

FAMILY CARE TRAINING GROUP CORP.

A NON-ACREDITED INSTITUTION

INFORMATION CATALOG

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4047 Okeechobee Blvd., #110l
West Palm Beach, FL 33409
Phone: 561-686-4552
Fax: 561-686-4528
Familycare.edu@gmail.com

Licensed by the Commission for
Independent Education, Florida
Department of Education. Additional
information regarding this institution
may be obtained by contacting the
Commission at:

325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
850-245- 3200
888-224-6684 toll free
License

Submitted by:
Marcia LaRoche: Administrator

Governing Board: Patricia Johnson,
Rosemarie Brown, Haajar Lanham

Family Care Training Group is a
incorporated in the state of Florida
for the purpose of providing home
health care.

Disclosure: Family Care Training Group
reserves the right to change programs,
start dates, tuition, or to cancel
programs. Any changes will be made in
accordance with the State Commission
for Independent Education rules and
regulations and will be stapled to this
catalog. Students will abide by the
rules and regulations of the catalog
published at the time of their
enrollment.

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FAMILY CARE TRAINING GROUP

Mission Statement

Family Care Training mission is to empower adult learners through high quality, career-focused healthcare education that prepares them for success as compassionate and skilled professionals. We are committed to providing comprehensive training in Home Health Aide (HHA), Phlebotomy and EKG Tech programs.

Purpose

Our programs, through hands-on instruction, experienced faculty, web-based theory, and practice provide a supportive learning environment that fit everyone's needs. Our goal is to equip students with the knowledge, technical skills, professionalism, and confidence needed to meet industry standards, deliver exceptional patient care, and make meaningful contribution to the healthcare community.

The institution will deliver a curriculum integrating classroom instruction, supervised laboratory practice, and hands-on skills assessment. This approach develops technical proficiency alongside critical thinking, communication, professionalism, and patient-centered care. Emphasis is placed on safety, accuracy, ethical conduct, cultural competence, confidentiality, and compliance with applicable healthcare regulations.

Beyond preparing graduates for employment, Family Care will encourage national certification, continuing education, and career advancement. Through partnerships with healthcare providers and community organizations, the institution will support local workforce development and contribute to the quality and accessibility of healthcare services in the communities it serves.

Educational Philosophy

The educational philosophy of Family Care Training Group is to encourage students to acquire knowledge, develop creativity and strive for excellence. We believe that any person willing to apply themselves to the home and allied health care fields can benefit from the training offered at the institution.

History

Family Care Training Group was established in 2025 with the mission of offering entry-level health care training for students in the health care career field due to the national shortage on clinical professional with basic skills.

PROGRAMS

Each clock hour equals 60 minutes of classroom, lab, or internship time with a minimum of 50 minutes of instruction in the presence of an instructor. The course numbers are based on course codes established by the school and do not relate to state common course numbering systems. The course numbers were created by using the first three letters of the name of the program and then three numbers to indicate level or sequence.

Program: Home Health Aide

Clock hours: 80, 4 weeks

(Open Enrollment)

A student may register for this program at any time. The student will be able to start the program on the first available date that a course is offered when the program begins.

Courses	Description	Theory	Lab	Clock Hours
HHA 100	Intro to Home Health Care/ Medical Law and Ethics	5		5
HHA 101	Emergency & Safety Procedures/ CPR	5	5	10
HHA 102	Performing Procedures in the Home Care Setting		20	20
HHA 103	Effective Communication	2		2
HHA 200	Health Care Delivery Systems	2		2
HHA 201	Legal & Ethical Responsibilities	5		5
HHA 202	Wellness & Disease Concepts	5		5
HHA 203	Safety & Security Procedures		10	10
HHA 300	Emergency Situations	3		3
HHA 301	Infection Control	3		3
HHA 302	HIV/ AIDS/ Blood Borne Disease	4		4
HHA 303	Employability Skills	1		1
HHA 400	Practical Application	5	5	10
Total:		40	40	80

Program Objective

This program is designed to prepare students for career opportunities as home health aides. The program follows guidelines established by the Florida Agency for Health Care Administration. Students who have successfully completed the program and meet all courses and financial obligations will be issued a diploma qualifying them to provide home attendant care to clients in their homes. A certification examination is not required.

