ICR FLORIDA EDUCATION

ICR FLORIDA
EDUCATION

SCHOOL CATALOG

2026-2027 V2
Effective Date
October 1, 2026

Find More Info:

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PRESIDENT'S MESSAGE

Welcome to ICR Florida Education.

ICR Florida Education is more than an academic institution; it is a community united by purpose, driven by passion, and grounded in the belief that education has the power to transform lives. Since its founding, ICR has been committed to creating meaningful opportunities through high-quality education that empowers individuals, strengthens families, and serves our broader community.

Whether you are a student pursuing your educational and career goals, a dedicated member of our faculty or staff, or a valued community partner, you play an essential role in fulfilling our mission. Together, we foster an environment rooted in excellence, integrity, respect, and compassion, where learning is supported, achievement is celebrated, and every individual is encouraged to reach their full potential.

At ICR, we strive to deliver rigorous, relevant programs that prepare our students for success in today's workforce while leading with empathy and purpose. We take great pride in our institution, our values, and our people, and we remain inspired by the impact we continue to build together.

Thank you for being part of the ICR Florida Education community. We look forward to supporting you on your journey toward personal and professional success.

Sincerely,

Sebastian Paramo
President and Co-founder

Welcome to ICR. Welcome home.

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CATALOG DISCLAIMER

ICR Florida Education reserves the right to modify programs or courses, start dates, tuition, and fees, or to cancel or discontinue programs or courses. All changes will be made in accordance with applicable State of Florida rules and regulations and the requirements of the Council on Occupational Education (COE). Updates to the information contained in this catalog will be published as necessary.

It is the responsibility of each student to ensure they are aware of current program information, including, but not limited to, program requirements, by reviewing the most recent version of the Catalog and/or any applicable addenda available electronically on the institution's website or by contacting the appropriate departmental office. ICR Florida Education assumes no responsibility for errors or omissions in the catalog.

An electronic copy of this catalog is available via the official ICR Florida Education website under "About Us", or via the following URL: www.icrflorida.edu.

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GENERAL INFORMATION

MISSION - PURPOSE

ICR Florida Education's mission is to provide accessible, transformative career and technical education that equips students with the knowledge, skills, and professional competencies needed to meet workforce expectations and achieve long-term success.

VISION

ICR Florida Education's vision is to be a leading educational institution recognized for delivering exceptional, industry-relevant training that empowers students to achieve meaningful advancement and enriched quality of life.

EDUCATIONAL PHILOSOPHY

ICR Florida Education embraces a philosophy that promotes a learning environment grounded in professional accountability, excellence, and personal empowerment. We believe that students should not only understand their responsibilities in the healthcare field but also recognize the authority and confidence they possess to practice with integrity, competence, and compassion.

The faculty and administration are dedicated to fostering a culture of respect, continuous improvement, and student-centered support, 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.
- Preparing graduates with a commitment to lifelong learning and with skills and dispositions to be reflective practitioners and expert learners.

LICENSURE STATEMENT

ICR Florida Education is 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

ACCREDITATION STATEMENT

ICR Florida Education is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Phone: (770) 396-3898. Website: www.council.org.

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STATEMENT OF OWNERSHIP

ICR Florida Education, LLC is an active limited liability company organized under the laws of the State of Florida. Ownership of the institution is held by Sebastian Paramo and Hernan Auci.

GOVERNING BODY

The institution is governed by its Board of Directors, comprised of the following members:

- Sebastian Paramo, President
- Hernan Auci, Secretary

Institutional Address:
633 NE 167th Street, Suite 200
North Miami Beach, FL 33162

HISTORY

ICR Florida Education was founded in July 2019 in North Miami Beach Florida, as the continuation of a long-standing educational mission that began in Argentina in 1999. Its founders, Mr. Sebastián Páramo and Mr. Hernán Auci, bring more than two decades of experience as institutional leaders and educational entrepreneurs, having established and led three well-recognized adult education institutions in Argentina. ICR Florida Education was born from a shared vision of its founders: to offer high-quality vocational education that is accessible, bilingual, and aligned with real workforce needs. The school represents the accomplishment of a dream, to bring their shared experience in teaching, leadership, and career training to the United States, serving a diverse and growing student population.

Today, ICR Florida Education continues to grow as a respected institution committed to student success, industry alignment, and educational excellence. The spirit that founded ICR, one of opportunity, dignity, and purpose, remains at the core of everything the school does.

FACILITY AND EQUIPMENT

ICR Florida Education provides students with a modern, professional learning environment designed to support academic achievement and hands-on skill development. The institution operates a fully air-conditioned and well-lit facility comprising approximately 13,000 square feet of space.

The campus includes 10 classrooms, 5 fully equipped laboratories, a media center/library, a reception area with six workstations and a front desk, and 11 administrative offices. Common areas include dedicated student and staff lounges that foster a supportive community environment.

There are four bathrooms, and the facilities are fully compliant with the Americans with Disabilities Act (ADA). The physical plant is both spacious and attractive, with elevator access to the second floor, which also provides direct access to the parking area, in addition to the parking facilities available on the ground level. The school is conveniently located near public transportation and local restaurants, enhancing accessibility for the community it serves.

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HOURS OF OPERATION

The school business office hours are:

- Monday through Thursday from 10:00 a.m. to 7:00 p.m.
- Saturdays and Sundays 8:30 a.m. to 1:30 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 6:00 p.m. to 10:00 p.m.

Weekend Classes (Part-Time)
Students attend classes on Thursdays and Saturdays weekly.
Thursdays from 6:00 p.m. to 10:00 p.m.
Saturdays from 8:00 am to 6:00 p.m.

Sunday Schedule
Sundays from 8:00 am to 6:00 p.m.

STATEMENT OF AFFIRMATIVE ACTION

ICR Florida Education prohibits discrimination or harassment on the basis of race, color, national or ethnic origin, sex (including pregnancy, gender identity, and sexual orientation), disability, religion, age, social or political affiliation, or any other characteristic protected by federal, state, or local law. The institution adheres to all applicable federal regulations, including those under Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs and activities. Additionally, ICR complies with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability, and the Americans with Disabilities Act (ADA), which ensures equal access and non-discrimination for individuals with disabilities. This policy applies to all aspects of the school's programs, services, and activities.

LANGUAGE

ICR Florida Education offers all programs in English and Spanish to ensure accessibility and support for a diverse student population. While instruction, materials, and assessments may be provided in Spanish for selected programs or modules, **students are hereby advised that English proficiency is essential for employment in many healthcare and technical settings in the United States.** Students are encouraged to develop strong English communication skills alongside their technical training.

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY LIMIT EMPLOYABILITY IN ENVIRONMENTS WHERE ENGLISH COMMUNICATION IS REQUIRED BY LAW, REGULATION, OR EMPLOYER POLICY.

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ADMISSIONS REQUIREMENTS

ENROLLMENT REQUIREMENTS

To enroll at ICR Florida Education, prospective students must meet the following admission requirements:

1. **Admissions Interview and Campus Tour**
   Schedule an interview with the Admissions Office. A campus visit is strongly encouraged prior to enrollment. During the interview, an Admissions Representative will review the institution's programs, policies, and student expectations.

2. **Minimum Age Requirement**
   Applicants must be at least 16 years of age and not currently enrolled in high school. Students under the age of 18 must present parental or legal guardian consent.

3. **Valid Government-Issued Photo Identification**
   All applicants must provide a government issued identification.

4. **Educational Credentials**
   - Applicants must provide proof of high school completion, GED, or post-secondary education.
   - The Home Health Aide (HHA), Skin Care Specialist, Nail Technician program does NOT require a high school diploma or equivalent.
   - Applicants with foreign credentials must submit:
     1. A copy of the original credential,
     2. An official translation and evaluation by a recognized credentialing agency. Recommended translation providers can be found at: www.atanet.org or www.translatorcertification.com

5. **Conditional Admissions (Foreign Credentials Only)**
     1. Applicants with foreign credentials pending evaluation may be admitted conditionally for a maximum of three (3) weeks.
     2. Admission becomes final upon receipt and approval of the evaluation.
     3. If the credential is found to not be equivalent to a U.S. high school diploma, the student will be canceled without financial penalty (except non-refundable fee).
     4. The institution will assist in facilitating the evaluation process.

6. **Orientation and Enrollment Agreement**
   All applicants are strongly encouraged to attend a New Student Orientation conducted by the Admissions Department and sign an official Enrollment Agreement prior to beginning classes.

DISCLOSURES

- **Background Check**

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ICR Florida Education does not require a background check at the time of enrollment. However, students are advised that certain criminal convictions may limit employment opportunities in their chosen field of study.

- **Age Disclaimer**
  Not all employers accept candidates under 18 years of age, even if the student has completed the training program.

TRANSFER OF CREDITS

Transfer of Credits Between Programs within the Institution

ICR Florida Education may award credit for coursework completed in a prior program at the institution when the previously completed course is the same course, is equivalent in both content and clock-hour duration, and is applicable to the requirements of the student's new program of study. Coursework is evaluated only as a complete course; credit is not awarded for a portion of a course, and two or more partial courses may not be combined to satisfy a single course requirement. ICR Florida Education retains sole authority to determine whether a course is the same, equivalent, and applicable, and its determination is final. Credit awarded under this section is recorded as transfer credit (T) in accordance with the Transferred Grades provisions of this Catalog. This section is subject to the limitations stated under "Home Health Aide Program – Closed Curriculum" below.

Home Health Aide Program – Closed Curriculum

The Home Health Aide program is a self-contained program of seventy-five (75) clock hours with its own curriculum, course codes, competencies, and instructional sequence, and is maintained as a curricular unit independent of every other program offered by the institution. Accordingly:

(a) No coursework completed in the Medical Assistant, Dental Assistant, Patient Care Technician, or any other program offered by ICR Florida Education may be transferred into, or applied in satisfaction of any requirement of, the Home Health Aide program.

(b) No coursework completed in the Home Health Aide program (HHA201, HHA202, HHA203) may be transferred into, or applied in satisfaction of any requirement of, the Medical Assistant, Dental Assistant, Patient Care Technician, or any other program offered by ICR Florida Education.

(c) Transfer credit from other institutions is not accepted toward the Home Health Aide program. A student must complete one hundred percent (100%) of the seventy-five (75) clock hours of the Home Health Aide program through instruction at ICR Florida Education in order to be awarded the Home Health Aide diploma.

This limitation applies to all students without exception, and applies regardless of any similarity of subject matter between programs, including cardiopulmonary resuscitation (CPR), first aid, infection control, or safety content. The courses of the Home Health Aide program are not equivalent in content or in duration to any course of the institution's other programs. In addition, the Home Health Aide program is not an eligible program under 34 C.F.R. § 668.8 and is required to remain a program that does not include any

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course offered in an eligible program, as provided in 34 C.F.R. § 668.28(a)(3)(iii). No exception, waiver, course substitution, or grant of advanced standing is available under this section.

Transfer of Credits for Studies at Other Institutions
ICR awards transfer credit for coursework completed at other accredited postsecondary institutions in the United States, provided the courses meet the institution's transfer criteria. ICR reserves the right to determine the number of hours, if any, accepted from previous education. Transfer hours are granted only for courses that are equivalent in content and duration to those offered in the student's current program of enrollment. A minimum grade of 2.0 (C/70%) is required for any course to be considered for transfer. ICR may accept up to seventy-five percent (75%) of the total program hours from another institution.

To request transfer credit, students must have an Official Transcript sent directly to ICR Florida Education, Attention: *Admissions Department*. The transcript must include a program description, the number of hours completed, and the dates of completion. All approved transfer hours will be documented in the student's file. ICR does not award credit for experiential learning or advanced placement.

