# TABLE OF CONTENTS

Cover Page ......................................................................................................................... 1
Table of Contents .............................................................................................................. 2-3
General Information ......................................................................................................... 4
  School History .............................................................................................................. 4
  Facilities ...................................................................................................................... 4
  Equipment .................................................................................................................. 5
  Student Resource ........................................................................................................ 5
Institutional Mission .......................................................................................................... 5
  Institutional Mission
Governance ...................................................................................................................... 5
  Board of Directors ..................................................................................................... 5
  Legal Ownership/Governing Body .............................................................................. 5
  License ....................................................................................................................... 5
  Nursing Assistant Program Approval ........................................................................ 5
  Accreditation ............................................................................................................. 5
  Professional Memberships .......................................................................................... 5
Admission Policies and Procedures ................................................................................... 6
  Admission Policy ....................................................................................................... 6
  Important Notes ......................................................................................................... 6
Financial Information ....................................................................................................... 7
  Financial Aid Eligibility Requirements ..................................................................... 7
  Application to receive Financial Aid .......................................................................... 7
  Veteran’s Scholarship Program .................................................................................. 8
  Crossroad Scholarship .............................................................................................. 8
  Mandatory Entrance/Exit Loan Counseling .............................................................. 8
  FA Verification ........................................................................................................... 9
  Financial Aid Returning Title IV Funds .................................................................... 9
Additional Program Costs ............................................................................................... 9
  Fees ......................................................................................................................... 10
Refund Policy.....................................................................................................................11
Student Records ..................................................................................................................11-12
Transfer of Credit To/From Other Schools.................................................................12
Non-Discrimination and American with Disabilities ACT 12...........................................12
Satisfactory Academic Progress (SAP) .........................................................................13-18
Other Academic Policies and Procedures ......................................................................18-20
Grievance Policy ..............................................................................................................21
Student Services ..............................................................................................................21
Campus Safety ..............................................................................................................21-28
Program Offerings .......................................................................................................28-44
Patient Care Technician ...............................................................................................28-30
Advanced Medical Assistant – Imaging Specialist ...................................................30-34
Practical Nursing ..........................................................................................................34-39
Nursing Assistant .........................................................................................................39-40
Phlebotomy Technician ..............................................................................................40-41
Electronic Medical Records Management ..............................................................41-44
Introduction

Equal Opportunity Policy
Cambridge Institute is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicap status in its educational programs, activities, hiring, or student admission practices. Cambridge Institute complies with Title IX of the Education Amendments of 1972 and the regulations in Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1973.

General Information

School History/Ownership
Cambridge Institute of Allied Health & Technology was established and licensed by the Commission for Independent Education in 2001 (license # 2453). The institution was nationally accredited by the Accrediting Bureau of Health Education Schools (ABHES) in 2004. Cambridge Institute changed ownership in October of 2009 to Cambridge Health Education I, LLC. In 2010 Cambridge Health Education I, LLC acquired two additional campuses; one in Delray Beach, Florida (a Main campus) and another in Atlanta, Georgia (Branch of the main located in Delray Beach, FL).

Facility
Cambridge Institute of Allied Health & Technology is housed in a 10,500 square foot facility conveniently located on State Road 436 just a half mile south of Interstate 4 in Altamonte Springs. Cambridge Institute of Allied Health & Technology is one block from Florida Hospital in Altamonte Springs and directly across the street from the Altamonte Springs Mall. There are restaurants, shops, banks and medical facilities within walking distance of the institution. Convenient access to public transportation is available. This third floor location has elevator access as well as stairways, and houses ten learning areas including 2 medical labs, a computer lab, and eight classrooms. There is a reception center, student break area, conference room, and student resource center available as well as ten administrative offices.

Each classroom has been outfitted with seating conducive to learning, and educational technology that enhances the student’s academic experience. The 1st medical lab contains two hospital beds, nursing assistant classroom has 1 hospital bed, and the practical nursing program has 2 hospital beds, the advanced medical assistant program classroom has an exam table and furnishings necessary to facilitate patient care interventions and to provide training in medical office patient preparation procedures. Medical equipment, diagnostic machines and supplies are also secured in the medical laboratory. The second lab is for the phlebotomy program for blood draws and working with blood. This classroom is used for all programs that have a phlebotomy component in their program.

The x-ray classroom contains an energized x-ray lab area where students in related programs will have access to hands on training in x-ray procedures. In addition, a Picture Archiving and Communications System (PACS) are available for digital imaging procedures.
The institution’s facilities are in compliance with the Americans with Disabilities Act (ADA), supplying disabled access in terms of parking spaces, building access and elevators, as well as appropriate restroom accommodations.

**Equipment**

Instructors use computers and appropriate current curriculum software, audio/visual equipment, current educational videos, anatomical models and skeleton models. Other assorted program related equipment and materials to stimulate students and enhance the learning process include phlebotomy training arms, respiratory equipment, infant and adult training mannequins, CPR equipment including an AED Trainer, x-ray table and EKG machines.

**Student Resource Center**

The institute’s student resource center include: books, journals, videos, and access to LIRN (Library Information Resource Network) along with local hospital affiliated public libraries. Videos may be viewed on site.

**Institutional Mission**

**Mission Statement**

The mission of Cambridge Institute of Allied Health & Technology is to improve the quality of people's lives by providing excellent training to traditional and nontraditional students in the healthcare field. Cambridge Institute’s desire is to develop students for lifelong and continued education and is dedicated to assisting adult students in their career opportunities.

**Governance**

**Board of Directors**

Dr. Terrence LaPier, Ph.D. – CEO/President

**Legal Ownership/Governing Body**

Cambridge Institute of Allied Health & Technology is owned by Cambridge Health Education I, LLC a privately held Florida corporation located at 460 E. Altamonte Drive, 3rd Floor, Altamonte Springs, Florida 32701 in Seminole County.

**License**

Cambridge Institute of Allied Health & Technology is licensed by the Florida Commission for Independent Education, License No. 2453, under the provisions of Chapter 1005, Florida Statutes, and Chapter 6E, Florida Administrative Code. The Commission for Independent Education is located at 325 West Gaines St., Suite 1414, Tallahassee, Florida 32399-0400. Phone (888) 224-6684.

**Accreditation**

Cambridge Institute of Allied Health & Technology holds institutional accreditation granted by the Accrediting Bureau of Health Education Schools (ABHES), located at 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043. Phone (703) 917-9503. ABHES is an accrediting agency recognized by the U.S. Department of Education.
Practical Nursing & Nursing Assistant Program Approval
The Practical Nursing and Nursing Assistant Training Programs are approved training programs by the Florida Board of Nursing. Board of Nursing Department of Health 4052 Bald Cypress Way Bin C-02 Tallahassee, FL 32399-3252

Professional Memberships
The institution is a member of the Better Business Bureau® of Central Florida.
Cambridge Institute is a member of the Alpha Beta Kappa National Honors Society
Cambridge Institute is a member of HOSA – Healthcare Occupation Students of America
Cambridge Institute is a Proctor site for NHA – National Healthcare Association
Florida Association of Post-Secondary Schools and Colleges - FAPSC

Admission Policies and Procedures

Admission Policy
An applicant for admission must be 18 years of age, (17 years old with parental consent, or emancipated), and a United States citizen, or eligible non-citizen. Students must provide documentation to successful completion of U.S. high school diploma, GED (General Equivalency Diploma), official college transcript confirming associate, bachelor’s or master’s degree, or evaluated and translated Foreign High School. Fill out an application and pay application fee.

Important Notes
- An applicant may be required to provide additional information as part of the “verification” process, which may occur during the period leading to enrollment. Any documents requested by Admissions, Financial aid or the Registrar’s Office must be submitted within 30 days after the start date. If the required documentation is not submitted to Cambridge by this date the student’s enrollment will be terminated.
- A criminal record may keep a student from obtaining a license or certification in some medical programs. Therefore, a criminal record may affect the student’s ability to be assigned a clinical site or gain employment in the field of training.
- The institute has open enrollment and students may register before any class start-date.
- A current school catalog is available for students to view prior to enrollment. At the time of enrollment, each student receives an electronic school catalog.
- An orientation is provided for students prior to the first day of class.
- Students must obtain documentation of a Hepatitis B vaccination or sign a Waiver that states that he/she has made a voluntary decision not to be immunized against the Hepatitis B Virus.

Practical Nursing requirements
- Pass the ATI TEAS Exam Version V – minimum cumulative score of 45%.
- Interview with the Program Director
- Pay registration fee based on signed arrangement
- Level II background check
- Drug Test (10 panel)
- Complete appropriate documents
- Submit all required forms by the designated deadlines
- Attend orientation session
Financial Information

Financial Aid
Cambridge Institute participates in the Federal Financial Aid (Title IV) Program which is available for those students who qualify. Some of the frequently used financial aid programs are:

- Pell Grants
- Direct Subsidized Stafford Loans
- Direct Unsubsidized Stafford Loans
- Direct PLUS loans for parents of qualified dependent students
- Florida Student Assistance Grant (FSAG)
- Florida Bright Futures Grant
- Workforce Investment Act (WIA)
- 529 Prepaid College Plans
- Veteran Benefits
- Scholarships

Financial Aid Eligibility Requirements
A complete list of student eligibility standards and conditions may be found The Student Guide, as published by the following U.S. Department of Education Financial Aid website at www.studentaid.ed.gov.

Application to Receive Financial Aid

- All students must apply for financial assistance by completing a Free Application for Federal Student Aid (FAFSA) at FAFSA.ed.gov and by submitting appropriate documentation forms to the institution and financial aid department.
- The selection of students to receive certain designated institutional scholarships/funds and other awards shall be submitted by the responsible department to the Financial Aid Department for processing.
- The Financial Aid Department maintains adequate records to ensure proper administration of aid funds through use of the Campus Management software system. This includes ensuring that aid given is not in excess of need and or the cost of attendance, annual and aggregate limits, limited to enrollment status and satisfactory academic progress.
- When a student completes the FAFSA and submits any required documents, the Financial Aid Officer will send the student an estimated award letter.
- Selection of students to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status.

Participation Requirements for the Federal Direct Loan Program
In order to participate in the FDSL or FDPLP programs students must:

- Complete a Free Application for Federal Student Aid (FAFSA)
- Meet general eligibility requirements
- If a Dependent student fill out a Parent Loan Certification Form and Credit Check
  - Parent must agree to amount of Plus Loan by sending and electric response and agreement to amount
  - Sign award letter
- Submit a Master Promissory Note (MPN)
- Complete Entrance Counseling at studentloans.gov
Veteran Scholarship Program
Cambridge offers an Institutional Scholarship which is available for veterans accepted to Cambridge Institute. This scholarship award is granted in the amount of $3,500 towards tuition in the Advanced Medical Assistant, Patient Care Technician, Electronic Medical Records, and Practical Nursing programs. This scholarship may be used in conjunction with other funding sources. The Cambridge Institute Veteran Scholarship Program is not a cash scholarship directed to students, but a scholarship that pays down the cost of tuition for those who apply and are awarded this scholarship. There are a limited number of scholarships available annually. Determination of award is based on a first come first served basis, contingent upon proving Veterans status and acceptance to Cambridge Institute.

