



# ICR FLORIDA EDUCATION

SCHOOL CATALOG  
VOLUME 4  
AUGUST 2, 2021

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# **GENERAL INFORMATION**

## **PRESIDENT'S MESSAGE**

Welcome to ICR Florida Education! Here you will find a dynamic, learning environment focused on helping you achieve your most important educational, professional, and personal goals. Fostering student success is at the core of all we do at this school.

## **SCHOOL MISSION - PURPOSE**

ICR Florida Education's mission is to provide education in career-oriented programs to members of our community leading to successful career placement or advancement in current employment.

## **SCHOOL VISION**

ICR Florida Education's vision is to be recognized as an educational institution offering quality education in on-demand professions, preparing its students to advance towards rewarding careers and lifestyles.

## **EDUCATIONAL PHILOSOPHY**

To create a climate of vocational education that fosters professional accountability and excellence, where students learn they have the authority, not just the responsibility, to practice in the healthcare field. Faculty and administration of the School believe in, and are committed to:

- Advancing the understanding of healthcare social contract to care for the vulnerable and suffering;
- Integrating classroom and clinical teaching and learning to create a powerful learning experience and promote deep learning;
- Using situated cognition and action in teaching and learning to build knowledge and develop sense of saliency to quickly recognize what is most important;
- Engaging in reflective practice to develop knowledge, skills, ethical comportment and formation, and the development of clinical and moral imagination;
- Developing perceptual abilities and the ability to draw on knowledge and skilled know-how as a way of being and acting in practice and in the world; and
- Preparing graduates with a commitment to lifelong learning and with skills and dispositions to be reflective practitioners and expert learners.

## **LICENSURE STATEMENT**

Licensed by the Commission for Independent Education (CIE), Florida Department of Education, License # 6286. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684, or on their public website [www.fldoe.org/policy/cie](http://www.fldoe.org/policy/cie)

## **STATEMENT OF OWNERSHIP**

ICR Florida Education, LLC is an active corporation formed under the laws of the State of Florida. The owners are Sebastian Paramo and Hernan Auci.

## **GOVERNING BODY**

The governing board is constituted by the Board of Directors as follows:

Sebastian Paramo, President

Hernan Auci, Secretary

Address: 633 NE 167th RD ST Suite 913, North Miami Beach, FL 33162

## **HISTORY**

ICR Florida Education was founded on July 2019. Mr. Paramo and Mr. Auci have been the owners since 1999 of three Argentinian adult education institutions. The school is the accomplishment of a dream to share many years of working experience.

## **FACILITY AND EQUIPMENT**

ICR Florida Education offers its students a modern, completely air conditioned, well-lighted building providing an atmosphere conducive to learning and containing teaching aids and audio/visual equipment. The facility is composed of 3836 square feet of space. It includes 3 classrooms, 1 laboratory area, a student lounge, media center -resources center, a reception area, 3 fully equipped administrative offices, and 1 Computer lab. 2 Bathrooms are available and in compliance with the Americans with Disabilities Act guidelines. The physical plant is spacious and attractive, including elevator access to the ninth floor and there are plenty of parking spaces available for the students. The building is located close to public transportation and local restaurants.

## **HOURS OF OPERATION**

The school business office hours are

Monday through Thursday from 9:00 a.m. to 7:00 p.m.  
Saturdays 8:00 a.m. to 4:00 p.m.

## **CLASS SCHEDULES**

### Morning classes (Full Time)

Monday through Thursday from 8:30 a.m. to 1:30 p.m.

### Evening Classes (Part-Time)

Monday through Wednesday from 5:30 p.m. to 10:30 p.m.

### Weekend Classes (Part-Time)

Students attend classes Thursdays and Saturdays weekly  
Thursdays from 6:00 p.m. to 10:00 p.m.  
Saturdays from 8:00 am to 4:00 p.m.

## **STATEMENT OF AFFIRMATIVE ACTION**

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

## **SCHOOL CATALOG**

[Link to catalog](#)

## **LANGUAGE**

ICR Florida Education offers its programs in English and Spanish. **STUDENTS ARE ADVISED THAT COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

## **STATEMENT OF AFFIRMATIVE ACTION**

ICR Florida Education admits students of any sex, race, creed, color, age, disability, national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of sex, race, color, age, disability, national origin, religious beliefs or political affiliations

in the administration of its educational policies, admissions policies, job placement assistance and any other school administered programs.

## **DISCLAIMER**

Information in this catalog is accurate at the time of publication. The school reserves the right to make changes deemed necessary. New catalog publications will be posted on the school's bulletin board. Students already enrolled will not be affected by tuition increases or changes. The school's current catalog is available to students and public at the school's public website.

# **ADMISSIONS REQUIREMENTS**

## **ENROLLMENT REQUIREMENTS**

In order to enroll, a prospective student must comply with the following admission requirements:

1. Arrange for an interview through the Admissions Office. It is the policy of the school not to allow any enrollment unless the prospective student visits the facilities. An Admission Officer will explain to the applicant the school programs and policies during the interview.
2. Student must be at least 16 years old to be accepted and not currently attending high school. Parental or legal guardian consent is required for students under 18 years of age.
3. Present a valid picture ID.
4. Present proof of U.S. Citizenship, U.S. Legal Alien status or have an approved immigration legal status by the Department of Homeland Security.
5. Present a copy of their high school diploma, proof of higher education completion, GED certificate. Applicants unable to present a high school diploma, higher education completion, GED, may be admitted upon demonstrating the ability to benefit (ATB) by passing the ATB Wonderlic Basics Skills Test. The minimum Wonderlic Basics Skills Test scores required to enroll are 200 for the Verbal Skills evaluation, and 210 for the Quantitative evaluation.
6. Prospective students with foreign high school/higher education credentials must present it along with an official translation and evaluation by an approved agency or individual. For a listing or approved translators/evaluators visit the American Translators Association at [www.atanet.org](http://www.atanet.org)
7. Successfully complete an interview with a representative of the admissions department

All applicants must complete the new student orientation provided by the admissions department and sign an Enrollment Agreement before starting school.

