

CENTRAL FLORIDA INSTITUTE

YOUR PRESCRIPTION FOR LIFE



*HANDS-ON, SHORT-TERM
EMPLOYMENT-FOCUSED
HEALTHCARE EDUCATION*

2013 - 2014

www.cfi.edu

HISTORY

Central Florida Institute was founded as “Florida Institute of Medical and Dental Training, Inc.” and was first licensed by the State of Florida, July 1996.

In June 1998, under new ownership of Career Path Training Corporation, a Florida Corporation, the name was changed to Central Florida Institute.

Institutional accreditation was obtained in November 1999. The right to dispense Title IV federal financial aid was obtained in August 2000.

As the school continued to grow, in August 2001, the school acquired the third floor of the Palm Harbor Outpatient building in order to relocate the administrative offices, add classrooms, and an x-ray lab.

In February 2003, Career Path Training Corporation opened Central Florida Institute of Orlando.

In 2006, in order to accommodate continued growth, CFI added another 4,800 sq feet to the Palm Harbor campus.

In 2008 – 2009 CFI added approximately 5,000 sq feet of space to the Orlando campus to accommodate growth and new program offerings.

Exclusive Focus on Healthcare

While most schools teach many different subjects, Central Florida Institute specializes exclusively on preparing its students for the medical and dental professions. Depending on your program, your studies focus on the essential training and skills that most employers look for in an entry-level or advanced level employee. Our goal is to provide you with the practical information and experience you need to start working as soon as you graduate.



CFI Palm Harbor

APPROVALS | CERTIFICATIONS | LICENSURE | MEMBERSHIPS

LICENSED BY THE COMMISSION FOR INDEPENDENT EDUCATION FLORIDA DEPARTMENT OF EDUCATION

Additional information regarding this institution may be obtained by contacting:

Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-free telephone number: 888-224-6684 or 850-245-3200

Approved for training of veterans and other eligible persons in accordance with the rules and regulation administered by the State Approving Agency. (For more information see page 36)

Approved for training provided through the Workforce Investment Act in several counties surrounding the school locations. (For more information see page 16)

APPROVED BY THE U.S. DEPARTMENT OF EDUCATION FOR:

- ◆ Federal Pell Grant Program
- ◆ Federal Supplemental Education Opportunity Grant Program (FSEOG)
- ◆ Federal Stafford Loan Program
- ◆ Federal PLUS Loan

APPROVED BY:

- ◆ National Center for Competency Testing (NCCT)
- ◆ American Association of Medical Assistants (AAMA)
- ◆ American Medical Technologists (AMT)
- ◆ Cardiovascular Credentialing International (CCI)
- ◆ Florida Board of Dentistry

MEMBER OF:

- ◆ The Florida Association of Post Secondary Schools & Colleges (FAPSC)
- ◆ Member of Health Occupations Students of America (HOSA) – Palm Harbor Campus

Please note that the catalog is not considered complete unless the appropriate addenda (if applicable) are included. An addendum may include items such as tuition, book costs, and fees, and specific state requirements not mentioned in the catalog. Although every effort has been made to ensure the accuracy of information included in this catalog, revisions may occur after publication. Please refer to the catalog addendum for more information.

Compliance with City, State, and Federal Regulations

Central Florida Institute complies with all local, municipal, city, county, state, and federal regulations.

The contents of the catalog are expected to remain effective through December 31, 2014. Revised December 2013. Catalog is not complete without appropriate school addendum.

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CENTRAL FLORIDA INSTITUTE

Mission Statement

The mission of Central Florida Institute is to educate students to obtain a professional career in the allied healthcare field with special emphasis on academic excellence, innovative hands-on training, and high ethical standards. Central Florida Institute will realize this mission by maintaining affiliations, partnerships and collaboration with community health care organizations, workforce entities, other educational institutions, and community service organizations.

Vision Statement

Recognition as Florida's leading private post-secondary institution providing a quality allied healthcare curriculum and innovative hands-on training in a diverse cultural, socioeconomic, and academic environment.

Philosophy

- ◆ The faculty and staff of Central Florida Institute believes in the following values:
- ◆ All students have dignity and worth.
- ◆ Students have the right to develop their skills and abilities to the greatest level.
- ◆ Students should be encouraged to develop self-esteem and respect while developing skills and attitudes that will lead to gainful employment and a sense of fulfillment.
- ◆ Students need encouragement to recognize and optimize potential.
- ◆ Quality and affordable education are attainable.
- ◆ Outstanding customer service.
- ◆ Individual differences, ideas, and opinions are to be appreciated and respected.
- ◆ Success is achieved by being honest, fair, ethical, and innovative.
- ◆ Commitment to continuous awareness of changes in technology and medical advances in order to implement high-demand educational opportunities.

Objectives for Student Outcomes

Graduates of Central Florida Institute will have been given the necessary training to:

- ◆ Obtain a professional, entry-level career in medical/dental health care.
- ◆ Be prepared to think, analyze, and communicate effectively.
- ◆ Encounter numerous, diverse and quality patient experiences during clinical/externship in preparation for an entry level position.
- ◆ Experience opportunities for community involvement.
- ◆ Acquire the ability and belief that well-planned goals are attainable.

This Catalog is certified true and correct in content and policy".



ACCREDITATION APPROVALS

Accreditation is both a status and a process. As a status, accreditation provides public notification that an institution and/or program meet standards of quality set forth by an accrediting agency. As a process, accreditation reflects the fact that in achieving recognition by the accrediting agency, the institution or program is committed to self-study and external review by one's peers in seeking not only to meet standards but also to continuously seek ways in which to enhance the quality of education and training provided.

INSTITUTIONALLY ACCREDITED BY:

Accrediting Bureau of Health Education Schools (ABHES) for Diploma and Applied Science Associates Degree Programs
7777 Leesburg Pike, Suite 314 N.
Falls Church, VA 22043
703-917-9503

PROGRAMMATICALLY ACCREDITED BY:

The Surgical Technologist (ST) program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP – www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA – www.arcst.org).

- ◆ Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
727-210-2350

The Echocardiography Sonography (ECS) program and the Invasive Cardiovascular Technology (ICT) program are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP – www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT – www.jrccvt.org).

- ◆ Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
727-210-2350

The Polysomnographic Technologist (PSG) program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP – www.caahep.org) upon the recommendation of the Committee on Accreditation of Education for Polysomnographic technologists (CoA PSG – www.aastweb.org)

- ◆ Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
727-210-2350

The Diagnostic Medical Sonography Program (DMS), general concentration, is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP – www.caahep.org) upon the recommendation of the Joint Review Committee on Education in the Diagnostic Medical Sonography (JRC-DMS).

- ◆ Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
727-210-2350

LEGAL CONTROL / CORPORATE OFFICERS

Jon Tomion, Chairman of the Board

John E. Kearney, Sr., Vice Chairman/President & CEO

John E. Kearney, Jr., Vice President, Secretary/Treasurer

Brad Ball, Vice President, Student Finance

Central Florida Institute, Inc. is a wholly owned subsidiary of Career Path Training Corporation

11300 4th Street North, Suite 200

St. Petersburg, FL 33716

727-342-6420

www.careerpathtraining.com

NONDISCRIMINATION STATEMENT AND AFFIRMATIVE ACTION POLICY

Central Florida Institute is an Equal Opportunity/Affirmative Action institution. In the operation of its programs and activities (including admissions counseling and advisement), CFI affords equal opportunity to qualified individuals regardless of race, color, religion, sex, gender, national origin, ethnic group, affectional or sexual orientation, atypical hereditary or cellular blood trait, age, disability, marital/familial status/domestic partnership status or liability for military service. This is in accord with Title VII of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color and/or national origin), Title XII of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (which prohibits discrimination against otherwise qualified people with disabilities) and other applicable laws and regulations. Inquiries may be directed to the School Director at the address and telephone number located herein.

ANTI-HAZING POLICY

As guided by the State of Florida Law, 240.326, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of invitation or admission into or affiliation with any organization operating under the sanction of the school regardless of the willingness of the participant.

Such prohibited actions, situations, and activities include, but are not limited to, the following:

- ◆ Any brutality of a physical nature, such as whipping, beating, branding, or forced calisthenics.
- ◆ Excessive exposure to the elements.
- ◆ Forced or required consumption of any food, alcohol, drug, or other substance.
- ◆ Forced physical activity that could adversely affect the physical health or safety of the student.
- ◆ Forced activity that would subject the student to extreme mental stress, such as sleep deprivation.
- ◆ Forced exclusion from social contact.
- ◆ Forced conduct that could result in extreme embarrassment.
- ◆ ***Any other forced activity that could adversely affect the mental health or dignity of the student.***

For the purposes of this section, any activity as described above upon which the initiation, admission into, or affiliation with an organization or the school is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Any student and/or organization engaged in any of the activities listed above as hazing will be dismissed from Central Florida Institute.

NOTICE TO STUDENTS

The school is relieved and released of all claims by the student that may arise as a result of the school's inability to perform hereunder as a result of an act of God, strike, or any matter or thing beyond the control of the school.

STUDENT HARASSMENT POLICY

Central Florida Institute intends to provide an educational environment that is free from harassment of students based on sex, race, color, religion, national origin, age, disability, veteran, or marital status. This policy prohibits any student, employee, or visitor from harassing another student, employee, or visitor at any Central Florida Institute location on the basis of sex, race, color, religion, national origin, age, sexual orientation disability, or veteran or marital status.

FORMS OF PROHIBITED HARASSMENT

- A. Any verbal, physical or other conduct based on a person's sex, race, color, religion, national origin, age, disability, or veteran or marital status that has the purpose or effect of threatening or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits instructor harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.
- B. Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and, therefore, interferes with academic performance.
- C. The victim does not have to be the person toward whom the unwelcome conduct is directed, but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create for another employee or student an intimidating, hostile, or offensive environment.

DEFINITION OF SEXUAL HARASSMENT

- A. Any act of "quid pro quo" ("something for something") sexual harassment, where a student, supervisor, instructor, or other employee with the power or authority to grant or withhold benefits or privileges, demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee's "cooperation" with sexual demands will have any effect on academic performance, career development, or any other aspect of education.
- B. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment.
- C. Examples of conduct that is prohibited by this policy include, but are not limited to, the following conduct:
 - 1. Explicit or implicit demands for sexual favors in return for benefits or privileges.
 - 2. Unwelcome letters, e-mail communications, or telephone calls of a sexual nature.
 - 3. Distribution or display of materials of a sexual nature, including posters, screen savers or computer graphics, calendars, or pictures of men or women who are dressed in a suggestive manner.
 - 4. Using Central Florida Institute's facilities, time, or resources in relation to any form of entertainment, such as strippers or belly dancers, that tends to present men or women as sexual objects.
 - 5. Physical assaults of a sexual nature or coerced sexual contact.
 - 6. Unwelcome and deliberate touching, leaning over, cornering, pinching, or other untoward sexual behavior.
 - 7. Unwelcome sexually suggestive looks or gestures.
 - 8. Unwelcome pressure for sexual favors or dates.
 - 9. Unwelcome teasing, jokes, remarks, innuendos, insults, questions, or vulgar language that relates to or is based on a person's sex. Students and staff are asked to be mindful of others around them. Comments not intended as harassment, and not perceived as such by the person to whom they are directed, may be offensive and unwelcome to another employee or student who overhears them.
 - 10. Affording favorable treatment to those who grant sexual favors, or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.

- D. This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits instructor sexual harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.

STUDENT RESPONSIBILITIES FOR REPORTING PROHIBITED HARASSMENT, INCLUDING SEXUAL HARASSMENT

- A. It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment.
- B. Any student who believes that he or she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome and to stop.
- C. If the misconduct continues, or if the student feels uncomfortable about confronting the harasser, he or she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure:

Any student who believes that he or she is being harassed should promptly report their concerns to:

- ◆ Career and Student Support Services Department, and/or
- ◆ The Director of Education, and/or
- ◆ The School Director

It is the responsibility of each Supervisor within his or her area of control to report student complaints in writing to the School Director. Central Florida Institute will investigate all harassment complaints; including talking with witnesses as appropriate, and in doing so will make every effort to treat the complaint and resulting investigation discreetly and as confidentially as possible, while still investigating thoroughly. If the report of prohibited harassment is substantiated, Central Florida Institute will take corrective action it deems appropriate. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral or written reprimand, suspension, or expulsion.

- D. If students have any questions regarding sexual harassment in the school/externship site or this policy, they should contact the Career and Student Support Services Department, Director of Education, or School Director.
- E. The law prohibits retaliation for reporting any form of illegal harassment, or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. Central Florida Institute will take appropriate measures to ensure that no such retaliation occurs.
- F. Continued compliance with these policies will assure that the learning environment at Central Florida Institute remains harassment free and that employees and students treat each other with mutual respect.

FALSE CLAIMS

As harassment charges are taken with tremendous concern, any person who knowingly makes a false and fraudulent claim of harassment may be subject to disciplinary action up to and including expulsion from Central Florida Institute.

Office Hours*

Administrative Hours—Palm Harbor

Monday – Thursday, 9 a.m. – 6 p.m., Friday—7:30 a.m.—5 p.m.

*Other hours available by appointment

Administrative Hours—Orlando

Monday – Friday, 9 a.m. – 6 p.m.

Building Hours

Palm Harbor

Monday through Thursday 7:30 a.m. – 11:00 p.m.

Friday.....7:30 a.m. – 5:00 p.m.

Orlando

Monday through Thursday.....7:00 a.m. - 11:00 p.m.

Friday.....7:00 a.m. - 6:00 p.m.

CAMPUS SECURITY, CRIME AWARENESS, AND ALCOHOL AND DRUG PREVENTION

In accordance with federal law, Central Florida Institute annually provides students and employees with information regarding campus security, crime statistics, and alcohol and drug abuse prevention, pursuant to the Student Right to Know and Campus Security Act of 1990 and the Drug Free Schools Act of 1989. The local police authorities and campus administration make continual efforts to reduce crime on campus. A well-informed community is better served and safer. For a copy of the complete Central Florida Institute security and crime prevention report, including crime statistics, campus security measures, and crime reporting procedures, applicants for admission or prospective employees may contact the Central Florida Institute Student Success Department.

CELL PHONES AND ELECTRONIC DEVICE USAGE

Students may not disrupt class with the use of cellular phones, text messaging, pagers or similar electronic devices. If the cell phone or beeper can be set so that it does not make a noise, it is permissible to have in a class. Leaving class to answer a cell phone is considered disrespectful to the instructor and other class members. Students who act in disregard to these guidelines are subject to disciplinary action including possible involuntary withdrawal from CFI.

CHILDREN AND VISITORS ON CAMPUS

In order not to disrupt the teaching/learning activities, students, staff, and visitors are not permitted to have children accompany them into campus classrooms, laboratories, or libraries whether the children are supervised or not. The only exceptions are prearranged tours of campus or coordinated special events. Students, staff, and visitors are not permitted to leave minor children unattended on campus property or in campus buildings. Children are welcome to visit a campus, but they must be supervised by adults at all times. CFI does not assume responsibility for the safety of children left unattended.

PARKING

- ◆ All persons who operate a motor vehicle on campus are expected to comply with all traffic and parking regulations, (this includes parking, standing, or stopping). Central Florida Institute assumes no responsibility for damage to or loss of any vehicle or its contents at any time it is operated or parked on the campus. All students and employees of CFI holding a valid operator's permit issued by the Division of Licensing in their state are permitted to operate and park properly registered motor vehicles on campus.
- ◆ Motorists must yield the right of way to pedestrians and bicyclists.
- ◆ All vehicles must comply with the posted speed limits on campus (5 mph).
- ◆ Handicapped Parking: vehicles are required to display a valid state "Handicap" license plate/hang tag. Illegal parking in handicap spaces may result in a fine and/or removal of the vehicle.
- ◆ Driving on sidewalks, paths, on grass, or off road is prohibited.
- ◆ Parking on roadways, service driveways, sidewalks, paths, grass, off road, or along any curb is prohibited.
- ◆ Tearing down, altering, defacing, or removing any sign or traffic control device including traffic cones is prohibited.
- ◆ Acts as described may subject the offender to administrative sanctions or criminal prosecution.
- ◆ Palm Harbor students: No parking in patient parking spaces. Students are to display CFI issued parking tags from the rear view mirror of their car.
- ◆ Orlando students: Parking is available in the lot north of the main building of the school.

SMOKING

Smoking is permitted in designated areas only.

ADMISSIONS POLICIES

OPEN DOOR ADMISSIONS POLICY

CFI admissions are open to all applicants who desire to obtain a career skill in the health care field. The school reserves the right to limit enrollment in each of its programs. Applicants are screened by personal interview to determine their ability to benefit from the training provided.

ADMISSIONS PROCEDURES

CFI accepts applicants based upon an aptitude for their chosen field (which may need to be demonstrated by an entrance examination), work experience, educational background, and by a personal interview.

Steps for Enrollment

Inquiring applicants are scheduled to visit the school and must have an appointment with an Admissions Advisor. While visiting the school the applicant will

- A. Complete a Statement of Qualifications form
- B. Interview with Admissions Advisor
- C. Receive an overview of the program for which they are qualified
- D. Receive a tour of the school
- E. Receive information on tuition
- F. If applying for any degree program, applicants must pass the competitive admissions process consisting of entrance test scores, Program Director interview, and prior knowledge test administered by the program staff.
- G. Schedule an appointment to enroll (Registration fee is published in the catalog insert.)

CRITERIA FOR ADMISSION

Based upon the success of our graduates, Central Florida Institute has earned a highly favorable reputation among the members of the allied health field for which we train. To ensure that qualified applicants are accepted for training, the following factors are carefully considered prior to acceptance:

- A. Submit proof of a high school diploma (transcript or actual diploma), or GED within 30 days of start of program.
- B. Provide social security card, and current driver's license (or valid picture ID).
- C. Obtain a general physical and TB test prior to the start of the program. Doctor's approval may be needed.
- D. Affirm they are drug free and agree to drug testing.
- E. Applicants enrolling in Associate of Applied Science Degree programs will also be required to be drug tested prior to the Externship phase of the curriculum.
- F. Must reach the age of 18 prior to the externship rotation.
- G. The applicant must be capable of performing the duties of the desired Career Field as defined in the U.S. Department of Labor publication, "Dictionary of Occupational Titles".
- H. Meet with a Financial Aid Advisor to determine financial needs and discuss payment options (financial aid will not be approved until all admission requirements have been met).
- I. Sign an enrollment agreement, program specific enrollment packet, and pay the application fee.
- J. If applying for the Associate of Applied Science Degree programs, and selected through the competitive admissions process, a criminal background search will be conducted prior to enrollment and prior to the Externship phase of the curriculum. Applicants are on notice that any criminal activity that appears on a background check may prohibit the individual from completing the program, securing a clinical or externship site, and/or obtaining employment in the area studied at CFI.
- K. A letter of provisional acceptance notifies the applicant that s/he may attend CFI, as long as the enrollment requirements are met within the established time line.

- L. Whenever the number of accepted applicants for program enrollment date reaches the maximum number, applicants will be notified that the program is full.
- M. The School Director determines final acceptance.
- N. CFI reserves the right to reject an applicant if the applicant within the established time line does not provide the admission documents.
- O. If unexplained discrepancies appear between statements or documents provided to CFI, and information otherwise obtained, an applicant may be rejected for admission or a current student may be dismissed. In this event, then the monies paid by the Student will be refunded less a fifty dollar (\$50.) non-refundable application fee.
- P. CFI reserves the right to reject an applicant if it is determined that the prospective student does not possess the proper attitude and/or personality characteristics required for the health care field.
- Q. CFI does not deny admission on the basis of age, race, creed, color, religion, sex, sexual preference, or ethnic origin.
- R. Applicants denied admission to Central Florida Institute will have any paid fees refunded.
- S. Foreign Citizens must hold the proper credentials to allow them to attend long-term postsecondary education in the United States.

HIGH SCHOOL DIPLOMA / TRANSCRIPT POLICY

To be admitted to Central Florida Institute, applicants must have earned a high school diploma, GED, or foreign secondary school equivalent, and provide proof as follows:

- ◆ Diploma must contain name of high school, date of graduation, city, state
- ◆ Transcript must contain a valid address and telephone number (a post office box number is not acceptable).

Diploma/Transcript from Florida

- ◆ Any Florida high school diploma or GED issued after January 2003 will not be accepted if the words "Certificate of Completion" are on them unless the application has also achieved qualifying scores on the SAT or ACT exams. For the SAT qualifying scores are a Reading score of 420 and a Math score of 340. For the ACT, qualifying scores are a Reading score of 18 and a Math score of 15. Florida high school diplomas issued after January 2003 with "Special Diploma" appearing on them are not acceptable.

Diploma/GED from other States or private high schools

- ◆ Must contain similar wording as included on a Florida high school diploma.
- ◆ If the wording is not similar, verification will be requested.

Diploma from home schooling, correspondence, or on-line

- ◆ Transcript is required and must be verified.
 - ◆ **Exception:** Diploma is accepted if it contains the required information as listed above, and was issued by any of the agencies listed under "Home Schooling/Correspondence Schools Recognized by Florida"
- ◆ Diplomas from on-line institutions listed with the United States Department of Education are accepted.

Diploma from another country

- ◆ May need to be translated into English and notarized.
- ◆ Must contain required information as listed above.
- ◆ Coursework must be **translated** to the English language and **evaluated for equivalence** to coursework taken at a United State institution.
- ◆ Applicants will be responsible for costs incurred to evaluate foreign coursework.
- ◆ CFI reserves the right to request additional information if necessary.

CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE

CFI Offers 3 options for students who wish to receive academic credit at CFI for previous training or experience. In ALL cases, the credit for previous training or experience process must be completed prior to the student sitting in class at CFI. Students may receive credit under the following conditions:

1. **Previous college level course work that is no more than 5 years old:** The applicant must provide CFI with an official transcript for the awarding institution. The awarding institutions must be recognized by the US Department of Education/CHEA.
2. **Previous college level course work that is more than 5 years old:** The applicant may attempt a test-out exam. Official transcript is required. The awarding institutions must be recognized by the US Department of Education/CHEA. A test out fee of \$250 applies per test. Each test may be attempted only one time.
3. **Work Experience in the Medical Field:** The applicant may attempt a test-out exam. Proof of experience or credential may be required. A test out fee of \$250 applies per test. Each test may be attempted only one time.

For Veterans Affairs beneficiaries, in accordance with VA regulations:

- ◆ Provide written records of all previous education and experience.
- ◆ Credit may be granted where appropriate.

All applicants are to review previous related education or training with the Director of Education.

The Director of Education will determine if credit should be given. CFI will give consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA).