Crossroads Scholarship
The purpose of this scholarship is to identify students who are having financial hardship. Financial Hardship as defined by this scholarship is an applicant who is having or had a downturn in employment or income due to current economic factors. The right candidate will show a passion in helping patients in the healthcare setting, but find they do not have the resources to make this transition.

Qualifications

Financial Hardship
• Examples are reduction in Income or lay off ( as it relates to the household)
Meet Admission Standards
Valid High School Diploma

Amount of Scholarship
•$1,250 - $2,500*

The student will write an essay that describes their current situation and why you feel you qualify. Also, list why you chose this institution and program of study. This essay should be at a minimum of 250 words to qualify.

*The amount awarded depends on availability, Title IV eligibility, and the amount of applicants selected each year. All applications will be reviewed by a selection committee. Not all applications may be accepted, therefore, submitting the application does not guarantee scholarship funds will be awarded. The student will receive a notification as to the approval of the application and the amount of the award. The scholarship amount indicated on the notification is final. The scholarship is applied to the student’s account, and cannot be used for cash or transferred to another individual.

Mandatory Entrance and Exit Loan Counseling
All Borrowers must participate in Entrance Counseling at www.studentloans.gov. All first time borrowers must complete an entrance counseling session on the Department of Education web site before any loan funds can be disbursed.
All students nearing program completion, leave the Institution, or drop below half time and who have borrowed (an) educational loan(s) are required to complete the exit loan counseling session on the Department of Education’s web site www.nslds.ed.gov.

Financial Aid Verification
The federal government has legislated an application review process called, Verification, to ensure that all data provided on the Federal Application for student Aid (FAFSA) is correct and complete. All students are encouraged to use the IRS Data Retrieval Tool when originally completing the FAFSA. Students who fail to link with the IRS Data Retrieval Tool will be asked to go out to the FAFSA.ed.gov website and link. If the student is unable to link to the IRS, the student is required to submit an IRS Tax Transcript as mandated by the Department of Education. Applicants must comply with the requests for documentation within specified times or applicants may lose financial aid eligibility.

Financial Aid –Returning Title IV Funds after a Student is Dropped or Withdrawn
The law specifies how to determine the amount of Title IV assistance earned at the time you withdraw or are drop from a program. Title IV programs include Pell Grants and Direct Loans. Cambridge Institute will calculate the amount of Title IV aid that you have earned based on the period of enrollment using a specific formula. The student will be obligated for any tuition or fees not covered by Title IV funds.

The amount of assistance earned is credited to your student account and is determined on a pro rata basis. For example, if you complete 30% of the clock hours of your period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the period of enrollment, you earn all assistance you were scheduled to receive for that period.

Cambridge Institute must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the net amount disbursed from each source: Unsubsidized Direct Loans, Subsidized Direct Loans and Pell Grants. Loan amounts are returned in accordance with the terms of the promissory note.

Payment Policy
Tuition and fees are due at the start of the program. The Institute reserves the right to remove any student from class that has not satisfied his or her financial obligations. Students are welcome to make payments on tuition and fee charges using checks, money orders, or credit cards.

School Uniform
Most programs include the cost of one uniform. Additional uniforms may be purchased at the Registrars office for $30. Students are required to purchase closed-toe shoe and a watch with a second sweep-hand.

Collections/Court Costs
Students are required to meet with administration to address all financial responsibilities prior to exiting the institution for any reason. Students whose accounts are sent to collections will be charged
the maximum collection fee allowable by law and all applicable attorney costs. Students whose accounts are taken to court will be responsible for all court costs and attorney fees.

Period of Obligation

The length of the program shall determine the period of financial obligation for all courses. A predetermined initial payment is due on the first day of class in some programs. A student must pay his/her tuition payment according to an agreed upon financial schedule. A student that does not meet his/her financial schedule obligation may be withheld from attending class until all financial payments are current. Cambridge Institute reserves the right to change tuition and fees without notice. Students who are actively attending class will not be affected by any tuition changes. Cambridge Institute will withhold a student’s diploma and official transcript until all academic and financial obligations are met. A student that fails or withdraws from his/her class, if re-instated, will be charged tuition and fees as stated in the current catalog. A student that drops from his/her class or is terminated from the school is obligated to pay for tuition and fees according to the refund policy.

Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Application Fee</th>
<th>Tuition</th>
<th>Other Fees not in Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing</td>
<td>$50.00</td>
<td>$21,189.00</td>
<td>$30.00 Grad Fee</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>$50.00</td>
<td>$11,840.00</td>
<td>$30.00 Grad Fee</td>
</tr>
<tr>
<td>Advanced Medical Assistant – I.S.</td>
<td>$50.00</td>
<td>$16,959.00</td>
<td>$30.00 Grad Fee</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>$50.00</td>
<td>$1,825.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>$50.00</td>
<td>$960.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Electronic Medical Records Management</td>
<td>$50.00</td>
<td>$14,300.00</td>
<td>$30.00 Grad Fee</td>
</tr>
</tbody>
</table>

The above tuition prices include the cost of textbooks, one set of scrubs & lab fees.

Retake Course Policy and Fees:

- Each Course failed will have a $50 Retake Fee assessed to the student’s ledger card
- If a failed course is not offered to retake in the next semester the student will be dropped and re-entered at the appropriate time to retake the course.
- Retake fee is assessed when the student is scheduled and starts repeating the failed course
- TEAS Test Fee for Practical Nursing program: First attempt no charge each additional attempt is $40.00
- For the semester credit programs the repeat course can be counted in the credits attempted in the semester for one repeat only (i.e…. the student has two attempts to pass a course)
- For clock hour programs the hours in the repeated course can only be counted for one repeat (i.e…. the student has two attempts to pass a course)
Tuition Refund Policy

Cancellation Policy
☐ Cancellation must be made in writing within 3 business days of signing this enrollment agreement. In this case, all monies will be refunded and the application fee will be retained.
☐ If a student is not accepted to the school or does not meet admissions requirements, the student’s enrollment will be cancelled and the application fee will be retained.
☐ If a student is unable to meet their tuition obligations prior to beginning the program, the student’s enrollment will be cancelled and the application fee will be retained.

Tuition Refund Policy
This policy applies to students that voluntarily withdraw or have been terminated by the institution from his/her program. The official withdrawal date is the last day of attendance or the date of determination that the student has withdrawn from the program. The formula for the institution’s pro-rata tuition refund policy is based upon the length of time a student remains enrolled in a program. Refunds will not be granted for books, supplies, materials or kits. No tuition refund is due after 60% of the program is completed. If a credit balance appears on the account as a result of the refund, this credit will be issued to the student within 14 days.

Example 1: A student has paid the program tuition in full: A student is enrolled in a program that is 10 months long and has pre-paid the entire tuition charge of $1000. However, the student completes only 2 months, or 20% of the program. Therefore, the student will receive a pro-rata refund of $800 due within 45 days.

Student Records

Records
Permanent academic records are kept at the institution. In accordance with the Family Education Rights and Privacy Act of 1974, students or parents of a minor student may review these confidential records for accuracy. Academic records will not be released without a student’s written consent, except to legally approved authorities.

Family Educational Rights and Privacy Act of 1974

Detail FERPA information can be found on our website at www.cambridgehealth.edu under financial aid – consumer information

Transcripts
Student transcripts are permanently maintained at the institution and are available from the Registrar. One copy of the official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Students may request, in writing, additional copies of transcripts from the Registrar for a fee.

Transferability of Credits to other Schools
The programs at the Cambridge Institute of Allied Health & Technology are oriented towards job preparation, not continuing education. Transferability of credit is at the discretion of the accepting
institution, and it is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice. Cambridge does not imply, promise or guarantee that any credits earned at Cambridge will be transferable or accepted by any other institution. You should assume that credits earned at Cambridge are not transferable to other institutions unless you have personally spoken to an authorized representative of the institution to which you wish to transfer any credits and obtained assurances that it will accept credits. Each institution has its own policies governing the acceptance of credit from other institutions. Students should inquire as to policies on credit transfer at any institution to which they seek admission.

Transfer of Credit into Cambridge Institute:
Applicants requesting credit earned for previous training at another post-secondary institution must submit sealed official transcripts to the Registrar before starting a program. In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education/or the Commission for Higher Education Accreditation (CHEA).

Transfer of credit from prior education must meet the following requirements:

- College course must be completed within 20 years of admission to Cambridge Institute with a minimum grade of a C or higher with the exception of the Nursing Program that requires a B/80% or better.
- Transfer of credit cannot exceed 25% of the program.

Any student wishing to submit transcripts from a foreign country for consideration of transfer of credits is required to provide a translation and evaluation of such transcripts performed by a certified academic translator.

Non Discrimination and Americans with Disabilities Act
Cambridge Institute of Allied Health & Technology is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic.

Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the ADA coordinator at the campus. The ADA coordinator will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes.

Advance Standing
The Institute does not award credit for Life Experience, nor does the Institute permit students to test out of courses.

Proficiencies
The institute does not offer Proficiencies of any courses.
Life Experience
The institute does not accept Life Experience.

Language
All programs and courses are taught in English

Satisfactory Academic Progress (SAP)

Definition and Purpose of Satisfactory Academic Progress (SAP)
Satisfactory Academic Progress (SAP) is measure in both qualitative and quantitative components. SAP is defined as a method of determining student eligibility for assistance under a Title IV, HEA program, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory progress in his or her educational program.

Quantitative Measurement
The Quantitative Measurement is the method by which the school determines how well a student is performing academically. The chart below outlines and example of the maximum hours, measured in weeks that a student can have at each checkpoint in order to progress to graduation. This chart helps students calculate the maximum pace at which they must progress to complete the program within the maximum timeframe.

<table>
<thead>
<tr>
<th>Length of program (percentage is based on weeks)</th>
<th>Maximum Timeframe 150%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>At 25% of program student cannot exceed</td>
</tr>
<tr>
<td>Electronic Medical Records Management</td>
<td>675</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>540</td>
</tr>
<tr>
<td>Practical Nurse</td>
<td>1012.5</td>
</tr>
</tbody>
</table>

Qualitative Measurement
The Qualitative Measurement is the method by which the school determines how well a student is performing academically. The established standards stipulate that the student must:

- Achieve a minimum cumulative grade point average (CGPA) of 2.0 or higher upon graduation. Please note that for Practical Nursing students, the Cumulative Grade Point Average requirement is 3.0, B or higher upon graduation.
  - Report cards will be issued to students at the midpoint and end of each academic year.
Cumulative Grade Point Average

<table>
<thead>
<tr>
<th>Length of program (percentage is based on weeks)</th>
<th>At 25% of program student must achieve</th>
<th>At 50% of program student must achieve</th>
<th>At 75% of program student must achieve</th>
<th>At 100% of program student must achieve</th>
<th>CGPA Needed for Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Medical Records</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Practical Nurse</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Procedures for Measuring SAP and the Status of Probation – Credit Hour
Cambridge Institute uses the following procedures and frequency in order to evaluate SAP:

- Credit Hour Programs
  - Qualitative- In order to ensure that students are meeting the qualitative component, report cards will be issued to students at end of each semester. If the student is identified to have a GPA of less than 2.0, the student will be placed on SAP Warning. The student will remain on SAP Warning until the end of the next semester.
  - Quantitative- Students enrolled in the Advanced Medical Assistant Semester Program will be allowed 5 semesters maximum in which to complete a degree. Less than full-time students will be extended on a pro-rated basis not to exceed the equivalent of 5 semesters of full-time enrollment. If it is found that a student will not meet quantitative standards, and may exceed 150% of the length of the program, the student will be terminated from the program.

