



## **Mentor Agile Academic Catalog**

## Table of Contents

- 1. Welcome to Mentor Agile**
  - Mission Statement
  - Overview of Mentor Agile Programs
- 2. Program Descriptions and Objectives**
  - Description
  - Objectives
  - Program Length
- 3. Institutional Calendar**
  - Program Start and End Dates for Each Cohort
- 4. Tuition and Fees**
  - Tuition Breakdown
  - Fees and Other Charges
  - Cancellation and Refund Policy
- 5. Student Success Data**
  - Enrollment Statistics
  - Completion and Graduation Rates
  - Placement Rates in the Field of Study
- 6. Accreditation and Certification**
  - Accreditation Status
  - State Licensing and Professional Certification Examinations
- 7. Transfer of Credits**
  - Transferability of Certificates
  - Guidance on Credit Transfers
- 8. Articulation Agreements**
  - Partnerships and Credit Transfer Arrangements with Other Institutions
- 9. Additional Program Information**
  - Other Relevant Facts Affecting Enrollment Decisions
- 10. Student Policies and Procedures**
  - Attendance and Participation
  - Code of Conduct
  - Grievance and Complaint Process
- 11. Complaint Information**
  - Contact Information for the Illinois Board of Higher Education (IBHE)
- 12. Contact Information**
  - Mentor Agile Contact Details
  - Admissions and Support Office Information

# 1. Welcome to Mentor Agile

## Mission Statement:

At Mentor Agile, our mission is to empower individuals with the skills and knowledge they need to thrive in today's fast-paced, technology-driven world. We are committed to delivering industry-relevant training that bridges the gap between academic learning and professional application. Through our programs, we aim to cultivate the next generation of leaders in the fields of product ownership and management, helping them succeed in Agile environments and beyond.

We believe in hands-on learning, real-world applications, and personalized mentorship to ensure that each student gains the expertise and confidence to excel in their careers.

## Overview of Mentor Agile Programs:

Mentor Agile offers a range of specialized courses tailored to meet the demands of professionals aspiring to break into or advance in tech-driven roles. Our flagship program is the Product Owner/Product Manager Course (MAPOB), designed to provide students with an in-depth understanding of Agile principles and equip them for key product ownership positions in today's tech-driven industries.

## Key Features of Our Programs:

1. **Industry-Relevant Curriculum:** Our programs are designed in collaboration with industry experts to ensure that students receive up-to-date and applicable knowledge that can be directly applied in real-world scenarios.
2. **Experienced Instructors:** All our courses are taught by seasoned professionals with years of experience in healthcare.
3. **Hands-On Learning:** We emphasize practical, project-based learning, where students work on real-world case studies, develop their own solutions, and practice Agile techniques in a collaborative environment.
4. **Career-Focused Approach:** Mentor Agile is committed to helping students not just learn but also succeed in their careers. Our programs include career coaching, resume reviews, and interview preparation to ensure students are ready for the job market.
5. **Flexible Learning Options:** With multiple cohorts starting throughout the year and both live and online learning components, Mentor Agile accommodates the needs of working professionals and full-time students alike.

## Admissions Criteria

At Mentor Agile, we are committed to enrolling motivated individuals who seek to advance their careers in Agile Product Ownership and Management. To ensure that students are well-prepared for success in our programs, applicants must meet the following basic admissions requirements:

### **Basic Computer Literacy:**

Applicants should demonstrate proficiency in basic computer skills, including the ability to navigate the internet, use standard software applications (such as word processing and spreadsheet tools), and manage email communications.

### **English Language Proficiency:**

All instruction and coursework at Mentor Agile are conducted in English. Therefore, applicants must have the ability to speak, read, and write in English at a level that allows them to effectively engage with the course materials, instructors, and fellow students. Non-native English speakers may be required to provide evidence of English proficiency, such as results from standardized language tests (e.g., TOEFL, IELTS), where applicable.

### **Minimum Age Requirement:**

Applicants must be at least 18 years of age at the time of enrollment.

### **Educational Background:**

While no formal degree is required to enroll in Mentor Agile programs, it is recommended that applicants possess at least a high school diploma or its equivalent. Previous experience in technology, business, or project management is beneficial but not mandatory.

### **Commitment to Program Requirements:**

Applicants must be willing to dedicate approximately 4 weeks to complete the course and actively participate in live sessions, group projects, and self-paced learning modules.