Students with foreign academic credentials seeking transfer credit must also submit an official translation and evaluation from an approved credential evaluation agency. Acceptable credential evaluators include members of the National Association of Credential Evaluation Services (NACES) at www.naces.org, the Association of International Credential Evaluators (AICE) at www.aice-eval.org, or other credential evaluators approved by the Florida Department of Education.

Transferability of Credits Earned at ICR to Another Institution
The transferability of hours or courses earned at ICR Florida Education is at the sole discretion of the receiving institution. It is the student's responsibility to verify whether the credits earned at ICR will be accepted by the institution they wish to attend.

Sources from Which ICR Florida Education Does Not Accept Credit
In accordance with 34 C.F.R. § 668.43(a)(11), ICR Florida Education does not accept credit from the following institutions or sources: (a) institutions that are neither accredited by an agency recognized by the U.S. Department of Education nor approved or licensed by an appropriate governmental or educational authority; (b) coursework that is not postsecondary; (c) coursework completed with a grade below 2.0 (C/70%); (d) prior learning, work or military experience, demonstrated competency, or examination, including CLEP, none of which the institution awards; (e) continuing education, in-service, or certification-only training that was not delivered as a postsecondary course of record; and (f) any coursework, from any source, offered toward the Home Health Aide program, and any Home Health Aide coursework offered toward another program of the institution, as provided above. A list of any articulation agreements in effect is available from the Office of the Registrar upon request.

CREDIT FOR PRIOR LEARNING OR BY EXAMINATION

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

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REENTRY

Students wishing to reenter after being withdrawn from the institution must meet the following criteria:

- Applicant must submit a request for reentry.
- Satisfy all admissions criteria in effect at the time of application.
- Complete and submit all applicable admissions documentation at the time of application.
- Satisfy any outstanding financial obligations to the institution.
- Student must agree to start during the first available reentry point.

Courses previously completed at ICR Florida Education may be considered for credit upon reentry, provided they remain current and applicable to the existing curriculum. Reentry into the institution is not guaranteed; ICR reserves the right to approve or deny any reentry request based on institutional policy, academic standing, or prior student performance. Students who have been dismissed from the institution are not eligible for reentry until a minimum of six (6) months has elapsed.

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ACADEMIC POLICIES

ATTENDANCE & PARTICIPATION

ICR Florida Education documents attendance and monitors ongoing class participation. The attendance policy ensures that student participation is consistent with: (1) the expected performance outcomes of the course or program and (2) statutory, regulatory, and accreditation requirements, including, at a minimum, required student retention and graduation rates.

GRADING SYSTEM

The following grades are used to calculate grade point average (GPA):

Letter	Score	Description	Grade Point
A	90-100	Outstanding	4
B	80-89	Good	3
C	70-79	Average	2
D	60-69	Below Average	1
F	0-59	Failure	0
S	Satisfactory	Pass	4
U	Unsatisfactory	Fail	0
WF	Withdrawal-Fail	0	0

The following grades are not used to calculate grade point average (GPA):

Letter Grade	Description	Points	Grade Point
W	Withdrawal	NA	Not Calculated
IP	Course in Progress	NA	Not Calculated
R	Repeat	NA	Not Calculated
T	Transfer Credit	NA	Not Calculated
NC	Audit/No Credit Course	NA	Not Calculated

TRANSFERRED GRADES

Grades received for transfer of credits (T) will be counted as credits attempted and credits completed when calculating the Maximum Timeframe (Quantitative).

REPEATED COURSES

All courses must be successfully completed within a program's Maximum Timeframe (MTF=Quantitative). Students are required to repeat courses with grades F, W, WF or U. Repeated courses will be noted with an R in the student's transcript. The following will apply:

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1. Students must successfully pass all courses and meet all academic program graduation requirements to graduate from the program. A student who wishes to repeat a course for a better grade can have the option to do so at their expense.
2. Students are permitted to repeat a course as long as they do not exceed 150% of attempted credits MTF.
3. Only the highest grade obtained in repeat courses will be utilized in calculating the cumulative grade point average.
4. If the grade obtained for a repeat course is the same as the previous attempts, only one will be calculated in the GPA calculation.
5. Students can only repeat courses where a final grade has been issued, and approval has been granted.
6. Repeated courses will count towards the evaluation of the student's satisfactory academic progress.
7. The student is financially responsible for any repeated courses. Repeated courses may not be covered by financial aid, and it is the student's responsibility to determine whether their financial aid eligibility applies to repeated coursework.

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

Graduation requirements at ICR Florida Education are designed to ensure that each student demonstrates the knowledge, skills, and competencies necessary for entry-level employment in their chosen field. To graduate and receive a diploma or certificate of completion, students must meet all following criteria:

Academic Completion Successful completion of all programmatic courses with a minimum programmatic cumulative GPA of 2.0 (equivalent to a "C" average) at program completion.

Attendance Requirements
Complete 100% of the total scheduled hours for the program. Documented make-up hours and excused absences (within 10% or less) as outlined in the institutional attendance policy, are considered as completed scheduled hours.

Satisfactory Academic Progress (SAP)
Remain in good academic standing throughout the program by meeting both quantitative (Timeframe) and qualitative (GPA) standards, in accordance with the institution's SAP Policy.

Exit Counseling (for students with Federal Title IV)
Complete Federal Student Loan Exit Counseling via StudentAid.gov or in-person with an authorized Financial Aid Representative.

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Financial Obligations
Fulfill all tuition and fee obligation to the institution in accordance with the Enrollment Agreement and payment plan, if applicable.

CREDENTIALS AWARDED UPON GRADUATION

Students who successfully complete all program and graduation requirements are awarded a Diploma.

COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution and do not relate to the State common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies 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 and Dental Courses
PHL	Phlebotomy Courses
PCT	Patient Care Technician Courses
SCS	Skin Care Specialist Courses
NSP	Nail Technician Program
DA	Dental Assistant Program
RA	Radiology Course
BAR	Restricted Barber Program

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 guided instruction.

Period of Enrollment
The period of enrollment, and corresponding payment obligation, extends for the full length of the student's program of study.

PROGRAM CHANGES

The school reserves the right to make program or course changes deemed necessary. Any approved changes will be implemented prior to the start of a course and will not adversely affect students currently enrolled in the program at the time of change implementation.

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STUDENT WITHDRAWAL

Withdrawals from a program is allowed during a part of a program or course. To apply for a program withdrawal, students must submit an official notification of intent to withdraw, in writing, to the Registrar via the official ICR E-mail system/ or other official communication channel. The campus Registrar will record and document the reason(s) and date of the student petition.

Program withdrawal will be reimbursed according to the Refund Calculation Chart (see Finance Aid Policies and Procedures section). Withdrawal may affect the student's status, financial aid, and academic progress.

A student may be administratively withdrawn from a course or the institution, in accordance with the Institution's policies and procedures. The institution reserves the right to withdraw a student from a course or from the Institution. Reasons for student withdraw may include, but is not limited to:

- Failure to meet financial obligations, including tuition and fee payments.
- Student's behavior presents a significant risk of harm to themselves or to other members of the ICR Florida Education community, including students, staff, or faculty.
- Student is found to be in violation of Institution's policies and procedures.
- Student conducts themselves in a manner unbecoming of an ICR Florida Education student.
- Student bullies, threatens, harasses, or insults another student, faculty member, or staff member.
- Student refuses to follow ICR Florida Education's regulations or engages in misconduct.
- Student engages in or submits plagiarized or misleading academic work, as defined by the Academic Standards Policy.

STUDENT DISMISSAL

Students who violate ICR Florida Education policies or fail to meet academic or behavioral expectations may be subject to dismissal from the Institution. Dismissal decisions are made in accordance with institutional policies and procedures to ensure fairness, due process, and the integrity of the learning environment.

Reasons for dismissal may include, but are not limited to, the following:

- Failure to meet the minimum academic standards established by the program.
- Providing false or misleading information or documentation to ICR Florida Education staff or faculty.
- Violating the Institution's Student Conduct Policy.
- Engaging in behavior that is threatening, demeaning, or disruptive toward students, faculty, or staff.

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- Violating the Institution's Academic Integrity or Plagiarism Policy.
- Willful destruction, defacement, or theft of the Institution or student property.
- Engaging in improper, unethical, or illegal conduct, including but not limited to harassment, discrimination, hazing, or sexual misconduct.
- Being under the influence, possession, or distribution of alcohol, illegal drugs, or any controlled substances during class sessions or while on Institution's premises.

ICR Florida Education is committed to maintaining a safe, respectful, and academically focused learning environment. Students dismissed from the Institution will receive written notification outlining the reason(s) for dismissal and applicable appeal procedures, if eligible.

ACADEMIC INTEGRITY

ICR Florida Education is committed to fostering an environment grounded in the highest ethical and academic standards. The Institution expects all students to uphold the principles of academic honesty and integrity in every aspect of their academic work. Respect for the intellectual property and scholarly efforts of others is essential to maintaining the integrity of the academic community.

Students are required to demonstrate honesty and integrity in all coursework, assessments, and academic submissions. Academic dishonesty is a serious violation of ICR Florida Education policy and may result in disciplinary action, up to and including dismissal.

Forms of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- Acquiring, providing, or using unauthorized information during an examination or assignment.
- Using unauthorized notes, course materials, study aids, or technology during a quiz, test, exam, or assessment.
- Using another student's work during an examination or assignment where collaboration is
- prohibited.
- Communicating with others to obtain unauthorized assistance during an examination or
- assignment.
- Obtaining or attempting to obtain an examination prior to its administration.
- Searching for or referencing online material during an examination without authorization.
- Allowing another person to complete academic work on one's behalf or submitting another
- person's work as one's own.
- Engaging in any activity intended to gain an unfair academic advantage over others.
- Unauthorized use or failing to cite the use of AI on academic work, assessments, or coursework.

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

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of the Institutions' academic honesty policy. The instructor may refer the circumstances to the Institutions' Director of Education or President for review and final action.

Plagiarism
Plagiarism is defined as the intentional or unintentional use of another person's words, ideas, or creative work without proper acknowledgment, thereby presenting it as one's own. ICR Florida Education requires all students to properly cite sources and submit original work for every course.

Consequences of Plagiarism
Consequences for plagiarism are noted below; however, steps may be skipped depending on severity.

- **First Offense:** The student will receive an automatic grade of "F" for the assignment.
- **Second Offense:** The student may receive an automatic grade of "F" for the course.
- **Third Offense:** The student may be subject to dismissal from the Institution.

By maintaining academic integrity, students contribute to the credibility of their education, the reputation of ICR Florida Education, and the value of their academic achievements.

Use of Artificial Intelligence (AI) Policy
ICR Florida Education supports the responsible and ethical use of Artificial Intelligence (AI) tools as part of the academic learning experience. AI technologies, such as ChatGPT, Grammarly, Copilot, and similar platforms, may enhance learning and research when used appropriately and in accordance with Institution guidelines.

The use of AI tools in coursework is permitted only with prior authorization from the course instructor. Acceptable use may include research assistance, idea development, or grammar support, provided that the student maintains full authorship and academic responsibility for all submitted work.

Students are prohibited from using AI tools to generate, fabricate, or complete assignments, examinations, or research in a manner that misrepresents original work. Such actions are considered violations of the Academic Integrity Policy and may result in disciplinary action.

When AI tools are used with instructor approval, students must clearly disclose and cite the tool used, the purpose of use, and the extent of its contribution. Faculty are encouraged to outline AI expectations in their course and guide students in the ethical and effective application of these technologies.

ICR Florida Education remains committed to fostering innovation, academic honesty, and responsible use of emerging technologies across all academic programs.