- ◆ No course credit will be given in excess of twenty-five percent (25%) of the applicable program credit hours or tuition.
- ◆ Transfer credits will be considered toward graduation if the following criteria are met:
 - ◆ Official transcript and catalog must be received prior to program start;
 - ◆ Course must be comparable in content and credit hours: hours cannot be transferred if they are not equal to or greater than the credits awarded through CFI;
 - ◆ Grade of 2.0 (C) or better must have been earned;
 - ◆ Course must have been completed within the past five (5) years.
- ◆ Only general education courses are accepted for transfer into the Associate of Applied Science Degree Program (s).
- ◆ Students transferring to a different CFI program will not receive financial credit for a previous enrollment, except as noted above. However, same courses within the program curriculums will be transferred.
- ◆ Those students who transfer credit from an accredited postsecondary institution will receive a grade of "TR" as noted in the grading policy. Those courses, which have been accepted as transfer credit, will not be used to determine a student's satisfactory academic progress, but will be considered in calculating the maximum time frame, which is one and one-half (1.5) times the normal program length.
- ◆ If a student receives credit for previous training, such credit will not be used to determine satisfactory academic progress, although it will be used to determine completion of graduation requirements.
- ◆ A student cannot receive federal Title IV financial assistance for any credit granted as a result of a challenge.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

Central Florida Institute has articulation agreements in place for select colleges and universities. As these agreements change regularly, interested students should seek information from the Director of Education or the School Director regarding which schools currently have articulation agreements in place.

Beyond those articulation agreements, the transferability of credits earned at Central Florida Institute is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the diploma or degree earned is also at the com-

plete discretion of the institution to which the student may seek to transfer. If the credits, diploma, or degree earned at this institution are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the required coursework at the new institution. For this reason students should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which he/she may seek to transfer after attending Central Florida Institute to determine if credits or diploma/degree will transfer.

FINANCIAL INFORMATION

CFI is an eligible institution under the following student financial aid programs:

FEDERAL AID PROGRAMS: FEDERAL REGULATIONS ARE SUBJECT TO CHANGE BY THE UNITED STATES DEPARTMENT OF EDUCATION.

◆ **Federal Pell Grant**

- ◆ Federal Pell Grants are awarded to help undergraduate students pay for education after high school. These grants, unlike loans, do not have to be repaid. For many students, the Federal Pell Grant will provide a foundation of financial aid to which aid from other federal and non-federal sources may be added. The maximum award amount is set each year by the U.S. Congress. The amount a student receives will depend on the individual's EFC, the projected cost of attendance, the student's enrollment status, and whether the student attends for the full academic year.

◆ **Federal Supplemental Educational Opportunity Grant (FSEOG)**

- ◆ FSEOG is a campus-based Federal grant program available to undergraduate students with exceptional financial need. Eligible students with the highest need (those with the lowest Expected Family Contribution) who will also receive Federal Pell Grants will be the first selection group for FSEOG funds. If remaining FSEOG funds are available, eligible students with the lowest EFCs who will not receive Federal Pell Grants will be the second selection group. FSEOG awards do not have to be repaid.

◆ **Federal Loans:**

- ◆ **The William D. Ford Federal Direct Loan (Direct Loan) Program** is for eligible borrowers to cover postsecondary education costs. Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution.
- ◆ **Federal Direct Subsidized Loan** - A loan for students with financial need as determined by federal regulations. No interest is charged while you are in school at least half-time, during your grace period, and during deferment periods.
- ◆ **Federal Direct Unsubsidized Loan** - A student loan that is not based on financial need. Interest is charged during all periods.
- ◆ **Federal Direct PLUS Loan** - Are unsubsidized loans for the parents of dependent students. PLUS loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods.

◆ **Workforce Investment Act (WIA)**

- ◆ The Workforce Development Board in your area may offer payment of tuition and/or other expenses to students who qualify for this program. Interested applicants should contact the nearest Workforce Center or call 1-850-245-7105. Applications for the program should be made as far in advance of registering as possible.

◆ **Veterans' Benefits (G.I. Bill)**

- ◆ CFI is approved for training veterans and their eligible dependents under the provisions of various laws commonly called the G.I. Bill.
A veteran with remaining entitlement may receive a monthly check, which varies in amount based on class load and the type of eligibility that the veteran has. Fees and tuition are paid by the student at registration. A spouse or child of a veteran may receive benefits under certain conditions.

Veterans who are eligible for assistance under any of the Department of Veteran's Affairs programs should contact the Financial Planning Office.

- ◆ To apply for Veterans Educational Benefits go to <http://www.gibill.va.gov>

NOTICE TO APPLICANTS OF FINANCIAL AID

An offer of financial aid is contingent upon receipt of funds from all funding sources. The Financial Planning Office reserves the right to revise offers of financial aid at any time during the academic year based on availability of funds and/or procedures mandated by the state or federal authorities. Pursuant to the Privacy Act of 1974, applicants for student financial aid are hereby notified that the disclosure of their social security number is required by Central Florida Institute to verify the identity of each applicant. Financial Aid is available for those who qualify.

APPLYING FOR FINANCIAL AID

FINANCIAL AID STEPS:

1. Apply for Admission to Central Florida Institute
2. Apply for an electronic signature (PIN). With the PIN you can sign the FAFSA, make corrections, re-apply for financial aid next year, apply for Direct Student Loan and use to check the status of your loans. To apply for a PIN go to www.pin.ed.gov *Dependent students only – parents must apply for a PIN.*
3. Complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is used to determine your eligibility for financial aid (grants, loans, scholarships). Central Florida Institute School Code is **034254**. To apply for FAFSA go to www.fafsa.ed.gov
4. Apply for a Direct Loan (MPN) at <https://studentloans.gov> and click on Sign Master Promissory Note
 - ◆ Dependent students only – Parents need to apply for a Direct PLUS at <https://studentloans.gov> and click Endorse Plus Loan.
 - ◆ First time borrowers at CFI need to complete an Entrance Loan Counseling at <https://studentloans.gov> and click Entrance Loan Counseling.

WHO MAY APPLY?

TO RECEIVE AID FROM FEDERAL STUDENT AID PROGRAMS A STUDENT MUST:

- ◆ Be enrolled or accepted for enrollment as a regular student progressing toward a degree or certificate in an eligible program.
- ◆ Be a U.S. citizen or eligible non-citizen.
- ◆ Have a valid Social Security number.
- ◆ Make satisfactory academic progress.
- ◆ Sign the statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes, that you are not in default on a federal student loan, and you do not owe money on a federal student grant.
- ◆ Register with Selective Service – if required.

DEPENDENT VS. INDEPENDENT STUDENT:

If you can answer "yes" to any of the following questions, you are independent and will not need to provide parent.

- ◆ Before January 1 of this year, were you 23 or older?
- ◆ Are you married? (Answer "yes" if you are separated but not divorced.)
- ◆ When you attend college, will you be working on a master's or doctorate degree (such as an M.A., M.B.A., M.D., J.D., Ph.D., or graduate certificate, etc.)?
- ◆ Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? (If you are a National Guard or Reserves enlistee, are you on active duty for other than state or training purposes?)

- ◆ Are you a veteran of the U.S. Armed Forces?
- ◆ Answer No (you are not a veteran) if you (1) have never engaged in active duty in the U.S. armed forces, (2) are currently a Reserve Officers' Training Corps (ROTC) student or a cadet or midshipman at a service academy, (3) are a National Guard or Reserves enlistee activated only for training, or (4) were engaged in active duty in the U.S. Armed Forces but released under dishonorable conditions.
- ◆ Also answer No if you are currently serving in the U.S. armed forces and will continue to serve through the end of the award year.

Answer Yes (you are a veteran) if you (1) have engaged in active duty in the U.S. armed forces (Army, Navy, Air Force, Marines or Coast Guard) or are a National Guard or Reserve enlistee who was called to active duty for purposes other than training, or were a cadet or midshipman at one of the service academies and (2) were released under a condition other than dishonorable.

Also answer Yes, if you are not a veteran now but will be one by the **Federal Student Aid application deadline** for the school year you will be attending.

- ◆ Do you have children who receive more than half of their support from you?
- ◆ Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you?
- ◆ At any time since you turned age 13, (a) were both your parents deceased, (b) were you in foster care or (c) were you a dependent or ward of the court?
- ◆ Are you or were you an emancipated minor as determined by a court in your state or legal residence at the time you received the determination?
- ◆ At any time on or after July 1, 2009, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?

At any time on or after July 1, 2009, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
At any time on or after July 1, 2009 did the director of a runaway or homeless youth basic center or transitional housing living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

EMPLOYER TUITION REIMBURSEMENT

Students whose employers pay or reimburse for their education must request required paperwork from the Financial Planning Department and the Career and Student Success Department. Employer reimbursement does not eliminate the student's responsibility to ensure tuition is paid on time.



CFI Palm Harbor



SCHOLARSHIPS

FAPSC Scholarship:

- ◆ Central Florida Institute is an active member of the Florida Association of Postsecondary Schools & Colleges (FAPSC). Annually, CFI participates in the Florida Association's Scholarship program. These scholarships are awarded to high school seniors who apply to FAPSC for consideration. Scholarship award amounts vary depending on the scholarship type. Some scholarships are for full tuition costs and others are partial tuition scholarships in the amount of \$5,000 and \$1,000. Scholarships may only be used for the 2013-2014 academic year, and may not be applied toward tuition to a future academic year. To be eligible, an applicant must
 - ◆ Be a high school senior in good standing during the 2013-2014 school year with at least a 2.0 GPA or higher.
 - ◆ (or) Have achieved a GED between March 1, 2013 and February 28, 2014
 - ◆ Provide an official transcript, sent by your high school, reflecting seven consecutive semesters of high school.
 - ◆ Submit a 300 word minimum essay.
 - ◆ The FAPSC nomination committee reviews all applicants and letters of notification are sent to all applicants notifying them if they were awarded a scholarship. The recipient must meet all admission requirements of Central Florida Institute. All applications and supporting documentation must be postmarked by March 1.
 - ◆ Applications can be obtained from high school guidance offices, libraries or directly from FAPSC (www.fapsc.org) or by calling 1-850-577-3139.

Florida Bright Futures Scholarship Program

- ◆ (must apply during your last year in high school, and before high school graduation).
- ◆ Contact: 1-888-827-2004 or <http://www.floridastudentfinancialaid.org/SSFAD/bf/>

The Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service members (CSDDV)

- ◆ Provides scholarships for dependent children or un-remarried spouses of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or who have been verified by the Florida Department of Veterans' Affairs as having service-connected 100% permanent and total disabilities. CSDDV also provides funds for dependent children whose parent is classified as a prisoner of war or missing in action by the Armed Forces of the United States or as civilian personnel captured while serving with the consent or authorization of the United States Government during wartime service. CSDDV provides funds for tuition and registration fees at an eligible public postsecondary institution or the equivalent at an eligible private postsecondary institution.
- ◆ Submit a fully completed error free *Initial Student Florida Financial Aid Application* by April 1.
- ◆ Ensure that the Florida Department of Veterans Affairs certifies the applicant's eligibility by April 1.
- ◆ For more information, contact 1-888-827-2004.

KML Foundation. Inc. Scholarship

- ◆ Residents of Hillsborough, Pasco and Pinellas County
- ◆ High school diploma, or GED and have been (or will be) accepted to a college, university, technical, trade, or vocational institution.
- ◆ Contact: 813-514-1929 or info@kmlfoundation.org for an application.

CANCELLATION AND REFUND POLICY

Central Florida Institute Refund Policy applies to all students regardless of the funding source. Refunds will be processed and sent to the student no later than thirty (30) days after the school determined withdrawal date. All other refunds (i.e., FFELP, FDSLP, etc.) will be issued in accordance with applicable State and Federal mandates. The calculation of refunds will be based on the effective date of termination.

THREE(3) DAY CANCELLATION POLICY:

All monies will be refunded in full under any one of the following conditions:

1. Rejection of the Enrollment Agreement by the SCHOOL.
2. Receipt by the SCHOOL, within three (3) business days of the contract signing, of written notification that the STUDENT wishes to cancel, even if instruction has begun. If the applicant is a minor, a parent or guardian must sign the cancellation notice. (The postmark date will be the effective date of cancellation.)

CANCELLATION AFTER THREE (3) DAY PERIOD:

1. After the three (3) day period, the Application Fee is non-refundable.
2. After the STUDENT starts SCHOOL, the SCHOOL will refund tuition according to the following schedule and the *Return of Title IV Federal Student Aid*.
3. WITHDRAWALS: Upon receipt of written notification of the student's withdrawal, the School will refund advance tuition according to the Refund Schedule to follow. If student requests a cancellation refund within three (3) business days of entering into this Agreement, the School will refund all monies paid by the student. In the event the student requests a cancellation or refund after three (3) business days, but before entering school, then the monies paid by the Student will be refunded less a fifty dollar (\$50.) non-refundable application fee
4. REFUNDS. The effective date of withdrawal or termination will be the earlier of the following:
 - ◆ The last date of attendance prior to the date of receipt of written notification from the student.
 - ◆ The last day of attendance, if terminated by the school.
 - ◆ The last day of attendance.
 - ◆ Refunds will be issued within thirty (30) days after the effective date of termination.
 - ◆ Items that are included in tuition are non-refundable.
 - ◆ The School is permitted to deduct from any required refund, unpaid student charges and an administrative fee of 5% of the total charges subject to refund or \$100.
 - ◆ Refund calculations will not include scheduled school breaks of at least five (5) consecutive days.

REFUND SCHEDULE. The amount of tuition to be refunded will be based on course/program time expressed in clock hours and will be issued as determined by the Institutional Refund Policy Form, which is based on hours completed per pay period.

SEE *Return of Title IV Federal Student Aid*.

RETURN OF TITLE IV FEDERAL STUDENT AID

Students who withdraw from all classes prior to completing more than sixty percent (60%) of the payment period will have their eligibility for aid recalculated.

The Return to Title IV policy shall apply to all students who withdraw, drop out, cease attendance or are expelled from Central Florida Institute.

- ◆ A student's withdrawal date is determined based on the following:
 - 1.The date the student officially or unofficially withdraws from class.
 - 2.The student's last date of attendance at a documented academically related activity.
- ◆ The Percentage of Title IV Aid Earned Shall Be Calculated As Follows:
 - ◆ **Credit Hour:** Number of days completed divided by the total number of days in the payment period = % of aid earned (for credit hours student)

- ◆ **Unearned Aid:** The student is responsible for repaying the amount of unearned aid.
- ◆ **Unearned Title IV aid shall be returned to the following Programs in the following order:**
 - ◆ Federal Direct/Stafford Loan (Unsubsidized)
 - ◆ Federal Direct/Stafford Loan (Subsidized)
 - ◆ Federal Direct/PLUS (Parent) Loan
 - ◆ Federal Pell Grant
 - ◆ FSEOG
 - ◆ Other Federal Aid
 - ◆ The Student

*Please note that students receiving Federal Aid are responsible for any balance owed to CFI as a result of the repayment of Federal Aid funds. **Before withdrawing from class, all students receiving Federal Aid are required to see the Financial Planning Department.***

POLICY ON COLLECTION OF DELINQUENT TUITION AND FEES

Students who terminate with tuition or other fees due the school are requested to make arrangements for payment at the time of termination or within 14 days of Balance Due Letter date. Should the amount due remain unpaid at the end of the 14-day period, the account will be submitted to a commercial collection agency.

STUDENT EXIT INTERVIEW

The Department of Education requires institutions of higher education to provide Exit Counseling for student loan borrowers who have ceased to attend at least half time.

Further, effective August 14, 2008, 34 CFR 682.604, specific requirements were added to be included in the exit counseling information given to students.

Our online Exit Counseling will provide you the opportunity to review and understand the terms and conditions of your loan and loan repayment. It will also provide more information on options in repayment and how to access the National Student Loan Data System to obtain information on your student loans. Log on to the website listed below to complete your exit counseling.

Federal Family Education Loan Program:

<https://studentloantransitionguide.usafunds.org/>

Federal Direct Loan Program:

<https://studentloans.gov/myDirectLoan/index.action>

ACADEMICS/EDUCATION

Attendance Policy

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Students are expected to arrive at class on time and stay for the duration. Students, whether present or not, are responsible for class assignments. Consequently, the attendance policy is strictly enforced.

Missing any portion of a scheduled class meeting may result in the student being marked tardy or absent for the day. Three (3) tardies equals one day absent. Students who earn five (5) full absences during the course of a scheduled class will be subject to an Involuntary Withdrawal (IW). *Tardy is defined to include arriving at class late for the day, returning late after breaks, or leaving early for the day.*

In the event of a death in the immediate family (defined by the Family Emergency Leave Act – spouse, child, parent, step-parent, legal guardian, brother, sister, step-children, grandparent, grandchildren, current mother-in-law and current father-in-law), a student will be given three (3) days of excused absences. Appropriate documentation must be provided to the school in order for the days to be excused.

Clinical/Externship courses – one hundred percent (100%) of externship hours must be completed.

- ◆ All absences on externship must be made up.
- ◆ If a current extern goes beyond the weeks allotted for the externship s/he may have to vacate an extern site for a new extern.
- ◆ *Any student who misses and needs to make up more than thirty (30) externship hours will be dismissed (IW) from CFI.*

ACADEMIC AND ATTENDANCE AWARDS

Term Awards: A certificate is presented to the student after the term for the following (a copy of the award is placed in the student's permanent file):

Palm Harbor Campus:

Perfect Attendance—Students attending class 100% of term; no absences, no tardiness, no leaving class early.

Honors Student—Students with 95% attendance and 3.70 GPA

Orlando Campus:

Student of the Term—Recognizes a student's exceptional attitude and self-motivation.

Perfect Attendance—Students attending class 100% of term; no absences, no tardiness, no leaving class early.

Above and Beyond—Recognizes a student who provides a deed, service act that demonstrates caring, compassion or support of another person beyond what might typically be expected.

Honors Student—Students with 95% attendance and 3.70 GPA

ACADEMIC GUIDANCE

Advisement/guidance offers students the opportunity to ask questions about CFI's programs, specific fields of employment, student's academic progress, and other relevant topics. In addition, the Director of Education, Assistant Director of Education, or Program Director of each campus is available for academic advisement at any time during the student's course of study.

ACADEMIC CONDUCT

All students who have entered health care profession programs must possess the qualities of honesty and integrity, and each student should apply these principles to his or her academic and professional career. All students are expected to have achieved a level of maturity that is reflected by appropriate conduct at all times. Although it is not possible to list every situation that violates the Student Conduct Code, the following areas of conduct and expectations should provide a reference point:

- ◆ Students should respect their peers' right to learn. All interactions should be with courtesy and respect. Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes an instructor in conducting class or a speaker in making a presentation, are considered violations of this code. Demonstration of a respectful learning environment includes, but is not limited to, the following types of behaviors:
 - ◆ Be on time for class; late arrivals should enter the classroom without disrupting anyone while finding a seat.
 - ◆ Do not leave the classroom during lecture unless a reasonable circumstance requires this action; when leaving, do so as quietly as possible with minimal disruption.
 - ◆ Refrain from conversations during the presentation of the class, seminar, or other learning session.
 - ◆ Do not gather materials to leave the class until the instructor has completed his or her remarks.
 - ◆ Refrain from making disrespectful sounds during lecture.
 - ◆ Refrain from distracting activities during class.
 - ◆ Turn off sound on cell phones and pagers.
 - ◆ Stereo headphones are prohibited in class.
- ◆ Students also are expected to exhibit behaviors that uphold the essential values of the school community. Examples of behaviors which contradict these values include but are not limited to:
 - ◆ Physically harming or contributing to the harming of another person.
 - ◆ Hazing, stalking, or harassing another person.
 - ◆ Stealing, vandalizing, damaging, or defacing campus or health system property or the property of others, including removal of items of students without consent of the student.
 - ◆ Violating campus or school computer policies, for example, accessing or destroying another's computer files without consent, intentionally introducing computer viruses into computer systems or unauthorized use or misuse of CFI provided computer or network services; the intentional misuse and abuse of computer and Internet resources. This includes, but is not limited to purposely visiting inappropriate and non-academic Web sites which promote or advocate illegal or unethical behavior; visiting inappropriate and non-academic Web sites for personal business; downloading graphics or other pictures, images, or information not related to academic curricula; inappropriate and non-academic use of e-mail; inappropriate and non-academic use of chat rooms, and inappropriate and non-academic use of school software.
 - ◆ Possessing, using or storing firearms, explosives on campus or school events or programs.
 - ◆ Tampering with fire or other safety equipment.
 - ◆ Intentionally and falsely reporting emergencies.
 - ◆ Violating state or federal laws.

Other breaches of academic integrity and conduct. Examples include:

- ◆ Attempts at cheating or falsification.
- ◆ Threatening any individual who intends to or has brought attention to violations of this code or for testifying against a student.

ACADEMIC HONESTY

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior, which violate these standards, are listed below. This list is not intended to be all-inclusive and other actions not listed here may be considered violations of the code. It is important to recognize that these are minimum standards. Faculty members may impose more rigorous standards in specific courses or other academic activities, e.g., dress codes or mandatory attendance with sign-in requirements, which students are obligated to meet. Examples of academic misconduct include but are not limited to:

- ◆ Using the work of another individual on an examination or assignment and submitting it as your own work.
- ◆ Permitting another student to use your work on an examination or assignment without explicit approval of the instructor.
- ◆ Possessing or accessing unauthorized notes, crib sheets, additional sources of information, or other material during an examination.
- ◆ Providing or receiving unauthorized aid during an examination or prior to a make-up examination (including text messages).
- ◆ Taking an examination for another student or having an examination taken by a second party.
- ◆ Preparing the answer to an exam question outside of class and submitting that answer as part of an in-class exam.
- ◆ Altering or falsifying examination results after the instructor has evaluated them.
- ◆ Unauthorized possession or use of examinations.
- ◆ Collaborating on any assignment or examination without the explicit permission of the instructor.
- ◆ Falsification. Providing false information verbally or in writing is a serious breach of academic honesty.
- ◆ Falsification of official records.
- ◆ Falsification of any school document including grade reports, transcripts, or personnel files.
- ◆ Forging signatures of school officials, or preceptors/supervisors on any official document including timesheets, and patient records.
- ◆ Providing a false excuse or reason for missing an examination, assignment, a required attendance class, or clinical externship rotation.
- ◆ Providing the name or signature of another student on an attendance form; signing an attendance form when you are present for only a brief period of time, e.g., signing in and leaving or signing when you arrive near the end of the class or session.
- ◆ Providing false information to an instructor to increase one's grade or to attain special consideration.
- ◆ Providing false information regarding contributions to group assignments or projects.
- ◆ Misrepresenting facts about oneself or another in regard to health, personal, financial, or academic considerations to gain an unfair academic or financial benefit.

CHANGING PROGRAM OF STUDY OR SHIFT OF PROGRAM

- ✦ The Director of Education and the Registrar must approve a change in program.
- ✦ A change in program cannot be approved after the first week of a term.

Students wishing to switch from day to evening or vice versa may only do so during the first week of a term. They must contact the Registrar and obtain approval from the Director of Education.