**Disclosure:** ICR Florida Education does not require students to present a background check at the time of enrollment. Students are informed that the presence of criminal convictions on record may prevent a student from being employed in the field for which they have been trained. Age Disclaimer: NOT all employers may hire a person younger than 18 years of age.

## **TRANSFER OF CREDITS**

### *Transfer of Credits Between Programs within the Institution*

ICR gives credits for studies at a previous program within the institution. Such credits are accounted and considered if classes previously taken are part of the new program of study.

### *Transfer of Credits for Studies at Other Institutions*

ICR gives credit for studies at other institutions that are approved within the United States. ICR reserves the privilege to grant hours for previous education. Transfer hours are only accepted for courses equivalent in content and duration to the ones in the program of enrollment. Courses for transfer must have been completed with a minimum grade of 2.0 (C - 70%). Please bear in mind ICR may accept up to seventy-five percent (75%) of hours

from another institution. To transfer hours from another institution, a student must request an Official Transcript that includes a program description, completed hours and date of completion to be mailed directly to ICR Florida Education, attention to Admissions Department. All accepted hours will be documented on the student file. ICR does not accept transfer of experiential learning nor advanced placement.

Students with foreign credentials wishing to request a transfer of credits are required to additionally present an official translation and evaluation by an approved agency in order to be considered. For a list of approved translators and evaluators visit the National Association of Credential Evaluation Services (NACES) [www.naces.org](http://www.naces.org), the Association of International Credential Evaluators [www.aice-eval.org](http://www.aice-eval.org), or the list of additional approved credential evaluators by the Florida Department of Education [click here](#).

#### *Transferability of Credits Earned at ICR to Another Institution*

Transferability of hours/courses earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm if they will be accepted by another institution of the student's choice.

#### **CREDIT FOR PRIOR LEARNING OR BY EXAMINATION**

ICR Florida Education does not offer credit for prior learning, experience, or by examination.

#### **READMISSION TO A PROGRAM**

Any student who has been withdrawn will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, and satisfy any outstanding financial obligations to the institution. Courses successfully completed in the prior enrollment will be considered for transfer onto the new enrollment when they apply.

# ACADEMIC POLICIES

## ACADEMIC EVALUATION

The school establishes academic evaluations based on the results of the program theoretical and practical evaluations.

## GRADING SYSTEM

The grading scale is established as follows:

Letter	Score	Status	Grade Point
A	90-100%	Outstanding	4.0
B	80-89%	Good	3.0
C	70-79%	Satisfactory	2.0
F	Below 70%	Unsatisfactory	0.0

## TRANSFERRED GRADES

Transferred grades are noted with a T in the student's transcript. Transferred courses are considered in the computation of student's CGPA.

## REPEATED COURSES

ICR Florida Education allows students to repeat a failed course as long as the student does not go beyond the Maximum Time Frame (MTF) allowed as per the school's Satisfactory Academic Progress Policy (SAP). Repeated courses will be noted with an R in the student's transcript. The best grade obtained for the course will be the one listed in the student transcript and used for CGPA computation.

## GRADE ASSIGNMENTS

The final grade for each course is calculated based on the academic scores of theory exams and practical evaluations assigned to course competencies as per the program syllabi.

## GRADUATION REQUIREMENTS

Student must comply with the following requirements in order to graduate:

1. Have fulfilled all financial obligations as stated in the enrollment agreement.
2. Complete the total number of hours required by the program of enrollment and have a minimum overall GPA of 2.0 (C).
3. Compliance with the Satisfactory Academic Progress Policy (SAP) for the quantitative and qualitative criteria as established in the school catalog.

## CREDENTIALS AWARDED UPON GRADUATION

Students that comply with all graduation requirements receive a diploma.

## COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline. The numbers identify the course.

## COURSE PREFIXES

CPR    CPR and First Aide Courses  
CNA    Nursing Assistant Courses



EKG	Electrocardiology Courses
HHA	Home Health Aide Courses
HIV	HIV/AIDS Courses
MED	Medical Assistant Courses
PHL	Phlebotomy Courses
PCT	Patient Care Technician Courses

## **DEFINITIONS**

### Program Duration

ICR Florida Education measures programs and courses in clock hours.

### Clock Hour Definition

A clock hour is a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

### Period of Enrollment

A period of enrollment or payment obligation: the entire program.

## **MAKE-UP WORK**

Students who have been absent from class for any reason or have been tardy are required to make up work missed from classes. The student is required to discuss make-up work opportunities with the instructor. All externship hours that are missed must be made up. Excessive absences from externship assignments without prior notice may result in termination from school.

## **PROGRAM CHANGES AND CANCELLATIONS**

The school reserves the right to make changes deemed necessary. Changes will be made prior to the start of a course. Current students will not be affected by any program change or cancellation. May the school need to cancel a program of instruction will provide a 100% refund to enrolled students. Program and/or course changes and cancellation are only made after receiving prior approval from the Commission for Independent Education (CIE).

## **ACADEMIC DISMISSAL**

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, and satisfy any outstanding financial obligations to the institution. Courses successfully completed in the prior enrollment will be considered for transfer onto the new enrollment.

## **ACADEMIC HONESTY**

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources are used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

It is possible that an act of academic misconduct may not be discovered until credits are issued. In such a case, the school reserves the right to revoke credits based on discovery of improper scholarly conduct. Individual instructors may fail a student for an examination, assignment or course that contains a violation of the school's academic honesty policy. The instructor may refer the circumstances to the school's president for review and final action.