STUDENT WARNING

In the event of noncompliance with school rules and regulations, academic requirements, attendance standards, or professional conduct expectations, a student may be issued a written warning. The warning will outline the nature of the noncompliance and specify any required corrective actions, when applicable.

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STUDENT APPEAL PROCESS

All students have the right to appeal a grade, decision, or procedure they deem was issued unfairly by the institution. Students wishing to appeal may file a written appeal by completing the ICR Florida Education Appeal Form available via the institution's official website.

Appeal requests must be submitted within ten (10) calendar days of the final decision or final grade posting. Appeals submitted after this deadline may not be considered. The Appeal Form must be completed in full and include all relevant documentation or evidence supporting the request.

The appeal will be reviewed by the Director of Education (for academic issues), or Campus Director and a final decision will be communicated to the student within ten (10) calendar days of the submission of a complete appeal. The student can further appeal the Director Education or Campus Director's decision by submitting an official email within ten (10) calendar days of the decision to the ICR Florida Education President via President@icrflorida.edu

Grade Appeal Procedure

a. **Grade Appeal Review:** Completed grade appeal requests must be submitted to the Director of Education (academic issues), or their designee, or the Campus Director (all other issues) for consideration. The appeal will be reviewed, and the student will be notified within ten (10) calendar days of receiving the completed request.

b. **Appeal to the President:** A student may further appeal the decision of the Director of Education or Campus Director by submitting an official email to President@icrflorida.edu. The President will review the appeal and issue a determination within ten (10) calendar days of receiving the completed appeal request. Official notification will be sent to the student with the final decision.

COURSE DROP/ADD PERIOD

ICR Florida Education provides a drop/add period that allows students to adjust their course schedule without academic penalty. Students who withdraw from a course without enrolling in a replacement must consider the potential impact on their enrollment status, financial aid, tuition charges, financial obligations, and Satisfactory Academic Progress (SAP). The drop/add period is limited to the first 25% of the scheduled hours of the assigned class. Students who wish to cancel their enrollment may do so by contacting the Admissions Department or Registrar team.

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SATISFACTORY ACADEMIC PROGRESS POLICY

Students at ICR Florida Education are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: Cumulative grade point average (cGPA) (qualitative) and Completion Rate (quantitative).

Students must achieve a minimum cumulative Grade Point Average (cGPA) after completing each evaluation period. Students must achieve a minimum cGPA of 2.0 to graduate from their program. Students must achieve a minimum Completion Rate after completing each evaluation period. Students must achieve a minimum Completion Rate of 67% to graduate from their program.

SAP EVALUATION PERIODS

Satisfactory minimums are based on the students' evaluation periods of scheduled hours. Programmatic evaluation periods are as follows:

Medical Assistant Program
1st Period of SAP Evaluation – 360 scheduled hours
2nd Period of SAP Evaluation – 720 scheduled hours

Dental Assistant Program
1st Period of SAP Evaluation – 360 scheduled hours
2nd Period of SAP Evaluation – 720 scheduled hours

Patient Care Technician Program
1st Period of SAP Evaluation – 300 scheduled hours
2nd Period of SAP Evaluation – 600 scheduled hours

Home Health Aide Program
1st Period of SAP Evaluation – 38 scheduled hours
2nd Period of SAP Evaluation – 75 scheduled hours

Skin Care Specialist Program
1st Period of SAP Evaluation – 110 scheduled hours
2nd Period of SAP Evaluation – 220 scheduled hours

Nail Technician Program
1st Period of SAP Evaluation – 90 scheduled hours
2nd Period of SAP Evaluation – 180 scheduled hours

Restricted Barber Program
1st Period of SAP Evaluation – 300 scheduled hours
2nd Period of SAP Evaluation – 600 scheduled hours

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Students are required to meet the standards of academic progress as outlined below. These standards have a qualitative and quantitative component that include minimum requirements a student must achieve to meet SAP guidelines.

QUANTITATIVE CRITERIA

Students must successfully complete a minimum of 67% of the scheduled clock hours for each applicable evaluation period to remain in compliance with the institution's Satisfactory Academic Progress (SAP) Policy. Clock hour progression is measured on a cumulative basis, comparing total scheduled hours to total earned hours.

For example, a student in a SAP evaluation period of 300 clock hours must successfully complete at least 201 clock hours (300 × 67% = 201) to meet the required pace of progression.

QUALITATIVE CRITERIA

Students must successfully achieve a minimum cumulative Grade Point Average (cGPA) by the end of each SAP evaluation period as defined above.

ICR Florida Education measures cGPA on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's cGPA (see Grade System Tables for reference). If a student repeats a course, only the highest grade for that course will be included when calculating the student's cGPA. A student must demonstrate a minimum overall cGPA of 2.0 (70%) at the end of the SAP evaluation period being considered to meet qualitative criteria.

EVALUATION AND ACADEMIC WARNING

A student who fails to meet Satisfactory Academic Progress (SAP) by the end of an evaluation period will be placed on academic warning for the subsequent SAP evaluation period. During this warning period, the student remains eligible to continue enrollment.

At the conclusion of the academic warning period, SAP will be recalculated. A student will be removed from academic warning only upon successful compliance with all SAP requirements. A student who fails to regain SAP compliance by the end of the warning evaluation period will be placed on academic probation, in accordance with institutional policy.

EVALUATION AND ACADEMIC PROBATION

A student who fails to successfully meet Satisfactory Academic Progress after the Academic Warning period will be placed on Academic Probation for the subsequent SAP evaluation period. During this period, the students' academic progress will continue to be monitored. At the conclusion of the probationary evaluation period, SAP will be recalculated. A student will be removed from academic probation only upon successful compliance with all SAP requirements. A student who fails to regain SAP compliance by the end of the probation period will be withdrawn from the institution in accordance with school policy.

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MAXIMUM TIMEFRAME TO COMPLETE (MTF) POLICY

Students are required to complete their program of study within a maximum timeframe of 150% of the published program length, as measured in clock hours. All periods of enrollment, including hours attempted, transferred, repeated, or failed, are counted toward the maximum timeframe. Students who exceed the maximum timeframe are no longer considered to be making Satisfactory Academic Progress and may be subject to dismissal unless an approved appeal permits continued enrollment under an academic plan.

ACADEMIC PLAN

An academic plan will accompany SAP warning or SAP probation status. The academic plan will serve as a road map to guide a student toward meeting his or her SAP goal within a specified period. The plan is designed by the Director of Education, or their designee, and communicated to the student in writing. The plan will be regularly evaluated by a member of the academic department and refined as internal and external developments warrant. While on an Academic Plan, the student may be required to attend academic advising sessions. An academic plan may span multiple courses/terms, so long as the academic plan allows students to regain SAP at the completion of the evaluation period, and the student stays in compliance with the terms of the Academic Plan.

SAP APPEAL PROCESS

A student who fails to meet the academic plan designed to help them achieve Satisfactory Academic Progress (SAP) requirements and is scheduled for dismissal may submit a written appeal to the President if the they believe there were mitigating or extenuating circumstances that contributed to their failure to maintain SAP. Mitigating circumstances may include situations such as injury or illness, the death of a relative, or other extraordinary events. Appeals must be submitted within ten (10) calendar days after the end of their SAP warning or probationary period. The President will review the appeal and respond to the student within ten (10) calendar days of their submission. An approved appeal will allow the student an additional SAP evaluation period during which they may work to meet SAP standards. It is important to note that additional appeal-approved SAP timeframe may not be financially covered by Title IV-Financial Aid. Denied appeals will result in a student's dismissal from the institution; dismissed students will be financially responsible for the course in which they were dismissed from, Institutional refund policies will apply.

The appeal must be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow them to meet SAP by the next evaluation period. When the institution grants a student's appeal for unusual or mitigating circumstances, it is not eliminating or disregarding any grades, hours, or credits attempted in the calculation of a student's SAP standing. The students' hours attempted, cGPA, and SAP standing will remain the same. When an appeal is granted, the Institution accepts only that, because of the circumstances identified in the appeal, the student will continue their enrollment.

The President will conduct a review of the appeal and determine an approved or denial status. Should the appeal be granted, the student will regain enrollment status, while meeting the requirements as specified in the student's academic plan. If the student fails to meet the terms of the academic plan at any time, the student will be dismissed. Any decision resulting from the review of an appeal is final and may not be

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appealed further. The result of the appeal (approved or denied) will be provided to the student in writing. A student may be granted more than one probation period; however, the student will be financially responsible for all courses they enroll in.

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STUDENT SERVICES

ADVISING SERVICES

ICR Florida Education offers student career and academic advising to its students and alumni. Students requiring personal or professional advising or counseling will be referred to local public or private agencies for assistance.

FINANCIAL ADVISING SERVICES

The Financial Services Office provides students with information regarding available private financing options and institutional payment plans. Financial Aid is available to students who qualify. Eligible students may receive Federal Pell Grant funds and Federal Direct Subsidized and Unsubsidized Loans, subject to program eligibility and federal regulations. For additional information regarding the Financial Aid application process, students are encouraged to review the Financial Information section of this catalog or contact the Financial Services Office directly.

CAREER SERVICES

Our Career Services department maintains a professional relationship with employers to help connect qualified graduates with job opportunities. The department acts as a liaison between students, graduates, and employers, and focuses on developing graduates' professionalism, motivation, and ethical standards to help them succeed in their careers.

All current and prospective students have the right to review the school's program completion rates and graduate employment rates. These statistics are updated annually and can be found on the institution's website under the Consumer Disclosure section. Copies are also available from the Admissions department or the Registrar's office.

Career Services staff assist graduates with resume preparation, interviewing skills, and identifying job leads. Graduates are required to meet with Career Services personnel during their last term to discuss available opportunities and services. It is the graduate's responsibility to secure employment.

To comply with reporting requirements, the institution may contact a graduate's employer to verify their employment information. Information gathered is provided to regulatory agencies; however, it is not shared with third party organizations or providers.

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

ICR Florida Education provides tutoring services upon student request, subject to approval by the Director of Education or Campus Director. Students are advised that tutoring services are intended to supplement, not replace, regular class attendance. Students are encouraged to request tutoring support when experiencing difficulty with course material. Instructors may schedule tutoring sessions or additional

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laboratory time as needed, and special tutoring or make-up sessions may be offered outside of normal class hours.

In addition, instructors are available by appointment to provide demonstrations, answer questions, and conduct academic reviews. On-campus computers and other instructional equipment may be available for student use outside of scheduled class time. Students requiring additional academic support are encouraged to take advantage of these resources, which are provided at no additional cost.

HOUSING

ICR Florida Education does not offer housing to its students. However, the institution offers information and resources regarding local apartments and rental opportunities for students seeking housing near the campus.

LOST AND FOUND/PERSONAL PROPERTY

ICR Florida Education assumes no responsibility for personal belongings lost or misplaced by students. Students may inquire at the office regarding any lost items. Any property found on school premises should be turned into the office, where it will be retained for 30 days. ICR Florida Education does not assume responsibility for students' books, materials, personal property or belongings. Students are responsible for safeguarding their own property while on premises.

MEDIA SERVICES/LEARNING RESOURCES AREA

The Media Services and Learning Resources area at ICR Florida Education provides students, graduates, and faculty with access to a variety of educational resources during normal business hours. Available resources include internet-connected computers, Wi-Fi access, supplemental textbooks, reference materials, and a list of free public resources.

Students may request printing services through the Student Services staff; however, copies may be limited. Additionally, students may request assistance with the use of computers, Microsoft Word, and other Microsoft Office applications to support their academic work. All students and faculty are expected to observe copyright laws and refrain from unauthorized reproduction or distribution of copyrighted materials.