Program Description

This program combines theory and practical skills building to develop appropriate knowledge and skills as a Home Health Aide. The program requires the completion of 80 clock hours for a period of 4 weeks. The program consists of 40 hours for in-class and web-based theory which includes HIV/AIDS, Domestic Violence & Elder Abuse, and 40 hours for practical lab training.

Note: A background screening will be required before employment in this field. Any charge for the background screening is the sole responsibility of the student.

Prerequisites

Meet admissions requirements.

Award

Diploma

Program: Phlebotomy

Clock hours: 120, 8 weeks

Student must be registered prior to the starting date of class. Classes are scheduled every 2 months. If you miss registration you will have to wait for the following class to attend.

Program objective

This program is designed to prepare students for a career opportunity as phlebotomist. Designed for those navigating their way through the vast medical field. This program provides technical skills and academic knowledge relevant to phlebotomy.

Program description

The content includes but is not limited to communication, performance of safe and efficient work practices in obtaining adequate and correct blood specimens. The program requires the completion of 80 hours of in-class and web-based instruction blending theoretical knowledge with 40 hours of hands-on training in essential skills like blood drawing and lab processing.

Course	Description	Theory	Lab	Clock Hrs.
PLE 101	Intro to phlebotomy/ role and identification	10		10
PLE 102	Emergency and safety procedures	10		10
PLE 103	Anatomy and physiology/medical terminology	10		10
PLE 104	Effective communication and interpersonal skills	10		10
PLE 105	Identify and recognize collection reagent supplies and equipment	10	10	20
PLE 106	Infection control, standard procedure / OSHA requirements	15		15
PLE 107	Transporting and processing specimens	10		10
PLE 108	Demonstrate and perform phlebotomy skills	5	20	25
PLE 109	Complete 30 blood draws/10 capillary sticks		10	10
	Total	80	40	120

Prerequisites

Met admission requirements.

Award

Diploma

Program: Electrocardiograph Training

Clock hours: 80, 4 weeks

(Open Enrollment)

A student may register for this program at any time. The student will be able to start the program on the first available date that a course is offered when the program begins.

Program Objective

This program is designed to prepare students to becoming an EKG Technician. Training will enable you to perform diagnostic test aiding doctors in identifying and treating cardiovascular problems in patients. The program follows guidelines established by the Florida Agency for Health Care Administration. Students who have successfully completed the program and meet all courses and financial obligations will be issued a diploma.

A certification examination is not required. Upon completion of this program, if students wishing to sit for the certified EKG Technician exam will be required to complete a minimum of 10 EKGs on a live person.

Program Description

This program combines theory and practical skills building to develop appropriate knowledge and skills as an EKG Technician. The program requires the completion of 80 clock hours for a period of 4 weeks. The program consists of 40 hours of in-class and web-based theory and 40 hours for practical lab training.

Note: A background screening will be required before employment in this field. Any charge for the background screening is the sole responsibility of the student.

Courses	Description	Theory	Lab	Clock Hours
EKG 100	Cardio Anatomy and Physiology	10		10
EKG 101	Ethics, Compliance, and Communication	5		5
EKG 102	Introduction to EKG Technician	5		5
EKG 103	Safety and Patient Care	5	5	10
EKG 200	Proper Machine protocols and maintenance	5	5	10
EKG 201	Medical Terminology	5	5	5
EKG 202	Electrocardiography		10	10

Courses	Description	Theory	Lab	Clock Hours
	interpretation of various types of EKGs			
EKG 203	Preform a 12-lead EKG		15	20
EKG 204	Editing and delivering results to physician for analysis	5		5
Total:		40	40	80

Prerequisites

Meet admissions requirements.

Award

Diploma

Other continuing education courses

These courses do not have occupational outcomes.