The School's Director of Education may expel a student for cheating or plagiarism. Students will receive credit only for their own original work. Plagiarism is grounds for dismissal from the institution.

## **WARNING**

In the event of non-compliance with school rules and regulations, academic attendance or professional image, a student will be issued a written warning. The student will be advised of the non-compliance issue and required corrective actions when applicable.

Revised 8/2/2021

## **APPEAL PROCESS**

All students have the right to appeal a decision that can harm his/her interests. Appeals must be received in written form within 10 days of dismissal. The School's President will confer with the school's Education Director and arrive to a decision. The student will be notified in written of the final determination within 10 business days.

# **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory progress is defined by the average attendance and academic progress maintained by the student.

## **SAP – EVALUATION PERIODS**

Students are evaluated academically and attendance-wise in evaluation periods as follows:

### Medical Assistant Program

1<sup>st</sup> Period of SAP Evaluation – 360 hours (scheduled)

2<sup>nd</sup> Period of SAP Evaluation – 720 hours (scheduled)

### Patient Care Technician Program

1<sup>st</sup> Period of SAP Evaluation – 300 hours (scheduled)

2<sup>nd</sup> Period of SAP Evaluation – 600 hours (scheduled)

### Home Health Aide Program

1<sup>st</sup> Period of SAP Evaluation – 38 hours (scheduled)

2<sup>nd</sup> Period of SAP Evaluation – 75 hours (scheduled)

Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours scheduled; and a maximum time frame requirement.

## **SAP – QUANTITATIVE CRITERIA**

Students must complete at least 67% of the scheduled clock hours of the corresponding evaluation period in order to remain compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of scheduled hours to earned hours. For example, a student that is in a SAP evaluation period of 300 clock hours is required to successfully complete a minimum of 201 clock hours ( $300 \times 67\% = 201$ ).

## **SAP – QUALITATIVE CRITERIA**

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 (70%) at the end of the SAP evaluation period being considered.

## **SAP – EVALUATION AND ACADEMIC WARNING**

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic warning and maintain this status of academic warning during the following SAP evaluation period. At the end of the period in which the student is on warning, the SAP criteria will be recalculated. A student will be removed from academic warning only if the student has successfully complied with the SAP criteria. A student that does not come out of warning within one evaluating period will be moved to academic probation status.

## **SAP – EVALUATION AND ACADEMIC PROBATION**

A student who fails to successfully complete academic probation and move back to Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the SAP criteria will be recalculated. A student will be removed from academic probation only if the student has successfully complied with the SAP criteria. A student that does not come out of probation within one evaluating period will be withdrawn by the school.

## **SAP – EVALUATION AND TIMEFRAME TO COMPLETE (MTF) POLICY**

The maximum allowable timeframe for students to remain active in a program of enrollment is equal to 150% of the total length of the program. A student that reaches the 150% of scheduled hours without having completed successfully the program will be withdrawn from the institution.

## **SAP - APPEALS**

Any student who has been placed on academic warning or probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's President, who will make a final decision regarding about the student's appeal within 5 days, providing the student with a written response. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress, and such status reinstated.

# **STUDENT SERVICES**

## **ADVISING SERVICES**

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

## **FINANCIAL ADVISING SERVICES**

The financial services representative is available to assist students in need to changes to a payment plan, as well of any additional payment options. The school will make all reasonable accommodations to assist students with their payment schedule.

## **CAREER SERVICES**

Students are assisted with career services training, employability skills, resume creation, job application skills and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers are posted on the bulletin board.

**Employment Guarantee Disclaimer:** ICR Florida Education will gladly assist students in their pursuit of suitable employment at no additional charge, **however, it is understood that ICR Florida Education does not promise nor guarantee job placement for its students or graduates.**

## **TUTORING SERVICES**

Faculty members are available for tutoring half hour after school. Students are encouraged to contact the instructor if they need this service.

## **HOUSING**

ICR Florida Education does not offer housing to its students, however, provides information and resources about local apartments and rental opportunities for students interested in living near the campus.

## **LOST AND FOUND**

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

## **PERSONAL PROPERTY**

ICR Florida Education does not assume responsibility for the student's books, materials or any personal belongings. Students are thus responsible for keeping their belonging with them while at school.

## **MEDIA SERVICES/LEARNING RESOURCES AREA**

ICR Florida Education Media Services/ Learning Resources Area provides students, graduates, and faculty members additional learning resources available during normal business hours. Resources include a computer connected to the internet, Wi-Fi services, additional textbooks, reference materials, as well as a list of free available public resources. Students needed printing services may request so from the Student Services staff. Students may also request assistant with the use of the computer, MS Word, and MS Office.

## **PARKING**

Since ICR Florida Education is located in a building, ample parking facilities are available for student, guests, and school's personnel use.

## **RECORDS**

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

## **TRANSCRIPTS**

Student transcripts are permanently maintained at the institution and are available from the Student Services Department. One official academic transcript is provided for free to each student upon program completion and satisfaction of all financial obligations to the school.

Students may request a transcript from the Student Services Department by completing the Transcript Request Form. The completed and signed Transcript Request Form may be submitted in person, by mail or email. There is a charge of \$25 for official transcripts, and \$5 for non-official transcripts. Official and non-official transcript may take between five (5) to ten (10) business days to process. Transcripts will not be issued unless the student financial obligations to the school are current at the time of the request.

# **SCHOOL RULES AND REGULATIONS**

## **ATTENDANCE**

Students are required to attend classes on a daily basis from Monday through Friday (may include Saturdays in the case classes have been also schedule for the weekend). Students that do not have attendance within a period of 14 consecutive days will be withdrawn from the school. Students may request a Leave of Absence (LOA) when in need to be out of the school for a period of time longer than 14 days due to reasonable circumstances such as family illness, disability, or emergency. See the policy on Leave of Absence listed in this catalog under the Student Services section.