- ◆ In some cases, when a student transfers from evening to day and vice versa, it may be necessary to audit a class. This is only done in the event that a required class is not available to take. This audited class does not count toward the didactic portion of the program or graduation requirements. The student is required to participate in class, including the taking of quizzes / tests.

Class Schedules

The class schedules that follow are designed to be flexible and to best utilize faculty and instructional time. Although schedules may vary by program, classes are normally held as follows:

Day Schedule: Monday through Thursday, from 8:00 a.m. to 4:00 p.m.

***NOTE:** The DMS Program meets Monday through Friday.

Evening Schedule: Monday through Thursday, from 6:00 p.m. to 11:00 p.m.

The school reserves the right to alter hours of attendance and/or starting dates when deemed necessary. Such changes will not alter the program costs or refund policy stated in the enrollment agreement. If conditions beyond the control of the school require postponement of a starting date or temporary suspension of classes, appropriate adjustments will be made to provide students with all the instruction to which they are entitled under the terms of the Enrollment Agreement. Students who have enrolled but have not started attending school will, upon request, be issued a refund of monies paid if postponement of classes exceeds ten weeks from the original scheduled starting date.

Ordering of Courses within a Program

The order in which students take courses within their programs is determined by the Director of Education and may vary by start date. Pre-requisite courses are generally named in the Program Description section of the catalog, but are not to be considered absolute.

Clock Hour to Credit Conversion

CFI measures courses of study by credit hours. A class hour is measured by fifty (50) minutes of supervised or directed instruction. The following conversion method will be used to determine the relationship between credit hour and clock hour:

Fifteen (15) lecture hours equal one credit hour.

Thirty (30) laboratory hours equal one credit hour.

Forty-five (45) externship hours equal one credit hour.

The above or availability of conversion does not imply transferability of credits to another institution.

Consulting and Tutoring

Students may consult with the school faculty at any time about program or course concerns. Students who require additional assistance with their work may obtain individual tutoring outside of class hours. Arrangements for special tutoring must be made with either the Career and Student Success Department, Director of Education, or Assistant Director of Education. Tutors are available on an as needed basis, and there is no charge for this service.

CPR Certificate

CPR is taught during the didactic portion of the curriculum. All students are required to successfully complete the CPR training, and are awarded a CPR card. Students who fail CPR must obtain certification at their own expense prior to progressing to externship.

Definitions

Full-time Student: A full-time student is anyone registered for a complete career program at Central Florida Institute.

Prerequisite: A prerequisite is a class that must be taken with a passing grade before a student can take the next class in that sequence.

Term: A term is comprised of 5 weeks of instruction for day programs and 7.5 weeks for evening programs.

DRESS STANDARD

It is mandatory that CFI students wear the uniform designated by the school.

Central Florida Institute's professional dress standards have been established in order to enable our students to become comfortable with the kind of dress expected by the greatest majority of our employers. Students are encouraged to develop these attributes and behaviors because they will serve in their best interest when it comes time to seek employment. This standard is part of CFI's expectation for all students, and no less than full compliance is acceptable.

Students who consistently fail to meet CFI's professional dress standards may be sent home and recorded absent.

The following are CFI's dress standards (the School reserves the right to interpret this policy based upon its professional expectations):

- ◆ It is mandatory that students wear medical scrubs in the color designated by the school.
- ◆ Scrubs must be neat, clean, and free from offending odors.
- ◆ Shoes must be predominantly white, closed, with low heels and anti-slip, and noiseless soles, and made of leather or vinyl. Clogs with holes and no straps or canvas shoes are not allowed.
- ◆ Students must practice good hygiene, be well groomed, and take steps to prevent and/or address problems of offensive body odor, including the odor of smoke.
- ◆ Excessive use of fragrances and scented chemicals that may be offensive or cause adverse reactions must be avoided.
- ◆ Tattoos or body art of must be covered.
- ◆ Gum chewing is prohibited.
- ◆ Makeup must be discreet and conservative in nature.
- ◆ The wearing of jewelry and accessories must not interfere with assigned duties and must not pose an infection or physical hazard to the patient, or to self.
 - ◆ Only one (1) small earring per ear and one (1) necklace. Hoop earrings and bracelets are not acceptable.
 - ◆ No body piercing is permitted. This includes, tongue, nose, eyebrows, lips, and other visible piercings.

- ◆ Nails are to be kept neatly manicured and should not extend past the tip of the finger. Artificial nail enhancements are not authorized. This includes, but is not limited to artificial nails, tips, wraps, appliques, acrylics, gels, and any additional items applied to the nail surface.
- ◆ Identification badges must be worn above the waist and be clearly visible. Replacement ID badges cost five dollars (\$5.00) each.
- ◆ Hair and facial hair must be clean and dry, controlled and trimmed.
- ◆ Hair is to be natural in color; no distracting colors (non-traditional) are allowed.
- ◆ Hair must be pulled away from the face.
- ◆ Headgear, except that required by religious belief, is prohibited.

Each Campus may prescribe additional standards unique to its location

DROP / ADD

Classes are not dropped by ceasing to attend. In order to drop a course, the student must obtain permission from the Director of Education. A drop is not considered official until it has been processed through the Registrar's Office.

- ◆ Classes that are dropped during the first five days will not appear on the transcript.
- ◆ Students who cease to attend a class without following official procedures will receive a grade of "F" and will be charged for the class.

EXAMINATION OF STUDENT RECORDS / FERPA

(Family Education Rights and Privacy Act) Central Florida Institute recognizes its responsibility for maintaining accurate student information and academic records. Students have the assurance that their educational records, compiled and maintained by Central Florida Institute officials, are recorded and retained in confidence in accordance with the regulations contained in the Family Education Rights and Privacy Act of 1974. Briefly, this act calls for:

- ◆ Students have the right to inspect and review their educational records within 45 days of the day Central Florida Institute receives a request for access.
- ◆ The Registrar oversees the maintenance of the educational records. Students may request a review of their records by writing to the Registrar or her/his designee. Such review will be allowed during regular school hours under appropriate supervision. A copy of the records may be obtained for \$1.00 per page. When grades are included, the transcript fee applies.
- ◆ A student may request that the CFI amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right of privacy.
- ◆ Challenging the record for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated. However, the following apply:
 - ◆ The Director of Education will review the written challenge and meet with the student. A decision will then be made to retain, change, or delete the disputed data.
 - ◆ Should further review be requested, a grievance hearing will be held at which time the student will be afforded a full and fair opportunity to present evidence relevant to the disputed issues.
 - ◆ A copy of the challenge and/or a written explanation of the contents will then be included as part of the student's permanent record

The following are exemptions to the Privacy Act:

- ◆ A Parent's Confidential Statement and other financial need data.
- ◆ Grades and access to student education records to parents who certify that the student is financially dependent, as defined in Section 152 of the 1954 Internal Revenue Code.
- ◆ A school official who has a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by CFI in an administrative, supervisory, academic, research, or support staff position (including law enforcement); a person or company with whom CFI has contracted (such as an attorney, auditor, collection agent, employment agency, or loan management agency); a person serving on the Board of Directors; or a student serving on an official committee or assisting another school official in performing his/her tasks.
- ◆ School security records.
- ◆ Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment.
- ◆ Records requested through court action or subpoena.

EXAMINATION POLICY

- ◆ Each examination given will have 2 versions.
- ◆ Extra credit or bonus points may be awarded per each instructor's discretion as long as all students are given equal opportunity.
- ◆ A student absent for an exam on the scheduled date MAY make up the exam. Students must be prepared to take the make-up exam on the date the student returns to class or at the instructor's discretion. Make-up exams may be more difficult than the originally scheduled exams. NO EXTRA CREDIT WILL BE ALLOWED ON MAKE-UP EXAMS.
- ◆ STUDENTS WILL BE ALLOWED TO MAKE UP NO MORE THAN 50% OF THE EXAMS SCHEDULED FOR THE COURSE EXCLUDING THE FINAL.
- ◆ Quizzes cannot be made up.
- ◆ **NOTE: Failing to pass an exam is not grounds to re-take that exam. Failed exams may not be made up.**

EXTERNSHIP GUIDELINES

Externships are designed to be instructional in nature by providing students with further hands-on experience. Externship is a cooperative effort between CFI, the student, and the externship facilities. Students must be prepared to travel to their externship assignments. CFI will attempt to assign sites that are within a 100-mile radius of the School and that are convenient for the student, however, this may not always be possible. Based on clinical site availability, students may be required to complete their externships at more than one clinical site. Students must attend their externship on the days and hours designated by the site. Days or times of externships may not be rearranged without permission from Central Florida Institute's Externship Coordinator. If the externship site or CFI determine that a student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. Students are required to attend 100% of required clinical/externship hours. Students will not be considered to have completed their clinical externship until the coordinator has certified all required attendance hours.

The selection of an externship site is based upon availability of sites, and the requirements of the externship site. No guarantee can be given regarding the location of an externship.

Requirements for Externship

All CFI programs have an externship component/class in order to provide the student with a solid foundation to enable them to succeed in diverse healthcare environments. The following must be met in order to qualify for Externship:

- ◆ Students must successfully complete all courses in the program before they can attend the externship course.
- ◆ CPR certificate is required before a student can attend the externship course. Repeat attempts are at the student's expense and are obtained outside of CFI.
- ◆ Students must successfully complete OSHA, HIV, and Domestic Violence components.
- ◆ Students must successfully complete Career Development.

Externship Audit

If it is necessary to ask a student to leave an externship site for re-evaluation of skills, the student will be placed in an audit status. Course audit cannot last more than one term (5 weeks). Students on audit must attend school every day for classroom activities and skills development. Attendance is documented. Students will be reevaluated prior to returning to a site.

FIELD TRIPS AND SPEAKERS

Academic field trips can be an important—and enjoyable—element of education. They often significantly enhance the content of a course by providing a type of information hard to convey in the classroom.

- ◆ Students participating in academic field trips are expected to conform to the same student conduct code as stated in this catalog.
- ◆ Students who operate a privately owned vehicle, or students who choose to be passengers in such a vehicle operated by another student for transportation on an academic field trip do so at their own risk.
- ◆ Students, who choose to travel to the site of a field trip early, remain at the site after the planned activity is completed, or who separate from the group, do so at their own risk.
- ◆ Field trips are generally not optional, but are chosen for their importance to the overall curriculum.
- ◆ Absences during speaking events, seminars, and/or field trips will be counted if they occur during a scheduled class time.

FRATERNIZATION WITH FACULTY OR STAFF

Students shall not have personal contact on a social level with faculty or staff during and after class hours. This prohibition applies to all phases of training. If requested to do so by a staff or faculty member, a student should notify the Student Services Department immediately. Students are under no obligation to present faculty or staff with gifts. Collection of money to purchase a gift is not permitted.

GRADING POLICY

Central Florida Institute students will be evaluated and assessed using quizzes, lab exercises, tests, projects, written and oral reports, and presentations. Students will receive additional course requirements in each course syllabus.

An average is taken of all grades in any marking period and must be at the specified GPA or above to be considered making satisfactory academic progress.

Courses with F grades must be retaken. Program specific or core course with D grades must be retaken. All repeated course work must be completed prior to attending externship.

Grade	Percentage Equivalent	Grade Points
A	90 – 100	4.0
B	80-89	3.0
C	70 – 79	2.0
D	60-69	1.0
F	Below 60 Failing	0
W	Withdrawal—student passing at the time of withdrawal.	0
WF	Withdrawal—student failing course at the time of withdrawal.	0
TR	Transfer Credit – Indicates the school accepted credit earned from previous post-secondary education at an institute other than Central Florida Institute school. “TR” is not considered in computing the Grade Point Average.	N/A

GRADE/ATTENDANCE CHALLENGE POLICY

Students have exactly one term to challenge final grades as stated on their report card at the end of each term. If a student believes that his/her final grade or final attendance was calculated in error, he/she should see the Registrar or Director of Education to complete the Grade/Attendance Challenge form.

Grades that students believe were calculated in error prior to the final grade being determined should be resolved with the assistance of the Instructor and/or Program Director while the student is still taking that course.

LEAVE OF ABSENCE

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for an extended period of time without withdrawing or affecting his/her satisfactory academic progress calculations.

The granting of a Leave of Absence must be in accordance with guidance contained in Accreditation, State, and Federal regulations. In compliance with these regulations, a student may be granted more than one Leave of Absence during any twelve-(12) month period provided that the cumulative time does not exceed 180 calendar days, including weekends. The student must be able to complete their program within the 150% completion time allowed.

The length of any one LOA is at the discretion of campus management. The student must submit a written request to the Registrar stating the specific reason(s) the LOA is needed and the length of time being requested. If the LOA is approved, the student must have an exit interview with the Financial Aid and Education Departments upon return. The following apply during the period of an LOA:

- ◆ Financial obligations continue during an LOA. Since the student is not withdrawn, no refund calculation is required.
- ◆ Financial aid is frozen during an LOA; therefore, Title IV funds and/or loans may not be received during this time.
- ◆ If a student does not return from an approved leave of absence, the grace period for Stafford loans will begin with the last date of attendance. The length of the remaining eligibility of the grace period is contingent upon any portion of the time frame previously used for the leave of absence.
- ◆ Failure to return to CFI at the end of an LOA will result in the student being withdrawn from CFI. The last date of attendance will be based upon the last date in class prior to the LOA.

- ◆ An LOA is counted as part of the 150% completion time allowed.

Note: Veterans Administration does not recognize a Leave of Absence (LOA). The VA must be notified and VA benefits stop until the student returns from the LOA. At that time, VA is notified of the return and benefits are continued.

MAKE-UP POLICY

Central Florida Institute expects responsible behavior on the part of its students, which includes attendance at all, scheduled class sessions. CFI does recognize that personal problems or illness may lead to an occasional absence from class; the attendance policy is flexible enough to deal with these situations. Generally, Friday classes are scheduled to make up for holiday and unexpected closures.

- ◆ The make-up time must occur during the term of the event, unless it is at the end of the term. If it is the end of the term, the schedule for make-up will be set for the first week of the next term.
- ◆ If a student does not attend the make-up sessions, s/he will be counted absent. This time missed is used when calculating standards of academic progress. Failing to maintain acceptable standards of academic progress may lead to **Warning** and, eventually, dismissal.

PLAGIARISM

Plagiarism is the act of taking someone else's work and passing it off as your own. Central Florida Institute will not tolerate any act of plagiarism. Students who are proven to have plagiarized any other person's work will be dismissed from the school. This conduct is not acceptable of any person but especially of individuals who are placing themselves in the role of caregiver in any form for individuals who may be incapacitated. Plagiarism is a direct violation of the CFI Academic Honesty policy.

PROGRAM DELIVERY

Central Florida Institute offers Residential Programming. All courses are presented on the campuses of CFI. CFI does not offer distance education opportunities.

PROGRESS REPORT

Students are apprised of their academic status within two (2) weeks of the end of each term. Students are encouraged to communicate with their instructors when dealing with concerns about their progress. Students who are placed on **Warning** status are informed at the time the action is taken, and appropriate advising is provided.

RE-ENROLLMENT

Student in Good Standing

A student who withdraws in good standing may be reinstated at the beginning of the next term provided that all required paperwork has been completed and the student is current with his/her financial obligations to CFI. Academic and tuition credit will be determined by the Director of Education, Director of Financial Planning, and Registrar with the Advanced Standing and Prior Training Credit as outlined in this catalog. **All required financial paperwork must be completed before the student can attend class.**

- ◆ A student who successfully appeals his/her termination by CFI must be re-admitted with the same status they had at the time of termination. The student will meet with the Registrar to complete a new Enrollment Agreement for the entire program and pay a \$25 re-admittance fee. The student who returns within 180 days will return at the same tuition rate as when they first enrolled. Students who return after 180 days will be re-admitted under the current tuition rate.
- ◆ Student will receive credit for course work that was successfully completed during the previous enrollment unless the period of time is more than one year.
- ◆ If the program has changed significantly, the student will be required to complete the curriculum in its entirety.
- ◆ The Registrar will give the readmitted student credit for charges and payments incurred during the student's previous enrollment. The student must make satisfactory payment arrangements for any previous enrollment balance prior to reentry.
- ◆ The Financial Planning Director will determine the student's eligibility for financial aid, taking into consideration funds that were disbursed during the student's previous enrollments. Only the credits not completed in the previous enrollment may be funded with financial aid.
- ◆ The physical and TB test may be required depending upon how long ago these were administered.

Student NOT in Good Standing

- ◆ A former student, who does not have a good standing status with CFI, may seek re-enrollment by following these steps:
- ◆ Must wait one entire term before requesting re-admittance.
- ◆ Student will submit a written request to the School Director.
- ◆ CFI Appeals Committee may recommend re-admittance to School Director.
- ◆ If accepted for re-admittance by School Director, the student will meet with the Registrar to complete a new Enrollment Agreement for the entire program and pay \$25 re-admittance fee.
- ◆ Re-admitted student must repeat the entire class that they withdrew/failed. (See exception for repeat under Student Withdrawn during Externship.)
- ◆ Re-admitted student must make satisfactory payment arrangements for any previous enrollment balance.
- ◆ The Financial Planning Director will determine the student's eligibility for financial aid, taking into consideration funds that were disbursed during the student's previous enrollments.
- ◆ Returning students are required to attend new student orientation. If necessary, have a physical and TB Test at the student's expense.
- ◆ Returning students will return under "**Warning**" status.

RE-ENTRY POLICY

Students requesting readmission following an interruption in classes, and students who fail to re-enter on the scheduled time following an authorized leave of absence must re-enroll under the current effective school Enrollment Agreement reflecting revised prices, if applicable.

Students who are terminated by the school for disciplinary reasons, as set forth in the school catalog and school regulations, may request re-entrance. Such a request must be by letter to the School Director and must set forth valid reasons for

granting the request. The Appeals Committee will review the request, and the past student will be notified of the Committee's decision. The school reserves the right to limit re-entries.

REPEATING A COURSE

Based on scheduling availability, a student will be allowed to repeat any course in which an unsuccessful grade of "W" or "F" or "WF" was received. If a student retakes and completes a course, the latest grade achieved in the repeated course is recorded in the academic record (the previously attempted grade does not affect the GPA and is not earned).

- ◆ Students must repeat a course at the first available opportunity or at a time (which may be day or evening) designated by CFI. When repeating a course, a student may need to repeat another course due to scheduling issues and to maintain a full-time status.
- ◆ Students must repeat a failed course before continuing to a subsequent course in any case where there are sequential courses.
- ◆ Students may repeat a course only once. Student who does not successfully complete a course on the second attempt will be terminated from CFI.
- ◆ Students enrolled in the Degree Programs may not repeat more than one course in the curriculum.
- ◆ Students enrolled in Medical Assistant and Dental Assistant may not repeat more than three different courses in the curriculum.
- ◆ Following an approved Leave of Absence, a student in good standing may need to repeat a course because of scheduling issues. There will be no financial charge in this case.

REQUIREMENTS FOR GRADUATION

A student is eligible for graduation if all of the following are true:

- ◆ The student has completed all courses required by his/her program of study with a passing grade (including CPR and Workplace Readiness.)
- ◆ The student has met the required minimum cumulative GPA for his/her program.
 - *Diploma Programs (DA,MAC,MAX) - 2.0 out of a possible 4.0; seventy percent (70%); "C".
 - *Degree Programs (DMS, DCS, ECS, ICT, PSG, ST) - 3.0 out of a possible 4.0; eighty percent (80%); "B".
- ◆ The student meets all competency requirements of the program.
- ◆ The student had completed exit interviews with both the Career and Student Services Director and with Financial Aid.
- ◆ The student must complete the Workplace Readiness Checklist.
- ◆ The student has made satisfactory arrangements with the Financial Planning Department to meet all financial obligations to Central Florida Institute.
 - ◆ If financial obligations are not current, a student will not be entitled to graduate placement assistance, an Associate of Applied Science Degree, Diploma, Certificate, transcript, or other documents from CFI.
- ◆ The Student must have completed all graduation requirements prior to the graduation ceremony in order to participate in the ceremony.
- ◆ DMS Students are required to complete the SPI Physics exam to qualify for graduation.



CFI Palm Harbor

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

To be in good standing with CFI, and to be eligible to receive Title IV funds, all students must maintain satisfactory academic progress (SAP). The SAP policy is enforced in conjunction with all other institutional policies and procedures. SAP as follows:

◆ **Successful course completion:**

- ◆ All students enrolled in a diploma program (DA, MAC, MAX) must maintain a cumulative GPA of at least 2.0 out of a possible 4.0; seventy percent (70%); "C", as measured at the end of each term.
- ◆ All students enrolled in a degree program (DMS, DCS, ECS, ICT, PSG, and ST) must maintain a 3.0 cumulative GPA out of a possible 4.0; eighty percent; (80%); "B", as measured at the end of each term.
- ◆ All students are required to successfully complete a minimum of 80% of the credit hours attempted, as measured at the end of each term.

◆ **Maximum time frame:**

- ◆ Students must progress at a rate that will enable them to complete the program in 150 percent of the published length of the program measured in weeks. For example, if the program is 60 weeks in length, the student may receive financial aid for up to 90 weeks of study.
- ◆ A Leave of Absence (LOA) is counted as part of the 150% time allotted.
- ◆ Students who exceed the 150% time allotted will be dismissed from Central Florida Institute. Dismissal will result in the loss of Financial Aid. Periods of non-enrollment are not considered part of the maximum time frame.

SAP Warning: Students who fail to achieve these standards of satisfactory academic progress are placed in SAP Warning status for the following term. During the SAP Warning term, students are eligible to receive financial aid. Students who do not raise their GPA to 2.0 and complete the required minimum percentage of the credits attempted at the completion of the SAP Warning term shall be dismissed from CFI for academic reasons.

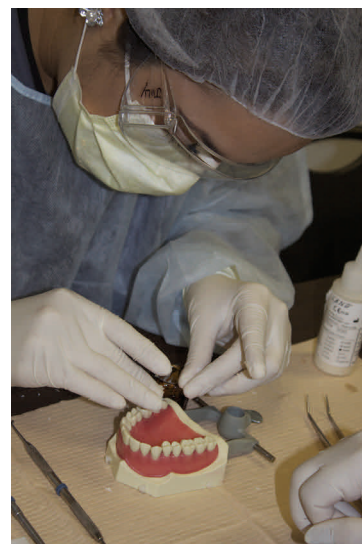
Dismissal Appeal: A student who is dismissed from CFI for failing to maintain satisfactory academic progress may appeal this action by submitting to the School Director a written statement explaining the mitigating circumstances that affected his/her performance. Such circumstances may include illness or injury, death in the family, family crisis, or other occurrences outside the control of the student. The student must provide documentation of the circumstances that had an adverse impact on his/her performance.