Courses	Descriptions	Clock hours
Gen101	Overview of HIV/AIDS,	4
Gen102	Child and adult CPR skills	4

Test Prep Course

Not Licensed by the Commission for Independent Education

This course does not have occupational outcomes.

Nursing Assistant Review Course

40 clock hours, 2 weeks

The Nursing Assistant Test Prep Review Course is offered over a period of 5 weeks. The course consists of 0 clock hours of theory and 50 clock hours of hands-on practice skills. The course is a test preparation offering. It is designed for qualified individuals who want to prepare to take the Nursing Exam for the state of Florida.

Program Objectives

To prepare students to take the Florida Board of Nursing (BON) Exam to be licensed as a Certified Nursing Assistant.

Course Description

This is a 100-clock hour course following the text to acquaint a student in the subject matter required to pass the Florida BON exam for Nursing Assistants. The course provides essential content from all cores clinical areas with review questions and practice tests to mimic the Board of Nursing test. This is a test preparation course and has no vocational outcome.

Prerequisites

Applicants of the Nursing Assistant test preparation course must meet Florida Board of Nursing requirements to take the Nursing Assistant licensing exam.

Award

Certificate of Completion

Admissions

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in Family Care Training Group based on age, race, gender, mental or physical disability, marital status to the extent of the law, or national origin.

Requirements

Applicants must meet the following requirements:

- ✓ Be at least 17 years and 11 months of age.
- ✓ Have signed permission from a parent or guardian if less than 18 years old.
- ✓ Have a personal interview.
- ✓ Submit a signed enrollment agreement.
- ✓ Submit a medical report attesting to good health. This report can be used when applying for Home Health Aide positions. There is a fee.
- ✓ Must sign Affidavit of Good Moral Character

A Background Check may be required to complete the requirements in most health care facilities. To perform job related tasks the individual must be in good physical condition.

The catalog and the enrollment agreement constitute a binding contract between the student and Family Care Training Group. Please read carefully prior to signing the Enrollment Agreement.

Language

All courses are offered only in English.

Good Moral Character

Evidence of good moral character is evaluated based on applicant-supplied letters of recommendation from previous school attended or professional references. Students are also as to sign the Affidavit of Good Moral Character.

Academic Regulations

Academic regulations exist to assist the school in maintaining its goals and objectives as a vocational institution. The school has an obligation to offer a program of quality that will benefit the student as well as the community. To provide equal training for all students, regulations, goals and practices must be observed.

Transfer of Credit

Students must complete at least 75% of their course work at Family Care Training Group to receive a Diploma. At time of admissions students may submit courses completed at other licensed institutions for review for transfer of credit. Students must submit a catalog from school, published at the time of the student enrollment, where courses were completed and, an official transcript showing a grade of at least B. These courses will be evaluated by the Director of Education to determine if they have the same learning objectives as those offered by the school. If yes, then the course will count towards program completion up to 75%. There are no fees for this evaluation.

Students may wish to continue their training after graduation. While Family Care Training Group is licensed by the Florida Commission for Independent Education it is not accredited. Some Family Care Training Group credits may be transferable. However, the graduate must contact the institution s/he is transferring to as each institution has its own requirements regarding transfer credit. Transfer of credit is at the discretion of the school transferring to. There is no guarantee of transfer of credits from one institution to another and specifically from Family Care Training Group to any other postsecondary school or college.

ENROLLMENT PROCEDURES

The first step in the enrollment process is to tour the institution and meet with an admissions representative.

Personal Interview

A personal interview with each applicant is required prior to acceptance into any program. We encourage you to bring your friends and family members to the interview. Both the applicant and the family can learn about the training programs. The personal interview gives the institution an opportunity to evaluate the applicant.

Acceptance by institution

The applicant will be informed of the admissions decision at the end of the interview and upon submission and review of all required documents.