Students are expected to arrive to class on time. Students that arrive 15 minutes late will not be permitted to enter the class until recess. Only the hours in attendance will be computed.

## **TARDINESS**

Attendance and promptness reflect an individual's level of professionalism and work ethic. Since ICR Florida Education trains students for careers, we believe our policies should reflect the work environment. A student arriving after attendance has been taken is considered late. The instructor will advise the student concerning tardiness, and how to make up the work missed. A student who is tardy three times will have one absence recorded on their attendance record.

## **LEAVE OF ABSENCE**

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the student services office prior to the beginning of the proposed requested leave. A leave of absence must be approved by the school's president and may not exceed 180 days.

A LOA may be granted for up to 180 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes.

The institution 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 student services office for approval. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request.

When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received. In the event of an emergency, the institution may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

## **EMERGENCY CONTACTS**

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

## **EQUALITY OF OPPORTUNITIES**

ICR Florida Education does not discriminate students nor employees based on race, ethnic or national origin, sex, age, disability, religious believes, or social origins.

## **DISCRIMINATION AND HARRASMENT POLICY**

ICR Florida Education prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

## **CONDUCT POLICY**

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

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

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

## **DRUG-FREE WORKPLACE POLICY**

ICR Florida Education is a drug-free workplace for staff, faculty, and students.

Listed below are resources of drug prevention programs:

The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)

The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)

U.S. Department of Health and Human Services (1-800-WORKPLACE)

U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

## **WEAPONS POLICY**

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



## **SUSPENSION/DISMISSAL/TERMINATION POLICY**

A student may be suspended/dissmissed or terminated from the school due to inappropriate conduct, or violation of the school policies as disclosed in this catalog.

A student may appeal a determination of suspension/dissmissal/termination by submitting a written appeal to the School President within 30 days of the decision. The School President will review the appeal and make a determination and responding to the student in writing within 7 business days. The decision of the School President shall be final.

## **HEALTH AND SAFETY POLICY**

ICR Florida Education complies with requirements and regulations of state and local building codes, the Florida Health and Fire Departments.

## **ADVERSE WEATHER AND EMERGENCY CLOSING POLICY**

Emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. In the event that such an emergency occurs students and personnel will be informed via email or text. When the decision to close ICR Florida Education is made AFTER the workday has begun, employees will receive official notification from the School President and students will be informed appropriately. In the event of a city or countywide emergency, closing due to inclement weather or natural disaster the school will close as determined by the Miami Dade County Public School system.

## **EMERGENCY EVACUATION PLAN**

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

1. All instructors are in charge of their class. Follow the EVACUATION FLOW CHART to evacuate the building IMMEDIATELY and in an organized and orderly manner.
2. DO NOT take time to gather books or other belongings. The instructor of each class is the EVACUATION COORDINATOR and shall maintain their class calm.
3. The EVACUATION COORDINATOR for the main office is the School Official in charge.
4. Do not TRY TO EXTINGUISH the FIRE.
5. The EVACUATION COORDINATOR or other School Official will handle contacting the appropriate fire and rescue departments.
6. In case of a SECURITY PROBLEM, listen to the School President or other school official for security instructions. In all instances, you must remain calm. The Security Person will coordinate with the Police Department the proper actions necessary to assure Student and School Personnel Safety.
7. ICR Florida Education has this Emergency Evacuation and Security Plan posted on bulletin boards and in conspicuous places for the view of all employees, students, and visitors.

## **INIDENTS/ACCIDENTS POLICY**

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

## **DRESS CODE POLICY**

Since the primary purpose of ICR Florida Education is to train the student for employment, students are required to be neat and clean in appearance while attending classes. Students enrolled in the diploma programs must wear the school uniform.

## **SMOKING AND BEVERAGES POLICY**

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

ICR Florida Education is in compliance with the amended Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student's records is strictly protected, which requires that the school provide a student or former student with the right to inspect his/her educational record maintained by the school. Students who wish to inspect their school records must make an appointment with the School Director. All record inspections will be done under the supervision of a member of the administrative staff. The school will not release any information about a student unless agreed upon with the student in writing. The school provides a form for this purpose.

## **MAINTENANCE OF STUDENT RECORDS**

Official academic records are maintained in the by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status.

## **STUDENT RECORD DUPLICATES**

The student may request a copy of his/her record in person or through a representative authorized by them in a written consent, provided that all financial obligations have been meet. Transcripts are maintained and available to students and regulatory agencies indefinitely. Financial records are held for seven (7) years.

## **INFORMATION DISCLOSURE**

In order to disclose student's personal information, written authorization is required. Upon request, student information may be provided to the Federal Department of Education (DOE), Commission for Independent Education (CIE), or any other regulatory agency in accordance with all applicable laws and regulations.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURES**

ICR Florida Education strives to have an excellent relationship with its students and, as such, we work hard at keeping all student communication open and accessible in order to timely address student needs. A student, staff or faculty member with a grievance should make an effort to resolve the grievance with the individual against whom the grievance is lodged with a one-one meeting with student/ staff member or providing a written notice, and /or reporting to the appropriate authorities. In the event that a student complaint emerges, including complaints pertaining to fair consumer practices, students are expected to resolve such grievances in an appropriate, and timely manner. Most students' complaints are often resolved through open dialogue with the parties involved. If that doesn't resolve the matter an appointment may be made with the School President. The School President will meet with the student in effort to reach a resolution. If the result of this level of discussion does not produce a fair resolution, the next step would be for the student to submit a formal written grievance for final consideration and resolution. The School President will respond to the formal grievance within five business days in writing. In cases where the grievance is not settled at the institution level, the student may contact the following regulatory agency:

COMMISSION FOR INDEPENDENT EDUCATION (CIE)  
FLORIDA DEPARTMENT OF EDUCATION  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200 / Toll Free 888-224-6684  
[www.fldoe.org/policy/cie](http://www.fldoe.org/policy/cie)

## **FINANCIAL INFORMATION**

### **TUITION AND FEES**

#### **Home Health Aide Program Cost**

*REGISTRATION FEE (Not applied to tuition) .....	\$ 100.00
Tuition.....	\$ 350.00
**Books and Supplies.....	\$ 0.00
TOTAL COST (School Charges) .....	\$ 450.00

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

\*\*Books and supplies are to be purchased by each student. Estimated cost of books and supplies is \$ 75.