PARKING

ICR Florida Education is located in a multi-story building and provides ample parking for students, guests, and staff. The institution does not assume responsibility for any damage, personal injury, or loss/theft of personal property while on parking or building premises.

STUDENT RECORDS

ICR Florida Education maintains official academic and financial records for all students. These records include, but are not limited to, admission applications and supporting documentation, transcripts of grades and credits earned at ICR Florida Education or accepted from other institutions, student financial records, and other documents related to a student's academic progress and status.

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All student records are safely maintained, kept confidential, and available to the student upon request. Personal information will not be disclosed to any individual, except as required by law, without the student's written authorization, which can be submitted via the completion of a FERPA Release Form.

Students requesting changes to personal or contact information, such as name, address, email, or phone number, should contact the Registrar's office via registrar@icrflorida.edu. Certain changes, including name or status updates, may require submission of supporting documentation for verification purposes.

STUDENT RECORD REQUEST

ICR Florida Education maintains confidential student records in accordance with federal and state privacy regulations, including the Family Educational Rights and Privacy Act (FERPA). Students have the right to request access to their educational records and obtain copies of documents such as transcripts, enrollment verification, and other official records.

Requests for student records must be submitted in writing to the Registrar Office using the official Student Records Request Form. Requests should include the student's full name, date of birth, program of enrollment, and specific records requested.

The institution will process requests within a reasonable time frame, typically 10 business days, depending on the type of record requested. A nominal fee may be charged for copies of official documents, as outlined in the catalog or fee schedule.

ICR Florida Education reserves the right to withhold records in accordance with institutional policy, including situations in which the student has outstanding financial obligations or other unresolved administrative matters.

All student records are considered confidential and will only be released to third parties with the student's written consent, unless otherwise authorized by law. Transcripts are maintained and available to students and regulatory agencies indefinitely. Financial records are held for seven (7) years.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND INDIVIDUALS WITH DISABILITIES ACT (IDEA)

ICR Florida Education adheres to the requirements of the Family Educational Rights and Privacy Act (FERPA) regarding students' rights and privacy of information in accordance with 20 U.S.C. § 1232g; 34 CFR Part 99, the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1417(c) and 34 CFR §§ 300.610-300.626), and Florida Statute 5.229.782. The institution allows students to access their educational records; challenge records they believe are inaccurate, incomplete, or misleading; and limit the release of such information. Records will not be released without the written consent of the student, unless as required by law. A student will be notified whenever a court subpoenas the records in which case, written consent is not required.

Under the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA), ICR Florida Education may disclose certain student information as "directory information." Directory information includes a student's name, address, telephone number, date of birth, academic honors, and major fields of

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study, the date of attendance by students, degrees and awards received, and the most recent previous educational agency or institution attended by a student.

If any student objects to the release of such information, that student must notify the Registrar in writing. The Registrar's Office is located at 633 NE, 167TH Street, Suite #200, North Miami Beach, Florida 33162.

A parent of a dependent student has the right to inspect records maintained by the school on the student's behalf.

TRANSCRIPTS

Student transcripts are permanently maintained at the institution and are available via the Registrar's office. 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 Registrar's office by completing the Transcript Request Form. The completed and signed Transcript Request Form may be submitted in person, by mail, or via email at Registrar@icrflorida.edu. A charge of $25 will be applied for official transcripts, and $5 for non-official transcripts. Official and non-official transcripts may take up to ten (10) business days to process. Transcripts will not be issued unless the student's financial obligations to the school are current at the time of the request.

CAMPUS CRIME STATISTICS AND SAFETY REPORT

ICR Florida Education is committed to providing a safe and secure environment for students, staff, and visitors. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the institution maintains records of certain crimes that occur on or near campus and publishes an annual security report.

This report includes information on crime statistics, policies on campus security, procedures for reporting crimes, emergency response and evacuation procedures, and programs to promote safety awareness and crime prevention.

Students, staff, and visitors are encouraged to report any criminal activity or safety concerns to the administration immediately. The annual security report is available to all current and prospective students and employees and can be accessed by contacting the Administrative Office or visiting the institution's website via www.icrflorida.edu.

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SCHOOL RULES AND REGULATIONS

ATTENDANCE

ICR Florida Education is an attendance taking institution and students are expected to attend all scheduled classes. Students who do not attend class for 14 consecutive days may be withdrawn from the institution. Students requiring an absence longer than 14 days due to reasonable circumstances, such as family illness, disability, or emergency, may request a Leave of Absence (LOA). Please see the Leave of Absence policy section of this catalog. Students are expected to arrive at class on time, students that arrive late may be required to make up for missing hours. Only the actual hours of attendance will be recorded and counted toward program completion.

EXCUSED ABSENCE

ICR Florida Education is a clock-hour institution with a highly focused curriculum; therefore, attendance is a critical factor in student success. The academic department may excuse absences for valid reasons if the student provides appropriate documentation and submits a request. Approved excused absences may not exceed 10% of a Financial Aid payment period.

ATTENDANCE PROBATION

Students that fail to meet the attendance requirement or exceed the maximum allowable time for excused absences will be placed in attendance probation and given a written attendance advisement by a member of the academic department. This maximum allowable timeframe cannot exceed 10% of the hours scheduled in a payment period.

Students will remain on probation until the end of the program or until such time that the student has met the requirements of the written attendance probation advisement. Excessive absenteeism may be grounds for dismissal from the institution.

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 the scheduled class start time is considered as having arrived late. The student is responsible for any missed class work, and the instructor will advise the student concerning make-up availability. It is important to note that three tardies will result in one absence in the student's attendance record.

LEAVE OF ABSENCE

A student may request a Leave of Absence (LOA) in writing by completing the official LOA form, available from the Student Services Office. The request must be submitted prior to the start of the requested leave, except in unforeseen circumstances, in which case exceptions may be submitted for approval. The LOA request must include the anticipated return date and the reason for the leave, and it must be signed by the student.

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All LOA requests must be approved by the Director of Education and Campus Director. An LOA may be granted for up to 180 days for reasonable causes such as family illness, disability, or emergency. Multiple LOAs may be granted within a 12-month period, provided that the total cumulative number of days does not exceed 180.

Students who fail to return from an approved LOA by the designated date will be considered withdrawn for academic purposes. When calculating any refunds, the student's last date of actual attendance will be used unless earlier written notice of the LOA was provided.

While the institution may grant LOAs in emergency situations, students are reminded that extended absences may jeopardize the quality of their education, and therefore, leaves of absence are strongly discouraged unless necessary.

MAKE-UP WORK

The goal of make-up work is to support student success by ensuring that students meet all required learning outcomes despite absences. Many programmatic tracks require a minimum clock hour completion to attain certification or licensure. All absences are counted against a student's academic record.

Make-up work and time must be approved, must be supervised by an instructor or the Director of Education, and must be completed during one of the following designated times:

- From 1:30 p.m. to 6:00 p.m. in a designated classroom approved and made available by the administration (for day or weekend students).
- From 8:30 a.m. to 6:00 p.m. in a designated classroom approved and made available by the administration (for evening or weekend students).
- During scheduled evening classes (for day and weekend students).
- During scheduled day classes (for evening and weekend students).
- During weekend classes (for both day and evening students).
- Or at another scheduled time approved in advance by the instructor, and administration.

Students may choose from any available schedule (morning, evening, Saturday, or Sunday) to complete their required make-up hours, provided the location and time are approved and supervised in accordance with institutional policy.

Make-up work completed outside a student's regularly scheduled class time must be completed as assigned. Failure to complete the required make-up assignment may result in a student's grade reduction. Additionally, make-up work/time is mandatory for incomplete or unsatisfactory lab assessment grades.

EMERGENCY CONTACTS

ICR Florida Education does not provide medical services and is not legally or financially responsible for medical care. The institution does not employ or provide the services of a physician. In the event of an emergency, Fire Department Rescue Services will be contacted to provide first aid or emergency medical assistance.

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At the time of enrollment, students are required to provide, and maintain, respective emergency contact information on the application form. Students are encouraged to always carry emergency contact details and any applicable medical insurance information with them.

TITLE IX-NON-DISCRIMINATION AND SEXUAL MISCONDUCT POLICY

ICR Florida Education is committed to maintaining an educational environment free from discrimination on the basis of sex. In accordance with Title IX of the Education Amendments of 1972, the institution does not discriminate on the basis of sex in its educational programs, activities, admissions, or employment practices. This prohibition includes discrimination based on sex, sexual orientation, gender identity, gender expression, pregnancy, or parenting status, as well as sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

The institution has adopted policies and procedures to promptly and equitably resolve complaints alleging violations of Title IX. Any student, employee, or third party who believes they have experienced sex-based discrimination or sexual misconduct is encouraged to report the concern to the institution's Title IX Coordinator.

Reports may be made in person, in writing, or by email. The institution will take appropriate steps to investigate all reports, provide supportive measures when applicable, and take corrective action as necessary, consistent with applicable law and institutional policy. Retaliation against any individual who reports a concern or participates in a Title IX investigation is strictly prohibited.

Information regarding the institution's Title IX policies, reporting procedures, and contact information for the Title IX Coordinator is available through the Administrative Office and published in the student handbook and institutional website. The Title IX Coordinator is:

Jose Alvarez
Campus Director & Title IX Coordinator
ICR Florida Education
633 NE 167th St. Suite 200
North Miami Beach, FL 33162
786-254-0520
j.alvarez@icrflorida.edu

EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT POLICY

ICR Florida Education is committed to providing an inclusive and equitable educational and work environment free from discrimination and harassment. In accordance with federal, state, and local laws, the institution prohibits discrimination or harassment based on race, religion, gender, sexual orientation, gender identity or expression, national or ethnic origin, age, disability, marital status, veteran status, pregnancy, childbirth or related medical conditions, or any other category protected by law.

ICR Florida Education upholds the principle of equal opportunity in all areas of its operations, including admissions, hiring, academic programs, and services. No individual will be denied participation in, or be

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subjected to, discrimination under any ICR Florida Education program or activity on the basis of a protected characteristic.

CODE OF CONDUCT POLICY

ICR Florida Education expects all students to uphold the highest standards of professionalism and ethical conduct in every aspect of their academic experience. Professional behavior reflects the Institution's core values and prepares students for success in their chosen careers.
Students who engage in unprofessional or inappropriate behavior may be subject to disciplinary action, which can include probation, a written warning, a final written warning, or dismissal from the program, depending on the severity of the misconduct. Each warning will include a Student Action Plan outlining the specific behaviors that must be demonstrated for continued enrollment.

ICR Florida Education reserves the right to withdraw or dismiss a student at any time if the behavior is deemed severe or disruptive, as determined by the ICR Florida Education leadership.
To promote a culture of professionalism, students are expected to:

- Adhere to all ICR Florida Education policies and procedures as outlined in the Institutional Catalog.
- Follow program-specific policies and procedures as detailed in program documentation.
- Demonstrate accountability, responsibility, and integrity in all aspects of the educational process.
- Be on time for all scheduled class sessions. Punctuality is an essential component of professional conduct. In the event of an absence, students are responsible for obtaining missed material from classmates or instructors to maintain academic progress.
- Refrain from any form of threats, intimidation, harassment, or disrespectful behavior, whether verbal, written, or electronic.
- Exhibit appropriate and professional communication, behavior, and interaction with peers, faculty, and staff at all times.

ICR Florida Education is committed to helping students cultivate the professional attitudes, behaviors, and skills necessary for success in entry-level positions within their respective fields.

DRUG-FREE WORKPLACE POLICY

ICR Florida Education is committed to maintaining a drug-free, safe, and healthy environment for its students, faculty, staff, and visitors. In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act, the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances is strictly prohibited on school premises, during school-sponsored activities, or while conducting institutional business.