- Upon completion of each semester cumulative work must be equal to or greater than 67% of the courses scheduled during each semester.

Example of Semester Completion (applicable to semester credit hour)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS A 1002</td>
<td>5 Credits</td>
</tr>
<tr>
<td>DMS A 1003</td>
<td>3 Credits</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>3 Credits</td>
</tr>
<tr>
<td>PHY 2053</td>
<td>4 Credits</td>
</tr>
</tbody>
</table>

This student has been scheduled to start 4 courses for a total of 15 credits. To ensure student is successfully progressing during each semester the student must successfully complete 67% of the scheduled courses. Example student must successfully complete 10 credits scheduled in this semester. Failure to successfully complete 10 credits would result in a SAP Warning. The SAP Warning will continue through the following semester. If student fails to meet this measurement during the subsequent semester the student will be moved to SAP Probation. Please see Process for SAP Warning for procedures with regard to SAP Warning and Probation statuses.

Procedures for Measuring SAP and the Status of Probation- Clock Hour
Cambridge Institute uses the following procedures and frequency in order to evaluate SAP:
• In order to ensure that students are meeting the qualitative component, report cards will be issued to students at the 25%, 50%, and 75% point of the program.
• If the student is identified to have a CGPA or has attempted too many hours at the evaluation point, then the student will be placed on SAP Warning. At the time a student is placed on SAP Warning the student receives academic counseling and a graduation plan which outlines how the student can successfully graduate from the program.
• Students remain on SAP Warning until the next evaluation point. If the student is unable to achieve the requirements specified at the next grading point, the student is placed on Probation Status.
• If a student achieves success, and meets SAP in the proceeding evaluation point, then the student’s status reverts to a normal status for both the SAP Warning and SAP Probation.
• Any failing grade triggers academic counseling. The registrar or program official will meet with the student and counseling will be completed.

Process for SAP Warning / SAP Probation and Financial Aid
• The Financial Aid Office is notified by the Registrar when any student is placed on SAP Warning. Students who are placed on SAP Warning will continue to receive financial assistance
  o Financial Aid Office will receive a copy of all academic counseling and graduation plans in order to track the student’s progress in the program.

Appeals Policy for Unsatisfactory Progress (SAP) – Academic and Financial Aid
Students may submit in writing an appeal in reference to meeting satisfactory progress policy requirements to the Associate Campus Director. If the appeal is regarding Financial Aid, the student must start the request in the Financial Aid Office. The Campus Director will review the appeal and respond to the student in writing within 10 business days, with Federal and State of Florida holidays excluded. The student is advised to submit copies of all documents which support their position with their letter of appeal.

If the decision from the Campus Director is not accepted by the student, then he/she may appeal the decision to the Vice President of Regulatory & Compliance. The Vice President of Regulatory & Compliance will appoint an Appeals Committee. The committee will conduct a review of all information. The student may choose to appear before the committee to answer any questions. The appeals committee will submit a recommendation to the Vice President Regulatory & Compliance, and a response will be sent to the student in writing within 10 business days, excluding Federal and State of Florida holidays, and this decision is final.

Process for Incompletes, Withdrawals, Repeats & Transfer of Credits
• Students may be given a final grade of “I” (Incomplete) and granted up to two weeks after the end of a course or the end of the next course, whichever comes first, to make up all hours and assignments missed for the course. An “I” is only used for the purpose of make-up time and cannot be used for grading purposes. If the student has not met this requirement within the specified timeframe the faculty in conjunction with the Registrar’s office will rescind the “I” and award a final grade of “F” for the course.
• Students with 20% or less attendance in a course will receive a letter grade of W. The grade of W is calculated in the quantitative measurement.
• Students with 20% or more attendance in a course but less than 60% in a course will receive a letter grade of WF.
• Transfer of credits from an outside institution and from re-entry into the program, count in the quantitative measurements of SAP.
• A student is allowed to repeat a course, but each repeated course is counted in the quantitative measurements. The student can replace one failing grade per course, as long as the student is found to be within the maximum timeframe to graduate. Please note that a tuition charge will be applied for each repeated course.
  o If a student obtains a successful repeated grade, the failing grade is replaced with the successful grade and the cumulative grade point average recalculated.

Grading Period Definition
A grading period is defined as a class that is scheduled and has a start and end date and is a requirement of the student’s program. Example: PC103, a 4-week class, is required in the Patient Care Technician program. The class starts on June 7th and ends on August 5th. Therefore, the grading period is the time from 06/07 to 08/05.

Grading System
Grades and grade points are the final measure of a student's course work.

GRADING SCALE:

90—100%  = A
80—89%  = B
70—79%  = C
60—69%  = D
0—59%  = F
I – Incomplete
W withdrawal
WF – withdrawal fail
Pass/Fail Externship

Student will achieve a passing score of 70% or higher in all courses except for the following: PN102, PN103, and PN108 (these courses require a passing score of 80% or higher).

Termination
Students may be terminated from a program for excessive absenteeism. Students may also be terminated for unsatisfactory academic progress, non-payment of tuition or fees, or failure to comply with the institution’s rules and policies.

Re-Entry
• Termination actions based on lack of Satisfactory Academic Progress are considered for re-entry. When the student is given permission to reenter the program, the determination is first made that the student will complete the program within the 150% timeframe. If a student is
allowed to re-enter into a program, the student will be re-entered with a status of SAP Warning. SAP Warning will remain until the next evaluation point.

- A student that has been dismissed for disciplinary reasons must make application to the Campus Director of the school to be re-enrolled and is responsible for payment of all applicable re-enrollment tuition and fees.

- If a student exceeds the 150% of the program they will be dismissed with no re-entry possible.

Non-Punitive Grades (Pass / Fail)
A non-punitive grade or pass / fail will have an effect on the CGPA, and will be assessed for quantitative measurements.

Non-Credit or Remedial Courses
The institution’s policies does not offer any non-credit or remedial courses, therefore, there would be no effect on satisfactory academic progress.

Proficiency Credit
The institution does not accept Proficiency Credits; therefore, there would be no effect on the CGPA.

Change of Program:
Satisfactory Academic Progress starts over when a student enrolls in a new program.

Diploma
Student diploma will be issued no earlier than two weeks following the student’s program completion date to accommodate the graduation audit process.

Course Numbering System
The courses are numbered in sequence to ensure that all required classes are taught to provide students with necessary information for successful program completion.

Graduation Requirements
In order to graduate from a program, students must meet the following requirements:
- CGPA of 2.0 or higher/PN 3.0 or higher
- 90% attendance completed in all program/100% Clinical Hours
- Fulfillment of all financial obligations

Units of Credit/Clock Hour
The Advanced Medical Assistant- Imaging Semester Credit Programs: The units of measure used are standard semester credit hours. One semester credit hour equals a minimum of 15 clock hours of lecture, or 30 clock hours of laboratory or 45 clock hours of clinical/externship. Additional time will be calculated for outside work.

Clock hours of instruction consist of 50 minutes of instruction in a 60 minute period. The institute awards clock hours for each class within each program.
Course Numbering System
The courses are numbered in sequence to ensure that all required classes are taught to provide students with necessary information for successful program completion.

Other Academic Policies and Procedures

Drop/Transfer Period
Students may drop or transfer to another program during the add/drop period as follows:

The add/drop period for a program does not exceed one week or 10% of the total program hours, whichever is shortest for all programs offered at Cambridge.

Program Cancellation
Cambridge Institute of Allied Health & Technology reserves the right to cancel the start date of any program for which there is insufficient enrollment.

Attendance Policy
Students attending any program at Cambridge Institute of Allied Health & Technology must adhere to the following attendance policy:

Students must complete 90% of all didactic and 100% externship clock hours in a program. If a student is absent, they must notify their faculty of their anticipated absence. Excessive absenteeism will incur disciplinary action up to and including termination of enrollment from the institution.

Students who are absent for 20% of the total clock hours in a course are subject to disciplinary action including termination from a program of study. Students with absences will be given a final grade of “I” (Incomplete) and granted up to two weeks after the end of a course to make up hours missed for the course. If the student has not met this requirement within the specified time frame the faculty in conjunction with the Registrar’s office will rescind the “I” and award a final grade of “F” for the course.

Students who are absent for five (5) consecutive days will be terminated from their program of study.

All hours of absence must be made up prior to the completion of a course. Please see the “Make up Policy” listed below for specific policies and procedures.

Make-Up Hours
Students attending programs at Cambridge Institute must complete 90% of all didactic and 100% externship clock hours in a program. When a student is absent, it can greatly affect the quality of a student’s level of academic engagement. Therefore the following policies apply to all students in a clock hour program offered at Cambridge Institute:

1. Students who intend on missing class for any reason must notify the instructor immediately.
2. Missed hours in a course must be made up prior to course completion. Any student who has outstanding hours prior to completion of the course will receive a grade of
“I” (Incomplete) for the course. The student then has two (2) weeks to make up any outstanding hours. If the hours are not completed by the two week deadline, the “I” will be automatically converted to an “F” (Fail).

3. All make up hours are tracked by faculty and administration; they must be meaningful and result in the completion of work that reinforces concepts learned within the course. Therefore, all make up hours and related assignments must be arranged by appointment with the instructor. Assignments must be given and completed by the student during the make-up hour session.

4. For residential students, all make up hours must be completed on campus (except for clinical make up hours, which must be made up at an approved clinical site). For hybrid students all make up hours must be completed in the course mode of delivery. For example, if a student missed an on-campus laboratory session, they must come to the campus to make up the time. Students must sign in and sign out for make-up hour sessions on campus with the Registrar, Student Relations Coordinator or Campus Director.

5. Final grades will not be submitted for any course unless all qualitative and quantitative measurements in the course are met.

**Attendance Policy for Veterans**

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in student files. Early departures, class cut, tardiness, etc., for any portion of an hour will be counted as one clock-hour of absence. Students exceeding three days unexcused absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. Regardless, all excused absences MUST be made up within the course period. Students with absences will be given a final grade of “I” (Incomplete) and granted up to two weeks after the end of a course to make up hours missed for the course. If the student has not met this requirement within the specified time frame the faculty in conjunction with the Registrar’s office will rescind the “I” and award a final grade of “F” for the course.

**Veterans Attendance Record Maintenance**

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

**Leave of Absence**

A student may be granted an approved Leave of Absence (LOA) under the circumstances listed below:
- Medical (including pregnancy)
- Family Care (including unexpected loss of childcare and medical care of family)
- Military Duty
- Jury Duty

LOA shall be granted in a 12-month period. Students are permitted to request an LOA at the end of the semester/payment period/course.