Dismissal Appeal Process: To appeal the application of the satisfactory academic progress standards, the event must follow the appeal process:

- ◆ Within two (2) days of notification of dismissal, submit a letter to the School Director and the Director of Education explaining the mitigating circumstances that affected their performance, including all documentation.
- ◆ Should the appeal be granted, the student must meet with the Director of Education or designee to develop an academic recovery plan.
- ◆ Continue to attend regularly scheduled classes during the review period. The Director of Education will review the student's request and reach a decision no later than (10) ten calendar days after the term start day. Should an appeal be denied, the student's dismissal stands and he/she can no longer attend classes; any tuition charges that have been posted for the current term will be reversed.
- ◆ SAP Warning: If the appeal is granted, the student will be placed on SAP Warning.
- ◆ A student may appeal academic dismissal only one-(1) time. Any additional appeals may be considered at the sole discretion of the School Director, and the Director of Education.

Cumulative Completion of weeks by program to maintain SAP:

PROGRAM	Shift Credit/Clock Hours	Length in Weeks	25% Completion	50% Completion	75% Completion	150% of Time
Surgical Technology	Day 70.5/1650	50	12.5 wks 17.6/412.5	25 wks 35.25/825	37.5 wks 52.9/1237.5	75 wks 105.75/2475
	Evening 70.5/1650	67.5	16.9 wks 17.6/412.5	33.75 wks 35.25/825	50.6 wks 52.9/1237.5	101.25 wks 105.75/2475
Diagnostic Medical Sonography	Day 79/1800	60	15 wks 19.7/450	30 wks 39.5/900	45 wks 59.25/1350	90 wks 118.5/2700
Polysomnographic Technologist	Evening 60.5/1350	60	15 wks 15.1/337.5	30 wks 30.2/675	45 wks 44.4/1012.5	90 weeks 90.75/2025
Invasive Cardiovascular Technology	Day 65.5/1755	50	14.5 wks 16.4/438.75	29 wks 32.75/877.5	43.5 wks 49.1/1316.25	75 wks 98.25/2632.5
Echocardiography Sonography	Day 61.5/1605	50	14.5 wks 15.38/401.25	29 wks 30.75/802.5	43.5 wks 46.13/1203.75	75 wks 92.25/2407.5
Diagnostic Cardiovascular Sonography	Day 71.5/1800	60	15 wks 17.9/450	30 wks. 35.75/900	45 wks. 53.6/1350	90 wks. 107.25/2700
Medical Assistant with Basic X-Ray	Day 56/1130	38	9.5 wks 14/282.5	19 wks 28/565	28.5 wks 42/847.5	57 weeks 84/1695
	Evening 56/1130	53	13.25 wks 14/282.5	26.5 wks 28/565	39.75 wks 42/847.5	79.5 wks 84/1695
Medical Assistant with Cardiovascular Technology	Day 55/1130	38	9.5 wks 13.75/282.5	19 wks 27.5/565	28.5 wks 41.25/847.5	57 weeks 82.5/1695
	Evening 55/1130	53	13.25 wks 13.75/282.5	26.5 wks 27.5/565	39.75 wks 41.25/847.5	79.5 wks 82.5/1695
Dental Assistant with Expanded Functions and Radiology	Day 41/980	33	8.25 wks 10.25/245	16.5 wks 20.5/490	24.75 wks 30.75/735	49.5 wks 61.5/1470
	Evening 41/980	44	11 wks 10.25/245	22 wks 20.5/490	33 wks 30.75/735	66 wks 61.5/1470



CFI Orlando

STUDENT APPEAL PROCESS

Students are responsible for reviewing and abiding by CFI's academic policies and procedures. Students are responsible for their academic choices and for meeting the standards of academic performance established for the class/program in which they enroll.

The purpose of the Appeals Process is to secure equitable solutions to issues that affect a student's academic progress. On occasion, a student may disagree with the academic decision of a faculty member, administrator, or committee. An appeal is a petition to change a decision rendered about an academic matter including the student conduct code.

The following procedures must be followed in order to make a proper appeal:

- ◆ The student should first discuss the matter directly with the party who made or represented the academic decision and make a reasonable effort to resolve the issue.
- ◆ If no resolution is reached, or if the student is uncomfortable trying to resolve the issue directly with the appropriate party, the student should request informal resolution by the Director of Education. This step must occur within five-(5) calendar days of receiving the academic decision. The Director of Education will discuss the academic decision with the student and listen to the student's perspective on the situation, and may gather additional relevant information. The DOE attempts to facilitate understanding and acceptance by the student of the original decision or agreement by the parties to an alternative resolution, as appropriate.
- ◆ If a resolution cannot be reached, the student must send a detailed written request to the School Director.
- ◆ The School Director shall evaluate the student appeal request and supporting documentation, and shall determine if the Appeal Committee should be convened or may seek further information and/or clarification from any person involved in the appeal.
- ◆ If sufficient grounds for an appeal have been demonstrated, the Appeal Committee will be convened.
- ◆ The appeal shall be conducted in a fair and impartial manner.
- ◆ The Appeal Committee shall only consider matters and evidence relevant to the grounds of appeal set out in the appeal request.
- ◆ All information reviewed and discussed during an appeal shall remain confidential.
- ◆ The Appeal Committee may request additional information as necessary.
- ◆ The Appeal Committee shall render its decision within five-(5) working days of the hearing.
- ◆ The Appeals Committee will consider the request and make a recommendation to the School Director.
- ◆ Upon the School Director's acceptance or rejection of the Appeals Committee recommendation, the student will be notified of the decision.
- ◆ Reinstatement after successful appeal:
 - ◆ A student, who successfully appeals dismissal from CFI due to failure to maintain satisfactory academic progress, will enter under an extended Warning period.
 - ◆ The Warning period will extend for one grading period, after which the student must meet the minimum standards of satisfactory progress to remain in school.
- ◆ In the case the student feels this internal appeal process resulted in an unacceptable outcome, the student may file his/her concern with the school's licensing board at the following address:
 - ◆ Commission for Independent Education, Florida Department of Education
 - ◆ 325 W. Gaines St., Suite 1414
 - ◆ Tallahassee, FL 32399-0400
 - ◆ Toll free telephone number: 888-224-6684 or 850-245-3200

WITHDRAWAL

Students may withdraw from school at any time within a term. Withdrawn student will receive a grade of “W” or “WF” to reflect a passing or non-passing status at the time of withdrawal regardless of whether the withdrawal was initiated by the student or by Central Florida Institute.

- ◆ Failure to complete the last week of a class will result in a “WF” for the class.
- ◆ Should a withdrawn student return to CFI, classes with a “W” or “F” or “WF” status must be retaken. Classes may be added during the first week of the term with permission from the Director of Education (DOE).
- ◆ The DOE will notify the Registrar of the student’s intent to add a class.
- ◆ A student who wishes to withdraw from school should first discuss the options with his or her faculty member, or Director of Education, Assistant Director of Education, or Student Success Department. If the student is unable to come to Campus, the process should be initiated by phone as soon as possible, until the student is able to complete the process in person. The official withdrawal date is defined as the last date the student attended any class.
- ◆ Students planning to withdraw are required to complete required withdrawal paperwork, which they can get from the Administration Office.
- ◆ Involuntary Withdrawal occurs when a student does not notify Central Florida Institute of the intent to withdraw.
- ◆ Five (5) consecutive days without contact with Central Florida Institute will result in the student being an Involuntary Withdrawal.
- ◆ Involuntary Withdrawal from CFI may also occur when a student has violated Warning.
- ◆ Involuntary Withdrawal from Central Florida Institute occurs when a student violates the Student Conduct Policies.
- ◆ In the event of Involuntary Withdrawal, the student's withdrawal date will be the last date of attendance. Students who are Involuntary Withdrawals will receive a failing grade (WF) for all classes for the term.
- ◆ Should any withdrawn student request to return to CFI after one full term, (s)he must submit a written request to the School Director.
- ◆ If allowed to return, (s) he will not re-enter as a student in good standing. The student will re-enter on Warning.

Student Withdrawn During Externship

- ◆ If the re-admitted student was withdrawn during the externship portion of the program, (s)he will need to complete the total number of required externship hours.
- ◆ Entire program (didactic and externship) will need to be repeated if it has been longer than one (1) year since the withdrawal or the program has changed.
- ◆ Competency check-offs will be required prior to the student returning to externship.



CFI Orlando

VETERANS INFORMATION

Central Florida Institute is approved by the State Approval Agency for Veteran's Benefits. Monthly educational allowances are paid by the Veteran's Administration (VA) directly to the veteran students or other eligible persons to help defray the costs of tuition and living expenses. The VA determines eligibility, but all proper documents must be filed with the VA Certifying Official at the campus in order to be processed. Please contact the Registrar's Office or Financial Planning Director for additional information.

- ◆ Maintenance of Records:
 - ◆ Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records show continuous pursuit and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course and record of enrollment in subjects from which there was a withdrawal.
 - ◆ Complete academic records are maintained of previous college level academic training and these records clearly indicate the amount of credit may be accepted which proportionately shorten the training period; the Department of Veterans' Affairs (VA) are so notified. The record is a cumulative record in that it shows the result of each term of enrollment, subjects taken, and grades earned.
- ◆ Applying for Benefits
 - ◆ Veterans making a first-time application should complete VA form 22-1990. Reservists and National Guard applying under Chapter 1606 benefits must submit DD Form 2384 (Notice of Basic Eligibility) from their Reserve/National Guard Unit.
 - ◆ Transfer students should complete VA form 22-1995 and eligible veteran's dependents complete VA form 22-5495.
 - ◆ A widow, wife, or dependent of a 100 percent, service connected, totally permanently disabled veterans should check with the VSO to see if they are eligible and should fill out VA form 5490. Disabled veterans wanting to use the veteran vocational rehabilitation must go through the local VA regional office to apply for this benefit.
 - ◆ Allow six (6) to eight (8) weeks from start date of the term before expecting to receive a check from the VA unless an advance payment has been requested at a minimum of 30 working days prior to the beginning of the session. A Central Florida Institute Enrollment Agreement must be filed and the student must be registered for classes before an advance payment can be requested.
- ◆ Approved Programs
 - ◆ The VA will pay benefits only if the veteran is seeking a state approved degree (A.A.S.) or an approved Certificate program(s).
 - ◆ The veteran, while in attendance, must follow the course of study as outlined in the catalog. The VA will not pay for courses, which do not count toward fulfilling graduation requirements. Contact the VSO for details.
 - ◆ As a degree-seeking and certificate-seeking student, a veteran must submit transcripts of work attempted at any other college or university by the end of the first term of attendance. Failure to do so will result in termination of VA benefits.
- ◆ Fee Extensions
 - ◆ Florida Statutes provide for the deferment of payment of tuition fees for veterans and other eligible persons until 60 days after the beginning of the term. The extension can only be used once in an academic year and the student must complete the promissory note after enrollment and before the due date indicated on the fee schedule. If this procedure is not followed, the veteran's enrollment will be canceled and re-enrollment will be necessary along with a re-enrollment fee.
 - ◆ **Note: It is the student's sole responsibility to pay tuition.**
 - ◆ If classes are not officially dropped during the drop/add period through the admissions/registration office, the student will continue to be responsible for the repayment of the deferred fees even if the student is not attending classes. The obligation can be canceled only through qualification for a refund, which may be used to offset the amount due.
- ◆ Attendance
 - ◆ VA students must adhere to the same attendance policy as other students attending CFI.
 - ◆ In addition to the attendance policy stated above, students receiving Veterans benefits in order to at-

tend Central Florida Institute, must also adhere to the following attendance policies:

- ◆ VA students cannot miss more than three absences in a calendar month and no more than 10 for the entire program to maintain VA benefits.
 - ◆ VA students exceeding three unexcused absences in a calendar month will have documentation sent to the Department of VA requesting that the student's VA benefits be terminated.
- ◆ Excused absences will be granted according to the regular CFI policy for purposes of maintaining VA benefits only.
- ◆ Excused absences will be substantiated by entries in the student's academic file. Legitimate documentation of why the absences occurred must be turned in to the Registrar within a week of the absence.
- ◆ Status Changes (Withdrawals, Drops and Incomplete Grades)
 - ◆ Veteran Students follow the same withdrawal policy as all other CFI students.
 - ◆ It is the veteran's responsibility to inform the VSO any time a course is dropped, added, or audited. Each student receiving Veterans' Benefits must report his/her schedule to the VSO as soon as a new schedule has been confirmed by admissions/registration. Any delay in doing so could mean a corresponding delay in receiving VA benefits.
 - ◆ If a veteran decides not to attend classes before the term begins and he/she has a fee extension, all classes must be officially dropped or the veteran will be liable to the Institute for the tuition and fees. If the term has already begun, formal withdrawal must be made through the Registrar and the VSO must be informed of these actions.
 - ◆ Veterans who drop a course during the term may owe a repayment of their veterans' benefits. They must be sure to read all correspondence from the VA carefully so that financial liability can be avoided.
 - ◆ The Veterans Administration does not recognize a Leave of Absence or an Auditing status when determining pay for VA benefits.
- ◆ Standards of Progress
 - ◆ A veteran or other eligible person will be considered to have made unsatisfactory progress if unable to complete graduation requirements within the approved length of time. These graduation requirements are based on the number of credits as shown in the required program when the degree is the Associate of Applied Science or Diploma in an occupational specialty.
 - ◆ Must maintain a GPA of at least a "C" (70%) at the end of each term.
 - ◆ DMS, DCS or PSG student – must maintain a "B" (80%) in program-specific courses at the end of each term.
 - ◆ If the CGPA (cumulative grade point average) falls below a C/70% (or B/80% in DMS, DCS or PSG), the veteran is placed on Warning for the next term.
 - ◆ If the CGPA remains below a C/70% (or B/80% in DMS, DCS or PSG) at the end of the next term, the veteran will be placed on a 2nd Warning, VA will be notified, and VA benefits will be terminated while on the 2nd Warning.
 - ◆ All students enrolled in a diploma program (DA, MAC, MAX) must maintain a cumulative GPA of at least 2.0 out of a possible 4.0; seventy percent (70%); "C", as measured at the end of each term.
 - ◆ All students enrolled in a degree program (DMS, DCS, ECS, ICT, PSG, and ST) must maintain a 3.0 cumulative GPA out of a possible 4.0; eighty percent; (80%); "B", as measured at the end of each term.
 - ◆ All students are required to successfully complete a minimum of 80% of the credit hours attempted, as measured at the end of each term.

All other policies regarding academic Warning and suspension are the same as indicated in other areas of the catalog.

DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY (DCS)

Day / Evening Classes | Orlando Campus | Associate of Applied Science Degree

71.5 Credit Hours+ – 60 Weeks-Day – 1800 Clock Hours

+The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

Course Number	Course Title	Credits	Clock Hours	Prerequisites
GEN 115	Computer Applications	0.5	20	
GEN 140	Communication Skills	2.5	40	
GEN 135	General Algebra	3	50	
GEN 150	General Physics	2.5	50	GEN135
GEN 120	Essentials of Patient Care	4.5	75	
DCS 100	General Anatomy & Physiology with Medical Terminology	4	60	
DCS 110	Basic Cardiology	2	45	DCS100
DCS 115	Intermediate Cardiology	4	60	DCS110
DCS 120	Advanced Cardiology	3.5	75	DCS115
DCS 130	Basic Vascular Ultrasound	3.5	75	DCS120
DCS 140	Cardiac Ultrasound Physics	4	75	GEN135& GEN150
DCS 150	Intro to ECHO	3	60	DCS120 & DCS140
DCS 155	Basic ECHO	4	75	DCS150
DCS 160	Intermediate ECHO	4	75	DCS155
DCS 165	Advanced ECHO	3.5	75	DCS160
DCS 170	Pediatric ECHO and Congenital Anomalies	3.5	60	DCS155
GEN 100	Career Development	2	30	
EXT 103*	DCS Externship	17.5	800	
TOTALS		71.5	1800	

DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY was introduced as an early medical non-invasive diagnostic tool. The medical community refers to this procedure as an ECHO and is used to evaluate and diagnose various types of heart disorders and diseases. Completion of the **DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY** Program will result in a challenging and rewarding career by fostering individual initiative, clinical judgment, critical thinking, and a commitment to ongoing professional development in the rapidly evolving field of cardiac ultrasound.

Program Objective:

DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY will prepare student to work as a qualified cardiac sonographer in an allied health environment as a result of comprehensive, specialized education in the medical and technical aspects of ECHO.

Program Description:

The **DIAGNOSTIC CARDIOVASCULAR SONOGRAPHY** PROGRAM gives students a detailed understanding of cardiac and thoracic anatomy, physiology, hemodynamics, embryology, pharmacology, pathophysiology and physical principals of ultrasound. Students will be able to recognize normal and abnormal cardiovascular structure, function, and abnormalities of blood flow including cardiovascular pathology in both adults and pediatric patients.

This base knowledge will assist the student in possessing sophisticated cognitive skills and be proficient in the use of ultrasound techniques to produce accurate and appropriate anatomic and physiologic images for the physician to review for diagnostic interpretation. Students learn to exercise independent judgment, utilize critical thinking skills and apply their knowledge of clinical cardiology to enter a rewarding career in the cardiac sector of the health industry.

Career Opportunities:

Employment growth will occur as the population ages because the elderly have a higher incidence of cardiovascular diseases. Career opportunities will expand as advances in echocardiography reduce the need for more costly and invasive procedures. Hospitals will remain the principal employers of cardiac sonographers; however other allied health opportunities are located in physicians' offices, clinics and diagnostic imaging centers due to the increases in less costly outpatient care.

Potential positions include: Cardiac Sonographer (ECHO Technologist), Monitor Technician, Stress Lab Technician, ECG Technician and Entry Level Vascular Sonographer or Pediatric Echocardiographer.

Prerequisite:

To qualify for course specific classes students must complete the prerequisite courses listed in the school catalog.

NOTE: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

*All courses in the program must be completed before clinical externship.

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

Day / Evening Classes | Palm Harbor and Orlando Campus | Associate of Applied Science Degree

The DMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC –DMS).

79 Credit Hours+ – 60 Weeks-Day – 1800 Clock Hours

+The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

Diagnostic Medical Sonography is the application of high frequency sound waves to create images of internal structures. Echoes created by sound waves as they bounce off body tissues are displayed as two-dimensional grayscale images on a video monitor, film, or videotape for interpretation and diagnosis by a physician.

Program Objective: The program is designed to provide students the theory and clinical practice necessary to become an entry-level Diagnostic Medical Sonographer in the healthcare field.

Program Description: The program is designed to develop health care professionals to perform all aspects of medical Sonography. The course is made up of the fundamentals of ultrasound, abdominal, obstetrics and gynecology, and superficial structures seen via ultrasound. The program also incorporates scanning techniques and patient care strategies vital to the sonographer's ability to perform diagnostic scans as member of the medical team.

Career Opportunities: Diagnostic Medical Sonographers may be employed in a variety of medical settings. Employment opportunities are found in hospitals, private physician offices, clinics, and as travel techs.

Pre-requisite: To qualify for course specific classes students must complete the prerequisite courses listed in the school catalog.

NOTE: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

* **All courses in the program must be completed before externship.**

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

Course Number	Course Title	Credits	Clock Hours	Prerequisites
CMP 100	Basic Computer Skills	1.5	30	
MAT 110	Algebra I	3.0	50	
MED 115	Medical Terminology I	1.5	25	
MED 165	Anatomy & Physiology I	5.0	75	
MED 250	Anatomy & Physiology II	5.0	75	MED 165
GHC 100	General Healthcare	1.0	20	
PHY 210	Physics	5.0	75	MAT 110
ENG 120	English Composition	3.0	45	
PTH 150	Pathophysiology	1.5	25	
MED 300	Introduction to Ultrasound & Patient Care	2.0	30	
DMS 320	Introduction to Abdominal Sonography	3.0	45	All General Education Courses
DMS 325	Sonography Lab I	2.0	60	All General Education Courses
DMS 340	Introduction to Superficial Structures	3.0	45	All General Education Courses
DMS 345	Sonography Lab II	2.0	60	All General Education Courses
DMS 360	Introduction to OB/GYN	3.0	45	DMS 320/325/340
DMS 365	Sonography Lab III	1.0	30	DMS 320/325/340
DMS 380	Introduction to Ultrasound Physics	1.0	15	DMS 320/325/340
DMS 420	Abdominal Sonography I	2.5	40	DMS 345/360/365/380
DMS 425	Sonography Lab IV	1.0	40	DMS 345/360/365/380
DMS 430	Ultrasound Physics and Instrumentation I	2.5	40	DMS 345/360/365/380
DMS 400	Clinical I	0.5	30	DMS 345/360/365/380
DMS 421	Abdominal Sonography II	2.5	40	DMS 420/425/430/400
DMS 426	Sonography Lab V	1.0	40	DMS 420/425/430/400
DMS 428	Clinical II	0.5	30	DMS 400
DMS 431	Ultrasound Physics and Instrumentation II	1.0	20	DMS 420/425/430/400
DMS 435	Ultrasound Physics Lab	0.5	20	DMS 420/425/430/400
DMS 440	Sonography of Superficial Structures	2.5	40	DMS 421/426/428/431/435
DMS 445	Sonography Lab VI	2.0	60	DMS 421/426/428/431/435
DMS 448	Clinical III	0.5	30	DMS 428
DMS 460	Sonography of OB/GYN I	1.0	20	DMS 421/426/428/431/435
DMS 461	Sonography of OB/GYN II	4.0	60	DMS 440/445/448/460
DMS 465	Sonography Lab VII	2.0	60	DMS 440/445/448/460
DMS 468	Clinical IV	0.5	30	DMS 448
DMS 470	Imaging of Diseased Structures	1.5	24	DMS 461/465/468
DMS 475	Sonography Lab VIII	0.5	24	DMS 461/465/468
DMS 488	Clinical V	2.0	102	DMS 468
DMS 500*	Clinical VI	3.5	150	DMS 488
DMS 550*	Clinical VII	3.5	150	DMS 500
TOTALS		79	1800	

ECHOCARDIOGRAPHY SONOGRAPHY (ECS)

Day Classes | Palm Harbor Campus | Associate of Applied Science Degree

This Program is accredited by the Commission on Accreditation of Allied Health Education Program (www.caahep.org) upon the recommendation of Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT).

61.5 Credit Hours+ – 50 Weeks-Day – 1605 Clock Hours

+The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

Course Number	Course Title	Credits	Clock Hours	Prerequisites
ENG 100	Applied Science English	3	45	
CCOM 100	Computer Skills	1.5	30	
MA 100	Applied Science Mathematics	3	45	
PHY 100 / PHY100L	Applied Physics & Lab	4	75	MA100
PSY 100	Psychology	5	75	
CPATH 100	Cardiovascular Pathophysiology	2	30	
CPHAR 100	Cardiovascular Pharmacology	2	30	
CVTFD 100	Cardiovascular Flow Dynamics	3	45	
CVTFD 100L	Cardiovascular Flow Dynamics Lab	1	30	
CVTUS 100	Cardiovascular Ultrasound	3	45	
CVTUS 100L	Cardiovascular Ultrasound Lab	1	30	
ECHO 102	Basic Echocardiography	3	45	
ECHO 102L	Basic Echocardiography Lab	1	30	
ECHO 103	Advanced Echocardiography	2	30	ECHO 102/102L
ECHO 103L	Advanced Echocardiography Lab	1.5	45	ECHO 102/102L
VUPE 100	Intro to Vascular Ultrasound and Pediatric Echo & Lab	4	75	CVT US100
CVA&P 100	Cardiovascular Anatomy & Physiology	2.5	45	
ACT-CLI 100 *	Cardiovascular Clinical Skills	10	450	
ACT-EXT 150 *	Cardiovascular Externship	9	405	
TOTALS		61.5	1605	

The Echocardiography Sonography program is designed to prepare the student to work as a Cardiac Sonographer. The student will receive training to analyze the image on the screen of an Ultrasound machine and document information for the physician to draw conclusions about the health of a patient's heart.