#### **Medical Assistant Program Cost**

*REGISTRATION FEE (Not applied to tuition) .....	\$ 100.00
Tuition.....	\$ 4,800.00
**Books and Supplies.....	\$ 0.00
TOTAL COST (School Charges) .....	\$ 4,900.00

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

\*\*Books and supplies are to be purchased by each student. Estimated cost of books and supplies is \$ 340.

#### **Patient Care Technician Program Cost**

*REGISTRATION FEE (Not applied to tuition) .....	\$ 100.00
Tuition.....	\$ 3,000.00
**Books and Supplies.....	\$ 0.00
TOTAL COST (School Charges) .....	\$ 3,100.00

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

\*\*Books and supplies are to be purchased by each student. Estimated cost of books and supplies is \$ 275.

### **FINANCIAL ASSISTANCE AND PAYMENT SCHEDULE**

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's course(s), unless the student has arranged for monthly payments. A complete fulfillment of payment obligations is a condition for graduation.

At the time of enrollment, students may select from the following payment options:

- ✓ Full payment at time of signing enrollment agreement.
- ✓ Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
- ✓ Registration fee at time of signing enrollment agreement with balance paid prior to graduation following an agreed payment plan.
- ✓ Major credit cards are also accepted.

### **FINANCIAL ADVISING**

The financial services representative is available to assist students in relation to any issues with payments or a payment plan. The school will make all reasonable efforts to accommodate the needs and changes to a student payment plan.

## **CANCELLATION AND REFUND POLICY**

ICR Florida Education has a fair and equitable policy for refund of tuition and institutional charges.

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee of \$100.
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 completing more than 40% of the program hours will result in no refund.
6. Termination Date: The Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Cancellation of classes by the institution after attendance has begun will result in 100 percent refund.  
Should the prospective student not meet the entrance requirements it will result in 100 percent refund.

## **LAST DAY OF ATTENDANCE CALCULATION**

The effective date of the termination for refund calculations will be the last recorded date of attendance or the date of receipt of written notice from the student— whichever is earlier.

The effective date of termination will be:

- The day following fourteen consecutive days of absence;
- The date the student fails to return from a leave of absence;
- The date the student notifies the school of withdrawal;
- The last day of attendance if the student is terminated from the school for any other purpose.

**ACADEMIC PROGRAMS**

**Home Health Aide**  
**75 CLOCK HOURS**

**Patient Care Technician**  
**600 CLOCK HOURS**

**Medical Assistant**  
**720 CLOCK HOURS**

# HOME HEALTH AIDE PROGRAM

## PROGRAM DESCRIPTION:

Students of the Home Health Aide program will be prepared to perform the home health care duties and physical comfort and safety for patients, residents and clients at their homes. The student will be prepared in the patient care procedures, principles of nutrition, care of the elderly, apply principles of infection control and assist with rehabilitative activities. The student receives all required in-service training and certifications such as Domestic Violence, HIV/AIDS, OSHA, Infection Control and Universal Precautions, Understanding Alzheimer's disease, Assistance with Self-Administered Medication Training, CPR. Upon completion of the program the student will receive a certificate. The student may be working as Home Health Aide as soon the certificate is received.

## PROGRAM OBJECTIVE:

Home Health Aides (HHA) provide health, safety and personal grooming assistance to clients in their homes or in residential settings. Upon completion of the program graduates will qualify for employment as Home Health Aides, working for Home Health Agencies approved for Medicare and Medicaid coverage.

## PROGRAM DURATION:

The program has a duration of 75 hours. Full time students complete the program in four (4) weeks, attending Monday through Thursdays 8:30 am to 1:30 pm. Part-time students complete the program in eight (8) weeks, attending Monday through Wednesday 5:30 pm to 10:30 pm. Weekend students complete the program in eight weeks, attending Thursdays 5:30 pm to 10:30 pm and Saturdays 8:00 am to 4:00 pm.

## DELIVERY MODE:

This program is delivery onsite (non-distance).

## CREDENTIAL AWARDED:

Upon graduation students receive a diploma.

## PROGRAM COST:

*APPLICATION FEE (Not applied to tuition) .....	\$ 100.00
Tuition.....	\$ 350.00
**Books and Supplies.....	\$ 0.00
TOTAL COST (School Charges) .....	\$ 450.00

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

\*\*Books and supplies are to be purchased by each student. Estimated cost of books and supplies is \$ 75.

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

## PROGRAM BREAKDOWN BY COURSE

Course Code	Course Title	Course Hours
HHA101	Introduction to Home Care and Health Care System	2
HHA102	Legal and Ethical Issues	2
HHA103	Communication and Cultural Diversity	3
HIV101	HIV/AIDS, Blood Born Pathogens and OSHA	6
HHA104	Safety and Body Mechanics	3
HHA105	Emergency Care	2
HHA106	Physical, Psychological and Social Health	3
HHA107	Anatomy of the Human Body in Health and Disease	3
HHA108	Human Development and the Aging Process	3
HHA109	Domestic Violence and Elder Abuse	4
HHA110	Death and Dying	2
HHA111	Transfer, Ambulating, and Repositioning	2
HHA112	Personal Care Skills	5
HHA113	CORE Health Care Skills and Resident's Rights	5
HHA114	Rehabilitation and Restorative Skills	2
HHA115	Medication Assistance and Technology in Home Care	4
HHA116	Clients with Disabilities	2
HHA117	Mental Health and Mental Illness	2
HHA118	Working with Newborns and Infants	4
HHA119	Common Acute and Chronic Conditions	4
HHA120	Maintaining a Healthy Environment	2
HHA121	Meeting the Nutritional Needs of the Patient	2
HHA122	Employability Skills	2
CPR101	CPR and First Aid	6
	Total Hours	75 hours

## PROGRAM COURSE DESCRIPTION

### **HHA101 - Introduction to Home Care and Health Care System**

Students are introduced to the Home Health Aide Program curriculum and the roles and responsibilities of an HA. The course also provides an overview of the Health Care System. Duration 2 hours (lecture). Pre-requisites: None.

