muscle-Skeletal, Respiratory, Nervous, Endocrine/Lymphatic and Gastro Intestinal Systems. Out-of-class activities will be assigned and assessed as part of this module.  
**Pre-requisite(s):** None

- PHT135                      Aseptic and Extemporaneous Compounding                      80 Clock Hours**  
**(40 Theory Hours/ 40 Lab Hours)**
- This course will explore and prepare the student to be able to adequately perform aseptic and extemporaneous compounding process. During the sterile compounding part of the course the student will be expected to perform the right aseptic technique under the laminar air flow hood, fully understand USP-797 guidelines, handling and disposal of waste products, documentation preparation such as Batch preparation, compound record and be able to determine product stability (Beyond date use). During the extemporaneous compounding part of the course the student will be expected to perform the right extemporaneous compounding process and fully understand USP-795 guidelines, determine product stability (beyond date use) and to keep track of proper documentation such as formula sheets and compounding logs. Out-of-class activities will be assigned and assessed as part of this module.
- Pre-requisite(s):** None
- PHT140                      PTCB Certification Preparation                      80 Clock Hours**  
**(40 Theory Hours/ 40 Lab Hours)**
- This course is designed to prepare the student to take and assure a better passing rate of the Pharmacy Technician Certification Board (PTCB) exam which is the most recognized certification among employers. The course outline will follow the official PTCB blueprint to ensure that every major topic will be covered and discussed during the total length of the course. Official PTCB blueprint will be attached with this description. Out-of-class activities will be assigned and assessed as part of this module.
- Pre-requisite(s):** PHT110, PHT115, PHT120, PHT130, PHT135
- PHT150                      Pharmacy Clinical Externship                      200 Clock Hours**  
**(0 Theory Hours/0 Lab Hours/200 Externship Hours)**
- This 200-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites.
- Pre-requisite(s):** Successful completion of all didactic and lab courses
- ROR1000                      Fundamentals of PHP Development                      3 Credit Hours**  
**(30 Theory Hours/90 Lab Hours/ 15 Prep Hours)**
- This course introduces the PHP programming language and also how to do the basic back end tasks (cookies, session data, request parameters, query string handling, forms handling, authentication and authorization) in PHP. It will also introduce students to developing laravel applications and give a survey of design patterns to solve the object-relational mapping problem.
- Pre-requisites:** WEB1000, WEB1010, WEB2000, WEB2010, WEB2020 and WEB2040
- WEB1010                      Basic Front End Programming (JavaScript, HTML5, CSS)                      2 Credit Hours**  
**(15 Theory/Clock Hours/45 Lab Hours/15 Prep Hours)**
- Students learn how to hack through documentation of CSS frameworks by using Bootstrap and Materialize to create grid-based layouts. They also learn the basics of material design, forms posting, intro to JavaScript (variables, if statements, loops, simple objects, and attacking event handlers), selecting elements with jQuery, modifying the contents of elements with jQuery, and sending Ajax requests with jQuery. The expected level of proficiency by the end of the course is being able to use a CSS framework to design a responsive grid, knowing enough code to solve simple algorithmic challenges like aggregating the elements of an array, and knowing how the request-response model works and thus being able to do very basic Ajax programming using jQuery.
- Pre-requisite(s):** None
- WEB1000                      Problem Solving                      2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours/15 Prep Hours)**
- In this unit, students study techniques for web design and programming which have a root in mathematics. The goal of this unit is to get students to know how to emulate randomness, understand asynchronous programming and callbacks, use the modulus operator to restrict execution flows and avoid out of bounds exceptions, write effective if statements (by recognizing occurrences of DeMorgan's laws as well as the distributive property of ands and ors), and really understand if-else chains and negation.
- Pre-requisite(s):** WEB1010