### **Access to Necessary Technology:**

Applicants must have reliable access to a computer or laptop with a stable internet connection, as all course materials, live sessions, and communications will take place through online platforms.

## 2. Program Descriptions and Objectives

### Program Description:

The Mentor Agile AI-Enhanced Pharmacy Technician & EKG Technician Date of Implementation January 26th 2026 CIP Code: 29-2052 — Pharmacy Technicians; 29-2031 — Cardiovascular Technologists and Technicians An intensive 4-week, fully remote training program designed to prepare students for high-demand careers as Certified Pharmacy Technicians and EKG Technicians. Led by a residency-trained PharmD and practicing hospital pharmacist, this premium program blends AI-enhanced coursework with advanced virtual simulations, immersive VR skill labs, and interactive exercises covering pharmacy law, pharmacology, medication safety, prescription processing, calculations, and real-world pharmacy workflow training. To further elevate our student competitiveness, the program incorporates a comprehensive EKG Technician training track, including virtual lead placement, cardiac anatomy essentials, rhythm interpretation, and hands-on simulated patient scenarios. This dual-focus approach equips students with both pharmacy technician competencies and essential cardiovascular diagnostic skills widely valued across hospitals, clinics, and outpatient centers. Graduates emerge fully prepared to earn the Certified Pharmacy Technician (CPhT) and EKG Technician Certification, gaining practical skills, professional confidence, and job-ready expertise for retail, hospital, ambulatory, and clinical healthcare environments. Participants also receive personalized career coaching, resume development, interview preparation, and job-connection support, making this a truly premium, career-accelerating program designed to produce highly skilled candidates with exceptional value in today's healthcare workforce.

### Program Objectives:

By the end of the course, students will:

1. Medications & Pharmacology Identify generic/brand names, classifications, and indications for common medications.
2. Interpret strengths, dosage forms, routes, and therapy durations, including stability and storage requirements.
3. Law & Professional Standards: Apply federal and state laws governing controlled and non-controlled substances, hazardous waste handling, recalls, DSCSA requirements, and pharmacy recordkeeping.
4. Patient Safety & Quality Assurance: Recognize high-alert and LASA medications, apply error-prevention strategies, and follow procedures for event reporting, CQI, and infection control.
5. Order Entry, Processing & Calculations: Perform all PTCE-level pharmacy calculations (dosage, days' supply, concentrations, dilutions). Collect required patient/prescriber information, detect forged or invalid prescriptions, and prioritize workflow.
6. Nonsterile Compounding Compound basic nonsterile preparations (ointments, creams, suspensions, suppositories) using correct formulas, BUD assignment, documentation

and environmental controls.

7. Inventory Management & Administrative Tasks Execute ordering, stock rotation, returns, reverse distribution, physical inventories, and support automated dispensing systems.
8. Health & Wellness Use monitoring devices (BP monitors, glucometers), recognize emergency symptoms, and assist with immunization and health-promotion documentation.
9. Billing & Reimbursement Process third-party claims, resolve rejections, understand Medicare/Medicaid and private plans, and support MTM and 340B-related workflows.

## Program Length:

The course is structured over 4 weeks, with each phase building on the previous one:

### 1. Foundations in Medications & Pharmacology (Week 1)

- Core drug knowledge: brand/generic names, classifications, indications.
- Basic anatomy, physiology, and pharmacology linked to major organ systems.
- Understanding side effects, adverse effects, allergies, drug interactions, and contraindications.

### 2. Law, Standards & Professional Practice (Week 2)

- HIPAA, OBRA-90, ADA, and requirements for consumer medication information and Med Guides.

### 3. Order Entry, Calculations, Compounding & Inventory (Week 3)

- Pharmacy math & calculations: ratios, proportions, conversions, days' supply, dosage calculations, IV and concentration math, and alligations.
- Order entry skills: collecting patient/prescriber data, prioritizing orders, verifying completeness, and spotting forged or altered prescriptions.
- Nonsterile compounding: preparing simple formulations, using proper documentation, assigning BUDs, and maintaining environmental controls.

### 4. Patient Safety, Health & Wellness, Billing & PTCE Bootcamp (Week 4)

- Health & wellness: use of monitoring devices; emergency symptoms; risk factors for disease prevention and wellness services.
- **PTCE preparation: full-length practice exam and prep.**

## Grading Standard and Course Completion

To successfully pass the Mentor Agile AI-Enhanced Pharmacy Technician & EKG Technician students must meet the following grading criteria:

1. **Module Quizzes:**

Each module in the course ends with a quiz that assesses students' understanding of the material. These quizzes are designed to ensure that students have mastered the key concepts presented in each phase of the course.