### **HHA102 - Legal and Ethical Issues**

Students learn the importance of Ethics in the health care setting and are introduced to the legal aspects of their profession, including HIPAA regulations. Duration: 2 hours (lecture). Pre-requisites: None.

### **HHA103 - Communication and Cultural Diversity**

This course provides students with instructions in effective communication with patients and other members of the healthcare team. Also provides instructions on the importance of Cultural Diversity and how to be sensitive to others, different cultural beliefs, whether they are patients or coworkers. Duration: 3 hours (lecture). Pre-requisites: None.

**HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA**

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in a OSHA compliance health care setting. A completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (lecture). Prerequisites: None.

**HHA104 - Safety and Body Mechanics**

This course teaches students how to maintain safety and how to use proper body mechanics in the home setting. Special attention is given to proper responses to fires, falls, burns, and drowning. Duration: 3 hours (lecture)

**HHA105 - Emergency Care**

Students learn information on how to handle emergencies. Emphasis is placed on Disaster Preparedness and Hurricane First Aide. Duration: 2 hours (laboratory). Pre-requisites: None.

**HHA106 - Physical, Psychological and Social Health**

Students will be introduced to basic human needs and will explore them from physical, psychological, and a social aspect. Duration: 3 hours (lecture). Pre-requisites: None.

**HHA107 - Anatomy of the Human Body in Health and Disease**

This course teaches basic knowledge of the anatomy and physiology of the human body in terms of a healthy and an ill patient. Emphasis is placed on the elderly population, and those who may be ill within the role of a Home Health Aide. Duration: 3 hours (lecture). Pre-requisites: None.

**HHA108 - Human Development and the Aging Process**

Students will explore the aging process and the challenges it presents to patients. An emphasis is placed on the care of Alzheimer's patients. Duration: 3 hours (lecture). Pre-requisites: None.

**HHA109 - Domestic Violence and Elder Abuse**

This course teaches students about domestic violence and abuse, what symptoms to look for and how to report suspected abuse. Duration: 4 hours (lecture). Pre-requisites: None.

**HHA110 - Death and Dying**

Students learn how to provide care to terminally ill patients, and how to deal with the death of a patient within the role of a Home Health Aide. Duration: 2 hours (lecture). Pre-requisites: None.

**HHA111 - Transfer, Ambulating and Repositioning**

Students will learn how to transfer, reposition, and the ambulation of a patient during the activities of daily living. Students are taught how often and how to accomplish the tasks. Duration: 2 hours (laboratory). Pre-requisites: None.

**HHA112 - Personal Care Skills**

Students learn the principles of personal care in the home setting, which includes feeding, toileting, and the activities of daily living. Skills taught will be demonstrated by the student to a competent level. Duration: 5 hours (laboratory). Pre-requisites: None.

**HHA113 - Core Health Care Skills and Resident's Rights**

Students are taught core healthcare skills, such as taking vital signs, wound care and hot and cold applications. Students also become aware of patients' rights. Duration: 5 hours (2 hours lecture, 3 hours laboratory). Pre-requisites: None.

**HHA114 - Rehabilitation and Restorative Skills**

This course teaches students how to help patients regain independence with restorative and rehabilitative activities. Duration: 2 hours (lecture). Pre-requisites: None.



**HHA115 - Medication Assistance and Technology in Home Care**

This course provides students with the knowledge and skills necessary to assist residents with self-administration of medication in the home setting. Students also learn how to take proper specimen collections. Duration: 4 hours (lecture). Pre-requisites: None.

**HHA116 - Clients with Disabilities**

Students learn how to work with clients with special needs due to a disability. Duration: 2 hours (lecture). Pre-requisites: None.

**HHA117 - Mental Health and Mental Illness**

This course teaches students the importance of mental health and discusses the special needs and characteristics of those who have a mental illness. Duration: 2 hours (lecture). Pre-requisites: None.

**HHA118 - Working with Newborns and Infants**

Students learn how to provide a safe, clean environment for infants and newborns and how to offer comfort and security. Duration: 4 hours (lecture). Pre-requisites: None.

**HHA119 - Common Acute and Chronic Conditions**

This Course teaches students how to work with patients who have common or chronic conditions in various systems of the body. Duration: 4 hours (lecture). Pre-requisites: None.

**HHA120 - Maintaining a Healthy Environment**

Students learn proper cleaning techniques and how to keep a safe and healthy environment for the patient. Duration: 2 hours (lecture). Pre-requisites: None.

**HHA121 - Meeting the Nutritional Needs of the Patient**

Students learn the principles of nutrition, which include shopping, safe food storage, meal planning, and food preparation. Duration: 2 hours (lecture). Pre-requisites: None.

**HHA122 - Employability Skills**

This course prepares students for employment, which includes creating a resume, searching and applying for a job. Self-care and time management are also stressed to maintain employment. Duration: 2 hours (laboratory). Pre-requisites: None.

**CPR101 – CPR and First Aid**

This course is offered as part of the program as well as a continuing education credit/class. Completers receive a CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 6 hours (laboratory).