DESCRIPTION OF INSTITUTION

Facilities

The school is located at 4047 Okeechobee Blvd., 110 & 108, West Palm Beach Florida. The facility is comprised of two 826 square feet of spaces on one floor. Our clinical area is comprised of one large classroom and 2 separate clinical areas. On the other side we have a student lounge and library area, area for administrators, and access to restrooms. The classrooms accommodate a maximum of 10 students per classroom. Family Care Training Group, Inc. is centrally located close to Interstate 95 and Florida Turnpike. The building is occupied by doctors, lawyers, and professional organizations.

Equipment

The classroom/lab contains all equipment and supplies needed to complete the theory and lab portions of the program. This includes a prototype hospital room with beds, walkers, wheelchairs, supplies of linens, comfort items, medical supplies, disposable and dietary supplies, and AV and related education supplies.

Institution Resource Center

The institution resource center contains instructional pamphlets and nursing journals, medical texts, and technical manuals. Students and instructors may use materials while on campus when class is in session. Courses do not require the use of a Resource Center for satisfactory completion. The library is open before, during, and after class between the hours of 9:00 am to 5:00 pm each weekday to students and faculty and by appointment.

STUDENT SERVICES

Housing

Family Care Training Group does not maintain housing for students.

Student Records/Transcripts

Student records are retained perpetually at the institution site 4047 Okeechobee Blvd., #110 in West Palm Beach, FL in a fireproof locked cabinet. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of tuition obligations. Additional transcripts or copies of diplomas are available to students upon written request and for a fee of \$10.00. Student records will be provided to potential employers only after a written request has been made by the individual student. For those students who are dismissed or denied entry, records will remain on file in perpetuity. Computer records are backed up weekly and stored off campus.

Family Educational Rights and Privacy Act

Family Care Training Group complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, Section 438. All students' records are confidential.

Academic advisement

Academic advisement includes determining whether the applicant understands the health care field and an interest in taking care of the ill and elderly or working in a home environment, hospital, or long-term care facility.

Financial aid advisement

The school does not offer Financial Aid currently. The admissions representative provides information about payment plans.

Personal Advisement/Counseling

Our goal is to assist students to reach their goals. The faculty and staff are available by appointment or informally to meet with students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling.

Career Services/Job Placement Assistance

Programs include job placement assistance and skills training. Students will learn how to prepare for a job and where to look for career opportunities. A referral book of job openings is maintained for the use of graduates and alumni. Graduates of the training programs may also apply to the Family Care Training Group agency for consideration for placement. Placement assistance is provided but Family Care Training Group cannot guarantee employment directly or indirectly implied. There is no additional charge for job placement assistance. Records of all graduates are maintained permanently.

Alumni Association

Graduates are automatically accepted into Family Care Training Group's Alumni Community. Alumni receive a variety of benefits including life-long career services and placement, auditing of selected courses, and more.

ACADEMIC INFORMATION AND STANDARDS OF PROGRESS**Syllabi**

On the first day of class for each program students receive a copy of the course syllabi and course outlines. The student catalog is available one week prior to classes beginning. Students receive a catalog at the time of enrollment.

Attendance

Students are expected to attend every class, arrive on time, and stay through class. Occasionally situations occur that conflict with training. The following are guidelines:

Absences

Excused and non-excused absences are considered the same when computing maximum number of allowable absences. Unsatisfactory Attendance is when a student is absent more than 5% of the scheduled class time. If a student has Unsatisfactory Attendance, the student is placed on Probation until the following conditions are met:

- ✓ The student establishes satisfactory progress of a grade average of 75% or better or, meets the conditions of probation.
- ✓ The student has corrected the problems that caused the unsatisfactory attendance.
- ✓ The student has satisfactorily completed work missed because of the absence either by repeating the session(s) missed or performing required work outlined by the instructor.

A student is terminated for Unsatisfactory Attendance if the student does not meet these conditions within 15 days.

Tardiness

Lateness or leaving class up to one-half hour early is counted as one-fourth of a day absence. Leaving one-half to two hours early is equal to one-half day absence. Over two hours early departure equals one full day absence. These absences are included in the 5% absence calculation. All class time missed more than 15 minutes must be made up by the student in order to graduate.