Program Objective: To prepare competent entry-level cardiac sonographers in the cognitive, psychomotor, and affective learning domains for noninvasive cardiology.

Program Description: The program is designed to develop health care professionals to perform all aspects of noninvasive cardiovascular diagnostic evaluations. The course is made up of basic echocardiography studies as well as transesophageal, contrast echocardiography, and stress echo. The program also incorporates an introduction to vascular studies, such as duplex ultrasound of peripheral arterial and venous systems, the cerebrovasculature, vascular physiological studies including: Doppler wave-form analysis, segmental pressures, various plethysmographic techniques, and vascular stress tests.

Career Opportunities:

Potential positions include: Cardiovascular Technologist, Hemodynamic Monitor Technologist, Cardiac Catheterization Technologist, Cardiology Technologist, and Cardiopulmonary Technologist.

Pre-requisite:

Successful completion of the Cardiovascular Basic Studies Program of 40.5 credit hours or equivalent work experience, and acceptance by the ECS Cardiovascular Program Committee.

NOTE: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

*** All courses in the program must be completed before clinical/externship.**

INVASIVE CARDIOVASCULAR TECHNOLOGY (ICT), (CATH LAB TECH)

Day Classes Only | Palm Harbor Campus | Associate of Applied Science Degree

The ICT Program is accredited by the Commission on Accreditation of Allied Health Education Program (www.caahep.org) upon the recommendation of Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT).

65.5 Credit Hours+ – 50 Weeks – 1755 Clock Hours

+The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

Course Number	Course Title	Credits	Clock Hours	Prerequisites
ENG 100	Applied Science English	3	45	
MA 100	Applied Science Mathematics	3	45	
PSY 100	Psychology	5	75	
CCOM 100	Computer Skills	1.5	30	
CHEM 100	Technical Inorganic Chemistry	3	45	
CHEM 100L	Technical Inorganic Chemistry Lab	1	30	MA100
PHY 100 / PHY 100L	Applied Physics & Lab	4	75	MA100
ICT 101 / ICT 101L	Cardiovascular Physiology and Lab	5	75	
ICT 102/ ICT 102L	Introduction to Catheterization & Lab	4	75	ICT101/ ICT101L
ICT 103/ ICT103L	Invasive Cardiovascular Methodologies & Lab	2.5	45	ICT102/ ICT102L
ICT 104/ 104L	Interventional Cardiovascular Procedures and Lab	3.5	75	ICT103/ ICT103L
HEMO 100/ HEMO100L	Cardiovascular Hemodynamics & Lab	4	75	ICT101/ ICT101L
CPHAR 100	Cardiovascular Pharmacology	2	30	
CPATH 100	Cardiovascular Pathophysiology	2	30	ICT101/ ICT101L
ICT-CLI100 *	Cardiovascular Clinical Lab Skills	13	600	
ICT-EXT150 *	Cardiovascular Externship	9	405	
TOTALS		65.5	1755	

Invasive Cardiovascular Technologists assist physicians with cardiac catheterization procedures. Catheterization involves inserting a small tube, known as a catheter, into a patient's blood vessel and then into the heart. The procedure is done to determine whether the patient has a blockage in the blood vessels that supply the heart or heart disease. The procedure may also involve balloon angioplasty, used to treat blockages of blood vessels or heart valves without the need for open-heart surgery.

Program Objective:

To prepare competent entry-level invasive cardiovascular technologists in the cognitive, psychomotor, and affective learning domains for invasive cardiology.

Program Description:

The program is designed to develop health care professionals who, through the use of specific high technology equipment and at the discretion of a qualified physician, perform procedures on patients leading to the diagnosis and treatment of congenital and acquired heart disease and peripheral vascular disease.

Career Opportunities:

Potential positions include: Cardiovascular Technologist, Hemodynamic Monitor Technologist, Cardiac Catheterization Technologist, Cardiology Technologist, and Cardiopulmonary Technologist.

Pre-requisite:

Successful completion of the Cardiovascular Basic Studies Program of 40.5 credit hours or equivalent work experience, and acceptance by the ICT Cardiovascular Program Committee.

NOTE: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

*** All courses in the program must be completed before clinical/externship.**

POLYSOMNOGRAPHIC TECHNOLOGIST (PSG)

Evening Classes Only | Palm Harbor Campus | Associate of Applied Science Degree

The Polysomnography Technologist Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Committee on Accreditation of Education for Polysomnographic Technologists (CoA PSG).

60.5 Credit Hours+ – 60 Weeks – 1350 Clock Hours

+The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

Course Number	Course Title	Credits	Clock Hours	Prerequisites
COM 1000	Communications	3	50	
MAT 2012	Algebra	3	50	
MTAP 101	Medical Terminology & A&P I	3	50	
MTAP 102	Medical Terminology & A&P II	3	50	MTAP 101
MTAP 103	Medical Terminology & A&P III	3	50	MTAP 102
PSY 1012	General Psychology	3	50	
PHY 2048	Physics	4	75	MAT 2012
PCERP 1000	Patient Care and Ergonomics	1	25	
BRC 1000	Basics of Respiratory Care	2	30	All Gen Ed Classes
ECG 1001	ECG Rhythm	2.5	40	
EEG 1001	Basic EEG	1.5	30	All Gen Ed Courses
PATH 1001	Pathophysiology	3	50	All Gen Ed Courses
PHARM 1000	Pharmacology	3	50	All Gen Ed Courses
PSG 1000	Introduction to PSG	3	50	All Gen Ed Courses
PSG 1001	PSG Testing I	2.5	50	
PSG 1002	PSG Testing II	2.5	50	
PSG 1003	PSG Record Review I	2.5	50	
PSG 1004	PSG Record Review II	2.5	50	
PSG 1005	Advanced PSG	2.5	50	
PSG-EXT150 *	PSG Externship	10	450	
TOTALS		60.5	1350	

Polysomnography is the recording and monitoring of brainwaves and breathing of a patient while the patient is sleeping. Simply put: it is a "sleep study". While working with a physician, a Polysomnographic technologist performs sleep studies that are required in order to diagnose sleep disorders. The PSG technologist utilizes noninvasive equipment to monitor the following: EOG (electrooculography), EEG (electroencephalography), ECG (electrocardiography), EMG (electromyography). In addition, the technologist monitors blood oxygen levels during the sleep study. Following the sleep study and diagnosis, the PSG technologist provides support in training the patient in the use of breathing device and in developing a plan for good sleeping habits.

Program Objective: The program is designed to provide students with the theory and clinical practice to prepare them as competent entry-level Polysomnographic Technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Program goals are as follows:

- ◆ Provide students with didactic instruction and clinical experience sufficient in scope and practice to enable entry into the Polysomnographic profession.
- ◆ Prepare the student with the academic knowledge to pass the BRPT registry exam[^]
- ◆ Provide students with a foundation to stimulate professional growth in the field of Polysomnography; instill professional qualities essential for success in the Polysomnographic field.
- ◆ Develop critical thinking skills to enable students to work efficiently and swiftly as a member of the allied healthcare team.
- ◆ Develop technical skills essential to the field of Polysomnography.
- ◆ Instill fundamentals of patient confidentiality and medical ethics to interact appropriately with patients, family members, and other healthcare professionals.

Program Description: The program is designed to develop health care professionals to perform all aspects of Polysomnographic technology. The course is made up of the fundamentals of Polysomnography including sleep disorders, monitoring devices, and scoring data. The program incorporates performance techniques and patient care strategies vital to performing accurate tests. The program emphasizes the important role the technologist plays in diagnosis and ongoing treatment of sleep related illnesses.

Career Opportunities: Polysomnographic Technologists may be employed in a variety of medical settings. Employment opportunities are found in hospitals, private physician offices, sleep study clinics, and centers. Potential positions include: Polysomnography technologist, sleep technologist, PSG technologist, and sleep lab specialist.

Pre-requisite: To qualify for course specific classes students must complete the prerequisite courses listed in the school catalog.

[^] This program prepares students for certification testing, although there is no guarantee of passing the certification test and

NOTE: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

* All courses in the program must be completed before externship.

SURGICAL TECHNOLOGY (ST)

Day / Evening Classes | Palm Harbor Campus | Associate of Applied Science Degree

The ST Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA).

70.5 Credit Hours+ – 50 Weeks-Day; 67.5 Weeks-Evening – 1650 Clock Hours

+The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

Surgical Technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation of tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Program Objective:

The program is designed to provide students with the theory and clinical practice to prepare them as competent entry-level Surgical Technologists in the cognitive, psychomotor, and affective learning domains. Program goals are as follows:

- ◆ Integrate the Surgical Technology knowledge base in cognitive, affective, and psychomotor domains; demonstrate skills following established criteria, protocols, and objectives in the cognitive, affective, and psychomotor domains.
- ◆ Discuss, demonstrate and apply appropriate Surgical Technology procedures and protocols in various health care settings and situations; react appropriately and with professional demeanor while in various health care settings and situations.
- ◆ Contrast, compare, discuss, demonstrate and apply knowledge of interpersonal skills and communications relative to procedures and protocols from the Surgical Technologist perspective when working with patients, patients' significant others, colleagues, other members of the health care team, and members of the community.
- ◆ Operate all equipment safely, effectively, and efficiently while using appropriate protocols.
- ◆ Function safely, effectively, and efficiently in the Surgical Technologist role.
- ◆ Discuss, contrast, compare, demonstrate, and apply critical thinking skills, problem solving skills, ethical behavior, and knowledge of Surgical Technologists capabilities, roles, responsibilities, ethical guidelines, scope of practice and skills in a variety of settings and with a variety of procedures.
- ◆ Contrast, compare, discuss, and demonstrate skills related to information literacy; access, gather, interpret, and analyze information, and accurately report it, especially as it pertains to Surgical Technology.
- ◆ Contrast, compare, discuss, and integrate an understanding and valuing of their place in the health care system, as well as for other health care professionals.

Program Description:

The program includes theory, clinical training, and operating room experience. It includes simulated surgical operating room environment, practice in set-up and maintenance of a sterile field, sterilization and disinfection procedures, preparation of supplies and equipment for surgery, patient preparation, communication skills, legal and ethics responsibility, anatomy and aseptic techniques.

Career Opportunities:

While demand for surgical technologists varies among communities, the forecast for employment in the surgical technology area is one of rapid growth. Surgical technologists routinely find employment in hospitals, clinics, surgical centers, and physician offices where surgery is performed; this can include dental/oral surgery. A majority of surgical technologists work primarily in surgical suites and physician offices. Evening, night, weekend, holidays, and on-call rotations can be expected in some settings; otherwise, the surgical technologist follows a standard hospital workday.

Most often, the surgical technologist functions as a member of the sterile surgical team and are qualified to work in central processing and/or in a supporting role within the operating room. In some settings, a surgical technologist can be expected to help see to the needs of the patient pre- and post-operatively.

SURGICAL TECHNOLOGY (ST)

Course Number	Course Title	Credits	Clock Hours	Prerequisites
ENG 120	English Composition	3	45	
PSY 110	Psychology	5	75	
MAT 110	Algebra I	3	50	
GHC 100	General Healthcare	1	20	
CMP 100	Basic Computer Skills	1.5	30	
MED 165	Anatomy and Physiology I	5	75	
MED 250	Anatomy and Physiology II	5	75	MED 165
MED 115	Medical Terminology I	1.5	25	
BIO 120	Microbiology I	2.5	50	
PHM 120	Pharmacology and Anesthesia	2	30	
PTH 150	Pathophysiology	1.5	25	
SUR 100	Intro to Surgical Technology	3	50	
SUR 110	Surgical Technology I	2.5	50	SUR 100
SUR 130	Surgical Technology II	4	75	SUR 110
SUR 150	Surgical Technology III	4	75	SUR 110
SUR 210	Surgical Technology IV	7	150	SUR 130, SUR 150
SUR 230	Surgical Technology V	6	150	SUR 210
SUR 250	Externship I	6.5	300	SUR 230
SUR 251	Externship II	6.5	300	SUR 250
TOTALS		70.5	1650	

Pre-requisite:

To qualify for course specific classes students must complete the prerequisite courses listed in the school catalog.

NOTE: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

***All courses in the program must be completed before externship.**

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS AND RADIOLOGY (DA)

Day / Evening Classes | Palm Harbor and Orlando Campus | Diploma

41 Credit Hours+ – 33 Weeks-Day; 44 Weeks-Evening – 980 Clock Hours

+The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

Course Number	Course Title	Credits	Clock Hours	Prerequisites
DA100	Introduction to Dental Assisting	3	45	None
DA102	Dental Anatomy and Physiology	4.5	70	
DA104	Pharmacology and Pain Control	2	30	
DA106	Infection Prevention, HIV, Aseptic Techniques	2.5	50	
DA108	Chairside Dentistry I	2.5	55	
DA110	Dental Materials	2	50	
DA112	Dental Radiological Health & Safety, Medical emergencies and CPR Certification	3.5	75	
DA114	Chairside Dentistry II	3.5	75	
DA116	Chairside Dentistry III	2.5	45	
DA118	Preventive Dentistry	3	45	
DA120	Chairside Dentistry IV	1.5	30	
DA122	Career Development and Advanced Expanded Functions	1.5	30	
DA124*	Dental Assistant Clinical	2	60	
DA-EXT150*	Dental Assistant Externship	7	320	
Totals		41	980	

Graduation Requirements:

To qualify for graduation from the Dental Assistant program, students must successfully complete the entire program and pass the Expanded Functions exam with an 80% or higher and Radiology exam with an 85% or higher. Failure to pass these exams will result in immediate dismissal from the program. All other requirements designated through this catalog or subsequent documents published by CFI must be completed as well.

Dental Assistants are important members of the dental health care professional team and primarily help to increase the efficiency and productivity of the dental practice by assisting the dentist in delivering patient care. The Dental Assistant functions as a chairside assistant working directly with the Dentist, performing radiology techniques and expanded functions, rubber dam placement, and numerous laboratory procedures.

Program Objective:

The objective of the Dental Assistant Program is to train students to acquire satisfactory skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include: preliminary examination procedure, assisting chairside using four-handed and six-handed dentistry, charting, and appointment scheduling, keeping patients records, and sterilizing instruments. Under the direct supervision of a dentist, the qualified assistant may perform expanded functions such as intraoral procedures in restorative dentistry and oral surgery. The assistant qualified in radiology may also take and expose radiographs.

Program Description:

The dental assistant is a member of the dental team, working with and assisting the dentist during clinical procedures. Traditional duties and responsibilities include: Exposing and developing dental radiographs, mixing dental materials, organizing and preparing treatment rooms, passing dental instruments and materials to the dentist, sterilizing instruments, disinfecting dental equipment, comforting patients during dental procedures, and educating patients on various dental procedures. Graduates are also prepared to perform the expanded functions as permitted by Florida law which include taking preliminary impressions, fabricating whitening trays, preparing, placing, and removing dental dams, placing topical anesthesia, fluoride and desensitizing agents, coronal polishing, fabricating and cementing temporary crowns and bridges, removing cement, placing temporary restorations, placing and removing matrix retainers, placing sealants, bases, liners, varnishes and bonding agents.

Career Opportunities:

Dental Assistants can be found in private and group dental practices, mobile dental units, insurance companies, hospitals, nursing homes, dental school clinics, and public and private health facilities. Some specialties are: oral surgery, endodontic, orthodontics, prosthodontics, periodontics, pedodontics, as well as general practices.

Pre-requisite:

To qualify for course specific classes students must complete the prerequisite courses listed in the school catalog.

***All courses in the program must be completed before externship.**

MEDICAL ASSISTANT WITH CARDIOVASCULAR TECHNOLOGY (MAC)

Day / Evening Classes | Palm Harbor and Orlando Campus | Diploma

55 Credit Hours+ – 38 Weeks-Day; 53 weeks Evening – 1130 Clock Hours

+The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

Course Number	Course Title	Credits	Clock Hours	Prerequisite
MED 125	Medical Law & Ethics and Computer Skills	4	75	
MED 105	Medical Terminology and Intro to Body Systems	5	75	
MED 108	Anatomy and Physiology	5	75	
MED 130	Cardiovascular Health Techniques/CPR	4	75	
MED 155	Phlebotomy	3.5	75	
MED 145	Front Office Administration Applied Skills	5	75	
MED 170	Back Office	3.5	75	
MED 150	Pharmacology	4	75	
MAC 100	Cardiac Skills and Procedures	7.5	150	
MED 175	MA Office Applications	7	120	
GEN 160	Externship and Employment Preparation	1.5	30	
MED 180*	MA Externship	5	230	
TOTALS		55	1130	

The Medical Assistant profession is a very versatile health care career. Medical Assistant with Cardiovascular Technology graduates have an excellent future with increasing opportunities, job stability, and security. They are cross-trained technical specialists who are multi-skilled and diversified. Central Florida Institute concentrates on hands-on training that prepares the graduates of this program to meet the needs of many different healthcare facilities. This program puts an emphasis on the skills and knowledge necessary to enter the cardiovascular field.

Program Objective:

Prepare student with applicable theory, administrative applications, and clinical skills for successful employment in the cardiovascular field of medicine. To equip students with the necessary skills and knowledge to serve as a member of a cardiology team with the ability to independently perform non-invasive procedures within the appropriate scope of practice.

Program Description:

The program includes theory and externship experience to enter the medical and/or cardiac fields. The externship experience provides the student with practical applications of medical ethics, terminology, anatomy & physiology, human relations, and administrative/business skills for medical facilities. Clinical skills include phlebotomy, pharmacology, minor surgeries, ECG, monitor recognition, stress testing, ambulatory monitor setup, and scanning, and cardiac pharmacology. An introduction to cardiac pacing, vascular studies, and echocardiography are included.

Career Opportunities:

Graduates can go on to assist physicians and technicians in clinical organizations that have to do with cardiology, as well as provide basic administrative support in healthcare settings. The Bureau of Labor Statistics (www.bls.gov) predicts a robust future for medical assistants of all kinds. Demand for this occupation is expected to grow much faster than the national average until at least the year 2014.

Prerequisite:

To qualify for course specific classes students must complete the prerequisite courses listed in the school catalog.

NOTE: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

*** All courses in the program must be completed before externship.**

MEDICAL ASSISTANT WITH BASIC X-RAY (MAX)

Day / Evening Classes | Palm Harbor and Orlando Campus | Diploma

56 Credit Hours+ – 38 Weeks-Day; 53 weeks Evening – 1130 Clock Hours

+The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

Course Number	Course Title	Credits	Clock Hours	Prerequisites
MED 125	Medical Law & Ethics and Computer Skills	4	75	
MED 105	Medical Terminology and Intro to Body Systems	5	75	
MED 108	Anatomy and Physiology	5	75	
MED 130	Cardiovascular Health Techniques/CPR	4	75	
MED 155	Phlebotomy	3.5	75	
MED 145	Front Office Administration Applied Skills	5	75	
MED 170	Back Office	3.5	75	
MED 150	Pharmacology	4	75	
BXR 101	Limited Scope X-Ray	8.5	150	
MED 175	MA Office Applications	7	120	
GEN 160	Externship and Employment Preparation	1.5	30	
MED 180*	MA Externship	5	230	
TOTALS		56	1130	

The Medical Assistant with Basic X-Ray works closely with the physician in the office clinical setting, assists with direct patient care, serves as a liaison between physician and patient, and offers the added skill of providing basic radiographic examinations. In addition, they are responsible for promoting communications among providers, patients, and office staff regarding the care plan for the patient as defined by the physician.

Program Objective:

The objectives of the Medical Assistant Diploma program are to prepare students with the confidence and skills necessary to assist in a physician's office by handling administrative duties, assisting in patient care, performing appropriate medical procedures, and building valuable skills in basic radiography typical in clinical settings. Students learn not only in the classroom, but also in a lab that simulates the typical facilities and equipment found in a physician's office. The program prepares the student to take the Florida State certification examination for Basic X-ray Operator (BXO), as well as the national certification examination for Medical Assisting.

Program Description:

During the Medical Assistant with Basic X-Ray diploma program, the student will be taught how to perform clinical duties such as performing electrocardiographs, creating x-ray images of the chest and limbs, phlebotomy, taking vital signs, and administrative office tasks such as scheduling and greeting patients. The program also includes a radiography curriculum in compliance with national and state guidelines within the scope of limited practice. Exams include skull, spine, chest, abdomen, and upper and lower extremities. Radiation safety, patient positioning, film development, and image critique are also covered.

Career Opportunities:

Graduates can go on to assist physicians and technicians in clinical operations that have to do with radiography, as well as provide basic administrative support in healthcare settings, medical assistants work in private practices, imaging centers, hospitals, orthopedics and chiropractic clinics. The Bureau of Labor Statistics (www.bls.gov) predicts a robust future for medical assistants of all kinds. Demand for this occupation is expected to grow much faster than the national average until at least the year 2014.

Prerequisite:

To qualify for course specific classes students must complete the prerequisite courses listed in the school catalog.

NOTE: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

* All courses in the program must be completed before externship.