Pre-requisites: None.

# PATIENT CARE TECHNICIAN

## PROGRAM DESCRIPTION:

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

## PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and hands on experience needed to become entry level Patient Care Technicians, utilizing patient care skills in a variety of healthcare settings.

## PROGRAM DURATION:

The program has a duration of 600 hours. Full time students complete the program in 30 weeks, attending Monday through Thursdays 8:30 am to 1:30 pm. Part-time students complete the program in 50 weeks, attending Monday through Wednesday 5:30 pm to 10:30 pm. Weekend students complete the program in 50 weeks, attending Thursdays 5:30 pm to 10:30 pm and Saturdays 8:00 am to 4:00 pm.

## DELIVERY MODE:

This program is delivery onsite (non-distance).

## CREDENTIAL AWARDED:

Upon graduation students receive a diploma.

## PROGRAM COST:

*APPLICATION FEE (Not applied to tuition) .....	\$ 100.00
Tuition.....	\$ 3,000.00
**Books and Supplies.....	\$ 0.00
TOTAL COST (School Charges) .....	\$ 3,100.00

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

\*\*Books and supplies are to be purchased by each student. Estimated cost of books and supplies is \$ 275.

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

## BREAKDOWN BY COURSE

Course	Theory Hours	Lab & Clinical Hours	Total Hours
MED101 – Anatomy, Physiology and Medical Terminology	80	0	80
HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA	6	0	6
CPR101 – CPR and First Aid	0	6	6
PHL101 – Phlebotomy	35	45	80
EKG101 – Electrocardiography	60	20	80
CNA101 – Nursing Assistant	85	75	160
PCT101 – Patient Care Technician	68	120	188
TOTALS	334	266	600

## COURSE DESCRIPTIONS

### **MED101 – Anatomy, Physiology and Medical Terminology**

This course provides an introduction to anatomy, physiology and medical terminology. Students achieve the necessary understanding of the structure and functions of the systems of the human body, related pathologies and diseases, emphasizing those aspects most pertinent to students in the patient care and allied health technology field. Students also learn the fundamentals of medical terminology: the structure of medical terms and definitions; medical terms related to major disease processes and diagnostic procedures, laboratory tests, abbreviations, drugs and treatment modalities. Duration: 80 clock hours (lecture). Prerequisites: None.

### **HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA**

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in a OSHA compliance health care setting. A completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (lecture). Prerequisites: None.

### **CPR101 – CPR and First Aid**

This course is offered as part of the program as well as a continuing education credit/class. Completers receive a CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 6 clock hours (laboratory). Pre-requisites: None.

### **PHL101 – Phlebotomy**

This course is offered as part of the program as well as a continuing education credit/class. Provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy, venipuncture and skin puncture techniques, anatomy and physiology of the circulatory system, types of tubes, blood tests, interfering substances, risk factors, efficient work practices, blood specimens, donor room techniques, labeling, transporting, logging-in of specimens, Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases, and demonstration of correct infection control techniques. Includes 45 hours of clinical skills practice. A completion of hours certificate is awarded at the end of the course. Duration: 80 clock hours (35 lecture, 45 laboratory). Prerequisites: HIV101.

**EKG101 – Electrocardiography**

This course is offered as part of the program as well as a continuing education credit/class. Students learn the nature and purpose of the electrocardiograph (EKG), equipment maintenance, materials needed, patient preparation, EKG taking and mounting procedures, EKG records, monitoring records for abnormal or erratic tracings. Includes 20 hours of clinical skills practice. A completion of hours certificate is awarded at the end of the course. Duration: 80 clock hours (60 lecture, 20 laboratory). Prerequisites: HIV101, CPR101.

**CNA101 – Nursing Assistant**

This course provides instruction for the nurse assistant program. During this course students learn the fundamentals of healthcare systems and health occupations; legal and ethical responsibilities; resident rights; vital signs; anatomy and physiology; medical terminology; safety and security procedures; following the patient plan of care; charts and forms; personal patient care skills; principles of nutrition; family interactions; cultural diversity; child development; geriatric care; death and dying; mechanical lifts, comfort and assistive devices; impaired patients, Alzheimer's and other mental disorders; biological, psycho-social care and restorative care; psychological care; and hospital functions specific to nurse assisting. Duration: 160 clock hours (85 lecture, 35 lab, 40 clinical). Pre-requisites: HIV101.

**PCT101 – Patient Care Technician**

In this course students receive the foundation theory instruction and clinical skills practice related to the Patient Care Technician role. Students learn about pharmacology, compliance guidelines and the daily skills performed by a Patient Care Technician that include: care for health facility equipment and supplies; transfer of patient to a stretcher; hot and cold applications preparation; assisting patients to apply binders; care for patient in skin and skeletal traction; reinforcing dressings; assisting with physical examinations; care for patients receiving oxygen therapy; changing an unsterile dressing; taking apical pulse; measuring for an apical-radial pulse deficit; taking pedal pulse; cast care and/or pin care; artificial eye/contact lens care; measurement of pulse oximetry and reporting decreasing levels of O2 saturation. Duration 188 hours (40 hours lecture, 68 laboratory, 80 clinical). Prerequisites: MED101, HIV101, CPR101, PHL101, EKG101, CNA101.

# MEDICAL ASSISTANT

## PROGRAM OBJECTIVE AND DESCRIPTION:

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

## PROGRAM DURATION:

The program has a duration of 720 hours. Full time students complete the program in 36 weeks, attending Monday through Thursdays 8:30 am to 1:30 pm. Part-time students complete the program in 60 weeks, attending Monday through Wednesday 5:30 pm to 10:30 pm. Weekend students complete the program in 60 weeks, attending Thursdays 5:30 pm to 10:30 pm and Saturdays 8:00 am to 4:00 pm.