Cambridge Institute may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period.
A student must request the LOA in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the Campus Director for approval.

The anticipated date of return must be indicated on the request as well as the reason for a student’s leave request. The form to request a leave of absence are obtained from the Registrar and approved by each department listed on the Leave of Absence form. A student who misses 5 scheduled days of class, consecutively, without an LOA will be terminated for non-attendance. If a student fails to attend school on the scheduled date of return from a leave of absence, that student will be terminated. Any refund due the student will be paid within 45 days from this documented drop date.

**Grievance Policy**

Students should first address their complaint with the appropriate department (education, registrar, financial aid instructor, career placement, etc.). If the complaint is not resolved by the appropriate department, then the student may submit the grievance in writing to the Campus Director. The Campus Director will review the complaint and address the complaint with the student and respond to the student in writing within 10 work (Federal and State of Florida holidays excluded) days.

A student who feels their grievance has not been satisfactorily resolved may submit a letter to the Florida Commission for Independent Education - located at 325 West Gaines St., Suite 1414, Tallahassee, Florida 32399-0400 Phone (888) 224-6684. The student also has the option to contact the Accrediting Bureau for Health Education Schools (ABHES) in writing. The mailing address is 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043

A student that has been dismissed for disciplinary reasons must make application to the Campus Director of the school to be re-enrolled and is responsible for payment of all applicable re-enrollment fees.

**ARTICLE I. ACADEMIC AFFAIRS COMMITTEE**

**ARTICLE II. GENERAL POLICY**

The Academic Affairs Committee shall be responsible for evaluating the performance of a student in poor academic standing. The committee will recommend whether the student should be dismissed from the program. The committee is also responsible for recommending dismissal for poor attendance or for other grounds for dismissal as stated in this student handbook. The committee shall consist of the following:

- Campus Director
- Selected faculty members (to be selected by the Campus Director) extend to the Program Director
- Two (2) current students extend to the Program Director
ARTICLE III. STATEMENT OF POLICY AND PROCEDURE

Purpose; Responsibilities and Mission of the Academic Affairs Committee
The Academic Affairs Committee (hereinafter, the committee) is established for the purpose of and shall be responsible for evaluating the performance of students of Cambridge Institute of Allied Health & Technology in less than satisfactory academic standing. They are responsible for evaluating and recommending appropriate action including, but not limited to, disciplinary action (i.e., warning, probation, suspension or expulsion) with respect to such Cambridge Institute of Allied Health & Technology students. This could be for less than satisfactory academic performance or for any other reason and/or grounds which may be prescribed in this student handbook and/or the Cambridge Institute of Allied Health & Technology’s catalog.

Student Services

Student Services
Services offered to students include: academic, financial aid, and career placement assistance. Our student services are designed and implemented to provide quality student centered service to our students.

Advising
Advisors are available to assist students with admission, registration, academics, financial aid, in-house payment plan, and career placement. Matters and concerns of a personal nature will be referred to community agencies as needed.

Students are encouraged to meet with their instructor and/or program leaders with concerns that may require academic counseling or are health related in nature. Instructors, and Program Supervisors may refer students to professional community counseling resources if necessary.

Career Services
The career Services department will provide to all students/graduates any placement assistance during their education as well as after they have graduated. The career services department will meet with the students once they have enrolled and started classes to guide them through the placement process to include introduction, working on resumes, and mock interviews. The institution does not guarantee any student employment or specific starting wage rate upon graduation.

Campus Safety

Crime Report
Cambridge Institute of Allied Health & Technology informs students and employees about crimes committed in compliance with Statute 668.46. The institute does not have on-campus housing. The report refers to 460 E Altamonte Drive, Altamonte Springs, Florida 32701. Pursuant to the Campus Security Act (Public Law 101-542), Cambridge Institute maintains data on campus crime. This information is available upon request.
Florida Senate Bill 524 (Sexually Violent Predators)
Effective July 1, 2014, the Florida Department of Law Enforcement (FDLE) has a website in existence for sexual predator and sexual offender registry. The website and toll free telephone number are below.
FDLE website - http://offender.fdle.state.fl.us/offender/homepage.do
FDLE toll-free number - 1-888-357-7332 for TTY Accessibility - 1-877-414-7234

Crime Awareness and Campus Security
A fundamental objective of Cambridge Institute is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. The environment is damaged by any and all criminal activities, including drug and alcohol abuse. Therefore, all members of the academic community, students, faculty, administrators, and academic support staff share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct.

Crime awareness and campus security consists of three sections: the policies of Cambridge Institute, the procedures for campus security, and the dissemination of information about crime awareness and campus security.

The policies of Cambridge Institute are published in the various Institute publications and are summarized here for completeness: Students and employees of Cambridge Institute are subject to all federal, state, and local laws as well as regulations set forth by the Institute. The breach or violation of any of these laws may result in disciplinary action.

Access to campus facilities is restricted to the operating hours published in the Institutions catalog. Operation of the facilities outside the specified times can be arranged only through the campus director.

The illegal use, possession, sale, delivery, and/or manufacture of drugs will not be tolerated and will be grounds for immediate suspension or dismissal of students, faculty members, administrators, and other employees.

For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell, or deliver any controlled substance, any student shall be expelled and any employee shall be dismissed. For a first offense involving the illegal possession of any controlled alcohol or being under the influence of any illegal substance, the student or employee will be given a warning. The second offense will result in probation for 180 days and require proof of enrollment into a certified drug rehabilitation program within 14 days of the offense: if not dismissal. A third offense will result in immediate dismissal.

The consumption, sale, or possession of any alcoholic beverages while on campus is expressly forbidden. Students who arrive on campus under the influence of alcohol will be asked to leave and will be escorted off campus if necessary. Such conduct will be considered unacceptable and will be grounds for suspension. Possession of any weapon on campus is expressly forbidden. Individuals with weapons in their possession will be immediately dismissed without recourse or appeal. Students and employees are informed regarding methods and procedures available to avoid assault and harassment.
Procedures for safety and reporting crimes or violations of Cambridge Institute polices include: Students or employees, who observe violations of the Institute’s policies, emergencies on campus, or situations which might adversely affect campus safety, should report those occurrences to the campus director. The appropriate campus official will investigate each occurrence and a Cambridge Institute Incident Report Form will be filed. If appropriate, the local police/fire department will be notified. In the event an Institute official is not available, violations should be immediately reported to local police or sheriff’s department.

Regularly scheduled safety inspections of the premises are performed by the campus director. Cambridge Institute disseminates information concerning campus crime and security in the following ways: A copy of the crime statistics is available on our website under financial aid tab and then consumer reporting.

Each student, upon starting classes at Cambridge Institute, participates in an orientation session. During this orientation, security measures specific to the campus are discussed with students. Questions concerning campus security are answered at that time. Further information is always available through the Director. Additional information concerning drug abuse is available during registration. Pamphlets that discuss the legal consequences of involvement with illegal drugs, the medical implications of the use of illegal drugs, and the ways in which illegal drugs jeopardize an individual’s present accomplishments and future opportunities are available through the Institute’s student resource center. Posters from various community agencies regarding alcohol and drug abuse are displayed in faculty and student lounge areas.

**Sexual Harassment**
Cambridge Institute strongly defends and strictly enforces a student’s right to be free of sexual harassment while attending classes. All students are to strictly adhere to this rule.

**Harassment**
Cambridge Institute is committed to providing a work and learning environment that is free of discrimination and harassment. This policy applies to all employees, administrators, instructors, students, and any other person who does business with Cambridge Institute. This includes the relationship between instructors and students.

It is a violation of this policy for any administrator, instructor, or other employee and/or student to engage in or condone harassment. It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the policies and procedures of this institute are implemented.

Any person who believes that he or she has been the subject of harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties.

The campus director shall be responsible for assisting employees and students seeking guidance and/or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature or any other forms of harassment.
Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of the individual’s employment. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive environment.

Other unlawful harassment is verbal or physical conduct that denigrates or shows hostility towards an individual because of the individual’s race, color, religion, gender, national origin, age, or disability when it has the purpose or effect of unreasonable interfering with an individual’s work performance or creating an intimidating environment.

Any student or employee who feels that he or she has been subjected to sexual harassment or other forms of harassment has the right to file a complaint with the appropriate complaint manager. If the original complaint is oral, the complaining party shall be asked to put the complaint in writing. Written complaints shall include the following: (1) the name of the complaining party; (2) the name(s) of the alleged offender(s); (3) the date(s) of the offense(s); (4) the location(s) of the offense(s); (5) a description in as much detail as possible of the incident(s), including any statement made by either party; and (6) a list of known witnesses.

Any conduct which could reasonably be perceived as retaliatory, such as accosting, calling, or writing the complainant, or encouraging third parties to harass the complainant because of his/her complaint shall be considered an independent violation of this policy. Complaints filed pursuant to this policy shall be promptly and thoroughly investigated by the appropriate complaint manager or individual designated by the Complaint Manager.

All circumstances of the situation shall be considered in the investigation of possible harassment incidents. In determining whether the alleged conduct constitutes harassment, consideration shall be given to the totality of the circumstances, including the context in which the alleged incident occurred.

Upon completion of the investigation the complaint manager shall prepare a written report including the following: (1) date(s), (2) the name of the complainant; (3) the name(s) of the alleged offender(s); (4) a summary of the factual allegations of the alleged harassment; (5) the name(s) of potential witnesses; (6) a summary of the steps taken to complete the investigation; (7) a summary of all witness statements with copies of the actual statements attached; (8) a listing of any physical evidence available; (9) a factual summary of all the evidence that either supports or refutes the allegations of harassment; and (10) a statement from the alleged offender. NOTE: the investigation report is a statement of fact and should not reach any conclusion. The investigation shall be completed within thirty days (30) after the complaint is filed.

The Complaint Review Committee shall consist of three persons appointed by the complaint manager who have no knowledge of and/or involvement in the alleged incident. The committee shall be comprised of one representative from the faculty, one representative from administration/staff, and one representative from the student body. The Complaint Review Committee reviews the investigation report and attempts to determine the merits of the complaint. If the committee members can make a clear finding unanimously, the Committee will transmit a finding and recommend
sanctions to the Complaint Manager. The complaint manager will then act to resolve the matter. If
the Complaint Review Committee cannot reach a decision based upon the investigation report within
ten (10) days of receiving the report, the Complaint Review Committee shall set a hearing date.

Hearings shall be held in accordance with the procedures of the Florida Administrative Code (FAC). Notwithstanding any of the provisions of the FAC, all hearings will be closed to the public to maintain the confidentiality and protect the privacy of all parties. Notwithstanding any of the provisions of the FAC, all accused employees and/or students will receive written notice of the hearing and copies of allegations at least ten (10) days prior to the hearing date. The accused employee(s) and/or student(s) will be entitled to attend the hearing and to testify in his or her own behalf, be entitled to confront or cross-examine the complaining party and other witnesses in his or her own behalf, and be allowed to introduce evidence which is relevant to the issues presented by the complaint and the investigative report. Neither the complaining party nor the accused party is permitted to have an attorney present at the hearing.