- **Passing Score for Quizzes:** Students must achieve a score of **70% or higher** on each end-of-module quiz to pass.
- **Quiz Retakes:** Students who score below 70% may retake the quiz once. Mentor Agile instructors will offer additional guidance to students who need further support before retaking the quiz.

2. **Project-Based Assignments:**

In addition to quizzes, students are required to complete hands-on, project-based assignments throughout the course. These assignments allow students to apply the Agile principles and techniques they have learned to real-world scenarios.

- **Project Grading:** Projects will be graded on a pass/fail basis, with clear criteria provided for successful completion.
- **Collaboration:** Students are encouraged to collaborate on projects and participate in group discussions to simulate real-world Agile team dynamics.

3. **Attendance and Participation:**

Active participation is crucial to success in the course. Students are expected to attend all live classes and engage regularly with course materials.

- **Attendance Requirement:** Students must attend at least **80% of the live sessions** to remain in good standing. Missed sessions must be reviewed via recorded materials to ensure course continuity.

4. **Final Assessment:**

At the conclusion of the course, students will complete a comprehensive final assessment that synthesizes all key learning objectives. This assessment will include both a written component and a practical project.

- **Passing the Final Assessment:** A minimum score of **75%** is required to pass the final assessment. The practical project must be completed to a satisfactory standard as outlined by course instructors.

5. **Overall Course Passing Requirements:**

To pass the course and receive a certificate of completion, students must:

- Pass all module quizzes with at least a 70% score.
- Successfully complete all project-based assignments.
- Attend at least 80% of live sessions.
- Achieve a minimum score of 75% on the final assessment

### 3. Institutional Calendar:

Mentor Agile offers four intakes annually for the Mcourse, providing flexibility for students. The course operates on the following schedule:

- **Spring Cohort:** April 1 – June 30
- **Summer Cohort:** July 1 – September 30
- **Fall Cohort:** October 1 – December 31
- **Winter Cohort:** January 2 – March 31

Each cohort follows the same curriculum and provides continuous engagement through live sessions, project work, and mentorship.

### 4. Tuition and Fees

Mentor Agile offers two comprehensive course paths, tailored to provide the education and support necessary for aspiring **Pharmacy and EKG technicians**:

Pharm Tech and EKG – \$3,5000

#### Fees and Other Charges

There are no additional fees or charges beyond the tuition costs listed above. All program materials, live classes, and support services are included in the tuition for each path.

#### Cancellation and Refund Policy

At Mentor Agile, we offer a flexible refund policy to accommodate the needs of our students:

1. **Full Refund:** Students who cancel their enrollment before the first live session begins are eligible for a full refund of tuition fees paid.
2. **Partial Refund:** After the program commences, students may request a partial refund:
  - **Within the first week:** 75% refund.
  - **Within the second week:** 50% refund.
  - **No refunds** will be granted after two weeks of the program.
3. **Exceptional Circumstances:** In cases of unforeseen personal or medical emergencies, students may request a refund or deferment, which will be reviewed individually.
4. **Request Process:** Refund requests must be submitted in writing via email to [admissions@mentoragile.com](mailto:admissions@mentoragile.com). Refunds will be processed within 14 business days of approval. The refund applies only to core tuition fees and excludes any optional materials or services already provided.



## 5. Student Success Data.

## 6. Accreditation and Certification

### Accreditation Disclaimer

Mentor Agile is not accredited by the U.S. Department of Education. As a professional school focused on industry-recognized certifications rather than traditional academic degrees, Mentor Agile operates independently of U.S. Department of Education accreditation standards. Our programs are designed to prepare students for professional certifications in Agile and Product Management, which are widely recognized in the tech and business industries.

### Professional Certifications and Their Importance

#### Certified Pharmacy Technician (CPT)

PTCB's CPhT Program is nationally accredited by the National Commission for Certifying Agencies (NCCA), and is the technician credential pharmacists trust. With the CPhT credential, technicians demonstrate their knowledge and commitment in medication safety and effective patient care across pharmacy settings. Employers prefer, and many require, their pharmacy technicians to be PTCB CPhTs.

PTCB CPhTs support pharmacists in delivering patient care in a variety of settings, including community pharmacies, hospitals, and other facilities. Although CPhTs typically support the medication dispensing process, the legal scope of practice for CPhTs is defined by individual State Boards of Pharmacy.