Students and employees are expected to comply with all federal, state, and local laws regarding the use of alcohol and controlled substances. Violations of this policy may result in disciplinary action, up to and

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including dismissal from the institution or termination of employment and may also result in criminal prosecution under applicable law.

ICR Florida Education encourages individuals who may be experiencing substance-related concerns to seek assistance. Information regarding drug and alcohol counseling, treatment, and rehabilitation programs is available through community resources upon request. 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)

The institution conducts a biennial review of its drug-free policies and prevention programs to ensure effectiveness and compliance with applicable regulations.

WEAPONS ON CAMPUS POLICY

To promote a safe and secure learning environment, ICR Florida Education prohibits the possession, use, or display of weapons on school property, in school facilities, or at school-sponsored activities, except as permitted by law.

Weapons include, but are not limited to, firearms, knives, explosives, ammunition, martial arts weapons, chemical agents (such as pepper spray in quantities exceeding personal self-defense use), or any object that could reasonably be considered a weapon.

This policy applies to students, employees, visitors, contractors, and guests. Law enforcement officers acting in the performance of their official duties are exempt from this policy.

Individuals found in violation of this policy may be subject to disciplinary action, up to and including dismissal from the institution or termination of employment and may also be referred to law enforcement authorities in accordance with applicable law.

ICR Florida Education reserves the right to inspect personal belongings, lockers, or property on campus when there is reasonable suspicion of a policy violation, consistent with applicable laws and institutional procedures.

HEALTH AND SAFETY POLICY

ICR Florida Education is committed to providing a safe and healthy learning environment for students, faculty, staff, and visitors. The institution complies with all applicable federal, state, and local health and safety regulations and maintains policies and procedures designed to promote personal safety and campus well-being.

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Students are expected to adhere to all posted safety guidelines, participate in required safety training, and immediately report any hazardous conditions, accidents, injuries, or safety concerns to school personnel. Emergency procedures and evacuation plans are posted throughout the campus and reviewed periodically.

ICR Florida Education does not provide on-site medical services. In the event of a medical emergency, local emergency response services will be contacted. Students are encouraged to maintain appropriate health insurance coverage and to keep emergency contact information current with the institution.

Failure to comply with health and safety policies may result in disciplinary action in accordance with institutional procedures.

ADVERSE WEATHER AND EMERGENCY CLOSING POLICY

Emergencies such as severe weather, fire, power outages, hurricanes, or other unforeseen events may disrupt normal school operations. In such circumstances, ICR Florida Education may implement a delayed opening, early dismissal, or temporary campus closure to ensure the safety of students and personnel.

In the event of an emergency, students and employees will be notified via official school communication channels, including email and text messaging. If a decision to close the institution is made after the workday has begun, employees will receive official notification from the School President, and students will be informed accordingly.

In the event of a citywide or countywide emergency, including closures due to inclement weather or natural disasters, ICR Florida Education will follow closure determinations made by the Miami-Dade County public school system or other appropriate local authorities.

EMERGENCY EVACUATION PLAN

In the event of a fire, natural disaster, or other emergency, all students, faculty, staff, and visitors must follow the instructions provided by the School President or designated school officials.

Classroom Responsibility

Instructors are responsible for the safety of students in their assigned classrooms. Upon notification, instructors will initiate evacuation procedures in accordance with the posted Evacuation Flow Chart and ensure that evacuation occurs immediately, calmly, and in an orderly manner.

Evacuation Process

Individuals must not delay evacuation to collect books, personal belongings, or other items. Instructors will serve as Evacuation Coordinators for their classes and are responsible for maintaining order and accountability during evacuation.

Administrative Areas

The School Official in charge will serve as the Evacuation Coordinator for the main office and administrative areas.

Fire Response

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Individuals should not attempt to extinguish fire. Emergency response actions, including contacting fire and rescue services, will be handled by the Evacuation Coordinator or other designated school officials.

Security Incidents
In the event of a security-related emergency, all individuals must follow instructions issued by the School President or designated school officials. Remaining calm and following directives is essential. The institution's designated security personnel will coordinate with local law enforcement as necessary to ensure the safety of students and staff.

Posting of Procedures
ICR Florida Education's Emergency Evacuation and Security Plan is posted on bulletin boards and in other conspicuous locations throughout the campus for review by students, employees, and visitors.

INCIDENTS/ACCIDENTS POLICY

In the event of an incident, accident, or injury occurring on campus or during school-sponsored activities, students must immediately notify an instructor or the School President so that appropriate documentation and corrective measures may be completed.

In the case of a medical emergency during school hours, ICR Florida Education will take appropriate action to secure emergency medical assistance, including contacting local emergency response services as necessary. The institution does not provide on-site medical care and assumes no responsibility for ongoing medical treatment.

All incidents and accidents will be documented in accordance with institutional procedures and applicable regulations.

DRESS CODE POLICY

ICR Florida Education is committed to preparing students for professional employment. Therefore, students are expected to maintain a neat, clean, and professional appearance while attending classes, laboratories, or clinical activities.

Uniform Requirements

- Students enrolled in diploma programs must wear the designated school uniform during all class sessions, labs, and clinical activities.
- Uniforms should be clean, pressed, and always worn properly.
- Shoes must be closed toe and appropriate for the training environment.
- Personal protective equipment (PPE) required for specific courses must be worn as instructed by faculty.

Personal Grooming and Appearance

- Hair should be clean, well-groomed, and restrained if it may interfere with class activities.
- Nails should be clean and maintained according to any course-specific safety requirements.

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- Excessive jewelry, strong fragrances, or clothing accessories that may pose a safety hazard or disrupt the learning environment are not permitted.

Compliance and Consequences

- Instructors and school personnel may send students home who are not in compliance with the dress code.
- Repeated violations may result in disciplinary action in accordance with the institution's policies.
- Adherence to the dress code is essential for fostering a professional learning environment and promoting readiness for future workplace expectations.

STUDENT IDENTIFICATION

All students, faculty, and staff at ICR Florida Education are issued an identification (ID) card, which must be worn at all times while on campus and on externship sites. Individuals who are not displaying their ID card will not be permitted on school premises.

The ID card is required for access to institutional facilities, resources, and services. Each ID card is personal, non-transferable, and may only be used by the individual whose name appears on the card.

STUDENT EMAIL

ICR Florida Education provides all students with an official institutional email account for the purpose of academic and administrative communications. Students are expected to regularly check their school email and respond to messages in a timely manner.

The institutional email account is the official method of communication between the school and students. All students are responsible for information sent to their assigned email address, including announcements, class updates, billing notifications, and other institutional communications.

Students are expected to use their email account professionally and appropriately. Misuse of the email system, including harassment, unauthorized sharing of information, or violation of copyright laws, may result in disciplinary action in accordance with institutional policies.

SMOKING AND BEVERAGES POLICY

ICR Florida Education maintains a smoke-free campus. Smoking, including the use of e-cigarettes and vaping devices, is prohibited inside all campus buildings and within designated non-smoking areas. Students, staff, and visitors are expected to comply with all posted smoking regulations.

Students are permitted to bring and consume non-alcoholic beverages in designated areas only, and all food and drink must be handled responsibly to maintain a clean and safe learning environment. The consumption of food, beverages, and chewing gum is prohibited within the classroom and laboratory environments.

Violations of this policy may result in disciplinary action, up to and including dismissal, in accordance with institutional procedures.

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CELL PHONES

To maintain a focused and professional learning environment, students are not permitted to be called out of class for personal telephone calls, except in the case of a verified emergency. Students are encouraged to inform family and friends of this policy to minimize disruptions.

Cell phones and other personal electronic devices should be silenced or turned off during class sessions and may only be used for academic purposes when explicitly authorized by the instructor. Personal use of phones, including texting, social media, or phone calls, is strictly prohibited while in class.

Failure to comply with this policy may result in disciplinary action and could impact participation or attendance records. Maintaining this standard ensures a respectful, distraction-free learning environment for all students and faculty.

VOTER REGISTRATION

The school encourages its students to register to vote. The National Mail Voter Registration Form is available from the U.S. Election Assistance Commission (EAC) website. U.S. citizens who are students and of voting age can find information specific to their states of residence from www.eac.gov/voterresources or call the Election Assistance Office at (866) 747-1471.

STUDENT COMPLAINT/GRIEVANCE PROCEDURES

ICR Florida Education believes that every student has a right to procedural due process in which a student receives appropriate notice and is provided with the opportunity to be heard. A student has the right to bring forward a grievance or a complaint regarding any aspect of his or her educational experience including misapplication of school policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other school employees.

For purposes of this policy the following definitions will apply:

- **Grievance** is defined as a concern regarding an alleged policy or procedure the student believes the Institution has failed to follow.
- **Complaint** is defined as a concern or issue from a decision or action that was made by school staff or faculty (i.e., grades, tests, mistreatment, etc., etc.).

A grievance or complaint process affords a student a means of escalating the issue to the next level of authority. If the issue is about an academic decision such as a grade, please see the grade appeal process.

A student has the right to submit a grievance or complaint with respect to:

- Disciplinary action taken for violation of student conduct standards
- Financial awards or policies, including Satisfactory Academic Progress (SAP)
- Admissions decisions
- Tuition and fees
- Educational policies & procedures
- Mistreatment or abusive behavior

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A student wishing to escalate their grievance or complaint should follow the steps below:

1. The first step in the process is to address and attempt to resolve the dispute with the person involved through respectful discussion (other student, faculty, staff member, etc., etc.). A student with a grievance or complaint needs to communicate their concerns as soon as possible to achieve a reasonable resolution in a timely fashion.

2. If the issue is not resolved, the student has the right to submit a written complaint/grievance, along with all relevant evidence, to the Director of Education or respective Department Director. The school representative may ask for additional supporting documentation or information and respond to the written complaint within ten (10) business days.

3. If the student still feels the issue is not resolved, students have the right to address the issue by writing to the Campus Director. The Campus Director will have ten (10) business days to provide a written response regarding their decision.

4. If the student still feels the issue is not resolved, students have the right to address the issue in writing to the President along with all supporting documentation. ICR Florida Education's President will respond to the complaint within ten (10) business days of the initial receipt of a completed complaint/grievance.

Students that are not satisfied with the outcome of the complaint/grievance process can contact the Florida Commission for Independent Education (CIE) and/or the Council on Occupational Education (COE) via the following contact information:

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

COUNCIL ON OCCUPATIONAL EDUCATION (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898 / Toll Free (800) 917-2081 Fax (770) 396-3790
www.council.org

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FINANCIAL INFORMATION

TUITION AND FEES

The following section outlines the tuition, fees, and estimated costs associated with each academic program offered by ICR Florida Education. Program costs may include a registration fee, tuition, books and supplies, and applicable certification or examination fees. All fees are subject to change in accordance with institutional policy and applicable regulatory requirements. Students are encouraged to review this information carefully and to contact the Financial Aid Office with any questions regarding program costs, payment obligations, or financial arrangements prior to enrollment.

Program	Registration Fee*	Tuition	Books and Supplies	Exam Cert. Fees**	Total Program Cost
Home Health Aid	$100	$350	$150	$50	$650
Patient Care Technician	$100	$10,000	$574	$575	$11,249
Medical Assistant Program	$100	$11,300	$680	$560	$12,640
Skin Care Specialist	$100	$3,400	$450	$50	$4,000
Nail Technician Program	$100	$2,100	$390	$50	$2,640
Dental Assistant Program	$100	$11,300	$680	$575	$12,640
Restricted Barber	$100	$9,500	$500	$100	$10,200

*The registration fee must be paid at the time of enrollment, and it is a **non-refundable fee**.
**Exam fees are set by the testing agency and are subject to change.
Books and supplies fees are non-refunded after the drop/add period has elapsed.