The Complaint Review Committee shall issue a written statement that includes a finding of facts and conclusions within ten days (10) of the conclusion of the hearing explaining how those facts established a violation or non-violation of the harassment policy. A finding of policy violation will require a recommendation of appropriate sanctions to be imposed by the Complaint Manager.

The decision of the Complaint Review Committee may be appealed to the Board of Directors or its designate. The Board of Directors or its designate, after reviewing the results of the investigation and hearing, may adopt, reject, or modify the decision. When the offender is a staff employee or instructor, discipline shall be taken commensurate with the offense and may range from a written reprimand to termination, as recommended by the Complaint Review Committee and determined by the Complaint Manager.

When the offender is an officer, administrator, or director, discipline shall be taken commensurate with the offense and may range from a written reprimand to termination or removal from office, as recommended by the Complaint Review Committee and determined by the Complaint Manager. The Complaint Manager, as recommended by the Complaint Review Committee, shall take action when the offender is a student, discipline commensurate with the offense and may range from a written reprimand to suspension or expulsion.

**Drugs and Alcohol**

The consumption, sale or possession of any alcoholic beverages while on campus is expressly forbidden. No alcoholic beverages are to be consumed or drugs taken, given, or sold, in any form, in the classrooms, labs, externships, field trips or on school grounds. (Medication prescribed by a licensed physician for a specific medical condition is allowed). Students who arrive on campus under the influence of alcohol will be asked to leave and will be escorted off campus if necessary. Such conduct will be considered unacceptable and will be grounds for suspension and up to termination.

**Substance Abuse Policy**

Cambridge Institute provides a drug-free institution as required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, and defined at 34 CFR Part 85, Sections 85.605 and 85.610. Cambridge Institute employees and students may not unlawfully manufacture,
possess, use, dispense, or distribute illicit drugs and alcohol on Cambridge Institute property, or a part of its off-campus student activities. Every employee and student must follow this rule. Any employee who violates this policy will be disciplined, suspended, or released. Any student who violates this policy will be disciplined, suspended, or expelled.

Cambridge Institute recognizes and acknowledges the health risks associated with the use of illicit drugs and the abuse of alcohol, such as: the reduction of mental acuity, memory loss, severe disorientation, impaired motor functioning, damage to major organs, hepatitis, AIDS, etc. Cambridge Institute provides referral information about substance abuse counseling and rehabilitation services, which are available for members of the campus community who may require it. Those persons who voluntarily avail themselves of referral services shall be assured that applicable professional and regulatory standards of confidentiality will be observed.

Cambridge Institute students and employees are subject to all local, state, Federal laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities. The Institute will assist any law enforcement agency that is investigating drug or alcohol violations involving Cambridge Institute employees or students.

Florida has adopted the Uniform Controlled Substance Act known as the A Florida Comprehensive Drug Abuse Prevention and Control Act (Fla. Statute 893.01 to 893.165).

The following list of criminal penalties for drug and alcohol abuse is not exhaustive. Note well there may be other provisions of local, Florida, and federal statutes related to drug and alcohol that are not included here.

Driving under the influence of drugs or alcohol carries substantial penalties. Driving while in possession of a controlled substance is a separate offense. Consumption of alcoholic beverages while operating a motor vehicle is another separate offense. There are increased penalties under Florida law to sell, manufacture, or deliver, or possess with intent to sell manufacture, or deliver a controlled substance in, on, or within 200 feet of the real property of a public or private school or Institute.

It is an offense for any person 18 years or older to deliver any controlled substance to a person under the age of 18. The Federal Controlled Substances Act also forbids many of the same acts or missions forbidden by Florida Law (see 21 U.S.C. 841 et seq.). The illegal use, possession, sale, and/or manufacture of drugs will not be tolerated and may be grounds for immediate suspension or dismissal of student, faculty members, administrators, and other employees. A first offense involving the illegal manufacture, sale, or delivery, or possession with intent to manufacture, sell, or deliver any controlled substance, any student shall be expelled and any employee shall be dismissed. A first offence involving the illegal possession of any controlled alcohol or being under the influence of an illegal substance, the student or employee will be given a warning. The second offense will result in probation for 180 days and require proof of enrollment into a certified drug rehabilitation program within 14 days of the offense; if not dismissal. A third offense will result in immediate dismissal. The consumption, sale or possession of any alcohol beverages while on campus is expressly forbidden. Students who arrive on campus under the influence of alcohol will be asked to leave and will be escorted off campus if necessary. Such conduct will be considered unacceptable and will be grounds for suspension. Any employee who has been convicted of a criminal drug statute occurring
in the workplace shall notify Cambridge Institute in writing no later than five (5) calendar days after such conviction so that the Institute can, in turn, notify the Department of Education within ten (10) calendar days thereafter.

**Weapons**
Possession of any weapon on campus is expressly forbidden. Weapons of any nature are prohibited in the classroom, lab, externship, and on school grounds. Individuals with weapons in their possession will be immediately dismissed without recourse or appeal.

**Theft of School Property**
Theft of school property is prohibited. Students in violation of any of these laws or rules may result in disciplinary action including suspension or dismissal from the school. Local law enforcement authorities may be called to escort students from the school. Students may be prosecuted and held liable for restoration, attorney, and court fees.

**Vandalism**
Vandalizing school property is prohibited. Example: graffiti, defacing property, deliberate breaking of equipment and supplies. Violation of any of these laws or rules may result in disciplinary action including suspension or dismissal from the school. Local law enforcement authorities may be called to escort students from the school. Students may be prosecuted and held liable for restoration, attorney, and court fees.

**Criminal Record**
Cambridge Institute makes students aware that if they have a criminal record that they may be ineligible for certain jobs, employment opportunities, clinical site rotations, certifications, or licenses. Cambridge Institute is held harmless for a student or graduate’s inability to obtain employment, certification, or licensing.

**Hazing Policy**
Cambridge Institute of Allied Health & Technology, prohibits students or other persons associated with any student organization from engaging in hazing as defined in state statute 1006.63. As used in this section, "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 initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student. Anyone found in violation of the Hazing Policy will be subject to disciplinary action. The severity of the sanctions will be dependent on the circumstances surrounding the violation. Disciplinary action will be taken in addition to any penalties imposed by civil authorities for violations of state law.

Penalties may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension,
or dismissal. Any person having knowledge of any activity or statement with constitute hazing should contact the school President, Director, or Director of Education in the administration office. Copies of this policy and rules concerning violations, penalties, and process of enforcement will be distributed to students at the time of enrollment.

**Sexual Offender Registry and Access to Related Information**
Information regarding registered sexual offenders in the area may be obtained through the following website: [http://seminolesheriff.org/](http://seminolesheriff.org/). Students may access the website via internet in the institute’s library. Students are encouraged to register for eLert bulletins through the Seminole County Sheriff’s Office website to receive current information on sex offenders who are moving in and out of the area. The Seminole County Sheriff’s Office Community Services Section is available to conduct crime prevention seminars for our students. A Women’s Safety Seminar is scheduled periodically for students.

---

**Program Offerings**

All programs at Cambridge Institute of Allied Health and Technology are taught residentially. There is no online component.

**Patient Care Technician (PCT)**  
**Diploma Program**  
**Method of Delivery - Residential**  
36 weeks / 720 clock hours

**Program Objective:**
The program is designed to prepare students for employment as entry level advanced cross-trained nursing assistants (Patient Care Technicians). This program offers a broad foundation of knowledge and skills expanding the traditional role of the nursing assistant for acute and long term care settings. All courses must be satisfactorily completed in order to graduate from the Patient Care Technician program. A Patient Care Technician is strongly encouraged to become a CNA to practice as a PCT. Graduates are eligible to take the Certified Patient Care Technician exam through NHA (not a state requirement). Human venipunctures and capillary sticks are performed in the classroom. Phlebotomy procedures are practiced on training arms. The Certified Phlebotomy Technician examination may be taken through NHA when the applicable number of human venipunctures and capillary sticks have been obtained and documented by an instructor or employer. Phlebotomy certification is not a state requirement. Students that have completed the Nursing Assistant portion of the PCT program are eligible to make application to take the Florida Certified Nursing Assistant (CNA) Examination. A criminal record may keep a student from obtaining a license or certification in some medical programs. Therefore, a criminal record may affect the student’s ability to gain employment in the field of training.
Program Outline

Mon.-Thur. 8:30am-1:30 pm

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC101 Health Care and Body Systems</td>
<td>100</td>
</tr>
<tr>
<td>NA101 Articulated Nursing Assistant</td>
<td>80</td>
</tr>
<tr>
<td>NA102 Nursing Assistant Externship (prerequisite-NA101)</td>
<td>40</td>
</tr>
<tr>
<td>PC101 Home Health Aide</td>
<td>75</td>
</tr>
<tr>
<td>PC102 Patient Care Assistant</td>
<td>65</td>
</tr>
<tr>
<td>PH101 Phlebotomy (skill practice on training-arm no human venipunctures)</td>
<td>120</td>
</tr>
<tr>
<td>PC103 Electrocardiograph Aide</td>
<td>80</td>
</tr>
<tr>
<td>PC104 Allied Health Assistant</td>
<td>80</td>
</tr>
<tr>
<td>PC105 Patient Care Technician</td>
<td>80</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>720</strong></td>
</tr>
</tbody>
</table>

Course Descriptions

**HC101 Health Care and Body Systems**  
5 weeks 100 clock hours  
This course describes health care delivery system and health occupations communication interpersonal skills, computer literacy, infection control and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concept. CPR, HIV/AIDS, Domestic Violence and OSHA are also included.  
**Prerequisites: None**

**NA101 Articulated Nursing Assistant**  
4 weeks 80 clock hours  
This course instructs students in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.  
**Prerequisites: None**

**NA102 Nursing Assistant Externship**  
2 weeks 40 Hours Clinical/ 40 Clock Hours  
In this course students will practice skills learned in NA101 in a clinical acute care setting. Students will engage in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.  
**Prerequisites: NA101**

**PC101 Home Health Aide**  
3 weeks 75 clock hours  
This course includes homemaking services, shopping and meal preparation, stages of human growth and development, safety and infection control, body systems and common disorders relative to home health care. In addition, this course teaches home health care for maternal and infant needs as well as care for the client with special needs.  
**Prerequisites: None**

**PC102 Patient Care Assistant**  
4 weeks 65 clock hours  
This course instructs students in nursing assistant skills for pediatric patients, maternal and infant care and adult surgical patients related to the hospital setting.  
**Prerequisites: None**
PH101 Phlebotomy 6 weeks 120 clock hours
This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.
Prerequisites: None

PC103 Electrocardiograph Aide 4 weeks 80 clock hours
This course includes basic principles of the cardiovascular system, the normal electrocardiograms, lead systems, identifying rhythms, performing the ECG, and quality assurance and continual quality improvement.
Prerequisites: None