Make-up Work

Make-up work is required for any absence. Hours of make-up work will not be accepted as hours of class attendance. Tests that are not taken because of an absence must be made up within a time frame determined by the instructor. A reduction in grade may be made at the discretion of the instructor. There is no charge for make-up work.

Leaves of Absence/Withdrawal

To be considered for a leave of absence, a minimum of 30 days leave of absence must be requested and 30 days is the maximum number of days that a leave of absence will be granted within an academic year. A request for a leave of absence must be in writing and the date of expected return must be specified.

Students who must take a leave of absence for any type of emergency will be allowed to continue the program without penalty. Students who are absent from class for valid reasons will be allowed to make up their work.

If the student does not re-enter within the specified time and has not notified the institution, the student's enrollment agreement will be terminated, and s/he will be granted a refund according to the refund policy. The withdrawal date is determined by the last date the student attended class.

Probation

A student that does not adhere to the attendance policy will be placed on probation for 15 days. If after 15 days of notification the student does not meet requirements outline in the "Absences" then the student will be terminated. A student who does not adhere to the grading standards will be put on Academic Probation. If after 15 days of notification the student does not meet requirements outlined in "Grading" then the student is terminated. Students may request and receive academic assistance during the time of probation. Students have 15 days to meet the required standard 75%.

Re-entry

A student that has cancelled or has been terminated and desires to re-enter the program of study must notify the Director of Education, Nelia Diaz RN BSN, and follow the required admission procedures. A student that was terminated for any reason must have an interview with the Director of Education and show cause why she/he should be reinstated. The decision of the Director is final. The time frame for reentry must be 30 days from date of withdrawal or termination. There are no fees.

Graduation

Upon satisfactory completion of all academic requirements and tuition obligations, the student is awarded a Diploma and transcript for the Home Health Aide and Nursing Assistant

programs. All health care students must show proof of completion of HIV/AIDS and CPR prior to graduation. Training is included within each program.

Grading

Students must maintain a grade average of 75% or better to satisfactorily complete their programs. Grades for tests and projects are as follows:

90 - 100	Excellent	
80 - 89		Good
75 - 79		Satisfactory
70 - 74	Unsatisfactory	
Less than 70	Failed	

Lab and Clinic skills are graded on a pass/fail basis.

Weekly tests are given to evaluate student progress in the classroom. Students who are having difficulty may repeat the module or practice clinic work. Students who fall below an average of 75% will be put on Academic Probation for 15 days. During this time the student is to work with the instructor to improve the grade. Grades can be improved by re-taking exams after reviewing failed subject matter. An exam may be re-taken a total of 2 times. If after 2 times, within the 15-day probation period, the student fails to bring his/her average grade to 75% then the student will be terminated. The 15-day probation period begins upon notification of failing grades. The 15-day probation period may result in the student being unable to complete short programs as originally scheduled.

Records of academic progress are permanently maintained by Family Care Training Group.

Grade Averages

The grade average is computed by multiplying the final grade for each course and then dividing by the total courses completed.

Termination

Students will be terminated if, after having been put on Academic or Attendance probation, they fail to meet Attendance or Grade requirements by the 15-day deadline. Fifteen days begin from the date of notification of probation.

Appeal of Academic or Disciplinary Actions

Students are to submit appeals to the Director of Education. Appeal to include reasons and supporting documents plus specific request for action. A response will be made within 10 business days. If the student is not satisfied, he/she may bring the appeal to the Institution Director. A response will be made within 10 business days. All communication is to be in writing in printed and signed documents.

Changes Made by the Institution

If the institution cancels or changes a program of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or change. If the institution is unable to make alternative arrangements that are satisfactory to both parties, the institution will refund all money paid by the student.