#### Certified EKG Technician (CET)

The Certified EKG Technician (CET) credential is a professional certification that validates an individual's knowledge and skills in performing electrocardiograms (EKGs/ECGs), monitoring cardiac rhythms, and assisting physicians in diagnosing heart conditions. Offered by nationally recognized organizations such as the National Health career Association (NHA) and the National Center for Competency Testing (NCCT), the certification demonstrates competency in areas including cardiac anatomy and physiology, proper lead placement, rhythm interpretation, patient preparation, and medical safety protocols. Earning the CET credential enhances employment opportunities in hospitals, cardiology clinics, diagnostic laboratories, and physician offices, while increasing professional credibility and earning potential. For students and entry-level healthcare professionals, obtaining this certification provides a fast-track pathway into the medical field and serves as a strong foundation for advanced careers in nursing, cardiovascular technology, or other allied health roles.

### How Mentor Agile Prepares Students for Certification Success

Mentor Agile's curriculum is specifically designed to align with the competencies required for both PTCB certifications. Students receive:

- **In-depth coverage of Pharmacy frameworks.**
- **Hands-on learning experiences**, through real-world case studies and projects that mimic the challenges faced in Health Care settings.

### Certification Exam Process and Mentor Agile's Role

Mentor Agile takes an active role in helping students access certification exams for both the PTCB certifications those being the Certified Pharmacy Technician and Certified EKG Technician (CET). Once students complete the course, Mentor Agile will pay for and book the certification exam through the PTCB for the certified pharmacy technician. We coordinate with each student to find an exam date and time that best fits their schedule.

Once the booking is confirmed, the student will receive an email from the certification provider with a link to access the certification. The certification session will take place at the scheduled time, and the student must use the provided link to complete the certification.

Upon successful completion, students will gain access to the official portals of PTCB, where they can view their active certification status. They will also be able to download a digital copy of their certification from these portals.

- **Preparation for certification exams** through mock tests, review sessions, and focused guidance on key exam topics.
- **Practical knowledge and application** of healthcare, pharmacy and medical equipment.

By the end of the program, students will be equipped with the skills, knowledge, and confidence needed to succeed in their certification exams and excel in Agile leadership roles.

## 7. Transfer of Credits

### Transferability of Certificates

Mentor Agile's courses are focused on preparing students for professional certifications like the Certified Pharmacy Technician and Certified EKF Technician. These certifications are recognized across industries but do not transfer as academic credits to traditional degree programs, as Mentor Agile operates as a professional school, not a degree-granting institution.

### Guidance on Credit Transfers

While our programs offer valuable certifications, they are designed for professional skill development rather than academic credit transfer. Students are encouraged to explore how these certifications align with their career goals and the qualifications sought by potential employers.

## 8. Articulation Agreements

### Partnerships and Credit Transfer Arrangements with Other Institutions

At this time, Mentor Agile does not have formal articulation agreements or credit transfer arrangements with other academic institutions. As a professional school, our focus is on preparing students for industry-recognized certifications, such as the CPHT and CET . These certifications are widely recognized by employers across industries, offering students the opportunity to advance their careers.

We continually seek partnerships with organizations and institutions that align with our mission to provide top-tier professional education.

## 9. Additional Program Information

### Other Relevant Facts Affecting Enrollment Decisions

When considering enrollment in Mentor Agile, students should take into account several key factors that may influence their decision:

- **Industry Focus:** Mentor Agile's programs are designed to prepare students for professional certifications, such as CPHT and CET, which are highly sought after by employers in healthcare fields. Our curriculum is aligned with industry standards, offering a practical, real-world approach to learning.
- **Live Interactive Classes:** All students have access to **10 live classes** held over 4 weeks, providing direct interaction with experienced instructors and industry professionals. These live sessions offer the opportunity to ask questions, participate in discussions, and engage in real-time problem-solving exercises.
- **Career Support:** In addition to coursework, students in the **Enhanced Career Support Path** receive personalized career counseling, post-graduation support, and access to networking events. This added support can significantly enhance job readiness and success in finding employment after completing the program.
- **Flexible Learning Environment:** Mentor Agile provides a combination of live classes and pre-recorded modules, allowing students to learn at their own pace while still engaging in structured, instructor-led activities. This flexibility makes it easier for working professionals to complete the program.
- **Program Commitment:** Enrollment in Mentor Agile programs requires a time commitment of approximately 4 weeks, with live sessions and coursework designed to be completed within this period. Prospective students should ensure they have the time and resources to engage fully in the program.
- **No Transfer of Academic Credits:** As a professional school, Mentor Agile does not offer transferable academic credits. Our focus is on preparing students for professional certifications, not on traditional academic pathways.