## DELIVERY MODE:

This program is delivery onsite (non-distance).

## CREDENTIAL AWARDED:

Upon graduation students receive a diploma.

## PROGRAM COST:

*APPLICATION FEE (Not applied to tuition) .....	\$ 100.00
Tuition.....	\$ 4,800.00
**Books and Supplies.....	\$ 0.00
TOTAL COST (School Charges) .....	\$ 4,900.00

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

\*\*Books and supplies are to be purchased by each student. Estimated cost of books and supplies is \$ 340.

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

## BREAKDOWN BY COURSE

Course	Theory Hours	Lab & Clinical Hours	Total Hours
MED101 – Anatomy, Physiology and Medical Terminology	80	0	80
HIV101 – HIV/AIDS, Blood Born Pathogens and OSHA	6	0	6
CPR101 – CPR and First Aid	0	6	6
PHL101 – Phlebotomy	35	45	80
EKG101 – Electrocardiography	60	20	80

MED102 – Medical Assisting Theory and Lab I	34	46	80
MED103 – Medical Assisting Theory and Lab II	34	46	80
MED104 – Medical Assisting Theory and Lab III	34	46	80
MED105 – Medical assisting Practicum	0	200	200
TOTALS	311	409	720

## COURSE DESCRIPTIONS

### **MED101 – Anatomy, Physiology and Medical Terminology**

This course provides an introduction to anatomy, physiology and medical terminology. Students achieve the necessary understanding of the structure and functions of the systems of the human body, related pathologies and diseases, emphasizing those aspects most pertinent to students in the patient care and allied health technology field. Students also learn the fundamentals of medical terminology: the structure of medical terms and definitions; medical terms related to major disease processes and diagnostic procedures, laboratory tests, abbreviations, drugs and treatment modalities. Duration: 80 clock hours (lecture). Prerequisites: None.

### **HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA**

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in a OSHA compliance health care setting. A completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (lecture). Prerequisites: None.

### **CPR101 – CPR and First Aid**

This course is offered as part of the program as well as a continuing education credit/class. Completers receive a CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 6 clock hours (laboratory). Pre-requisites: None.

### **PHL101 – Phlebotomy**

This course is offered as part of the program as well as a continuing education credit/class. Provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy, venipuncture and skin puncture techniques, anatomy and physiology of the circulatory system, types of tubes, blood tests, interfering substances, risk factors, efficient work practices, blood specimens, donor room techniques, labeling, transporting, logging-in of specimens, Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases, and demonstration of correct infection control techniques. Includes 45 hours of clinical skills practice. A completion of hours certificate is awarded at the end of the course. Duration: 80 clock hours (35 lecture, 45 laboratory). Prerequisites: HIV101.

### **EKG101 – Electrocardiography**

This course is offered as part of the program as well as a continuing education credit/class. Students learn the nature and purpose of the electrocardiograph (EKG), equipment maintenance, materials needed, patient preparation, EKG taking and mounting procedures, EKG records, monitoring records for abnormal or erratic tracings. Includes 20 hours of clinical skills practice. A completion of hours certificate is awarded at the end of the course. Duration: 80 clock hours (60 lecture, 20 laboratory). Prerequisites: HIV101, CPR101.

### **MED102 – Medical Assisting Theory and Lab I**

In this course students receive an introduction to the theory and lab for the medical assistant. The curriculum includes health science fundamentals, anatomy and physiology, medical terminology, medical office management and procedures. Duration: 80 clock hours (34 lecture, 46 lab). Prerequisites: MED101, HIV101

**MED103 – Medical Assisting Theory and Lab II**

In this course students learn about administrative and clinical duties, safety and security procedures, emergency preparedness, records management, informatics, basic math skills, fundamentals of medical insurance billing, Duration: 80 clock hours (34 lecture, 46 lab). Prerequisites: MED101, MED102, HIV101

**MED104 – Medical Assisting Theory and Lab III**

In this course students learn about preparing patients for physical examinations, pharmacology principles for the medical assistant, communication in healthcare, and interpersonal and employability skills. Duration: 80 clock hours (34 lecture, 46 lab). Prerequisites: MED101, MED102, MED103, HIV101

**MED105 – Medical Assisting Practicum**

This clinical course consists of 200 hours of clinical externship experience. Under direct supervision, students have the opportunity to perform the competencies learned during the program. This course is graded on a Pass or Fail basis. Duration: 200 clock hours (clinical). Prerequisites: MED101, HIV101, CPR101, PHL101, EKG101, MED102, MED103, MED104.

## **ADMINISTRATION**

President and Chief Administrator Office -Sebastian Paramo  
Financial Director - Sebastian Paramo  
Accreditation Liaison Officer – Susana Brunner  
Director of Education – Jorge Neira  
Admissions – Susana Brunner  
Student Services – Susana Brunner, Karla Hernandez  
Placement Services – Susana Brunner, Karla Hernandez  
Financial Services – Karla Hernandez

## **FACULTY**

**Jorge Neira, MSN, FNP, RN**  
**Patient Care Technician, Home Health Aide Instructor**  
MSN/FNP, Keiser University, Fort Lauderdale, Florida  
BSN, Scared Heart University, Puerto Rico

**Freddy Tovar**  
**Medical Assistant**  
Doctor in Medicine, National University of Colombia, Bogota, Colombia  
Registered Medical Assistant  
Registered Phlebotomy Technician

**Deyanira Brunet**  
**Medical Assistant Instructor**  
Medical Assistant and Pharmacy Technician, Florida Vocational Institute (FVI), Miami





# **HOLIDAYS**

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

**2021**

**Martin Luther King**

**Memorial Day**

**Independence Day**

**Labor Day**

**Veterans Day**

**Thanksgiving Week - Thursday, Friday and Saturday**

**Christmas Recess – Dec 23rd – January 3rd**