- WEB2000 Intermediate Front End Structure 2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours/ 15 Prep Hours/)**  
 Students will learn about html5 semantic elements, basics of the shadow DOM, HTML 5 templating, work with the canvas object, design html emails using tables, performance optimization of webpages, and basics of UX design.  
**Pre-requisite(s):** WEB1010
- WEB2010 Intermediate Front End Programming 2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours/15 Prep Hours)**  
 This unit is devoted to learning advanced jQuery techniques such as event delegation, different types of Ajax requests (including jsonp), interacting with a firebase back-end and also with the Wikipedia api. Students will also receive an introduction to node.js and work through developing a template for a site which implements authentication and authorization functions.  
**Pre-requisite(s):** WEB1010
- WEB2020 Intermediate Styling Techniques 2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours/15 Prep Hours)**  
 This course teaches students about the principles of web typography, picking font schemes, working with SVG graphics, using pseudo-elements ( ::after and ::before), use gresock animation suite to create css effects, and takes a deeper dive into bootstrap and learning about using it to easily create sliders and other components. Students will also have the opportunity to work on two Ajax applications to fine-tune their front end programming skills.  
**Pre-requisite(s):** WEB1010
- WEB2040 SQL Databases 2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours/15 Prep Hours)**  
 This course emphasizes what developers need to know about SQL. Students go through ample practice with nested selects and joins, loading pre-existing datasets into MariaDB, locating and fixing errors in a table, understanding foreign keys and relationships between entities, and creating tables of appropriate data types. An intro to MongoDB is also given, with some basic exercises. This course also serves as a Node.JS introduction and AJAX refresher, as students develop an application which creates html visualizations of the outputs of several specific queries.  
**Pre-requisite(s):** WEB1010
- WEB2900 Modern MV\* Front End Frameworks 2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours/ 15 Prep Hours)**  
 In this course, students learn the basics of Angular JS and the MVC design pattern. They will develop two applications of their own using Angular.  
**Prerequisites:** WEB1000, WEB1010, WEB2000, WEB2010, WEB2020 and WEB2040
- WEB2910 Modern MV\* Back End Frameworks 2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours/15 Prep Hours)**  
 In this course, Students will take a deeper Dive into Node.JS. Students will learn how to handle request parameters, query strings, session data, and cookies. They will also learn how to do OAuth authentication with Facebook, Twitter, and Google, and how to connect to a database. An introduction to Object-oriented programming in JS is also given.  
**Prerequisites:** WEB1000, WEB1010, WEB2000, WEB2010, WEB2020 and WEB2040
- WEB3000 Agile and TDD (QA/Test) 2 Credit Hours**  
**(15 Theory Hours/45 Lab Hours/ 15 Prep Hours)**  
 In this course, students get a robust intro to the scrum implementation of agile, with an option to get certified. They also learn the JavaScript implementation of some advanced programming concepts such as function purity, writing testable functions, loose coupling between functions, inheritance/polymorphism, and get plenty of practice with filter, map, and reduce as a gateway into understanding functional programming.  
**Pre-requisites:** WEB1000, WEB1010, WEB2000, WEB2010, WEB2020 and WEB2040

## ADMINISTRATION

Arnie Girnun	Executive Vice-President
Denyse Antunes	Campus Vice President
Gretel Chong	Senior Director of Admissions
Andrea Holguin-Reyes	Career Services Director
Marta Marrero	Program Director- Nursing Assistant
Jorge Gomez	Program Director- Allied Health
Victor Moreno	Program Director- Information Technology
Eliezer Tabares	Financial Aid Administrator
Dinorah Salgado	Financial Aid Officer
Michelle Vides	Campus Support/Receptionist
Barbara Rodriguez	Admissions Representative
Manuela Stewart	Admissions Representative
Patricia Inigio	Admissions Representative
Carolina Aguila	Admissions Representative
Omar Fernandez	Marketing Manager
Anabetsy Rivero	Community Outreach Representative
Lidia Bravo	Registrar
Luisa Enriquez	Administrative Services Manager