GENERAL INFORMATION

Conduct

Unprofessional conduct which discredits the individual or Family Care Training Group will be subject to termination. Students must conduct themselves, so they do not interfere with other students or the instructor. The administration of Family Care Training Group reserves the right to terminate a student on any of the following grounds:

- Non-compliance with Family Care Training Group rules and regulations.
- Conduct that reflects unfavorably upon Family Care Training Group or its students.
- Disruptive behavior to faculty members, students, or classmates.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of institution enrollment agreement.
- Failure to abide by the rules and regulations of clinical sites.
- Poor health or illnesses that are contagious unless the student brings a note from a medical professional indicating health has improved.
- Entering the institution while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

Disruptive behavior and disrespect to fellow students, instructors and administrators will be grounds for immediate termination from the academy. A student dismissed for unsatisfactory progress may be re-admitted into the program only

at the discretion of the Director of Education, Nelia Diaz RN BSN.

Dress Code

Students are expected to wear white tops and bottoms to class and clinic, including closed white shoes. High standards of personal hygiene and health are expected.

Drug Free Institution and Workplace

Family Care Training Group has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free and alcohol-free environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources.

No Smoking Institution and Workplace

Smoking will not be tolerated within 50 yards of the institution, offices, or any clinic site.

Sexual Harassment and Anti Hazing Policy

The administration of Family Care Training Group takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. An investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact Director of Education, Nelia Diaz RN BSN. Students or staff involved may be subject to termination.

Unresolved Disputes/Grievance Procedures

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or grade. Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the Director of Education, Nelia Diaz RN BSN. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made.

The grievance policy for is as follows:

- Complaints against students or employees should first be directed to the individual. Complaints must be made within seven (7) days of the complaint.
- If the complaint cannot be resolved informally then students shall write up the problem and submit it to Director of Education, who will research the problem and respond with a resolution within 10 working days.
- If there has been no satisfactory resolution, then the student may take the problem to the Program Coordinator.
- All communications must be in writing and on file.
- If the complaint cannot be resolved after exhausting the institution's grievance policies and procedures, or feel an appeal or grievance is unresolved may contact:

Commission for Independent Education
 325 West Gaines Street, Suite 1414
 Tallahassee, Florida 32399-0400
 850-245-3200; 888-224-6684 toll free

Faculty and staff are encouraged to address any disagreements or conflict directly with the individual involved. After this, if there is no satisfactory resolution, the individual may set an appointment by phone to see Director of Education, Nelia Diaz RN BSN and then the corporate officers. This must be documented in writing via mail, fax, or email. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the employee file. Every attempt at a satisfactory resolution will be made.

CALENDAR OF CLASSES

Open Enrollment

Students enroll on an open admissions basis. There are new starts every week.

Home Health Aide

Friday and Saturday: 9:00 am to 2:00 pm

Phlebotomy

Monday, Tuesday, and Wednesday: 9:00 am to 2:00 pm

EKG

Tuesday, Wednesday, and Thursday: 9:00 am to 2:00 pm

Evening Classes

Monday to Friday: 4:00 am to 8:00 pm

Nursing Assistant Test Prep

Monday to Friday: 5:00 pm to 8:00 pm

Hours of Operation

The office is open to students and the public from 9:00 am to 5:00 pm each weekday. Classes are in session during the time that the office is opened. The library will be available to students during office hours.

National Holidays

The Institute will be officially closed on the following national holidays. Additional holidays may be declared at the discretion of the Chief Educational Officer.

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas Holiday

Plus the day after

December 23, 2027 - January 3, 2027

Tuition and Payment

HOME HEALTH AIDE COURSE	\$ 500.00
Registration Fee (non-refundable)	\$ 50.00
Books	\$ 50.00

Supplies included.

Supplies include stethoscope books, learning materials, and name badge. Students are expected to wear their own white tops and bottoms and closed white shoes to the institution. Costs vary but an outfit can be purchased for as little as \$40- \$55.

Payment Schedule

At time of enrollment: \$ 50.00

Payment plans available.

Total for Home Health Aide course [including Book & C.P.R.]
\$500.00

Students are expected to wear scrubs and closed toe shoes to the institution. Costs of uniforms and any professional licensing test fees are included. Students are responsible for the costs of any physical exams.