TUITION PAYMENT AND FINANCIAL ASSISTANCE

Tuition and fees must be paid according to the terms outlined in the Enrollment Agreement. Students experiencing extenuating circumstances are encouraged to consult with the Financial Aid Director for guidance and possible arrangements.

ICR Florida Education maintains a dedicated Financial Services team to assist students in identifying and obtaining the financial resources necessary to support their education. Available funding options include federal grant and loan programs, as well as private student loans from approved lenders.

Federal financial aid programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or individual residing in the United States for purposes other than temporary visitation who is enrolled and accepted may apply for federal assistance. Prospective and current students are encouraged to review the U.S. Department of Education's Funding Your Education guide, which provides detailed information on eligibility, application procedures, and available programs. The guide is available online via the following link- https://studentaid.gov.

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FINANCIAL AID POLICIES AND PROCEDURES

POLICY AND PROCEDURES

ICR Florida Education's financial aid policies and procedures are designed to serve as a guide for students and the Financial Aid Office in the administration of Title IV federal student aid programs. Due to the evolving nature of federal financial aid regulations, the institution ensures that its policies and procedures are reviewed regularly and updated as necessary to remain in full compliance with applicable federal requirements.

The Financial Aid Office is responsible for administering all financial aid programs in accordance with federal laws, regulations, and guidance governing those programs. In situations where a specific policy or procedure does not address a particular issue, the Financial Aid Office will rely on federal guidance and the use of professional judgment, consistent with the intent of Title IV programs and established institutional practices.

PHILOSOPHY AND POLICIES OF STUDENT FINANCIAL AID

ICR Florida Education provides education through career-oriented programs designed to prepare students for professional practice. The institution fosters a vocational learning environment that emphasizes professional accountability, excellence, and ethical responsibility, empowering students to understand that they possess not only the responsibility, but also the authority and competence, to practice confidently within the healthcare field.

The Financial Aid mailing and physical offices are located at:

FINANCIAL AID OFFICE
ICR FLORIDA EDUCATION
633 NE, 167TH Street, Suite #200
North Miami Beach, Florida 33162
Main Phone: 786-254-0520 / Fax: 850-546-6119
Email: fsa@icrflorida.edu
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FINANCIAL AID

ICR Florida Education utilizes Verity as the official Student Information System (SIS) to manage student data, academic records, and financial and administrative processes, which includes the processing of federal financial aid.

Prospective students seeking financial assistance must complete the Free Application for Federal Student Aid (FAFSA). Assistance and instructions for completing the FAFSA online are available through the Financial Aid Department. Additional documentation may be required to verify information provided on the FAFSA. Financial aid awards are contingent upon eligibility, enrollment status, and compliance with institutional and federal requirements.

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Students are required to submit a completed FAFSA and schedule an appointment with a Financial Aid Officer. During the financial aid interview, an analysis will be conducted to determine the student's financial need, including the Expected Family Contribution (EFC)/Student Aid Index (SAI) and the types and amounts of financial aid for which the student may be eligible.

Once the FAFSA is processed, the institution receives an Institutional Student Information Record (ISIR) electronically. The student will also receive a FAFSA Submission Summary from the U.S. Department of Education, typically within 30 days, outlining the information submitted and the results of the application.

ICR Florida Education provides financial assistance to eligible students to help meet the cost of tuition and related educational expenses. Financial aid programs are administered in accordance with Title IV of the Higher Education Act, applicable federal regulations, institutional policies, and Council on Occupational Education (COE) accreditation standards.

Available Financial Aid Programs
Eligible students may qualify for one or more of the following forms of financial assistance, depending on program enrollment and federal eligibility requirements:

- Federal Pell Grant
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Private funding options or institutional payment plans, as available

Clock-Hour Program Disclosure
ICR Florida Education is a clock-hour institution. Financial aid eligibility, disbursement, and satisfactory academic progress are based on clock-hour completion, not credit hours. Federal financial aid funds are earned and disbursed according to completed clock hours and attendance, in compliance with federal regulations.

Satisfactory Academic Progress (SAP) Requirement
To remain eligible for financial aid, students must maintain the Satisfactory Academic Progress (SAP) as defined by institutional policy and federal regulations. SAP is evaluated at designated evaluation periods and includes both:

- Qualitative standards (minimum cumulative grade point average), and
- Quantitative standards (minimum pace of completion based on cumulative clock hours attempted versus earned).

Failure to meet SAP standards may result in financial aid warning, probation, or loss of eligibility, as outlined in the Satisfactory Academic Progress (SAP) section of this catalog.

Disbursement of Financial Aid
Financial aid funds are disbursed in accordance with federal regulations and institutional schedules applicable to clock-hour programs. Funds are first applied to institutional charges. Any eligible credit balance will be released to the student or returned to its source in accordance with federal guidelines.

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Return of Title IV Funds (R2T4)
Federal financial aid recipients earn Title IV funds in proportion to the amount of time they attend their program. If a student withdraws, is dismissed, or otherwise ceases attendance before completing more than 60% of the payment period or period of enrollment, the institution is required to calculate the amount of Title IV funds earned versus the amount disbursed.

Unearned Title IV funds must be returned to the appropriate federal aid programs in the order prescribed by federal regulation. The student may be responsible for any remaining balance owed to the institution after the return of funds. The last date of attendance is used to determine the amount of aid earned unless earlier written notification of withdrawal was provided.

Additional information regarding the Return of Title IV Funds calculation is available through the Financial Services Office.

Student Responsibilities
Students receiving financial aid are responsible for:

- Providing accurate and complete information
- Maintaining attendance and SAP requirements
- Understanding financial aid obligations, including loan repayment
- Notifying the Financial Aid Office of changes in enrollment status
- Repaying any funds owed as a result of withdrawal or R2T4 calculations

Financial Aid Counseling
The Financial Services Office provides assistance with:

- FAFSA process
- Understanding financial aid awards and obligations
- Payment options and financial literacy
- Loan entrance and exit counseling

Students are encouraged to contact the Financial Services Office with any questions regarding financial aid eligibility or procedures.

SECURITY OF FINANCIAL AID & STUDENT RECORDS

ICR Florida Education assures the confidentiality of student educational records in accordance with state, federal and regulatory requirements, including but not limited to section 483(a)(3)(E) of the Higher Education Act as amended and the 1965 Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. All employees are charged with safeguarding the security, confidentiality, integrity, and accuracy of protecting all documents on the campus as part of the condition of their employment. Any violation of this could lead to termination. Internal offices have locked windows and/or locked doors with restricted access. When offices are open, confidential information is kept out of sight from visitors, and computer screens are not visible to visitors. If ever an office is vacant for an extended period, the office and/or computers are locked.

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Electronic records are maintained in Verity (SIS) and Campus Ivy. These include student demographics, enrollment status, attendance, academic progress, grades, grants, and student account records. Campus Ivy also maintains financial aid awards, financial aid award disbursements, and refunds/R2T4 calculations. Verity applies the appropriate security controls to protect against unauthorized security intrusions attempting to access electronic data.

Security privileges on the Campus Ivy and Verity systems are managed by Campus Ivy and ICR Florida Education, and only approved personnel have access to these systems.

The Director of Financial Aid is the Primary Destination Point Administrator (PDPA) which manages access to Federal Student Aid systems.

STUDENT APPLICATION

The Financial Aid Department provides face-to-face communications with students, parents, and other interested parties and assists in guiding applicants through the financial aid processes. This assistance may include (among other things) FAFSA instructions, ensuring students obtain and sign the required documentation, and respond to student emails and telephone inquiries.

To be eligible for federal financial aid, federal requirements stipulate a student must:

- Complete the FAFSA (https://studentaid.gov)
- Be enrolled in classes required for graduation
- Maintain Satisfactory Academic Progress
- Be a US citizen, US national or US permanent resident or reside in the US for other than a temporary purpose (documentation may be needed to verify citizenship)
- Not be in default of any loan or owe repayment on a Federal Pell Grant, FSEOG, or State Grant
- Demonstrate financial need
- Other requirements as stipulated by the federal government

VERIFICATION

Regulations governing Title IV student financial aid programs require institutions to verify applicant-reported data in certain instances to ensure that applicants are submitting correct information. Given this information is the determining factor in receiving Title IV funds, accuracy is of the utmost importance. These regulations also require institutions to develop written policies and procedures to conduct the verification process (34CFR 668.53).

Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. After submitting the FAFSA, the student will receive a FAFSA Submission Summary which includes a summary of application information and the determination of the Student Aid Index (SAI). This SAI is the result of computations involving the financial and non-financial data submitted on the application. The method of computation is applied to all students uniformly.

All students who have been selected for verification by the FAFSA Processing System (FPS) must successfully complete verification before being awarded Title IV financial aid. At a minimum, those

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selected for verification must provide signed verification worksheets and IRS tax transcripts. Additional documents may be necessary depending on codes and/or other requirements.

The Financial Aid Administrator will verify all information that is furnished and retained in the student electronic file for comparison against the ISIR to ensure accuracy. ICR Florida Education will attempt to resolve conflicting and/or inconsistent information related to the student's application. The requirement to resolve conflicting data is separate and distinct from the verification requirements and supersedes any verification policies.

ICR Florida Education verifies all students selected for verification by the FPS, regardless of if the applicant was previously verified by another postsecondary institution. For those students who are selected for verification, the FAO notifies the applicant of the verification process and provides the student with a list of required documents. Applicants and/or parents may then submit electronic versions of the requested documents via the portal.

1. **Applicant Verification Responsibility:** Applicants selected for verification by the U. S. Department of Education are required to provide requested information or documentation to be eligible to receive Title IV student aid funds.
2. If a applicant's dependency status changes during the award year or the original application was filed incorrectly, the applicant must provide documentation to the FAO (Financial Aid Officer). Marital status will not be updated unless the student made an error when initially submitting their FAFSA, noting documentation must be provided prior to any such change.
3. The applicant will be responsible for repaying any overpayment discovered during verification or updating.

Time Period as to Verification Completion

1. Applicants selected for verification, either by the U. S. Department of Education or the school, must provide the requested information or documentation no later than the deadline set by the Department of Education or within 120 days of the student's last date of enrollment (whichever is sooner). To ensure financial aid processing prior to the beginning of classes, the FAFSA should be completed at least 15 business days before the first day of the term. All verification documents should be received in the Financial Aid Office at least ten business days before the first day of the term for aid to be available the first day of classes. This same ten-day period is applicable to any drop for nonpayment deadlines.
2. Any verification documentation received after the deadline stated above will be processed in a timely manner.
3. Financial aid files are processed in the order they are received.
4. Extension of time will be granted on an individual basis.

TITLE IV CREDIT BALANCES

ICR Florida Education will determine whether a Title IV credit balance has been created as a result of federal financial aid disbursements. If a Title IV credit balance occurs, the institution will issue a refund

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to the student within fourteen (14) calendar days from the date the credit balance is created, in accordance with federal cash management regulations.

Refunds are issued by check and mailed to the student's address on file with the Registrar's Office. Students are responsible for ensuring their contact information is current.

To prevent funds from being escheated to the State, any refund checks that remain uncashed for more than 180 days will be voided. Escheated funds are monies that have not been claimed or cashed by the student within the time period required by law and are therefore turned over to the state as unclaimed property. The Financial Services Office will notify the Financial Aid Office, and the institution will recover and return the funds to the U.S. Department of Education in accordance with federal requirements.

When permitted under applicable cash management and disbursement regulations, the Financial Aid Office may attempt to contact the student to arrange for the reissuance of funds. If funds are reissued, the Financial Services Office will monitor the rereleased check and ensure compliance with the applicable federal timeframe.