These factors should be carefully considered by students as they assess their educational and career goals in relation to Mentor Agile's offerings.

## 10. Student Policies and Procedures

### Attendance and Participation

Active participation is crucial for success in Mentor Agile programs. Students are expected to attend all live classes and engage with the course materials regularly. Participation in live sessions is key to understanding the course concepts and collaborating with peers. Students

who anticipate missing a session should notify their instructor in advance and are responsible for reviewing any missed materials.

## Code of Conduct

Mentor Agile maintains a high standard of professionalism and expects all students to adhere to a respectful code of conduct. This includes:

- Demonstrating integrity and honesty in all coursework and interactions.
- Engaging in respectful communication with instructors and fellow students.
- Maintaining a collaborative and positive learning environment.

Any form of harassment, academic dishonesty, or disruptive behavior will result in disciplinary action, up to and including dismissal from the program.

## Grievance and Complaint Process

Students who encounter issues or have complaints regarding their program experience are encouraged to resolve matters informally by discussing the issue with the instructor or program coordinator. If the issue remains unresolved, students may file a formal grievance by submitting a written complaint to the Mentor Agile administration.

Formal grievances will be reviewed by the administration within 10 business days, and a response will be provided outlining the resolution. If the matter pertains to serious concerns, such as discrimination or academic integrity, students may escalate the complaint to the Illinois Board of Higher Education (IBHE).

## 11. Complaint Information

Students who have unresolved concerns or complaints after following the Mentor Agile grievance process may file a formal complaint with the Illinois Board of Higher Education (IBHE). The IBHE serves as the regulatory body overseeing professional schools in Illinois and can address concerns related to academic integrity, student rights, and institutional operations.

### **Contact Information for the Illinois Board of Higher Education (IBHE):**

**Address:** 1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701

**Phone:** (217) 782-2551

**Website:** [www.ibhe.org](http://www.ibhe.org)

## 12. Contact Information

For any inquiries regarding admissions, program details, or student support, please contact Mentor Agile using the following information:

**Email:** [info@mentoragile.com](mailto:info@mentoragile.com)

**Phone:** +1 630-521-3351

**Address:** 2200 S Main St, Lombard, IL 60148

Our Admissions and Support Office is available to assist with any questions or concerns related to enrollment, coursework, and student services.

## 13. Tuition Reduction

Discounts will be based on measurable factors such as:

- **Income Brackets:** Students will need to provide documented proof of income, and tuition reductions will be available for those who fall below specific income thresholds. (FPL Guidelines)
- **Employment Status:** Discounts may be provided for individuals who are unemployed or underemployed, as verified by employment history or relevant documentation.
- **Geographic Area:** Students from underserved or economically disadvantaged areas may qualify for reductions based on publicly available economic data for their region.
- **Hardship Conditions:** Discounts may be available for students facing special financial or personal hardships, such as recent medical expenses or loss of employment, with verification through appropriate documentation.

## Institutional Disclosures Reporting Table

**July 1, 2023 through June 30, 2024 (past fiscal year)**

**Per Section 1095.200 of 23 Ill. Adm. Code 1095:**

**Institution Name:** Mentor Agile

*The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.*

	Product Owner/Product Manager Course				
<b>Disclosure Reporting Category</b>	Program Name				
	CIP*	11.0103			
	SOC*	13-1082.00			
<b>A) For each program of study, report:</b>					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		0			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
	a) New starts	0			
	b) Re-enrollments	0			
	c) Transfers into the program from other programs at the school	0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		0			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
	a) Transferred out of the program or course and into another program or course at the school	0			
	b) Completed or graduated from a program or course of instruction	0			
	c) Withdrew from the school	0			
	d) Are still enrolled	0			
5) The number of students enrolled in the program or course of instruction who were:					
	a) Placed in their field of study	0			
	b) Placed in a related field	0			
	c) Placed out of the field	0			
	d) Not available for placement due to personal reasons	0			
	e) Not employed	0			
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		0			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		0			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		0			
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		0			

\*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

\*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

\*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

*} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.*

*} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.*