Students can pay the tuition cost in full prior to attending the first class. Limited payment plans are offered. Payment is due on the first day of class or as stipulated in the Student Enrollment Agreement. Students are required to have all tuition payments paid in full prior to graduation from any training program.

Continuing Education Courses

\$10 per course - to be scheduled.

Payment required in full at time of registration.

PHLEBOTOMY COURSE	\$ 800.00
Registration Fee (non-refundable)	\$ 50.00
Books	\$ 50.00

Supplies will be provided by the institution. Students are expected to wear their own scrub tops and bottoms and closed toe shoes.

Payment Schedule

At time of enrollment: \$ 50.00

Payment plans available.

Total for Phlebotomy course [including Book & C.P.R.]
\$800.00

Students can pay the tuition cost in full prior to attending the first class. Limited payment plans are offered. Payment is due on the first day of class or as stipulated in the Student

Enrollment Agreement. Students are required to have all tuition payments paid in full prior to graduation from any training program.

Student must complete the 120 hours of training. Achieve a minimum cumulative grade average of 75%. Pass all skill laboratory competency. Successfully complete venipuncture and capillary puncture competencies. Prepare student for the national Phlebotomy certification.

Continuing Education Courses

\$10 per course - to be scheduled.

Payment required in full at time of registration.

ELECTROCARDIOGRAPH COURSE	\$ 500.00
Registration Fee (non-refundable)	\$ 50.00
Books	\$ 50.00

Supplies will be provided by the institution. Students are expected to wear their own scrub tops and bottoms and closed toe shoes.

Payment Schedule

At time of enrollment: \$ 50.00

Payment plans available.

Total for Electrocardiograph course [including Book & C.P.R.]
\$500.00

Students are expected to wear their own scrubs and closed toe shoes to the institution.

Student must complete the 80 hours of training. Achieve a minimum cumulative grade average of 75%. Pass all skill laboratory competency. Display an understand cardiac anatomy and physiology. Show that they can safely operate EKG equipment and record electrical heart activity. Interpret basic rhythms and communicate results. Prepare students for national EKG certification exams.

Continuing Education Courses

\$10 per course - to be scheduled.

Payment required in full at time of registration.

NURSING ASSISTANT TEST PREPARATION COURSE 300.00

Registration Fee
\$50.00

Books and supplies included.

Students are expected to wear their own white tops and bottoms and closed white shoes to the institution.

Continuing Education Courses

\$10 per course - to be scheduled.

Payment required in full at time of registration.

CANCELLATION AND REFUND POLICY

Our outlined refund policy is designed according to Fair Consumer Practices. Should a student be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in writing.
2. All monies will be refunded if the applicant is not accepted by the Institute or if the student cancels within three (3) business days after signing the enrollment agreement and making an initial deposit.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, except for the non-refundable registration fee in the amount of \$50.00.
4. Cancellation after attendance has begun, through 40% completion of the program will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completion more than 40% of the program will result in no refund.
6. Refunds will be made within 30 days of termination or receipt of cancellation notice.
7. Costs for books and learning materials and equipment will be refunded only if returned unused and in sale-able condition.
8. An applicant who signs up, does not start school, and fails to cancel within (3) business days will receive a refund less the non-refundable registration fee in the amount of \$50.00.

ADMINISTRATION AND FACULTY

Administrator

Marcia LaRoche
Long Island University, Bklyn, NY

Administrative Assistant

Lisandra Hernandez

Director of Education

Nelia O. Diaz RN
Practical Nursing, Academy for Practical Nursing and Health
Occupations,
West Palm Beach, FL Diploma
BSN, Institute of Medical Sciences
Matanzas, Cuba

Director of Admissions

Marcia LaRoche
Long Island University, Bklyn, NY

Director of Student Services

Haajar Fletcher
Palm Beach Community College AA
Palm Beach State College BBS

Instructor

Nelia O. Diaz RN
Practical Nursing, Academy for Practical Nursing and Health
Occupations,
West Palm Beach, FL Diploma
BSN, Institute of Medical Sciences
Matanzas, Cuba

Instructor

PT Phlebotomist