WITHDRAWAL, RETURN OF TITLE IV FUNDS, INSTITUTIONAL REFUNDS

A student may withdraw from ICR Florida Education by submitting written notice to the Registrar's Office. The effective date of withdrawal is the last date of documented attendance or the date the institution receives written notification of withdrawal, whichever is later, unless federal regulations require otherwise.

A student who fails to attend classes for fourteen (14) consecutive calendar days without an approved Leave of Absence (LOA) will be considered administratively withdrawn. In such cases, the institution will use the student's last date of attendance to determine withdrawal status and applicable refunds.

Federal financial aid recipients earn Title IV funds in proportion to the amount of time they attend their program. If a student withdraws, is dismissed, or otherwise ceases attendance before completing more than 60% of the payment period or period of enrollment, the institution is required to determine the amount of Title IV aid earned versus the amount disbursed.

The calculation is based on:

- The total number of calendar days in the payment period or period of enrollment, and
- The student's last date of attendance, as documented by the institution.

Unearned Title IV funds must be returned to the appropriate federal aid programs in the order prescribed by federal regulation. The student may be responsible for any remaining balance owed to the institution after Title IV funds are returned. Students who complete more than 60% of the payment period are considered to have earned 100% of the Title IV aid for that period.

Order of Return of Title IV Funds

Unearned Title IV funds are returned in the following order, as applicable:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Pell Grant

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4. Other Title IV programs, if applicable

ACCOUNTING & RECONCILIATIONS

All accounting transactions, including those involving Title IV funds, are accounted for in accordance with US GAAP and federal regulatory requirements. ICR Florida Education prepares internal financial statements and reconciles general ledger accounts on a timely basis.

ENROLLMENT STATUS REPORTING PROCEDURES

A student's enrollment status determines deferment eligibility, grace periods, and repayment schedules related to Direct Loans. The reporting and confirmation of student enrollment statuses for students receiving Title IV aid is completed by the Registrar's Office. The Registrar's Office coordinates with the National Student Clearinghouse for enrollment reporting. Reports are received regularly, and enrollment information provided to the Clearinghouse on a timely basis. Reporting errors are identified and corrected immediately.

DEFINITION OF TITLE IV ACADEMIC YEAR

All programs at ICR Florida Education operate under a clock-hour system. The standard academic year definition for Clock-Hours schools is represented by 26 weeks and 900 Clock Hours.

MEDICAL ASSISTANT and DENTAL ASSISTANT

For the Medical Assistant and Dental Assistant programs, the academic year is defined as 36 weeks and 720 clock hours for full-time, 60 weeks and 720 clock hours for part-time night, 60 weeks and 720 clock hours for part-time Weekend (Saturday), and 72 weeks and 720 clock hours for part-time weekend (Saturday or Sunday).

PATIENT CARE TECHNICIAN

The Patient Care Technician program is defined as 30 weeks and 600 clock hours. The part-time Night program is 50 weeks and 600 clock hours. The part-time Weekend (Saturday) program is 60 weeks and 600 clock hours. The part-time Weekend (Sunday) program is 60 weeks and 600 clock hours.

RESTRICTED BARBER

The Restricted Barber program is defined as 30 weeks and 600 clock hours for full-time students. The part-time hybrid evening program is defined as 34 weeks and 600 clock hours, and the part-time hybrid weekend program is defined as 34 weeks and 600 clock hours.

CANCELLATION AND REFUND POLICY

ICR Florida Education has a fair and equitable refund policy for tuition and institutional charges. Should a student's enrollment be terminated or canceled for any reason, all refunds will be processed according to the following refund criteria:

1. **Cancellation and Withdrawal Notice**
   Cancellation requests must be made in writing and submitted in person, by certified mail, or by another verifiable written method to the Admissions Department. Withdrawal requests after attendance has begun must be submitted in writing to the Registrar's Office.

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2. **Three-Day Right of Cancellation**
   All monies paid shall be refunded if the institution does not accept the applicant or if the student cancels enrollment within three (3) business days after signing the Student Enrollment Agreement and making the initial payment.

3. **Cancellation After Three-Day Period but Before Classes Begin**
   If cancellation occurs after the third business day but before the first day of class, all monies paid will be refunded except for the non-refundable registration fee.

4. **Withdrawal After Attendance Begins – Prior to 60% Completion**
   For students who withdraw after attendance has begun and before completing 60% of the payment period, the institutional refund shall be calculated on a pro rata basis, determined by:

$$\frac{\text{Days Attended}}{\text{Total Days in the Payment Period}}$$

   This calculation is consistent with the federal Return to Title IV (R2T4) methodology.

5. **Withdrawal After 60% Completion**
   A student who withdraws after completing more than 60% of the payment period is considered to have earned 100% of institutional charges for that period, and no institutional refund is required.

6. **Termination Date**
   For refund calculation purposes, the termination date shall be the student's last date of actual attendance, or the date the institution receives the student's written notice of withdrawal, whichever is earlier.

7. **Refund Processing Timeframe**
   All refunds due shall be issued within 30 days of the determination of withdrawal or receipt of written cancellation notice.

8. **Institutional Cancellation or Failure to Meet Entrance Requirements**
   - If the institution cancels classes after attendance has begun, a 100% refund of all monies paid shall be made.
   - If a prospective student does not meet entrance requirements, a 100% refund of all monies paid shall be issued.

Title IV Funds Disclaimer
Students who receive federal Title IV financial aid are subject to the federal Return to Title IV (R2T4) calculation, which determines the amount of federal aid earned based on the percentage of the payment period completed.

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The Title IV calculation is performed separately from the institutional refund policy, and federal regulations supersede institutional policy when applicable.

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 notifies the school of withdrawal.
- The last day of attendance if the student is terminated from the school for any other purpose or fails to return from a leave of absence.

LATE PAYMENT FEE POLICY

Students who do not pay their tuition and fees by the agreed and scheduled deadline or installment payment schedule will be assessed a $25 late payment fee. The late payment fee will only be assessed once per month. Late payment fees will not be waived unless it is determined the student has the following extraordinary circumstances:

- Death of an immediate family member (parent, spouse, child, sibling, or grandparents). Death certificate and documentation establishing relationship are required.
- Call to active military service. Appropriate documentation must be included with your petition.
- Student illness of such severity that prevented the student from meeting the corresponding due dates. Confirmation by a physician must be submitted.

ICR FLORIDA EDUCATION ENROLLMENT GRANT – BARBER PROGRAM

ICR Florida Education offers institutional grants to support student access and promote workforce development. The Enrollment Grant is an institutional grant available exclusively for the Barber program.

This Enrollment Grant is designed to reduce financial barriers for prospective students enrolling in the Barber program and to encourage participation in vocational training that supports community workforce needs. This grant is separate from the ICR Florida Alumni Grant Program and does not require prior enrollment at the institution.

Eligible students enrolling in the Barber program will receive a $1,500 tuition reduction, applied directly to the student's ledger at the time of enrollment confirmation.

To qualify for the Enrollment Grant, applicants must:

- Submit a completed enrollment application for the Barber program.
- Meet all standard admissions requirements as published in the institutional catalog.

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The grant is open to all prospective students, including new students, returning students, and graduates of other ICR Florida programs. No separate grant application is required.

CONDITIONS AND LIMITATIONS

- The grant is automatically applied upon enrollment confirmation.
- The grant is not transferable to other programs or individuals.
- The grant cannot be applied retroactively.

FUNDING AVAILABILITY

The Enrollment Grant is funded through a total institutional allocation of **$16,500**, which supports a maximum of **eleven (11) awards of $1,500 each**. Awards are issued on a first-come, first-served basis until the total allocation is exhausted. Once the allocation has been fully awarded, no additional Enrollment Grants will be issued, and ICR Florida Education will publish notice of the discontinuation. All awards issued prior to any discontinuation notice will be honored.

ICR FLORIDA EDUCATION ALUMNI GRANT

ICR Florida Education offers institutional grants to support continued professional development and promote workforce advancement. The Alumni Grant Program provides tuition assistance to graduates of ICR Florida who enroll in an additional program of study at the institution. This grant is designed to encourage students to obtain multiple professional credentials and expand their employment opportunities.

The Alumni Grant is awarded to eligible graduates who return to ICR Florida to pursue a new vocational program. The grant supports career mobility and enhances workforce readiness by reducing financial barriers for students seeking additional licensure or certification.

To qualify for the Alumni Grant, applicants must:

- Have successfully completed and graduated from a program at ICR Florida Education LLC.
- Enroll in a new, distinct program as outlined in the Award Schedule.
- Be in good standing with the institution at the time of re-enrollment, with no outstanding balances or disciplinary actions.
- Submit a completed Alumni Grant Application Form prior to the start of classes in the new program.

The grant is open to all prospective students meeting the conditions above.

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AWARD SCHEDULE

The following institutional grant amounts are available based on the combination of the prior program completed and the new program of enrollment:

NEW PROGRAM OF ENROLLMENT & GRANT AMOUNT		
Prior Program Completed	**New Program of Enrollment**	**Grant Amount**
Skin Care Specialist	Nail Technician	**$700**
Nail Technician	Skin Care Specialist	**$1,250**
Skin Care Specialist/Nail Technician	Barber	**$3,000**
Medical Assistant / Patient Care Technician / Dental Assistant	Barber	**$3,000**
Medical Assistant / Patient Care Technician / Dental Assistant	Skin Care Specialist	**$1,250**
Medical Assistant / Patient Care Technician / Dental Assistant	Nail Technician	**$700**
Skin Care Specialist/Nail Technician/Barber	Medical Assistant	**$4,500**
Skin Care Specialist/Nail Technician/Barber	Patient Care Technician	**$4,500**
Skin Care Specialist/Nail Technician/Barber	Dental Assistant	**$1,000**
Medical Assistant/ Patient Care Technician	Dental Assistant	**$1,000**
Medical Assistant	Patient Care Technician	**$2,000**
Patient Care Technician	Medical Assistant	**$2,000**
Dental Assistant	Medical Assistant	**$2,000**
Dental Assistant	Patient Care Technician	**$2,000**
Home Health Aide	Skin Care Specialist/Nail Technician/Barber/Dental Assistant	**$500**
Home Health Aide	Medical Assistant/Patient Care Technician	**$1,000**

TITLE IV PROGRAMS

Awards for students enrolling in Title IV-eligible programs (Medical Assistant, Dental Assistant, Patient Care Technician, and Restricted Barber) will be treated as institutional aid and included in Estimated Financial Assistance (EFA) calculations in accordance with federal regulations (34 C.F.R. § 685.102(b)).

FUNDING AVAILABILITY

All Alumni Grant awards are subject to the availability of institutional funds and are issued on a first-come, first-served basis. The institution may suspend or discontinue the program once allocated funds are exhausted. Awards approved prior to any suspension will be honored.

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APPLICATION PROCESS

Students must complete the following steps prior to the start of the new program:

- Submit a completed Alumni Grant Application Form.
- Provide documentation of graduation from the prior ICR Florida program (diploma or official transcript).
- Sign a Grant Award Letter acknowledging the award amount and conditions.

Applications received after the program start date will not be considered. Awards are not applied retroactively.

APPLICATION OF FUNDS

The Alumni Grant is applied directly to the student's ledger as institutional aid, reducing the tuition balance for the new program. For students receiving Title IV aid, the grant will be packaged in accordance with federal financial aid regulations, and students will be notified of any impact on their aid eligibility.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Recipients must maintain Satisfactory Academic Progress as defined in the institution's SAP Policy. Failure to meet SAP standards may result in suspension or cancellation of the grant for future payment periods, subject to SAP appeal procedures.

NON-TRANSFERABILITY

The Alumni Grant is non-transferable and non-refundable. It may only be applied to the specific program combination for which it was awarded and cannot be used for books, supplies, fees, or other charges unless expressly approved by the School Director.