## FACULTY

### **Alfono, Evelyn, AS (License Number(s): RPT18425; CRT48619)**

- Lead Instructor
- Courses Taught: Pharmacy Technician and Medical Assistant
- Degrees/Diplomas: Associate of Science –Radiology Florida National College, Hialeah, Florida; Specialized Associate Degree- Medical Assistant Technician, National School of Technology, Miami, Florida
- Registered Pharmacy Technician- Florida; Certified Pharmacy Technician (09001072064)
- Registered Medical Assistant (ID#114887)

### **Avendano, Guiselle, AAS (License Number: CRT82400)**

- Instructor
- Courses Taught: Medical Assistant
- Degrees/Diplomas: Associate of Science –Radiology, Diploma Certificate- Medical Assistant, Fortis Institute Miami, Florida; Registered Radiologic Technologist (AART#495752)
- National Certified Medical Assistant (ID#756617)

### **Elvirez, Yuriens L., (License Number: CNA284284)**

- Lead Instructor
- Courses Taught: Nursing Assistant/ HHA
- Degrees/Diplomas: Nursing Assistant/HHA Diploma; Cuba; Certified Nursing Assistant – Miami, Florida

### **Ferrer, Randolph, MBA, MS**

- Lead Instructor
- Courses Taught: Web Application Development and IT Security and Cloud
- Degrees/Diplomas: Masters in Business Administration, Master in Science in Computer Information Science, Bachelor of Business Administration, University of Miami, Coral Gables, Florida;

### **Gutierrez, Ricardo, AS, (License Number: RPT18750)**

- Lead Instructor
- Courses Taught: Pharmacy Technician
- Degrees/Diplomas: Associate of Science –Miami Dade College, Miami, Florida;
- Registered Pharmacy Technician- Florida; Certified Pharmacy Technician (PTCB)

**Gomez, Jorge R., BS**

- Allied Health Program Director
- Courses Taught: Medical Assistant
- Degrees/Diplomas: Bachelor of Science-Nutrition Science, Kaplan University, Davenport, Iowa; Associate Degree in Biology – University of Havana; Certified Clinical Medical Assistant – National Healthcare Association; Certified EKG Technician – National Allied Health Test Registry; Certified Phlebotomy Technician – National Allied Health Test Registry

**Marrero, Marta K., BSN (License Number: RN9421117)**

- Program Director-Nursing Assistant
- Courses Taught: Patient Care Technician
- Degrees/Diplomas: Bachelor of Science in Nursing, Licenciante in Nursing - The Rector of the Higher Institute of Medical Sciences of Havana, Cuba; Registered Nurse, Certified Nursing Assistant - Miami, Florida, CPR and AED Level 2 Instructor Certification

**Mesa Villalonga, Mireisy, MD**

- Lead Instructor
- Courses Taught: Medical Assistant
- Degrees/Diplomas: Doctor in Medicine – The Rector of the Higher Institute of Medical Sciences of Nicaragua; Registered Medical Assistant

**Moreno, Victor, MS, BA**

- IT Program Director
- Courses Taught: Web Application Development Engineer
- Degrees/Diplomas: Bachelor's Degree on Computer Science- Florida International University - Master's Degree on Finance – Florida International University - Miami, Florida

**Pepper, Sandra, (License Number: RPT32426)**

- Lead Instructor
- Courses Taught: Pharmacy Technician
- Degrees/Diplomas: Diploma in Pharmacy Technician-, Everest Institute- Miami, Florida
- Registered Pharmacy Technician; Certified Pharmacy Technician

**Perez, Vladimir, BSN (License Number: RN9245673)**

- Director of Education
- Courses Taught: Nursing Assistant/Home Health Aide Instructor, Patient Care Technician Instructor
- Degrees/Diplomas: Registered Nurse; Miami, Florida - Bachelor of Science in Nursing, The Rector of the Higher Institute of Medical Sciences of Havana, Cuba
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**Susarte Alonso, Maria Del Pila, MD**

- Lead Instructor
- Courses Taught: Medical Assistant
- Degrees/Diplomas: Doctor in Medicine – The Rector of the Higher Institute of Medical Sciences of Havana; Registered Medical Assistant: (RMA: 2012121315)