PC104 Allied Health Assistant 4 weeks 80 clock hours
This course introduces the student to care of the patient with problems of the respiratory, muscular and skeletal systems. Included are restorative therapies and equipment used to enable the patient to regain optimal function.
Prerequisites: None

PC105 Patient Care Technician 4 weeks 65 clock hours
This course instructs the student in organizational and effective team skills, documentation, and record management. In addition students will learn advanced special care skills, such as colostomy care, wound care, endotrachial tube and tracheotomy care.
Prerequisites: None

Advanced Medical Assistant – Imaging Specialist Diploma Program
Method of Delivery: Residential
54 weeks/ 1440 clock hours/72.5 Semester Credits

Program Objective
The program objective is to provide students with career training for employment as a Medical Assistant with additional skills sets in imaging, specifically Basic X-Ray. More and more medical offices desire to hire medical assistants who possess diverse skill sets. Graduates of the program who choose to take the BXMO board exam may do so, and if they successfully pass this program they may perform limited x-rays in multiple healthcare settings. Other settings in which an Advanced Medical Assistant and Imaging Specialist can seek employment include physician’s offices, outpatient medical facilities, clinics, or other related health care setting. Specific course objectives relate to administrative procedures that include use of computerized practice management software, medical billing, and insurance codes, office supplies, collections, correspondence, knowledge and appointment scheduling. Course objectives relative to clinical procedures include: anatomy & physiology, medication administration, injections, EKG, assisting with minor surgical procedures,
phlebotomy and lab procedures in a physician’s office, outpatient medical facility, and other related healthcare settings. Student must complete a 160 hour externship in an ambulatory care medical facility. Students are required to present a negative TB report from a doctor and possess a valid CPR certification from the American heart association before attending clinical externship. Phlebotomy procedures are practiced on training arms and injections practiced on manikins, and once student demonstrates skill proficiency, skills are performed on humans. Evening students are encouraged to attend their 160 clock-hour externship during the day when most doctors’ offices are available. Program graduates are eligible to take the following credentialing examinations: Registered Medical Assistant (RMA) through the American Medical Technologists (AMT) or Certified Medical Assistant exam (CMA through the American Association of Medical Assistants. The National Certification for Phlebotomy Technician examination may be taken (not required by the state) when the applicable number of venipuncture’s and capillary sticks have been obtained and documented by an employer. Students may also sit for the BXMO exam with the state of Florida. A criminal record may keep a student from obtaining a license or certification. A criminal record may affect the student’s ability to gain employment in the field of training.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC101</td>
<td>Health Care and Body Systems</td>
<td>5</td>
<td>100</td>
</tr>
<tr>
<td>XR101</td>
<td>Basics of Radiation Protection Principles and Practice</td>
<td>8</td>
<td>120</td>
</tr>
<tr>
<td>XR102</td>
<td>PACS (Picture Archiving Communication System)/Processing</td>
<td>5</td>
<td>80</td>
</tr>
<tr>
<td>XR103</td>
<td>Terminology &amp; Positioning for Chest &amp; Upper Body</td>
<td>7</td>
<td>120</td>
</tr>
<tr>
<td>XR104</td>
<td>Terminology &amp; Positioning for Abdomen &amp; Lower Body</td>
<td>7</td>
<td>120</td>
</tr>
<tr>
<td>XR105</td>
<td>Anatomy &amp; Positioning of Spine and Skull</td>
<td>3</td>
<td>60</td>
</tr>
<tr>
<td>XR106</td>
<td>Radiology – Imaging Specialties</td>
<td>3</td>
<td>60</td>
</tr>
<tr>
<td>XR107</td>
<td>Pathology</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>XR108</td>
<td>BXMO Review</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>MA101A</td>
<td>Medical Office Process</td>
<td>1.5</td>
<td>40</td>
</tr>
<tr>
<td>MA102</td>
<td>Insurance &amp; Financial Office Process</td>
<td>2</td>
<td>60</td>
</tr>
<tr>
<td>MA103</td>
<td>Anatomy &amp; Physiology</td>
<td>5</td>
<td>80</td>
</tr>
<tr>
<td>MA104</td>
<td>Electrocardiography</td>
<td>4</td>
<td>80</td>
</tr>
<tr>
<td>MA105</td>
<td>Pharmacology &amp; Medication Administration</td>
<td>4</td>
<td>80</td>
</tr>
<tr>
<td>PH101</td>
<td>Phlebotomy</td>
<td>5</td>
<td>100</td>
</tr>
<tr>
<td>MA106</td>
<td>Clinical Procedures for Medical Assisting</td>
<td>5.5</td>
<td>120</td>
</tr>
<tr>
<td>MA107</td>
<td>Medical Assisting Externship</td>
<td>3.5</td>
<td>160</td>
</tr>
</tbody>
</table>

**Total** 72.5 1440

COURSE DESCRIPTION

XR101 Basic Radiographic and Principals 120 hours 8 semester Credits
This course instructs students in basic radiographic exposure, principles of radiation projection, patient and self-protection, and patient care and management.

Prerequisites: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>XR102</td>
<td>PACS (Picture Archiving Communication System)/Processing</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>XR103</td>
<td>Terminology &amp; Positioning for Chest &amp; Upper Body</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>XR104</td>
<td>Terminology &amp; Positioning for Abdomen &amp; Lower Body</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>XR105</td>
<td>Anatomy &amp; Positioning of the Spine &amp; Skull</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>XR106</td>
<td>Radiology – Imaging Specialist</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>XR107</td>
<td>Pathology</td>
<td>30</td>
<td>2</td>
</tr>
<tr>
<td>XR108</td>
<td>BXMO Review</td>
<td>30</td>
<td>2</td>
</tr>
<tr>
<td>HC101</td>
<td>Heath Core and Body Systems</td>
<td>100</td>
<td>5</td>
</tr>
</tbody>
</table>

This course includes image receptors, x-ray darkroom, film critique, standards of professionalism and ethics. Emphasis in this course is placed on PACS (Picture Archiving and Communications Systems)

**Prerequisites:** None

This course includes radiological and positioning terminology for the chest and upper extremities, and includes anatomy of the chest, limbs, thorax, ribs and sternum.

**Prerequisites:** None

This course includes radiological and positioning terminology for the abdomen and lower extremities.

**Prerequisites:** None

This course includes radiological and positioning terminology for the spine and skull segments.

**Prerequisites:** None

This course includes radiological and positioning terminology for additional diagnostic procedures such as pediatrics, geriatrics and various modalities.

**Prerequisites:** None

An overview of the disease process and common diseases and their appearance on medical images. Radiographic pathology is the study of disease processes visualized radiographically. The purpose of this course is to provide the student with a basic working knowledge of pathology as it pertains to diagnostic medical radiography. This course presents those pathologic conditions that are most commonly encountered in radiography and the medical terminology associated with those pathologic conditions.

**Prerequisites:** None

Provides a comprehensive review of limited radiography in preparation for the ARRT administered state examination.

**Prerequisites:** None

This course includes health care delivery system, health occupations, communication, interpersonal skills, computer literacy, infection control, and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concepts. In addition, students receive instruction and
certification in HIV/AIDS, Domestic Violence, and OSHA. Students in this course become familiar with Basic X Ray machine operations.  
**Prerequisites:** None

**MA101A Medical Office Process**  
60 hours 1.5 Semester Credits  
This course is designed to introduce the student to the Medical office environment and responsibilities of the Medical Assistant. Included are safety, office design, communication, personal characteristics, and professionalism. Computer entry of data and appointments will be introduced.  
**Prerequisites:** None

**MA102 Financial & Insurance Office Process**  
60 hours 2 Semester Credits  
In learning and on campus mode of delivery, this course is designed to introduce the student to the patient’s medical record. Included is knowledge of insurance, preparing claims, billing, coding, basic bookkeeping, and accounting. Transcription and documentation are introduced. Computer software is introduced and used in the computer lab.  
**Prerequisites:** None

**MA103 Anatomy & Physiology**  
80 hours 4 SemesterCredits  
This course includes fundamental anatomy and physiology of the human body. The student is introduced to selected body systems as well as common diseases related to each. Included are nervous, senses, skin, skeletal, muscular, and immune system.  
**Prerequisites:** None

**MA104 Electrocardiography**  
80 hours 3 Semester Credits  
This course is designed to teach the student how to perform a 12-lead Electrocardiogram. Included are basic anatomy and electrophysiology of the heart. The student will be able to identify sinus rhythms as well as life-threatening dysrhythmias. Lab included.  
**Prerequisites:** None

**MA105 Pharmacology/ Medication Administration**  
80 hours 3 Semester Credits  
This introduces the student to basic pharmacology and medication administration. Included are drug classifications, calculations, abbreviations, and safety. The student is instructed in preparation and administration of medications including injections.  
**Prerequisites:** None

**PH101 Phlebotomy**  
100 hours 5 Semester Credits  
This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.  
**Prerequisites:** None

**MA106 Clinical Procedures for Medical Assisting**  
100 hours 4 Semester Credits  
This course instructs the students in the following clinical duties and responsibilities clinical duty preparation, medical database, exam preparation and related clinical procedures, laboratory & specimen collection, diagnostic tests and procedures, minor surgical procedures, acute illness, accidents, and emergencies.  
**Prerequisites:** None
MA107 Medical Assisting Externship  160 externship hours 3.5 Semester Credits

Required classes: All theory and lab classes
The medical assistant externship will be completed in a physician’s office, outpatient medical facility, hospital, or other relative healthcare setting.