<i>Course Number</i>	<i>Credit Hours</i>	<i>Program</i>	<i>Course Description</i>
ACT-CLI100 - Cardiovascular Clinical Skills	10 Credit Hours 450 Clock Hours	ECS	This course provides students the opportunity to utilize the theory and laboratory skills presented during the didactic portion of this program. Students begin by observing procedures and progress to active participation. The student's supervisor/ preceptor closely monitor and confirm the student's attendance and submit evaluations of performance to the school. Clinical observations are interspersed throughout the program as well as a designated number opportunity to observe and participate in advanced CVT noninvasive procedures during the didactic portion of the program. Echocardiography, transesophageal echocardiography, contrast echocardiography, stress echocardiography, peripheral vascular and arterial evaluations, and cerebral vascular evaluations will be observed.
ACT-EXT150 Cardiovascular Externship	9 Credit Hours 405 Clock Hours	ECS	The student will continue to develop clinical skills by active participation in an echocardiography laboratory. The full time externship will be completed at an affiliated clinical site. The extern will perform echocardiograms, prepare patients and assist a physician in transesophageal echocardiograms, prepare patients and perform stress echocardiograms.
BIO 120 Microbiology	2.5 Credit Hours 50 Clock Hours	ST	This course introduces the basic concepts of microbiology with emphasis on microbial pathogenesis and immunity. Topics include medically important microorganisms including bacteria, fungi, viruses, rickettsia, protozoa, and the diseases which they produce. Students develop fundamental skills in aseptic technique, microscopy, pure culture study, and the isolation and identification of pathogenic microorganisms.
BRC 1000 - Basics of Respiratory Care	2 Credit Hours 30 Clock Hours	PSG	This course provides the student with a fundamental knowledge of respiratory care needed as they enter the Polysomnography field. Respiratory pathophysiology, assessment, and treatment will be presented, as well as fundamental concepts of respiratory anatomy and physiology, patient assessment, basic therapeutics, acute and critical care, and PAP therapy as related to sleep disorders.
BXR 101 – Limited Scope X-Ray	8.5 Credit Hours 150 Clock Hours	MAX	This course is designed to introduce students on how to prepare and position patients for basic x-rays. Students will learn the history of radiography, safety, equipment knowledge and operation, image production, radiographic procedures and positioning. The students will also learn composition and function of processing. This course will focus on technique, exposure and image quality. Emphasis is placed on the Florida state exam the student may choose to take upon completion of the course. (Basic Machine Operator X-ray Limited Scope (BMO)).
CCOM 100 – Computer Skills	1.5 Credit Hours 30 Clock Hours	ECS / ICT	This course is an introduction to basic computer concepts and technology for students. The course is progressive through disk operating systems, word processing applications, electronic spreadsheets, database management system, and presentation software. Research-based Internet usage. Upon completion of this course, the student will have been trained in how to: 1) Use Microsoft Word to develop a document and edit text; 2) Create spreadsheets using formulas and functions to develop charts and graphs; 3) Access the Internet and use a search engine for research; 4) Plan & create a database; 5) Utilize PowerPoint to present information to a group.
CHEM 100 - Technical Inorganic Chemistry	3 Credit Hours 45 Clock Hours	ICT	This course is designed to introduce students to the basic principles of chemistry with special emphasis on the application of those principles to healthcare. Topics to be covered include; structure of the atom and periodic properties, chemical bonds, chemical reactions, solutions, organic chemistry, and nuclear chemistry.
CHEM 100L -Technical Inorganic Chemistry Lab	1 Credit Hour 30 Clock Hours	ICT	This course is designed to enhance student's understanding of the essential concepts of chemistry through the use of hands-on activities and experiments.
CMP 100—Basic Computer Skills	1.5 Credit Hours 30Clock Hours	DMS/ST	This is an introductory course focused on the effective use of the computer. Students will gain practical experience in the use of application software for word processing, electronic spreadsheets, information databases, and slideshow presentations.

Course Number	Credit Hours	Program	Course Description
COM 1000 - Communications	3 Credit Hours 50 Clock Hours	PSG	This general education course is de-signed to expand the student's abilities in written and verbal communication. Princi-ples of composition are developed through writing and reviewing various types of communication. Emphasis is placed on construction and composition, including word usage, grammar, and sen-tence analysis. A research paper is re-quired. Students will also learn the funda-mentals of effective communication. Stu-dents will be required to give an oral pres-entation. Basic computer skills, concepts and technology will be integrated. The course is progressive through disk operat-ing systems, word processing applica-tions, spreadsheets, database manage-ment system, and presentation software. Research-based Internet usage documentation. This course introduces the importance of integrating computer abili-ties with communication skills.
CPHAR 100 - Cardiovascular Pharmacology	2 Credit Hours 30 Clock Hours	ICT/ECS	Medical and legal aspects of medication administration and documentation. Major categories of medications are taught to include emergency and cardio-vascular drugs, and diagnostic media. Additionally, pharmacokinetics, indica-tions, contraindications, side effects, patient care considerations, and safety are reviewed. Computational Pharmacology and Rights of Medication administra-tion. <i>Advanced Cardiac Life Support (ACLS) is presented during this course</i>
CPATH 100 - Cardiovascular Pathophysiology	2 Credit Hours 30 Clock Hours	ECS / ICT	This course provides an in-depth overview of the cardiovascular system and the pathological mechanisms that affect it. The clinical manifestations and appropri-ate therapeutic measures are reviewed along with the technical noninvasive findings.
CVA&P 100 Cardiovascular Anatomy and Physiolo-gy	2.5 Credit Hours 45 Clock Hours	ECS	This course is a brief overview of the cardiovascular system. It includes the cardiac anatomy and physiology, the peripheral and cerebral arterial system anatomy and physiology. Blood gases, pressures in the cardiac chambers and vessels are included. This course is the basis that every other course will build upon.
CVT FD 100	3 Credit Hours 45 Clock Hours	ECS	This course provides the students with the understanding of the Doppler flow principles, techniques of practice and normal measurement interpretations of the cardiac and vascular systems, as well as effects of pathology on flow and func-tion.
CVT FD100L – LAB – Cardiovascular Flow Dynamics	1 Credit Hour 30 Clock Hours	ECS	This is the laboratory portion of CVT FD100. Principles and techniques are practiced
CVT US100 Cardiovascular Ultrasound	3 Credit Hours 45 Clock Hours	ECS	This course provides the student with comprehension of the principles of physics of diagnostic ultrasound technology. The student will learn to evaluate and measure ultrasound images, based on five mathematical principles. Electrical safety and preventive maintenance are included.
CVT US100L – LAB – Cardiovascular Ultrasound	1 Credit Hour 30 Clock Hours	ECS	This is the laboratory portion of CVT US100. Principles and techniques are practiced

<i>Course Number</i>	<i>Credit Hours</i>	<i>Program</i>	<i>Course Description</i>
DA 100 - Introduction to Dental Assisting	3 Credit Hours 45 Clock Hours	DA	The Dental Assistant student is introduced to the history of dentistry and the members of the dentistry team. Communication, psychology, ethical and legal aspects are discussed. Business aspects of the office are presented. Preventive dentistry will be included.
DA 102 - Dental Anatomy and Physiology	4.5 Credit Hours 70 Clock Hours	DA	The dental assistant student will learn about the primary functions of the body systems including detailed instructions on head and neck anatomy. The student will understand oral embryology, oral histology, and tooth morphology.
DA 104 - Pharmacology and Pain Control	2 Credit Hours 30 Clock Hours	DA	Introduces the dental assisting student to pharmacology and pain control. Prescription writing and the use of anesthetics are also included.
DA 106 - Infection Prevention, HIV, Aseptic Techniques	2.5 Credit Hours 50 Clock Hours	DA	Students are introduced to the infection control methods applicable to the dental field. Disinfection and sterilization techniques are learned which include OSHA and AIDS training. Domestic Violence training is also provided. This class also introduces the student to the role of the dental assistant during dental treatment.
DA 108 - Chairside Dentistry I	2.5 Credit Hours 55 Clock Hours	DA	Students are introduced to patient care, instrument identification and transferring them applicable to the dental field. Students will learn four-handed dentistry and maintaining the operating field. The student will demonstrate proficiency in moisture control and isolation of the oral cavity. This class also introduces the student to Perform vital signs and understand patient history.
DA 110 - Dental Materials	2 Credit Hours 50 Clock Hours	DA	Introduces the dental assisting student to dental materials and dental cements including the dental dam, matrix and wedge.
DA 112 Dental Radiological Health and Safety, Medical Emergencies and CPR Certification	3.5 Credit Hours 75 Clock Hours	DA	Basic principles of dental radiography including radiation health and safety, intraoral radiographic techniques, processing radiographs and extraoral radiography. Also included are medical emergencies in the dental office and CPR.
DA 114 - Chairside Dentistry II	3.5 Credit Hours 75 Clock Hours	DA	The dental assistant student will learn about the different types of impression material and the role of the dental assistant with fixed and removable prosthodontics is explored along with the growing field of cosmetic dentistry. The various cast restorations and materials are covered also. The student will learn how to make custom trays, diagnostic casts, alginate impressions, whitening trays and temporary restorations.
DA 116 - Chairside Dentistry III	2.5 Credit Hours 45 Clock Hours	DA	The dental assistant student will learn the basic concepts of dental charting. The student is introduced to periodontics and will learn coronal polishing. Nutrition and good oral health is explored.
DA 118 - Preventive Dentistry	3 Credit Hours 45 Clock Hours	DA	The dental assistant student will be introduced to preventive dentistry methods and procedures including but not limited to proper nutrition, brushing and flossing, fluoride, regular dental check-ups and sealants. Students will be able to identify and perform these procedures and methods as applicable. The dental assistant student will also be introduced to endodontic, orthodontic, and pediatric dentistry.
DA 120 - Chairside Dentistry IV	1.5 Credit Hours 30 Clock Hours	DA	The student is introduced to the dental specialties of oral and maxillofacial surgery and oral pathology.
DA 122 - Career Development and Advanced Expanded Functions	1.5 Credit Hours 30 Clock Hours	DA	Career Development prepares the student for externship and job placement. Emphasis is placed on communication, resume writing and interviewing techniques. Advanced expanded functions are performed throughout the course.

<i>Course Number</i>	<i>Credit Hours</i>	<i>Program</i>	<i>Course Description</i>
DA 124 Dental Assistant Clinical	2 Credit Hours 60 Clock Hours	DA	Students will observe dental procedures in preparation of the Externship.
DA-EXT 150 - Dental Assistant Externship	7 Credit Hours 320 Clock Hours	DA	The course is designed to provide the Dental Assistant with supervised and professional work experience in a dental office setting. The externship will include administrative and clinical procedures. Students will be encouraged to develop patient oriented clinical skills, professional communication skills, and critical thinking skills.
DCS 100 - General Anatomy and Pathophysiology with Medical Terminology	4 Credit Hours 60 Clock Hours	DCS	The course is designed to provide students with a solid, basic understanding of essential concepts in human anatomy, physiology, and Pathophysiology. In addition, emphasis is placed upon cultivating a working knowledge of medical terminology that will enable students to understand the functions of the human body systems and how it relates to the cardiovascular field of medicine.
DCS 110 - Basic Cardiology	2 Credit Hours 45 Clock Hours	DCS	The student is presented with the theory and clinical procedures necessary to develop skills in order to perform electrocardiogram (EKG) testing, medical asepsis, vital signs, charting and charting procedures as related to the cardiovascular field. The student will develop skill in cardiac stress testing and ambulatory monitoring.
DCS 115 Intermediate Cardiology	4 Credit Hours 60 Clock Hours	DCS	The student is presented with the theory and clinical procedures necessary to enhance skills in the performance of electrocardiogram (EKG). Included in this study is recognition of normal sinus rhythm, and dysrhythmia recognition. Understanding 12-Lead Ischemia injury and Infarct.
DCS 120 Advanced Cardiology	3.5 Credit Hours 75 Clock Hours	DCS	The aspects of medication administration and documentation will be presented. This course is designed to prepare the student to use ACLS techniques in direct care of cardiovascular-compromised patients. Utilizing advanced patient assessment and critical thinking skills is the foundation of this course. The course includes manual defibrillation, external and internal pacing, and cardiac pharmacotherapy with special emphasis on anticoagulation therapy. Other topics covered include airway management techniques, oxygen therapy and delivery systems, and the use of AED's. Students are provided the opportunity to become ACLS certificated.
DCS 130 Basic Vascular Ultrasound	3.5 Credit Hours 75 Clock Hours	DCS	This class is designed to introduce students to vascular normal vs. abnormal findings on ultrasound, Doppler, and plethysmographic tracings. Such findings include: cerebrovascular disease, peripheral vascular arterial disease, and venous disease. The class uses books, videos, and actual hands on methods for teaching. Upon completion of the class, the student will be able to recognize diseases states as well as normal vascular ultrasound and Doppler findings.
DCS 140 Cardio Ultrasound Physics	4 Credit Hours 75 Clock Hours	DCS	This course provides the student with comprehension of the principles of physics as it relates to cardiovascular ultrasound. The student will learn to evaluate and measure ultrasound images based upon mathematical principles. Bio-effects of diagnostic ultrasound, quality assurance, electrical safety and preventive maintenance are learned, along with the machine knobology and annotation for ultrasound images.
DCS 150 Intro to ECHO	3 Credit Hours 60 Clock Hours	DCS	Principles of Echocardiography is designed to introduce students to the use of ultrasound imaging as it pertains to cardiology. The class focuses on the different modalities of echocardiography including 2-D imaging, M-mode, Color Flow, and Doppler. This class uses books, videos, and actual hands-on methods for teaching. Upon completion the student will be able to perform a basic cardiac ultrasound examination on a "normal" heart.
DCS 155 Basic ECHO	4 Credit Hours 75 Clock Hours	DCS	This course provides the student with the ability to understand cardiac anatomy and utilize the ultrasound equipment to obtain the necessary views and images needed to provide important data. The students will learn techniques and knowledge designed to measure and interpret this information. Doppler principals are introduced to allow the students to gain an understanding of how cardiac hemodynamics are evaluated.
DCS 160 Intermediate ECHO	4 Credit Hours 75 Clock Hours	DCS	This course is designed to introduce the student to cardiac pathology allowing them to gain the knowledge and understanding of how to recognize pathology from normal anatomy. Students will have a general understanding of how these changes affect the cardiac flow dynamics. Students are taught how to determine what information is needed to be able to provide the proper information during the cardiac ultrasound examination.

<i>Course Number</i>	<i>Credit Hours</i>	<i>Program</i>	<i>Course Description</i>
DCS 165 Advanced ECHO	3.5 Credit Hours 75 Clock Hours	DCS	This course is designed with the continued theory of pathological cardiac studies. The student will learn how to recognize the structural and functional changes of specific diseases and what additional information must be obtained to provide the appropriate data for a complete cardiac examination. Additional testing modalities will be introduced with emphasis on stress echocardiography and transesophageal echocardiography.
DCS 170 Pediatric ECHO And Congenital Anomalies	3.5 Credit Hours 60 Clock Hours	DCS	This course provides an introduction into Pediatric Echocardiography including congenital heart disease, introduction to embryology and surgical repair procedures. Students also explore the concepts associated with imaging in 3D/4D.
DMS 320 – Introduction to Abdominal Sonography	3 Credit Hours 45 Clock Hours	DMS	This course is designed as an introduction to abdominal ultrasound with an emphasis on cross sectional anatomy of abdominal organs and vessels. Topics include scanning planes, patient positioning, gross anatomy, and proper terminology. Anatomical and sonographic relationships of the abdominal organs will be discussed extensively with an introduction to normal vs. abnormal ultrasound appearance.
DMS 325 – Sonography Lab I	2 Credit Hours 60 Clock Hours	DMS	This course is designed to introduce the students to the requirements for correct scanning techniques of the abdomen from patient preparation and positioning, transducer selection, proper protocols, equipment utilization and application of appropriate measurements. Students will be guided in how to adapt protocols to anatomical variations or in the demonstration of pathology. The student will combine the theory learned in lectures with laboratory hands-on training that will simulate the clinical ultrasound practice.
DMS 340 – Introduction to Superficial Structures	3 Credit Hours 45 Clock Hours	DMS	This course is designed as an introduction to ultrasound of superficial structures, peripheral and cerebral vascular systems with an emphasis on cross sectional anatomy of the superficial organs and vessels. Topics include scanning planes, patient positioning, gross anatomy, and proper terminology. Anatomical and sonographic relationships of the superficial organs and vessels will be discussed extensively with an introduction to normal vs. abnormal ultrasound appearance.
DMS 345 – Sonography Lab II	2 Credit Hours 60 Clock Hours	DMS	This course is designed to introduce the students to the requirements for correct scanning techniques of superficial structures, peripheral and cerebral vascular vessels; from patient preparation and positioning, transducer selection, proper protocols, equipment utilization and application of appropriate measurements. Students will be guided in how to adapt protocols to anatomical variations or in the demonstration of pathology. The student will combine the theory learned in lectures with laboratory hands-on training that will simulate the clinical ultrasound practice.
DMS 360 – Introduction to OB/GYN	3 Credit Hours 45 Clock Hours	DMS	This course is designed as an introduction to ultrasound of obstetrics and gynecology with an emphasis on cross sectional anatomy of the female pelvis and the developing fetus. Topics include scanning planes, patient positioning, gross anatomy, and proper terminology. Anatomical and sonographic relationships of the pelvic organs and developing fetus will be discussed extensively with an introduction to normal vs. abnormal ultrasound appearance.
DMS 365 – Sonography Lab III	1 Credit Hour 30 Clock Hours	DMS	This course is designed to introduce the students to the requirements for correct scanning techniques of the female pelvis and developing fetus from patient preparation and positioning, transducer selection, proper protocols, equipment utilization and application of appropriate measurements. Students will practice scanning the female pelvis and also scan obstetric and endocavity simulation phantoms. Students will be guided in how to adapt protocols to anatomical variations or in the demonstration of pathology. The student will combine the theory learned in lectures with laboratory hands-on training that will simulate the clinical ultrasound practice.
DMS 380 – Introduction to Ultrasound Physics	1 Credit Hour 15 Clock Hours	DMS	This course establishes the basic foundation for the understanding of physics of sonography and its impact on interpreting data. Emphasis will be placed on reviewing metrics and algebra to prepare for advances ultrasound physics courses.
DMS 400 – Clinical I	.5 Credit Hours 30 Clock Hours	DMS	This course is designed to allow students practice in applying theory, concepts, and skills involving materials, tools, equipment, procedures, regulations, laws and interactions associated with the occupation and receive basic type health professions work experience under the supervision of a clinical instructor in a clinical setting. The students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, appropriate written, verbal, and computer skills using the terminology of the occupation and the business/industry. The students will receive demonstration and/or hands-on training with discussions on normal and pathologic aspects of abdomen, superficial structures, and obstetrics-gynecology.

<i>Course Number</i>	<i>Credit Hours</i>	<i>Program</i>	<i>Course Description</i>
DMS 420 – Abdominal Sonography I	2.5 Credit Hours 40 Clock Hours	DMS	This course is designed to provide the intermediate student with an understanding of the anatomy, physiology and pathology of the abdominal organs and vessels. Emphasis will be placed on sonographic features and characteristics of normal anatomy as well as the various disease processes that affect each organ. Integrated into the course content are clinical procedures, diagnostic procedures, patient history, laboratory and clinical data interpretations specific to each organ and vessels. This is a continuation of the knowledge and skills required in Introduction to Abdominal Sonography (DMS 320).
DMS 421 – Abdominal Sonography II	2.5 Credit Hours 40 Clock Hours	DMS	This course is a continuation of Abdominal Sonography I (DMS-420). This course is designed to provide the intermediate student with an understanding of the anatomy, physiology, and pathology of the abdominal organs and vessels. Emphasis will be placed on sonographic features and characteristics of normal anatomy as well as the various disease processes that affect each organ. Integrated into the course content are clinical procedures, diagnostic procedures, patient history, laboratory and clinical data interpretations specific to each organ and vessels.
DMS 425 – Sonography Lab IV	1 Credit Hour 40 Clock Hours	DMS	This course is a continuation of the knowledge and skills acquired in Sonography Lab I (DMS-325). It is designed to provide the intermediate student with the requirements for correct scanning techniques of the abdomen from patient preparation and positioning, transducer selection, proper protocols, equipment utilization and application of appropriate measurements. Emphasis will be placed on patient history, laboratory and clinical data interpretations as well as scanning techniques and protocols for accurate reflection of the anatomy, physiology, and existing pathology. The student will combine the theory learned in lectures with laboratory hands-on training that will simulate the clinical ultrasound practice.
DMS 426 – Sonography Lab V	1 Credit Hour 40 Clock Hours	DMS	This course is a continuation of the knowledge and skills acquired in Sonography Lab I (DMS-325). It is designed to provide the intermediate student with the requirements for correct scanning techniques of the abdomen from patient preparation and positioning, transducer selection, proper protocols, equipment utilization and application of appropriate measurements. Emphasis will be placed on patient history, laboratory and clinical data interpretations as well as scanning techniques and protocols for accurate reflection of the anatomy, physiology, and existing pathology. The student will combine the theory learned in lectures with laboratory hands-on training that will simulate the clinical ultrasound practice.
DMS 428 – Clinical II	.5 Credit Hours 30 Clock Hours	DMS	This course is designed to allow students practice in applying theory, concepts, and skills involving materials, tools, equipment, procedures, regulations, laws and interactions associated with the occupation and receive basic type health professions work experience under the supervision of a clinical instructor in a clinical setting. The students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, appropriate written, verbal, and computer skills using the terminology of the occupation and the business/industry. The students will receive demonstration and/or hands-on training with discussions on normal and pathologic aspects of abdomen, superficial structures, and obstetrics-gynecology.
DMS 430 – Ultrasound Physics and Instrumentation I	2.5 Credit Hours 40 Clock Hours	DMS	This course expands upon the basic physics and instrumentation concepts that were presented in Introduction to Ultrasound Physics (DMS-380). The course is designed to provide a detailed explanation of ultrasound physics, principles, and electronic instrumentation used in diagnostic medical ultrasound to improve the quality of medical care. Topics include how diagnostic ultrasound works, how to properly handle artifacts, Doppler principles, and scanning safely due to awareness of bio-effects, quality assurance and instrument performance.
DMS 431 – Ultrasound Physics and Instrumentation II	1 Credit Hour 20 Clock Hours	DMS	This course is a continuation of Ultrasound Physics and Instrumentation I (DMS-430). The course is designed to provide a detailed explanation of ultrasound physics, principles, and electronic instrumentation used in diagnostic medical ultrasound to improve the quality of medical care. Topics include how diagnostic ultrasound works, how to properly handle artifacts, Doppler principles, and scanning safely due to awareness of bio-effects, quality assurance and instrument performance.
DMS 435 – Ultrasound Physics Lab	.5 Credit Hours 20 Clock Hours	DMS	This course is designed to parallel the Ultrasound Physics and Instrumentation lecture course. The student will apply the concepts and theory from lecture in various laboratory exercises.
DMS 440 – Sonography of Superficial Structures	2.5 Credit Hours 40 Clock Hours	DMS	This course expands on the knowledge and skills acquired in Introduction to Superficial Structures (DMS-340). This course is designed to provide the intermediate student with an understanding of the anatomy, physiology, and pathology of superficial structures, peripheral and cerebral vascular systems. Emphasis will be placed on sonographic features and characteristics of normal anatomy as well as the various disease processes that affect each organ, peripheral, and cerebral vascular vessels. Integrated into the course content are color and Doppler principles, clinical procedures, diagnostic procedures, patient history, laboratory and clinical data interpretations specific to each organ and vessels.