**Tovar, Freddy, MD**

- Instructor
- Courses Taught: Medical Assistant
- Degrees/Diplomas: Doctor in Medicine – National University of Colombia, Registered Medical Assistant; Registered Phlebotomy Technician: (RPT: 2013074244)

**Valdes Rodriguez Yojany, BSN (License Number: RN9409611)**

- Clinical Instructor
- Courses Taught: Patient Care Technician, Nursing Assistant
- Degrees/Diplomas: Bachelor of Science in Nursing, Licenciante in Nursing - The Rector of the Higher Institute of Medical Sciences of Havana, Cuba; Registered Nurse
- Florida, CPR and AED Level 2 Instructor Certification

## **SCHOOL CALENDAR 2016**

THE SCHOOL WILL BE CLOSED IN OBSERVANCE  
OF THE FOLLOWING HOLIDAYS:

**2016**

**Good Friday** – Friday, March 25, 2016

**Memorial Day** – Monday, May 30, 2016

**Independence Day**- Monday July 4, 2016

**Labor Day** – Monday, September 5, 2016

**Thanksgiving** – Thursday & Friday, Nov. 24-25, 2016

**Christmas Recess** – Dec 21 – January 1, 2016

## 2016 Anticipated Program Start & End Dates

Medical Assistant	
Start Date	Anticipated End Date
01/25/2016	12/24/2016
02/25/2016	02/01/2017
03/14/2016	02/17/2017
04/11/2016*	03/22/2017
05/02/2016	04/13/2017
05/23/2016	05/10/2017
06/14/2016	06/01/2017
07/11/2016	06/23/2017
08/01/2016	07/20/2017
08/22/2016	08/11/2017
09/13/2016	09/01/2017
10/04/2016	09/26/2017
10/25/2016	10/18/2017
11/15/2016	11/09/2017
12/07/2016	12/04/2017

Pharmacy Technician	
Start Date	Expected End Date
01/04/2016	12/08/2016
02/02/2016	01/13/2017
03/02/2016	02/16/2017
04/04/2016	03/15/2017
05/02/2015	04/13/2017
05/31/2016	05/15/2017
06/28/2016	06/13/2017
07/27/2016	07/13/2017
08/24/2016	08/10/2017
09/26/2016	09/08/2017
10/24/2016	10/10/2017
11/21/2016	11/08/2017

Nursing Assistant/HHA	
Start Date	End Date
02/01/2016	04/05/2016
04/05/2016	06/05/2017
06/01/2016	08/01/2017
08/29/2016	10/31/2016

Patient Care Technician	
Start Date	Anticipated End Date
01/20/2016	08/30/2016
02/25/2016	10/06/2016
03/01/2016	10/14/2016
04/11/2016*	12/07/2016
05/02/2016	01/12/2017
05/23/2016	02/07/2017
06/14/2016	03/01/2017
07/11/2016	03/22/2017
08/01/2016	04/18/2017
08/22/2016	05/10/2017
09/13/2016	06/01/2017
10/04/2016	06/27/2017
10/25/2016	07/20/2017
11/15/2016	08/11/2017
12/07/2016	09/05/2017

Web Application Development Engineer IT Security & Cloud Professional Engineer	
Start Date	Anticipated End Date
01/06/2016	10/05/2016
02/01/2016	10/31/2016
02/23/2016	11/21/2016
03/16/2016	12/14/2016
04/11/2016	01/17/2017
05/02/2016	02/07/2017
05/23/2016	03/01/2017
06/14/2016	03/27/2017
07/11/2016	04/18/2017
08/01/2016	05/10/2017
08/22/2016	06/01/2017
09/13/2016	06/26/2017
10/04/2016	07/19/2017
10/25/2016	08/24/2017
11/15/2016	09/05/2017
12/07/2016	09/26/2017

**Important Note:** Class schedules are subject to change without notice. Current students will not be affected by any program change or cancellation. School closure for inclement weather situations will follow public school closures for Miami Dade County.

It is the responsibility of the student to apply for graduation according to the deadlines published in the Calendar.