Prerequisites: None

Practical Nursing
Diploma Program
Method of Delivery - Residential
54 weeks - Days
85 weeks - Evenings
1350 clock hours

Program Objective
The Practical Nurse program offers preparation in the knowledge and clinical skills for students to enter the Practical Nursing field. Students in this program are conditioned to take the NCLEX-PN examination required for employment as an entry-level Licensed Practical Nurse (LPN). Practical Nursing experiences include theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing and respective clinical rotations in both acute and long-term care situations. Theoretical instruction of the clinical application of the vocational role and function and personal, family and community health concepts, nutrition, human growth and development over the lifespan, body structure and function, interpersonal relationship skills, mental health concepts, pharmacology and administration of medications, legal aspects of practice, Health Careers Core, Basic Life Support (BLS and CPR) for health-care providers, and current issues in nursing are all components of the program. Practical Nurses are employed in a variety of healthcare settings including hospitals, ambulatory care settings, long-term care facilities, home health agencies, private duty opportunities, and other appropriate medical areas. Upon program completion, graduates are eligible to take NCLEX-PN credentialing examination.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 100</td>
<td>Health Care</td>
<td>90</td>
</tr>
<tr>
<td>PN 102</td>
<td>Medical Terminology</td>
<td>40</td>
</tr>
<tr>
<td>PN 103</td>
<td>Anatomy and Physiology (Body Structure and Function)</td>
<td>100</td>
</tr>
<tr>
<td>PN 104</td>
<td>Human Growth and Development</td>
<td>20</td>
</tr>
<tr>
<td>PN 105</td>
<td>Vocational Role and Function - Personal Communication:</td>
<td>15</td>
</tr>
<tr>
<td>PN 106</td>
<td>Legal Aspects of Practice</td>
<td>15</td>
</tr>
<tr>
<td>PN 107</td>
<td>Nutrition</td>
<td>15</td>
</tr>
<tr>
<td>PN 108</td>
<td>Pharmacology and Administration of Medications</td>
<td>80</td>
</tr>
<tr>
<td>PN 109</td>
<td>Mental Health Concepts</td>
<td>30</td>
</tr>
<tr>
<td>PN109CL</td>
<td>Mental Health Concepts (clinical)</td>
<td>65</td>
</tr>
<tr>
<td>PN 110</td>
<td>Community Health Concepts-</td>
<td>20</td>
</tr>
<tr>
<td>PN110CL</td>
<td>Community Health Concepts – Public Health,</td>
<td>50</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Clock Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>PN 111</td>
<td>Geriatric Nursing</td>
<td>30</td>
</tr>
<tr>
<td>PN111CL</td>
<td>Geriatric nursing (clinical)</td>
<td>144</td>
</tr>
<tr>
<td>PN 112</td>
<td>Medical Surgical Nursing</td>
<td>75</td>
</tr>
<tr>
<td>PN112CL</td>
<td>Medical Nursing (clinical)</td>
<td>144</td>
</tr>
<tr>
<td>PN 113</td>
<td>Medical Surgical Nursing</td>
<td>75</td>
</tr>
<tr>
<td>PN113CL</td>
<td>Surgical nursing (clinical)</td>
<td>144</td>
</tr>
<tr>
<td>PN 114</td>
<td>Obstetric Nursing</td>
<td>35</td>
</tr>
<tr>
<td>PN114CL</td>
<td>Obstetric nursing (clinical)</td>
<td>64</td>
</tr>
<tr>
<td>PN 115</td>
<td>Pediatric Nursing</td>
<td>35</td>
</tr>
<tr>
<td>PN115CL</td>
<td>Pediatric Nursing (clinical)</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td><strong>Total Clock Hours</strong></td>
<td><strong>1350</strong></td>
</tr>
</tbody>
</table>

**COURSE DESCRIPTIONS**

*Theoretical Instruction & Lab Courses, Clinical Experience*

**PN 100 Health Care**

90 clock hours

This course covers the Core and the competencies of basic knowledge necessary in the health occupations career. It includes basic communication skills; math and science, employability skills, safety practices, legal and ethical responsibilities, knowledge of the health care system as a whole, principles of infection control, first aid, and basic patient care competencies.

**Prerequisites:** None

**PN 102 Medical Terminology**

40 clock hours

This course introduces the student to the basic knowledge and understanding of medical language and terminology used by health care professionals. Students are required to receive a final grade of B or 3.0 or higher in this course or they must repeat the course.

**Prerequisites:** PN 100

**PN 103 Anatomy and Physiology**

100 clock hours

This course includes fundamental Anatomy and Physiology of the human body. The student is introduced to selected body systems as well as common diseases related to each. Included are nervous, special senses, integumentary, skeletal and muscular, and respiratory systems. Students are required to receive a final grade of B or 3.0 or higher in this course or they must repeat the course.

**Prerequisites:** PN 100

**PN 104 Human Growth and Development**

20 clock hours

In a learning training setting, this course examines the human life cycle from infancy through old age. Emphasis will be placed on the psychological, biological, and sociological development of the human being and the factors influencing changes that occur during each life stage. The role of the family as it relates to health and wellness and its role in growth and development will also be explored.

**Prerequisites:** PN 100
PN 105 Vocational Role and Function  
15 clock hours  
This course will stress the importance of professional and interpersonal communication in order to maintain interdisciplinary relationships. The student is introduced to strong work ethics, personal and professional traits, interpersonal relationship, practicum, and career planning.  
Prerequisites: PN 100  

PN 106 Legal Aspects of Practice  
15 clock hours  
In a learning training setting, this course introduces the student to the medical legal issues confronting nurses in the health care settings.  
Prerequisites: PN 100  

PN 107 Nutrition  
15 clock hours  
In a learning training setting, this course will emphasize the importance of promoting good nutrition and the concepts of planning modified diets for the health impaired client. Concepts of nutrition promotion will be explored.  
Prerequisites: PN 100  

PN 108 Pharmacology & Administration of Medications  
80 clock hours  
This course introduces the PN student to the basics of Pharmacology. Students will explore the major classes of medications, their therapeutic uses, and nursing interventions related to medication side effects. Students are required to receive a final grade of B or 3.0 or higher in this course or they must repeat the course.  
Prerequisites: PN 100  

PN 109 Mental Health Nursing  
30 clock hours  
This course introduces the student to the basic concepts of mental health, mental illness and the role of the practical nurse in caring for clients with mental health needs. The concepts of nursing process, therapeutic communication and legal/ethical/professional standards of care will be explored as they influence mental health nursing practice. Students will develop skills in differentiating among various mental disorders in terms of symptoms, nursing diagnoses, treatment modalities, pharmacology and in the formulation of nursing intervention strategies. Students will have the opportunity to develop skills in assessment and intervention for clients experiencing mood disorders, psychosis and substance abuse.  
Prerequisites: PN 100  

PN 109CL Mental Health Clinical Nursing  
65 clinical clock hours  
This clinical practicum emphasizes in the application of the nursing process and knowledge of the mental health population. It also focuses in the application of mental health theory disorders such as eating, mood, personality, substance abuse, and schizophrenia to meet the mental health client needs.  
Prerequisites: PN 100, PN 102, PN 103, PN 104, PN 105, PN 106, PN 107, PN 108, PN 112, PN 113
PN 110  Community Health Nursing  20 clock hours
This course introduces students to the theoretical concepts of community and population based community health nursing practice. Emphasis will be on promotion of community health and community health nursing roles.
**Prerequisites:** PN100, PN 102, PN103, PN104, PN105, PN106, PN107, PN108, PN109, PN112, and PN113

PN110CL  Community Health Concepts Clinical Nursing  50 clinical clock hours
This clinical course will enable students to apply the community health principles. Clinical experiences focus on principles and concepts of health promotion and health education in various communities setting such as respite homes, homeless outreach centers, and other organizations promoting quality of life for the underserved in the community.
**Prerequisites:** PN100, PN102, PN103, PN104, PN105, PN106, PN107, PN108, PN109, PN110, PN112, PN113.

PN 111  Geriatric Nursing  30 clock hours
In this module, the student will be introduced to health promotion and care of the older adult. Student will have the opportunity to learn about the health and wellness of the aging population in the United States, explore some of the common myths about aging, and the theories of aging. Next the student will explore methods for assessing body systems, nursing diagnoses appropriate to the older adult, areas in which older adults differ in their response to illness and other stressors, and changes that occur with aging in intelligence, learning and memory. Finally, the student will have the opportunity to learn ways to preserve dignity and self-esteem in the older adult.
**Prerequisites:**

PN111CL  Geriatric nursing (clinical)  144 clinical clock hours
This course provides clinical experience for students with nursing care in geriatric settings working with aging population. The course introduces the students to the practical application of the basic concepts caring for geriatric patients and the role of the practical nurse in their care. This clinical experience builds upon the theory and knowledge gained.
**Prerequisites:** PN100, PN102, PN103, PN104, PN105, PN106, PN107, PN108, PN112, and PN113

PN 112    Medical Surgical Nursing I  75 clock hours
The course is designed to introduce the student to nursing principles in the care of the adult patient. The student will study patient care problems that are specific to altered body systems. The focus will be on the cardiovascular, respiratory, lymphatic and neurological systems. The student will study the essential nursing considerations for total patient care management and the application of the nursing process to formulate nursing care plans.
**Prerequisites:** PN 100, PN105, PN115, PN110

PN112CL Medical Surgical Nursing I (clinical)  144 clinical clock hours
This clinical practice emphasizes the life process of adulthood and aging. Integration of nursing science into the problem solving process,, interpersonal, and clinical skills in the nursing care of adults, in varying stages of health.
**Prerequisite:** PN110, PN102, PN103, PN104, PN105, PN106, PN,107, PN108, PN112
PN 113 Medical Surgical Nursing II  
**75 clock hours**

In a learning and residential training setting, this course is a continuation of Medical Surgical I. Further study will include the urinary, gastrointestinal, cardiovascular, endocrine, reproductive, immune, neurological, and lymphatic systems. The course will also discuss sexually transmitted diseases. The student will study essential nursing considerations for total patient care management and the formulation of nursing care plans.

**Prerequisites:** PN100, PN 102, PN103, PN104, PN105, PN106, PN107, and PN108

PN 113CL Surgical Nursing II (clinical)  
**144 clinical clock hours**

This clinical practice is continuation of Medical Surgical I. Also emphasizes on the life process of adulthood and aging. Integration of nursing science into the problem solving process, interpersonal, and clinical skills in the nursing care of adults, in varying stages of health.

**Prerequisites:** PN100, PN 102, PN103, PN104, PN105, PN106, PN107, and PN108, PN112

PN 114 Obstetric Nursing  
**35 clock hours**

This course introduces the student to the role of the practical nurse in assessing and meeting the needs of the OB/GYN patient. Emphasis will be placed on the roles of the PN in reproductive anatomy and physiology, prenatal development, labor and delivery (including pain management), antepartum and post-partum care, and complications and risk factors of pregnancy. Diseases of the reproductive system will be covered in terms of their deviation from normal functioning.

**Prerequisites:** PN100, PN 102, PN103, PN104, PN105, PN106, PN107, PN108, PN112, and PN113

PN114CL Obstetric nursing (clinical)  
**64 clock hours**

This course considers the nursing care of individuals on a continuum related to childbearing, evolving through the maternity cycle and care of the neonate. Students apply the basic concepts in caring for childbearing families. Students’ knowledge and understanding of the family and how it is affected during the reproductive experiences is approached in terms of basic health needs—physical, psychosocial, and socio-cultural. Students are exposed to concepts and techniques used in childbirth preparation classes. Throughout the childbearing experience, students will provide nursing care to clients during pregnancy, labor/delivery, and postpartum.

**Prerequisites:** PN100, PN102, PN103, PN104, PN105, PN106, PN107, PN108, PN112, PN113

PN 115 Pediatric Nursing  
**35 clock hours**

In a learning training setting, this course focuses on the care of children from birth through adolescence. The effects of acute and chronic illness on growth and development are studied in the acute and community care setting. Education of the child and family on health promotion, disease prevention, and safety issues are addressed. Ethical issues are discussed regarding the relationship to the child and family, including issues such as child abuse, informed consent, and the impact of diverse cultural and spiritual beliefs on health care decisions in the family.

**Prerequisites:** PN100, PN 102, PN103, PN104, PN105, PN106, PN107, PN108, PN112, and PN113
PN115CL Pediatric Clinical Nursing 64 clinical clock hours
This course focuses on health management and maintenance and the prevention of illness, care of the family as a whole, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.
Prerequisites: PN100, PN102, PN103, PN104, PN105, PN106, PN107, PN108, PN112, PN113

Students in the Practical Nursing program are required to maintain a cumulative grade point average of 3.0 throughout the program.