Course Number	Credit Hours	Program	Course Description
DMS 445 – Sonography Lab VI	2 Credit Hours 60 Clock Hours	DMS	This course is a continuation of the knowledge and skills acquired in Sonography Lab II (DMS-345). It is designed to provide the intermediate student with the requirements for correct scanning techniques of superficial structures, peripheral, and cerebral vascular vessels from patient preparation and positioning, transducer selection, proper protocols, equipment utilization and application of appropriate measurements. Emphasis will be placed on patient history, laboratory and clinical data interpretations as well as scanning techniques and protocols for accurate reflection of the anatomy, physiology, and existing pathology. The student will combine the theory learned in lectures with laboratory hands-on training that will simulate the clinical ultrasound practice.
DMS 448 – Clinical III	.5 Credit Hours 30 Clock Hours	DMS	This course is designed to allow students practice in applying theory, concepts, and skills involving materials, tools, equipment, procedures, regulations, laws and interactions associated with the occupation and receive basic type health professions work experience under the supervision of a clinical instructor in a clinical setting. The students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, appropriate written, verbal, and computer skills using the terminology of the occupation and the business/industry. The students will receive demonstration and/or hands-on training with discussions on normal and pathologic aspects of abdomen, superficial structures, and obstetrics-gynecology.
DMS 460 – Sonography of OB/GYN I	1 Credit Hour 20 Clock Hours	DMS	This is a continuation of the knowledge and skills acquired in Introduction to OB/GYN (DMS-360). This course is designed to provide the intermediate student with an understanding of the anatomy, physiology, pathology and/or complications of the female pelvis and each of the three trimesters of the pregnancy. Emphasis will be placed on sonographic features and characteristics of normal anatomy and the various disease processes, fetal development, assessment and recognition of ectopic pregnancy, all major fetal anomalies, maternal complications, as well as the role of ultrasound in each of the three trimesters of pregnancy. Integrated into the course content are clinical procedures, diagnostic procedures, patient history, laboratory and clinical data interpretations.
DMS 461 – Sonography of OB/GYN II	4 Credit Hours 60 Clock Hours	DMS	This course is a continuation of Sonography of OB/GYN I (DMS-460). This course is designed to provide the intermediate student with an understanding of the anatomy, physiology, pathology and/or complications of the female pelvis and each of the three trimesters of the pregnancy. Emphasis will be placed on sonographic features and characteristics of normal anatomy and the various disease processes, fetal development, assessment and recognition of ectopic pregnancy, all major fetal anomalies, maternal complications, as well as the role of ultrasound in each of the three trimesters of pregnancy. Integrated into the course content are clinical procedures, diagnostic procedures, patient history, laboratory and clinical data interpretations.
DMS 465 – Sonography Lab VII	2 Credit Hours 60 Clock Hours	DMS	This course is a continuation of the knowledge and skills acquired in Sonography Lab III (DMS-365). This course is designed to provide the intermediate student with the requirements for correct scanning techniques of the female pelvis and developing fetus from patient preparation and positioning, transducer selection, proper protocols, equipment utilization and application of appropriate measurements. Students will practice scanning the female pelvis and also scan obstetric and endocavity simulation phantoms. Students will be guided in how to adapt protocols to anatomical variations or in the demonstration of pathology. The student will combine the theory learned in lectures with laboratory hands-on training that will simulate the clinical ultrasound practice.
DMS 468 – Clinical IV	.5 Credit Hours 30 Clock Hours	DMS	This course is designed to allow students practice in applying theory, concepts, and skills involving materials, tools, equipment, procedures, regulations, laws and interactions associated with the occupation and receive basic type health professions work experience under the supervision of a clinical instructor in a clinical setting. The students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, appropriate written, verbal, and computer skills using the terminology of the occupation and the business/industry. The students will receive demonstration and/or hands-on training with discussions on normal and pathologic aspects of abdomen, superficial structures, and obstetrics-gynecology.
DMS 470 – Imaging of Diseased Structures	1.5 Credit Hours 24 Clock Hours	DMS	This course is designed for the advanced student as they prepare to progress through their upper level clinical courses by reviewing students' knowledge of gross anatomy, scan planes, patient positions, clinical signs and symptoms, proper terminology, and lab tests associated with the disease process. Emphasis will be placed on reviewing disease processes as they appear on sonographic images.
DMS 475 – Sonography Lab VIII	.5 Credit Hours 24 Clock Hours	DMS	This course is designed for the advanced student to demonstrate competency skills in abdomen, superficial structures, and obstetrics and gynecology. Emphasis will be placed on the students' ability to combine the theory with the hands-on training in laboratory to perform quicker and more accurate images to simulate the clinical ultrasound practice.

Course Number	Credit Hours	Program	Course Description
DMS 488 – Clinical V	2 Credit Hours 102 Clock Hours	DMS	This course is designed to be a more advanced work-based instruction that helps the students to apply previous working knowledge and skills while gaining experience managing the workflow. The students will receive practical experience under the supervision of a clinical instructor in a clinical setting. Students will continue to practice applying theory, concepts, and skills involving materials, tools, equipment, procedures, regulations, laws and interactions associated with the occupation and receive basic type health professions work experience under the supervision of a clinical instructor in a clinical setting. The students will continue to demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, appropriate written, verbal, and computer skills using the terminology of the occupation and the business/industry. The students will continue to receive demonstration and/or hands-on training with discussions on normal and pathologic aspects of abdomen, superficial structures, and obstetrics-gynecology.
DMS 500 – Clinical VI	3.5 Credit Hours 150 Clock Hours	DMS	This course is designed as an advanced work-based instruction helping the students apply previous working knowledge and gain experience managing workflow. The students will discuss clinical cases with the clinical instructor in clinical settings and will demonstrate skills required towards working in Sonography with little or no supervision. Students will continue to practice applying theory, concepts, and skills involving materials, tools, equipment, procedures, regulations, laws and interactions associated with the occupation and receive basic type health professions work experience. The students will continue to demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, appropriate written, verbal, and computer skills using the terminology of the occupation and the business/industry. The students will continue to receive demonstration and/or hands-on training with discussions on normal and pathologic aspects of abdomen, superficial structures, and obstetrics-gynecology. The student will spend 30 hours per week in the clinical setting. Students will return to campus to present case studies and review for registry examinations.
DMS 550 – Clinical VII	3.5 Credit Hours 150 Clock Hours	DMS	This course is designed as an advanced work-based instruction helping the students apply previous working knowledge and gain experience managing workflow. The students will discuss clinical cases with the clinical instructor in clinical settings and will demonstrate skills required towards working in Sonography with little or no supervision. Students will continue to practice applying theory, concepts, and skills involving materials, tools, equipment, procedures, regulations, laws and interactions associated with the occupation and receive basic type health professions work experience. The students will continue to demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, appropriate written, verbal, and computer skills using the terminology of the occupation and the business/industry. The students will continue to receive demonstration and/or hands-on training with discussions on normal and pathologic aspects of abdomen, superficial structures, and obstetrics-gynecology. Students will return to campus to present case studies and review for registry examinations. The student will spend 30 hours per week in the clinical setting.
ECG 1001—EKG Rhythm	2.5 Credit Hours 40 Clock Hours	PSG	The student is presented with the theory and clinical procedures necessary to develop skills in order to identify electrocardiogram (ECG) rhythms.
ECHO 102 - Basic Echocardiography	3 Credit Hours 45 Clock Hours	ECS	This course includes the theory and practice of two-dimensional echocardiography, M-mode echocardiography and Colorflow and Doppler measurements of the adult heart. A basic review of pediatric echocardiography is included. Students will develop techniques of practice with normal measurements, interpretations and effect of pathology on flow and function of the adult heart.
ECHO 102 L - Lab -Basic Echocardiography	1 Credit Hours 30 Clock Hours	ECS	This is the laboratory portion of ECHO 102. This course includes the theory and practice of two-dimensional echocardiography, M-mode echocardiography and Colorflow Doppler measurements of the adult heart.
ECHO 103 - Advanced Echocardiography	2 Credit Hours 30 Clock Hours	ECS	This course includes the theory and practice of pathological cardiac studies, including cardiac valvular, structural, chamber, and functional abnormalities. The student will be instructed how to customize examination techniques in order to fully evaluate cardiac function and pathology. Interventional techniques are discussed, along with serial follow-up appropriate evaluations. Transesophageal echocardiography and stress echocardiography techniques are introduced.
ECHO 103L – LAB - Advanced Echocardiography	1.5 Credit Hours 45 Clock Hours	ECS	This is the laboratory portion of ECHO 103. This course includes the hands-on demonstration and practice of pathological cardiac studies, including cardiac valvular, structural, chamber and functional abnormalities. The student will be shown how to customize examination techniques in order to fully evaluate cardiac function and pathology. Interventional techniques are discussed, along with serial follow-up appropriate evaluations. Transesophageal echocardiography and stress echocardiography techniques are introduced.

<i>Course Number</i>	<i>Credit Hours</i>	<i>Program</i>	<i>Course Description</i>
EEG 1001 - Basic EEG	1.5 Credit Hours 30 Clock Hours	PSG	This course is an introduction to the fundamentals of electroencephalography, including application of electrodes, basic electroencephalography, wave forms, artifacts, and the electroencephalography machine.
ENG 100 - Applied Science English	3 Credit Hours 45 Clock Hours	ECS/ICT	The basic skills and concepts involved with grammar, writing skills, and verbal presentation. Topics will cover effective communication, speech, nonverbal barriers, listening techniques, research skills, and a research paper.
ENG 120 - English Composition	3 Credit Hours 45 Clock Hours	DMS/ST	This course covers basic skills and concepts involved with grammar, writing skills, and verbal presentation. Topics include effective communication, speech, nonverbal barriers, listening techniques, research skills, and research papers. This course is designed to improve the students' confidence in both their writing and speaking skills, especially those which they will be required to use on a regular basis in their professions.
EXT 103—DCS Externship	17.5 Credit Hours 800 Clock Hours	DCS	Externship assignment is designed to provide on-the-job experience while under the supervision of the School and on site Preceptor.
GEN 100 - Career Development/Externship Preparation	2 Credit Hours 30 Clock Hours	DCS	Career Development is designed to teach students how to manage their own careers through mastery of career planning, job search techniques and professional development on the job. Students will establish individual career goals and learn specific techniques needed to secure and grow within a job. Final check offs are designed to provide each student an opportunity to demonstrate proficiency in each area and review material for clinicals and/or externship. Credentialing opportunities will be
GEN 115 - Computer Applications	0.5 Credit Hours 20 Clock Hours	DCS	This is an introductory course focused on the effective use of the computer. Students will gain practical experience in the use of application software for word processing, slideshow presentations, electronic spreadsheets and information databases.
GEN 120 Essentials of Patient Care	4.5 Credit Hours 75 Clock Hours	DCS	This general education course introduces the student to patient care as related to the cardiac medical sonographer. Areas covered include comforting and educating patients during procedures, patient transfer, and proper body mechanics while assisting the patient. Special emphasis will be placed on the use of proper ergonomics/posture in preventing personal injury. This course also explores the factors that influence human thoughts, emotions and behavior to enable the student to communicate more effectively with both patients and colleagues. With a general introduction to the field of psychology it provides a broad overview of major theories and research that emphasizes the relevance within the healthcare setting. Another component of this course is the development of critical thinking skills by teaching the student the application of logic, reasoning, gathering evidence, evaluation and plan of action as it relates to the healthcare field and patient care. Finally, a good balance of ethical and legal knowledge is provided as a necessary foundation for the imaging professional. Ethics emphasizes professional standards and personal integrity while the investigation of legal issues provides a basic understanding of applicable law as it relates to risk management.
GEN 135 - General Algebra	3 Credit Hours 50 Clock Hours	DCS	This course covers fundamental algebraic principles. Topics included are: properties of real numbers, solving equations, exponents and polynomials, factoring, rational expressions, and statistics.

Course Number	Credit Hours	Program	Course Description
GEN 140 - Communication Skills	2.5 Credit Hours 40 Clock Hours	DCS	As healthcare professionals, effective verbal and written communication skills will be crucial to student success. Whether communicating with physicians, patients, insurers, or others, they must sound professional, competent, and confident. This course is designed to help students gain mastery of English grammar, writing and speaking skills, and nonverbal communication. The course is designed so that students feel comfortable writing anything from a simple e-mail to a research paper, and be confident about speaking to anyone from a single patient to an audience of colleagues,
GEN 150 - General Physics	2.5 Credit Hours 50 Clock Hours	DCS	This general education course introduces the student to principle theories and techniques of physics.
GEN 160 – Externship and Employment Preparation	1.5 Credit Hours 30 Clock Hours	MAC/MAX	Externship and Employment Preparation is designed to teach students how to manage their own careers through mastery of career planning, job search techniques and professional development on the job. Students will establish individual career goals and learn specific techniques needed to secure and grow within a job. Final didactic exam is designed to provide each student an opportunity to demonstrate proficiency in knowledge and review material for certification exam. Credentialing opportunities will be presented.
GHC 100—General Health Care	1 Credit Hour 20 Clock Hours	DMS/ST	This course is designed to give the students a foundation to build on as an allied healthcare student. The student will study federal guidelines associated with Healthcare Information Portability and Accountability Act (HIPAA), patient's medical civil rights. Blood Borne pathogens and Bio-hazardous waste in the medical environment will be covered with regard to the Occupational Health and Safety Administration (OSHA). An overview of HIV/Aids and Domestic Violence pertaining to the healthcare worker with special emphasis on confidentiality for the patient will be discussed. The student will be training in Cardiopulmonary resuscitation (CPR) with theory and hands on skills through the American Heart association (AHA), an essential tool in healthcare. Career development will cover résumé writing, professionalism, and career opportunities which is a key portion of this course for future employment in Allied Health.
HEMO 100/ HEMO 100L - Cardiovascular Hemodynamics & Lab	4 Credit Hours 75 Clock Hours	ICT	The student develops a working knowledge of blood-flow dynamics, cardiac pressures, cardiac output, and hemodynamic calculations utilized in the cardiac catheterization laboratory to assist the physician in the diagnostic process. Included is a review of rhythm strip and 12 lead ECG interpretations. Lab consists of students practicing the techniques learned in HEMO100.
ICT 101/ ICT 101L Cardiovascular Physiology & Lab	5 Credit Hours 75 Clock Hours	ICT	A brief overview of the field of Invasive Cardiovascular Technology is presented from its early development to present day concepts. Basic clinical assessment techniques including the history and physical exam, cardiovascular assessment to include auscultation for bruits and murmurs and peripheral vascular evaluation. Laboratory findings consistent with the normal patient are learned, such as: chemistries, cardiac enzymes, fluid and electrolytes, hematology and coagulation studies, and arterial blood gas determinations. Advanced Cardiac Life Support (ACLS) is presented during this course. Lab consists of students practicing the techniques learned in ICT 101.
ICT 102/ ICT102L - Introduction to Catheterization & Lab	4 Credit Hours 75 Clock Hours	ICT	The student is introduced to the responsibilities involved in the field of Invasive Cardiovascular Technology, scope of practice, maintenance of disposables and instrumentation, peri-procedure patient care, hemostasis, sterile techniques, OSHA regulations, preparation and teardown of the equipment, scrubbing, circulating, and recording roles. Angiographic imaging and radiation safety/protection, film processing, CD and video techniques, and manipulation of radiation equipment for standard projections. Quality assurance issues are learned. Lab consists of students practicing the techniques learned in ICT 102.
ICT 103/ ICT103L - Invasive Cardiovascular Methodologies & Lab	2.5 Credit Hours 45 Clock Hours	ICT	Culmination of this program of instruction integrating all facets of care as seen in the catheterization laboratory, to include: various injection techniques, left ventriculography, coronary arteriography, aortography, peripheral arteriography, pulmonary angiography, adult and pediatric catheterization techniques, arterial lines, percutaneous method and various sites, Sones method, position of catheters in the heart, and right and left heart catheterization. Lab consists of students practicing the techniques learned in ICT 103.

<i>Course Number</i>	<i>Credit Hours</i>	<i>Program</i>	<i>Course Description</i>
ICT 104/ ICT104L - Interventional Cardiovascular Procedures & Lab	3.5 Credit Hours 75 Clock Hours	ICT	Interventional procedures commonly seen in the catheterization lab to include: temporary and permanent pacemaker implantation, implantable cardioverter defibrillators, thrombolytic therapy, atherectomy, laser, stent placement, biopsy, intra-aortic balloon pump, electrophysiologic studies, cardioversion, and vascular procedures. Management of emergency procedures to include anaphylaxis and cardiogenic shock, dysrhythmias, tamponade, pericardiocentesis, aneurysms, dissection, cerebrovascular accident, pulmonary, embolism and edema, and preparation of patient for transport, investigational therapies are presented. Lab consists of students practicing the techniques learned in ICT 103.
ICT-CLI 100 Cardiovascular Clinical Skills	13 Credit Hours 600 Clock Hours	ICT	This course provides students the opportunity to utilize the theory and laboratory skills learned during the didactic portion of this program. Students begin by observing procedures and progress to active participation. The student's supervisor/ preceptor closely monitor and confirm the student's attendance and submit evaluations of performance to the Career Services department. Students will also return to campus for sessions on the RCIS during clinicals.
ICT-EXT 150 - Cardiovascular Externship	9 Credit Hours 405 Clock Hours	ICT	The externship provides the student the opportunity to participate as an invasive cardiovascular technologist in diagnostic and interventional cath laboratories. Externships are scheduled during the days and hours when the medical facilities are in operation. The student's supervisor/ preceptor closely monitors and confirm the student's attendance and submit evaluations of performance to the Career Services Department. Students will also attend weekly review sessions for the RCIS during externship.
MA 100 - Applied Science Mathematics	3 Credit Hours 45 Clock Hours	ECS / ICT	This course will focus on enhancing the student's knowledge of fundamental applications of mathematics that will be relevant to their fields of study. These will include fractions, decimals, and percents; algebra; measurement systems and conversions; dilutions; solutions and concentration; drug dose calculations, geometry; charts; tables and graphs; statistics; and some trigonometry.
MAC 100 – Cardiac Skills and Procedures	7.5 Credit Hours 150 Clock Hours	MAC	This course contains an advanced study of cardiovascular anatomy and physiology with emphasis on the skills and procedures needed to care for cardiac patients. The student is presented with the theory and clinical procedures necessary to enhance skills in the performance and interpretation of electrocardiogram (ECG) rhythms along with the management of 12 lead acute coronary syndrome. Other core components in this term include the use of stress testing, various ambulatory cardiac monitoring techniques, cardiac pacing and coagulation therapy.
MAT 110 Algebra	3 Credit Hours 50 Clock Hours	DMS/ST	This course covers fundamental algebraic principles. Topic included are: properties of real numbers, solving equations & inequalities, exponents and polynomials, factoring expressions, rational expressions, and roots & radicals.
MAT 2012—Algebra	3 Credit Hours 50 Clock Hours	PSG	This course includes fundamental algebraic principles. Topics included are properties of real numbers, solving equations and inequalities, exponents and polynomials, factoring, rational expressions, and roots and radicals.
MED 105 – Medical Terminology and Intro to Body Systems	5 Credit Hours 75 Clock Hours	MAC/MAX	This course is designed to provide students with an introduction of the human body systems necessary to understand the functions of the human body. The basic structure of medical words such as roots, prefixes, and suffixes is studied. An emphasis is placed on the spelling and pronunciation of medical words.
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<i>Course Number</i>	<i>Credit Hours</i>	<i>Program</i>	<i>Course Description</i>
MED 108—Anatomy and Physiology	5 Credit Hours 75 Clock Hours	MAC/MAX	This course is designed to provide students with the knowledge of the human body systems. Topics covered include physiology, common pathologies, diet and nutrition and health problems. The basic structure of medical words such as roots, prefixes, and suffixes is studied as it relates to the individual body systems.
MED 115—Medical Terminology I	1.5 Credit Hours 25 Clock Hours	DMS/ST	This basic medical terminology course will focus on the many components of a medical term and how to break down a medical term by simply knowing the meaning of the prefix and suffix. By learning the individual parts of a medical word, students will not need to memorize hundreds of complex medical terms and their definitions.
MED 125 – Medical Law & Ethics and Computer Skills	4 Credit Hours 75 Clock Hours	MAC/MAX	For students to enter the medical field there must be a basic knowledge of computers and correct writing skills. The first part of the course will be devoted to teaching students the Microsoft 2007 features of Word, Excel and PPT as they are relevant to the medical field emphasizing proper grammar and punctuation. An overview of the healthcare industry, from its inception to its current state will be presented. The student will then be introduced to the Medical Assisting profession by emphasizing the concepts involved in externship and the development of professional behaviors. Interpersonal skills will be taught, stressing various types of communication, human motivational factors, conflict resolution, and the physical and emotional needs of the patient. From there, the student will study and gain important insight into the morality, ethics, and legal requirements that direct today's medical professional. Patient confidentiality will be stressed. The student will receive certification training in HIV/AIDS and Domestic Violence.
MED 130 – Cardiovascular Health Techniques/CPR	4 Credit Hours 75 Clock Hours	MAC/MAX	The student is presented with the theory and clinical procedures necessary to develop skills in order to perform electrocardiogram (EKG), Holter monitoring, aseptic techniques, OSHA standards, vital signs, patient assessment, emergency medicine and CPR in didactic and hands-on format.
MED 145 – Front Office Administration Applied Skills	5 Credit Hours 75 Clock Hours	MAC/MAX	The course places an emphasis on the administrative front office operations of a medical office. The material presented in the Front Office Class is reinforced with exercises that apply the theory learned. Topics covered include: office organization through the use of computer software, concepts of Patient Privacy, scheduling and decision making, medical insurance, reception/registration, telephone techniques, intro to ICD-9 and CPT coding, posting routines, billing and collections. It also includes an overview of the changes occurring in the health care system with a focus on advances in the medical record including traditional medical records management as well as an introduction to the electronic health record.
MED 150 – Pharmacology	4 Credit Hours 75 Clock Hours	MAC/MAX	The study of injections, use of syringes and needles, the study of drugs and solutions, toxic effects of drug abuse, legal regulations and standard inventory, dosage, prescriptions and emergency drugs. Asepsis and universal precautions are reviewed. Nutrition and Health Promotion is also included in this course.
MED 155 – Phlebotomy	3.5 Credit Hours 75 Clock Hours	MAC/MAX	The course is composed of both theory and clinical experience. Various hands-on techniques are performed in order to teach variety of functions such as collecting blood, testing, processing, and preparing specimens.
MED 165—Anatomy & Physiology I	5 Credit Hours 75 Clock Hours	DMS/ST	This course is designed to provide students with knowledge of the human body system that is necessary to understand the functions of the human body. Topics covered are: organization of the human body, cells, tissues, special senses, nervous system, integumentary system, and endocrine system.