All Practical Nursing Clinical Courses are graded as either A (Pass) or F (Fail). A grade of A (Pass) is obtained by completing all of the following requirements:

- Minimum score of 2.5 on Midterm Clinical Evaluation
- Minimum score of 2.5 on Final Clinical Evaluation
- Minimum score of 80% on Clinical Medication Exam
- Proficient demonstration of nursing skill as assigned by clinical coordinator/instructor

Failure to successfully pass any one of the above requirements will result in an F (Fail) for the clinical course.

Nursing Assistant Diploma Program
Mode of Delivery: Residential
5 weeks / 120 clock hours

Program Objective:
The program objective is to provide a student with career training for employment as a basic Nursing Assistant in a long-term care facility, hospital or other related healthcare setting. Specific course objectives: demonstrate knowledge of patient care, nutritional needs, safety and comfort measures, and competency in providing personal patient care, applying infection control principles, and assisting with rehabilitative activities. A 40-hour externship in a long-term care facility is required for program completion. Students are required to present a negative TB report from a doctor prior to attending clinical externship. Students that have completed the Nursing Assistant programs are eligible to make application to take the Florida Certified Nursing Assistant (CNA) Examination. A level-2 FBI background screening will be conducted on all candidates. A criminal record may keep a student from obtaining a license or certification in some medical programs. Therefore, a criminal record may affect the student’s ability to gain employment in the field of training. Nursing Assistant graduates may work for up to 120 days without certification. Graduate’s must make application and pass the certification examination before the expiration of the 120 days to become employed.
Program Outline
Mon. – Thur. 8:30 am-1:30 pm  Externship- Fri. 7:00 am-3:00pm (day)

Required Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA101 Nursing Assistant</td>
<td>80</td>
</tr>
<tr>
<td>NA102 Nursing Assistant Externship</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

Course Descriptions

**NA101 Nursing Assistant** 4 weeks  80 clock hours
This course instructs students in the role of nursing assistant, personal care skills and basic nursing skills as related to long term care.
**Prerequisite:** None

**NA102 Nursing Assistant Externship** 1 week  40 clock hours
In this course students will practice skills learned in NA101 in a clinical acute care setting. Students will engage in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.
**Prerequisite:** NA101

Phlebotomy Technician
Diploma program 11 weeks/220 clock hours
Method of Delivery: Residential

PROGRAM OBJECTIVE
The program objective is to provide students with career training for employment as basic Phlebotomists in a physician’s office, hospital, outpatient center, laboratory, or other healthcare facility. Phlebotomy procedures are practiced on a training arm. The national Phlebotomy Technician certification examination through NHA may be taken (not required by the state) when the applicable number of venipuncture’s and capillary sticks have been obtained and documented by an employer.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 101</td>
<td>Health Care &amp; Body Systems</td>
<td>100</td>
</tr>
<tr>
<td>PH101</td>
<td>Phlebotomy</td>
<td>120</td>
</tr>
</tbody>
</table>

**HC101 Heath Core and Body Systems** 5 weeks/100 clock hours
This course describes health care delivery system and health occupations communication interpersonal skills, computer literacy, infection control and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concept, HIV/AIDS, Domestic Violence and OSHA are also included.
**Prerequisites:** None
PH101 Phlebotomy          6 weeks/120 clock hours
This course includes an introduction to phlebotomy, equipment, safety, and specimen collection
techniques. The student receives instruction in anatomy, infection control, special procedures and
documenting competency skills. 
**Prerequisites:** None

---

**Electronic Medical Records Management**

**900 Clock Hours**

**Diploma Program**

**37.5 Weeks**

**Method of Delivery:** Residential

Program Objective: In a residential setting, the Electronic Medical Records Management program aims to provide an interactive, robust educational program that prepares graduates for entry level positions in the electronic medical records division of medical facilities.

Program Description: This course is designed to prepare students to perform all of the tasks required of an Electronic Medical Records Manager. This is accomplished in a residential setting through theory courses designed to prepare students with the knowledge and skill needed to perform EHR processes. The program provides theoretical and laboratory-based training in foundational skills, including medical terminology, anatomy and physiology, pathology, another health sciences, as well as computer sciences. The program builds upon this knowledge base with more advanced and specific processes and procedures in medical coding and billing, computerized practice management, electronic health records and systems management. Students will learn laws and codes of regulation pertaining to healthcare records privacy, archival requirements and privacy laws.

**Program Outline**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC100</td>
<td>Health Science Core Fundamentals I</td>
<td>45</td>
</tr>
<tr>
<td>HSC120</td>
<td>Anatomy &amp; Physiology I with Lab</td>
<td>60</td>
</tr>
<tr>
<td>HSC130</td>
<td>Anatomy &amp; Physiology II &amp; Pathophysiology</td>
<td>75</td>
</tr>
<tr>
<td>HSC140</td>
<td>Medical Terminology</td>
<td>45</td>
</tr>
<tr>
<td>HSC101</td>
<td>Health Science Core Fundamentals II</td>
<td>45</td>
</tr>
<tr>
<td>MCB110</td>
<td>Electronic Medical Office Procedures</td>
<td>75</td>
</tr>
<tr>
<td>COM100</td>
<td>Computer Applications</td>
<td>60</td>
</tr>
<tr>
<td>COM120</td>
<td>Computerized Practice Management</td>
<td>45</td>
</tr>
<tr>
<td>MCB120</td>
<td>CPT 4</td>
<td>60</td>
</tr>
<tr>
<td>MCB140</td>
<td>ICD 9/HCPCS</td>
<td>75</td>
</tr>
<tr>
<td>MCB180</td>
<td>ICD10</td>
<td>60</td>
</tr>
<tr>
<td>MCB200</td>
<td>Medicare &amp; Medicaid</td>
<td>30</td>
</tr>
<tr>
<td>EMR120</td>
<td>Records Management Systems</td>
<td>60</td>
</tr>
<tr>
<td>EMR140</td>
<td>Electronic Medical Records I</td>
<td>75</td>
</tr>
<tr>
<td>EMR150</td>
<td>Electronic Medical Records II</td>
<td>75</td>
</tr>
<tr>
<td>HSC160</td>
<td>Professional Development and Career Preparation</td>
<td>15</td>
</tr>
</tbody>
</table>

**Grand Total** 900
Course Descriptions

COM100 Computer Applications  60 Clock Hours
This course is designed to prepare students to become proficient at using Microsoft Office software. Students will be familiar with and know how to use at least 75% of the features and capabilities of Microsoft Office Word & Excel 2010. They will also learn how to effectively utilize PowerPoint and Outlook for creating presentations and managing email.
Prerequisites: None

HSC120 Anatomy & Physiology I with Lab  60 Clock Hours
This course provides a strong foundation in principles of anatomy and physiology for medical professionals. Emphasis in this course is placed upon the organization of the body, structure and function, the origins of biomedical sciences, body systems, histology, general terminology and the contextual preface of the language of medicine.
Prerequisites: None

HSC130 Anatomy & Physiology II with Pathophysiology  75 Clock Hours
This course provides a strong foundation in principles of anatomy and physiology for medical professionals. Emphasis in this course is placed upon the structure and function of human physiology and anatomy, as well as special emphasis on the pathology of diseases.
Prerequisites: None

HSC140 Medical Terminology  45 Clock Hours
This course provides instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes, spelling use and correct pronunciation. Medical abbreviations and symbols are included. The student will possess the aptitude to comprehend and use information in both written and oral formats. The student will develop the ability to demonstrate critical thinking and problem solving appropriate to his/her program of study.
Prerequisites: None

HSC 100 Health Science Core Fundamentals I  45 Clock Hours
This course describes health care delivery system and health occupations communication interpersonal skills, computer literacy, infection control and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concept, HIV/AIDS, Domestic Violence and OSHA are also included.
Prerequisites: None

HSC 101 Health Science Core Fundamentals II  45 Clock Hours
This course describes health care delivery system and health occupations communication interpersonal skills, computer literacy, infection control and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concepts.
Prerequisites: None
This course is a foundational and critical structure in the development of medical coders and health information technicians. Emphasis in this course is placed upon the medical office tasks and the relationship of these tasks to the revenue collection performed through the process of patient care, medical coding and billing.
Prerequisites: None

**COM120 Computerized Practice Management**  
This course is dedicated to building upon the foundations learned in prior course work related to terminology, anatomy, physiology, medical office procedures, health sciences and computer sciences. In this course, students develop knowledge and base skills and understanding of the revenue models for healthcare facilities, their respective cycles, computerized practice management and cash flow management procedures. Emphasis on this course is placed upon the development, use and storage of electronic medical records (EMR).
Prerequisites: None

**MCB120 CPT 4**  
This course provides students with the knowledge base, and skill to perform CPT-4 coding procedures. This course will emphasize the rules and guidelines of the CPT-4 manual. The course is designed to help the beginner coder learn and understand the concept of coding using the CPT-4 coding manual.
Prerequisites: None

**MCB140 ICD-9/HCPCS**  
This course provides an introduction for beginning coders to develop an understanding of ICD-9-CM characteristics, terminology, and conventions. The focus is to orient the student to the coding requirements of the prospective payment system in order to correctly code disorders to obtain reimbursement from insurance companies. Special emphasis is placed on level II (HCPCS).
Prerequisites: None

**MCB180 ICD10**  
Students will learn the procedures for conducting ICD 10 diagnosis coding and mapping. Students will be able to adapt ICD-9 principles, and information to an ICD 10 universe. This course places special emphasis on CM and PCS systems, reimbursement mapping, applied conversion mechanisms, medical record coding, analytics, and interpretation.
Prerequisites: None

**MCB200 Medicare & Medicaid**  
This course provides students with an understanding of the publicly financed health insurance system in our country that impacts virtually all aspects of the rest of the American health care system. The history and growth of each program will be explored, with a particular emphasis on political, social, and economic factors that have influenced this development. Students will learn present coding procedures of these programs under law.
Prerequisites: None
EMR120 Records Management Systems    60 Clock Hours
Students will learn the procedures, rationale and process for the construction and use of the Medical Record. Students will learn filing functions, filing systems and records management procedures. Students will review public policy related to medical records management and upon completion of this course, demonstrate ability to manage medical records
Prerequisites: None

EMR140 Electronic Medical Records I    75 Clock Hours
This course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.
Prerequisites: None

EMR150 Electronic Medical Records II    75 Clock Hours
This course continues with skills practice of usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.
Prerequisites: EMR 140

HSC 160 Professional Development & Career Preparation    15 Clock Hours
This course is designed to prepare the students for career transition. Students in this course will be able to study career pathways, learn more about certifications, receive introductory information concerning professional societies, and the importance of achieving certifications and credentials. Students in this course learn more about the career pathway in terms of academic opportunities, and develop leadership skills and knowledge in order to learn the creation of value for employers.
Prerequisites: None

See Catalog Addendum for:  
Corporate Listing  
Administration Listing  
Faculty Listing  
Class Schedule  
Holiday Breaks  
Hours of Operations