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MED 170 – Back Office	3.5 Credit Hours 75 Clock Hours	MAC/MAX	This course includes the various techniques used in the primary physical examination, including patient preparation and assisting the physician with patient examination and specimen collection. Also included are the procedures for assisting in minor office surgery including patient preparation, setting-up and maintaining the exam/treatment area, asepsis, sterile technique, preparation of sterile surgical trays, and the proper use of medical equipment and instruments. The skills necessary to assist in various medical specialties, including Pediatrics, OB/GYN, Gastroenterology, Urology and Male Reproduction, Ophthalmology and Otolaryngology, Geriatrics and Orthopedic Medicine are also taught.
MED 175 – MA Office Applications	7 Credit Hours 120 Clock Hours	MAC/MAX	This course focuses on the effective use of the computer in the medical office and provides students mock office and clinical application of skills learned throughout the program. Students will review the practical experience in the use of medical office application software, the Electronic Health Record, and emphasis on the Healthcare Reform Act and HIPAA. This course will also help students gain mastery of all forms of business communication applicable to all levels of healthcare. The student will be able to review for MA certification exam using computer based mock exams. Critical Thinking is further explored and emphasized to enhance student professionalism, perception and attitude in every aspect of patient care.
MED 180 – MA Externship	5 Credit Hours 230 Clock Hours	MAC/MAX	Externship is designed to provide on-the-job experience while under the supervision of the school and preceptor or on-site instructor.
MED 250—Anatomy & Physiology II	5 Credit Hours 75 Clock Hours	DMS/ST	This course is designed to provide students with knowledge of the human body system that is necessary to understand the functions of the human body. Topics covered are: skeletal, muscular, digestive, urinary, reproductive systems. Blood, heart, circulatory, lymphatic, and respiratory systems.
MED 300 – Introduction to Ultrasound & Patient Care	2 Credit Hours 30 Clock Hours	DMS	This course is designed to introduce the students to the foundation and origins of Diagnostic Medical Ultrasound. The student will receive an orientation to sonography, patient transfer proper ergonomics and body mechanics while scanning and assisting patients. The student will learn patient-sonographer interaction, communication skills, problem solving, ethics, law and professionalism. They will learn how the society's legal system affects the medical practitioner. Basic medical techniques and patient care help the student to be prepared for future clinical activity.
MTAP 101 – Medical Terminology and A&P I	3 Credit Hours 50 Clock Hours	PSG	This course is designed to provide students with a solid, basic understanding of essential concepts in human anatomy and physiology, especially as they apply to the allied health professions. In addition, emphasis is placed upon cultivating a working knowledge of medical terminology that will enable students to function as professionals in any healthcare setting.
MTAP 102 – Medical Terminology and A&P II	3 Credit Hours 50 Clock Hours	PSG	This course is designed to provide students with a solid, basic understanding of essential concepts in human anatomy and physiology, especially as they apply to the allied health professions. In addition, emphasis is placed upon cultivating a working knowledge of medical terminology that will enable students to function as professionals in any healthcare setting.
PATH 1001 - Pathophysiology	3 Credit Hours 50 Clock Hours	PSG	This course provides an in-depth overview of the human disease and the pathological mechanisms that are related to the field of polysomnography. Included are the effects of pathology and function as seen on a polysomnogram. The clinical manifestations and appropriate therapeutic measures are reviewed, along with the technical findings.
PCER-P 1000 - Patient Care & Ergonomics	1 Credit Hour 25 Clock Hours	PSG	This general education course introduces the student to the levels of patient care as related to the field of Polysomnography. Areas covered include issues related to patient healthcare, comforting and educating patients during procedures, patient transfer, and proper body mechanics while assisting the patient. Special emphasis will be placed on the use of proper ergonomics/posture in preventing personal injury during such care. The course is designed to teach the student proper posture and how to reduce unnecessary muscle strain to the body. It teaches the student to utilize good body mechanics and techniques during excessive amounts of static work to avoid injury. HIV/AIDS, OSHA, Domestic Violence, and CPR certifications will be issued during PCER. Phlebotomy: brief introduction and optional practice will be included.

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PHARM 1000 - Pharmacology	3 Credit Hours 50 Clock Hours	PSG	This course presents general pharmacology as it relates to PSG. The course presents a body systems approach to pharmacology to enhance the student's understanding of why, how, and what drugs are used in the clinical setting for various body systems. Classifications of drugs will be presented with a general breakdown of how similar agents are used to treat conditions.
PHM 120 –Pharmacology & Anesthesia	2 Credit Hours 30 Clock Hours	ST	This course will give the surgical technology student an overview of pharmacology in the surgical setting. Surgical anesthesia will be studied and procedures discussed.
PHY 100 / PHL 100L - Applied Physics & Lab	4 Credit Hours 75 Clock Hours	ECS/ ICT	This course is designed to introduce the students to the essential concepts of physics with special emphasis on their application to allied health professions. Topics to be covered include the nature of science, motion, energy, thermodynamics, wave motions and sound, electricity and magnetism, light, nuclear physics, and astrophysics. The lab course is designed to enhance student's understanding of the essential concepts of physics through the use of hands-on activities.
PHY 210 – Physics	5 Credit Hours 75 Clock Hours	DMS	This course is designed to introduce the students to the essential concepts of physics with special emphasis on their application to allied health professions. Topics to be covered include the nature of science, motion, energy, thermodynamics, wave motions and sound, electricity and magnetism, light, nuclear physics, and astrophysics.
PHY 2048 – Physics	4 Credit Hours 75 Clock Hours	PSG	This course is designed to introduce the students to the essential concepts of physics with special emphasis on their application to allied health professions. Topics to be covered include the nature of science, motion, energy, thermodynamics, wave motions and sound, electricity and magnetism, light, nuclear physics, and astrophysics.
PSG 1000 - Introduction to Polysomnography	3 Credit Hours 50 Clock Hours	PSG	This course is designed to provide an introduction to the field of sleep medicine and technology. Students will be introduced to how to define and apply basic concepts associated with sleep disordered breathing and its management. It is an introduction to the field of Sleep Disorders Medicine (SDM) and to the work of the medical professionals who practice SDM. Students will also learn about instrumentation, how to set up and calibrate a polysomnograph, application of electrodes and body sensors to the patient, and the importance of performing accurate overnight sleep recordings.
PSG 1001 - PSG Testing I	2.5 Credit Hours 50 Clock Hours	PSG	This course is designed to introduce the student to the instrumentation of Polysomnography including basic electrical components, measurements, frequency, and voltage. Students will learn calibrations, differentiation between normal and artifact tracings along with Polysomnography signal display, monitors and the use of auxiliary equipment in performing sleep studies. This course is also intended to present data storage and retrieval and electrical safety. Polysomnography staging and interpretation is discussed.
PSG 1002 - PSG Testing II	2.5 Credit Hours 50 Clock Hours	PSG	This course introduces the student to ancillary instrumentation devices used in Polysomnography. Students will learn the principles of operation, selection, acquisition of hardware and software, differentiation of data recorded, and proper protocols of use. Patient preparation for these instruments, different monitoring techniques, and therapeutic interventions will also be presented.
PSG 1003 - Record Review I	2.5 Credit Hours 50 Clock Hours	PSG	This course introduces the student to Polysomnography monitoring, intervention and scoring. Included are the technical aspects of conducting studies, the significance of findings and their correlation with clinical presentation of the patient, and scoring data from the study.
PSG 1004 - Record Review II	2.5 Credit Hours 50 Clock Hours	PSG	Designed to prepare students in the necessary laboratory skills needed to perform an accurate polysomnogram, this course includes all aspects of scoring. Sleep stage and arousal, limb movement, sleep disordered breathing events, usual and unexpected events and report generation will be covered.
PSG 1005 - Advanced PSG	2.5 Credit Hours 50 Clock Hours	PSG	This course provides a review of the field of sleep medicine and technology. Students will learn about instrumentation, how to set-up and calibrate a polysomnograph, application of electrodes and body sensors to the patient, and the importance of performing accurate overnight sleep recordings. This course will deepen the student's ability in recording and scoring the sleep study. This course is also designed as a review for the BRPT registry exam.

Course Number	Credit Hours	Program	Course Description
PSG-EXT 150 - PSG Externship	10 Credit Hours 450 Clock Hours	PSG	The externship assignment is designed to provide on-the-job experience while under the supervision of the school and preceptor or on-site clinical instructor.
PSY 100 - Psychology	5 Credit Hours 75 Clock Hours	ECS / ICT	The basic principles and theories of psychology including personality formation, stress, and fear are discussed. This course is designed to give students an introduction to psychology as a science and an understanding of psychology's applications to everyday life as well as the patient care arena. Factors influencing human behavior are covered including, physiology, genetics, sensation, perception, learning, memory, cognition, emotions, motives, personality, abnormal behavior, and social interaction. The course also includes professionalism in the workplace. The Case Study method is utilized.
PSY 110—Psychology	5 Credit Hours 75 Clock Hours	ST	This course is a general introduction to the field of psychology. It gives a broad overview of the major areas of psychology, focusing particular attention on the basic processes underlying the mind, brain, and behavior.
PSY 1012 - General Psychology	3 Credit Hours 50 Clock Hours	PSG	This course is a general introduction to the field of psychology. It gives a broad overview of the major areas in psychology, focusing particular attention on the basic processes underlying the mind, brain, and behavior.
PTH 150—Pathophysiology	1.5 Credit Hours 25 Clock Hours	DMS/ST	This course offers an in-depth overview of cell and tissue function, hematopoietic function, infection, inflammation, and immunity in the surgical technology field.
SUR 100 Introduction to Surgical Technology	3 Credit Hours 50 Clock Hours	ST	This course is a study of the organization and management of different health care facilities with emphasis on the job description, team members, training, certification and employment, interdepartmental relations, historical development of surgery, ethical, moral, and legal responsibilities.
SUR 110 Surgical Technology I	2.5 Credit Hours 50 Clock Hours	ST	This course teaches Surgical Technology students the concepts of asepsis, sterilization, disinfection, and antisepsis. This course covers components of the operating room, such furniture, ancillary equipment, and the various designs of OR suites. Classroom discussions of environmental hazards such as fire, radiation, smoke plume, and disease transmission are held.
SUR 130 Surgical Technology II	4 Credit Hours 75 Clock Hours	ST	This course is designed to give the Surgical Technology students an overview of hemostasis and emergency situations. Students also gain knowledge of diagnostic procedures and general surgery. This course provides the student with an understanding of blood replacement, the sources of patient data, and laboratory results. Students are introduced to general surgery procedures, as well as the instruments and equipment used.
SUR 150 Surgical Technology III	4 Credit Hours 75 Clock Hours	ST	This course is designed to provide the students with an overview of wound healing, sutures, needles, and stapling devices. Obstetrics and Gynecological and Ophthalmic Surgeries are introduced. Information is obtained on operative procedures, different types of incisions, special equipment, instruments, and supplies. This provides the student with necessary skills needed to function under supervision with an accurate level of competencies in surgery & related areas.
SUR 210 Surgical Technology IV	7 Credit Hours 150 Clock Hours	ST	This course is a continuation of SUR 150. Otorhinolaryngological surgery, oral and maxillofacial surgery, plastic and reconstructive surgery, and orthopedic surgery are covered.
SUR230 Surgical Technology V	6 Credit Hours 150 Clock Hours	ST	This course is a continuation of SUR 150 and SUR 210. Surgical Specialties including Genitourinary Surgery, Cardiothoracic Surgery, Peripheral Vascular Surgery, and Neurosurgery are covered.
SUR 250 Externship I	6.5 Credit Hours 300 Clock Hours	ST	Students observe and apply skills in a medical facility where there is opportunity to assist, learn, and perform practical related Surgical Technology skills. Externships are scheduled during the day and hours vary among facilities. The clinical instructor regularly evaluates the student on his or her performance. Externship for the student is a requirement for completing the program and graduation.
SUR 251 Externship II	6.5 Credit Hours 300 Clock Hours	ST	This course is a continuation of SUR 250. Students continue to observe and apply skills in a medical facility where there is opportunity to assist, learn, and perform practical related Surgical Technology skills. Externships are scheduled during the day and hours vary among facilities. The clinical instructor regularly evaluates the student on his or her performance. Externship for the student is a requirement for completing the program and graduation.
VUPE 100 – Intro to Vascular Ultrasound and Pediatric Echo Lab	4 Credit Hours 75 Clock Hours	ECS	This course is an introduction to two areas that cardiac sonographers may encounter on the job. The first half is an introduction to vascular ultrasound. The peripheral and cerebral arterial and venous system anatomy and physiology will be covered as well as pathophysiology. The students will be introduced to the techniques utilized when performing vascular ultrasound studies of the carotid arteries and the aorta. The second half of the course will cover the pediatric patient and the congenital abnormalities and treatment and surgical repairs of these conditions. Lab consists of students practicing techniques learned in VUPE 100.

ALCOHOL AND DRUGS

A CFI healthcare student who irresponsibly uses alcohol or drugs discredits his or her professionalism as a health care professional. Alcohol or drug abuse compromises the student's ability to learn and to practice as a health care provider and thus is considered unprofessional conduct and a violation of the Student Conduct Code. Alcohol or drug use that results in compromised patient care will not be tolerated. Any student found to have abused drugs or alcohol, or by a court of law to have illegally used, possessed, attempted to possess, sold, transported or distributed drugs or alcohol; or any student convicted upon a plea of guilty or nolo contendere to a drug or alcohol related misdemeanor or felony, may be terminated.

CAMPUS SERVICES

Computer Access: Computers are available for school activities (not personal use) when classes are in session. Computers are available in the Computer Lab and Resource Center with Internet connections and printing capabilities.

Food Services: Vending machines containing various foods, snacks, and beverages are available in or near the break room, and in other places on campus. Microwave ovens and refrigerators are also available for student convenience. Food is not allowed in classrooms, labs, resource center, hallways, and around the computers at any time. Beverages such as water, soda, coffee, and tea in containers with closeable lids are allowed in classrooms, but not in labs or around computer.

Resource Center: Provides an array of print and electronic information resources. The library supports all of the programs offered at CFI. The online Library Information Resources Network (L.I.R.N.) provides access to journal articles, books, encyclopedias, newspapers, and magazines.

Telephone Calls: Classes are not disturbed for incoming telephone calls except in cases of emergency. A telephone for student use is located in the break room for local calls only (either 727 or 407 depending on the campus). Use of the school's telephone is limited to extreme emergencies.

CAREER AND STUDENT SUPPORT SERVICES

The Career and Student Support Services Department is dedicated to empowering students as active participants in their own career development. Job placement assistance is available to all CFI graduates in good standing. The graduate placement director serves as liaison with employers throughout the area who seek full-time and part-time personnel. While **Central Florida Institute does not guarantee students jobs/job placement**, many employers use the services to seek qualified employees. Students are required to have an exit interview with the graduate placement director during the academic term prior to graduation. Not completing a student exit interview will result in a hold being placed on all diplomas, degrees, certificates, transcripts, etc. The graduate placement director will help in developing job-seeking skills, such as resume writing, job search planning, and interview techniques. (Failure to notify CFI of a felony relieves the school of the responsibility to assist in placement of the graduate.)

CRIMINAL BACKGROUND CHECKS

Organizations that accept CFI students for externship placement and potential employers may conduct a criminal and/or personal background check. Some organizations may require students/candidates to submit to a drug test. **Students with criminal records that include felonies or misdemeanors (including drug related) or personal background issues such as bankruptcy may not be accepted by these organizations for externships or employment following completion of the program.** Applicants who have questions regarding how these issues may affect their externship/employment placement should discuss this matter with a school official prior to beginning their program. Externship and employment decisions are outside the control of Central Florida Institute.

PREGNANCY POLICY

If a student should become pregnant, the Program Director must be notified immediately and a letter from the student's physician stating that she can fulfill all the requirements of the program must be submitted. Students requiring a leave of absence for pregnancy/ pregnancy related problems or other medical condition will be given the opportunity to finish the program.

PROFESSIONAL BEHAVIOR

As a future health care professional, students should adhere to the highest standards of professionalism and professional ethics. Examples of unprofessional conduct include but are not limited to:

- ◆ Misrepresentation of effort, credentials or achievement in either the academic or practice setting.
- ◆ Any action, which compromises the quality of patient care, including irresponsible or illegal drug or alcohol use.
- ◆ Violation of patient confidentiality.
- ◆ Other conduct, which falls below that which befits a healthcare professional Catalog

SCHOOL CLOSING

In the event of inclement weather, the school's website is the most reliable source of information. If classes are cancelled due to inclement weather, they will be re-scheduled on the first available Friday or Saturday within the same term. Students who are unable to attend the make-up day will be marked absent and the school's attendance policy is followed.

STUDENT COMPLAINT / GRIEVANCE POLICY

A student whose views differ from those of an instructor should first try to resolve the difference with the instructor involved. However, If a satisfactory solution cannot be obtained, the student should request an appointment with the Program Director. Students with concerns of a non-academic nature are urged to consult with the office of the Career and Student Services Department. This office will refer the student to the proper department and/or will assist the student as necessary.

If a student does not feel that her/his concern has been adequately addressed, the student should contact the School Director.

STUDENT CONDUCT CODE AND DISCIPLINE

The credibility of a health care professional is based, to a large extent, on the high degree of trust accorded by the individuals he or she serves. Students entering the health care professions have a particular obligation to conduct themselves at all times in a manner that reflects honesty, integrity, and respect for others. Responsibility for success of the student conduct code lies principally with the individual student as well as with the collective academic community of students, faculty, and staff. Ultimately, the value of the code depends on students monitoring their own behavior and discouraging violations of the code by others.

STUDENT INSURANCE

All students enrolled at CFI are provided with accidental insurance. The insurance provides coverage throughout the time spent at CFI, including the externship. If a student withdraws, is withdrawn, or is dismissed from CFI, the insurance coverage is discontinued as of the last date of attendance.

STUDENT RESPONSIBILITY

To facilitate academic honesty, students are expected to conduct themselves in a manner that will prevent or decrease opportunities for academic dishonesty, particularly during examinations. These include:

- ◆ Remove yourself from a situation that is likely to lead to a violation of the Student Conduct Code.
- ◆ Be on time for each examination.
- ◆ Protect your exam from the view of others.
- ◆ Keep your eyes focused on your own exam.
- ◆ Do not begin your exam before the time designated by the instructor or proctor.
- ◆ Do not continue to take the exam beyond the designated time period for the exam.
- ◆ Do not collaborate on an examination, assignment or project unless the instructor or proctor has granted explicit permission to do so.

Students are directly responsible for understanding the concepts and intentions of the Student Conduct Code. Upon observing a possible violation of the Student Conduct Code, students are obligated to:

- ◆ Report suspected misconduct to faculty, and/or Student Success Department.
- ◆ Maintain confidentiality regarding the incident.

TEXTBOOKS

Textbooks are in addition to tuition and fees. The current catalog addendum contains all textbooks required by program. Texts may be purchased through CFI's on-line bookstore or through an outlet of the student's choice.

TRANSCRIPT

A student may request an unofficial copy of his/her transcript from the Registrar. Official academic transcripts may also be requested from the Registrar; however, the school reserves the right to withhold an unofficial or official transcript if the student's obligations to the school are not current. After December 31, 2014 Transcripts are available by contacting the Compliance Department, Career Path Training Corp, 11300 4th Street North, Suite 200, St. Petersburg, FL 33716. 727-642-6420x238.

TUITION AND FEES

Included with this catalog is a current supplement/addendum containing tuition, costs, and fees. Tuition is payable in advance. A definite tuition schedule will be established prior to the start of class. Absence from class does not relieve the student of tuition liability.

VIOLATIONS

The Policies and Procedures contained in this document and the current catalog addendum apply to all students of Central Florida Institute during all phases of their training including didactic, clinical, and externship. Students are responsible for familiarizing themselves with its contents. Violation of any policy or procedure contained herein may result in disciplinary action up to and including dismissal from Central Florida Institute. As a prospective student you are encouraged to read the catalog and its addendum prior to signing your enrollment agreement.

Please Note: All photos in this catalog are true representations of current Central Florida Institute campuses in Palm Harbor and Orlando.

PALM HARBOR CAMPUS

Central Florida Institute - Main Campus
30522 US Highway 19, North
Palm Harbor, FL 34684
727-786-4707
888-831-8303

Central Florida Institute is housed in a public commercial, health facility that is easily accessible near the intersection of Curlew Rd and US Highway 19, North in Palm Harbor, FL. The school occupies over 26,500 sq feet of a freestanding building, administrative and instructional space includes 6 lecture classrooms, and 14 lecture/lab classrooms housing workplace-relevant equipment and technology including PC computers and Internet access. The campus also houses a Resource Center with occupation-related reference materials and a number of resources that link students to library assets nationwide. A listing of all equipment can be found in the attached Addendum. The school facility provides accessibility for handicapped students



ORLANDO CAMPUS

Central Florida Institute - Non Main Campus
6000 Cinderlane Parkway
Orlando, FL 32810
407-253-5354

From I-4, take the Lee Road Exit – West on Lee Road (John Young Parkway - Route 423) – Right on Orange Blossom Road –Right at Cinderlane Parkway to School.

The school occupies over 8,600 square feet of a freestanding building complete with 4 classrooms, 5 lecture/lab classrooms housing workplace-relevant equipment and technology including PC computers and Internet access. The campus also houses a Resource Center with occupation-related reference materials and a number of resources that link students to library assets nationwide. A listing of all equipment can be found in the attached Addendum. The school facility provides accessibility for handicapped students.



DISCLOSURE STATEMENT

Central Florida Institute's Catalog contains current information regarding programs, curricula, requirements, faculty and admissions, and such information is not intended to be and should not be relied upon as a statement of the institute's contractual undertakings.

Central Florida Institute reserves the right in its sole judgment to change rules and regulations and to make changes of any nature in its program(s), calendar, admissions policies, procedures and standards, degree requirements, fees and academic schedule whenever it is deemed necessary or desirable, including, without limitation, changes in course content, the rescheduling of classes, canceling of scheduled classes, combining classes due to insufficient enrollment, and other academic activities requiring or affording alternatives for scheduled classes or other academic activities, in any such case giving such notice as is reasonably practicable under the circumstances. Such changes are generally announced in classrooms, posted on student bulletin boards, and made available in hard copy for students who request them.

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all regulations and procedures relating to the program she/he is pursuing.

Inquiries regarding the catalog and policies should be directed to:

School Director
Central Florida Institute
30522 US Highway 19, North
Palm Harbor, FL 34684
727-784-0003

OR

School Director
Central Florida Institute
6000 Cinderlane Parkway
Orlando, FL 32810
407-253-5355

OR

Compliance Department
Career Path Training Corp
11300 4th St N., Ste 200
St Petersburg, FL 33716
727-342-6420 x238

Central Florida Institute publishes this catalog | Published: December 2013

The contents of the catalog are expected to remain effective through December 31, 2014. Catalog is not complete without appropriate school addendum.

YOUR PRESCRIPTION FOR LIFE

HANDS-ON, SHORT-TERM



EMPLOYMENT-FOCUSED

Campuses:

Tampa Bay
30522 US Hwy 19 N.
Palm Harbor, FL 34684
727-784-0003

Orlando
6000 Cinderlane Parkway
Orlando, FL 32810
407-253-5355

www.cfi.edu

For information on graduation rates, median debt of graduates completing CFI programs and other important information, visit www.cfi.edu/disclaimer