The Alumni Grant is a tuition benefit only. It does not constitute an award of academic credit, advanced standing, course substitution, or any reduction of the clock hours required to complete the new program. Credit between programs offered by the institution is governed exclusively by the Transfer of Credits section of this Catalog.

RENEWABILITY

The Alumni Grant is a one-time award per approved program combination. Students may receive additional Alumni Grants only when enrolling in a different eligible program combination listed in the Award Schedule.

CONSUMER INFORMATION GUIDE & STUDENT RIGHT TO KNOW

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make available to their student's information regarding placement rates, including the methodology and time frame applicable to the rates. Data is taken directly from the Annual Reports submitted to the Council on Occupational Education (COE)) for the reporting

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period based on the fiscal year. This information is compiled based on regulatory requirements. Information is maintained, tracked, and updated in our student database system. Current and historical reports can be found in the official institutional website at www.icrflorida.edu.

STUDENT AFFAIRS

STUDENT FAIR CONSUMER RIGHTS

Students have the right to request information from ICR Florida Education regarding the following:

1. **Licensing and Accreditation**: The names of associations, agencies, or governmental regulatory bodies that license or approve ICR Florida Education and its programs, along with the procedures by which current or prospective students may obtain or review documents describing the school's licensing and accreditation status.
2. **Cost of Attendance**: The total cost of attending the institution, including tuition and fees, books and supplies, estimated commuting costs, and any additional program-specific expenses.
3. **Academic and Training Programs**: Detailed information about the institution's academic and training programs, instructional laboratories, other facilities related to the programs, and information about faculty and instructional personnel.
4. **Refund Policy**: A full statement of the institution's refund policy.
5. **Access to Rights Information**: The methods and locations through which students and prospective students may obtain information concerning their rights.
6. **Financial Assistance**: Availability of financial aid, including federal, state, local, private, and institutional programs; procedures and deadlines for submitting financial aid applications; criteria for selecting recipients; determination of financial need; how aid is awarded; and the types and amounts of assistance included in a financial aid package.
7. **Satisfactory Academic Progress**: The academic standards students must meet to maintain satisfactory academic progress (SAP).
8. **Special Facilities and Services**: Availability of special facilities and support services for students with disabilities.
9. **Community Programs**: Information on enrolling in GED preparation or ESOL workshops offered in the community at no cost.

ICR Florida Education participates in the annual Integrated Postsecondary Education Data System (IPEDS) Survey conducted by the National Center for Education Statistics (NCES). The National Center for Education Statistics (NCES) survey program at the postsecondary education level provides statistical

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information used by planners, policy makers, and educators in addressing multiple issues. One primary source of this information is the annual Integrated Postsecondary Education Data System (IPEDS) Survey.

The IPEDS system, established as the core postsecondary education data collection program for NCES, is a system of surveys designed to collect data from all primary providers of postsecondary education. The IPEDS system is built around a series of interrelated surveys that collect school-level data in such areas as school characteristics, enrollments, program completions, staffing patterns, finances, and financial aid. Information on NCES and IPEDS is available at www.nces.ed.gov/IPEDS.

STUDENT RESPONSIBILITIES

Education is a real investment of time, money, and effort. As a student, you are strongly encouraged to gather valuable information about the school, its academic programs, the program's completion rate, total cost of education, refund policy, financial programs, and any other information you may find helpful in making a wise and informed decision.

A student must:

1. Provide documentation and information requested by the school or externship sites.
2. Read, understand, and retain copies of all forms provided to the student.
3. Accept responsibility for the promissory note and all other signed agreements.
4. Keep the school informed of any change in address, name, marital status, financial situation, or any other change that may affect their status.
5. Students must promptly notify the institution if they need to withdraw or request a leave of absence.

DISTANCE EDUCATION POLICIES

The distance education policies apply to students enrolling in the Medical Assistant, Dental Assistant, and Restricted Barber programs who will be completing theory instruction via hybrid modality.

HYBRID ENROLLMENT

Students enrolling in the hybrid modality will attend weekly theory online-synchronous classes provided by a live instructor. On-campus weekly activities include theory review and laboratory hands-on practice depending on the courses taught each week.

ADDITIONAL RESOURCES

Books and supplies are to be purchased by each student. The Learning Management System (LMS) platform includes resources for students and faculty such as the course syllabus and reference materials. Students are able to access LIRN, the electronic library system, via the school website.

EXAMINATION AND EVALUATION OF STUDENT WORK

Theory and practical evaluations are conducted onsite. Clinical evaluations are conducted by the assigned externship supervisor.

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TECHNICAL SUPPORT

Students have access to technical support 24 hours a day, seven days a week. A Technical Support Hotline is available through the student portal. To update contact information, students should email support@instructure-contact.com and include their full name and Student ID.

Technical Support Response Times:

- Monday through Friday, 8:00 a.m. – 8:00 p.m.: Response within 3 hours
- After business hours, holidays, and weekends: Response within 6 hours

RESPONSE TIME TO STUDENT INQUIRIES

Instructor Response Time: Instructors will respond to student inquiries within 24 hours during business days, holidays, and weekends.

Student Services Response Time: Student Services will respond to inquiries within 24 hours for messages received Monday through Friday. Inquiries received on weekends or holidays will be addressed on the next business day.

EQUIPMENT AND SUPPLIES

We recommend students connecting to the learning platform with a computer no more than five years old. Minimum requirements are:

- 4 GB of RAM
- 2.5 GHz processor
- A reliable internet connection: 512 kbps minimum, but a high-speed connection is recommended.
- 256 GB Hard drive
- Adobe Reader/Acrobat or another PDF reader application
- Sound card and speakers
- Camera/microphone and headphones

ATTENDANCE

Students are required to attend all scheduled classes. Students who do not record attendance for 14 consecutive days will be withdrawn from the institution. Students may request a Leave of Absence (LOA) if they need to be away from school for more than 14 days due to valid circumstances, such as family illness, disability, or other emergencies. For more information, see the Leave of Absence policy in the Student Services section of this catalog.

STUDENT LOGIN, USERNAME AND PASSWORD

Each student is assigned a unique username and password to access the online learning platform and course materials. Students experiencing technical difficulties or login issues must contact Technical Support via email for assistance. Usernames and passwords are essential to maintaining the security and integrity of student records and academic work. Students are solely responsible for all activities conducted under their assigned login credentials and must keep their passwords confidential. Sharing login information or

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allowing another individual to access the online platform on a student's behalf is strictly prohibited. Any student found to have provided access to their account for the purpose of completing coursework may be subject to disciplinary action, up to and including dismissal from the institution.

CONTACT INFORMATION FOR STUDENTS

Students are responsible for ensuring that their contact information remains accurate and current. Contact information is defined as the information provided during the application and enrollment process. Students who wish to update their contact information must submit the request through the secure student portal and include their full name and Student ID.

Email is the institution's primary method of official communication. Students are required to maintain an active email address and promptly notify the institution of any changes by following the update process described above.

STUDENT SERVICES BY ADMINISTRATIVE STAFF

We are committed to offering our students effective administrative, advising, and instructional support. The institution's administrative staff is available in person, via email, or phone:

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

ACADEMIC ADVISING AND SUPPORT

Academic advising and support are provided to assist students in achieving their educational goals. Instructors serve as academic advisors for students enrolled in their courses and are available to provide guidance on academic progress and related concerns. Faculty advisors may be contacted through the Instructure Learning Management System (LMS) for academic advising and support.

Additional academic support is available through the LMS, which offers chat and messaging features that allow students to engage in synchronous communication with faculty and peers. Students may also submit individual questions to faculty members or tutors regarding academic or non-academic matters that may impact their academic performance. Tutoring and advising services are further available through scheduled sessions conducted on campus or by telephone.

INSTRUCTOR OFFICE HOURS

Students may schedule a one-on-one appointment with their instructor during the faculty member office hours. These appointments may be conducted in person or via a video conference. Instructor office hours are posted by faculty members on the course portal page.

LIBRARY RESOURCES AND SERVICES

The Electronic Library Resource Center is available to enrolled students and faculty through the secure Student and Faculty Portal. To support academic success and research, the institution maintains membership in the Library and Information Resource Network (LIRN). LIRN provides access to an extensive collection of academic resources, including more than 60 million journal articles, books,

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encyclopedias, newspapers, magazines, and audio and video materials. These resources are available at no cost to active students and faculty. In addition, students are provided with recommended open-access resources, including textbooks and course-related materials, to further support their academic studies.

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ACADEMIC PROGRAMS

HOME HEALTH AIDE PROGRAM
75 CLOCK HOURS

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 a Home Health Aide as soon the diploma 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 five (5) weeks, attending Monday through Thursdays 9:00 am to 1:00 pm, and Monday through Thursday 6:00 pm to 10:00 pm. Part-time students complete the program in eight (8) weeks Weekend students complete the program in eight weeks, attending Saturdays or Sundays 8:00 am to 4:00 pm.

DELIVERY MODE
This program is delivery onsite (non-distance).

CREDENTIAL AWARDED
Upon graduation students receive a diploma.

CURRICULUM

Course Code	Course Title	Course Hours
HHA201	Infection Control and Safety	15
HHA202	Emergency Situations	15
HHA203	HealthCare Procedures	45
	Total Hours	**75 hours**

*Courses may not be delivered in the order presented above, ICR Florida Education reserves the right to deliver courses in the order deemed appropriate.

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PATIENT CARE TECHNICIAN PROGRAM
600 CLOCK HOURS

PROGRAM DESCRIPTION
The Patient Care Technician (PCT) program is designed to prepare students for entry-level positions by providing comprehensive training in patient care assistance, nursing assistant duties, home health care, phlebotomy, and diagnostic testing, including electrocardiography (EKG). This program is designed for those interested in an entry level position as patient care technicians in a nursing home, rehabilitation facility, extended care facility, a hospital, or as Home Health Care Aid.

The student will learn to apply basic types of patient care technician/home health care and the basic use of phlebotomy and EKG equipment. The student will receive all required in-service training and certifications such as domestic violence, HIV/AIDS, OSHA, Infection Control and Universal Precautions, geriatric care, understanding Alzheimer's Disease, assisting with Self-Administered Medication, and BLS training.

PROGRAM OBJECTIVE
Upon successful completion of the program, students will receive a diploma and will be prepared to begin work as entry-level Patient Care Technicians. Graduates will possess the knowledge, practical skills, and hands-on experience necessary to provide patient care in a variety of healthcare settings.

PROGRAM DURATION
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 6:00 pm to 10:00 pm. Weekend students complete the program in 60 weeks, attending Saturdays or Sundays 8:00 am to 4:30 pm.

DELIVERY MODE
This program is delivery onsite (non-distance).

CREDENTIAL AWARDED
Upon graduation students receive a diploma.

CURRICULUM

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

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EKG101 – Electrocardiography	60	20	80
CNA101 – Nursing Assistant	85	35	120
PCT101 – Patient Care Technician	68	40	108
PCT102 – Patient Care Technician and Nursing Assistant Practicum	0	120	120
TOTAL HOURS	334	266	600

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MEDICAL ASSISTANT PROGRAM
720 CLOCK HOURS

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, assisting in 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 to work at the entry level in medical offices, clinics, and other healthcare settings, possessing the practical skills and hands-on experience necessary to perform patient care duties effectively.

PROGRAM DURATION
Full time students complete the program in 36 weeks. Part-time students complete the program in 60 weeks. Weekend students complete the program in 72 weeks.

DELIVERY MODE
This program is offered via two modalities:

- ***Onsite***: Theory and lab delivered on campus; externships completed at assigned facilities.
- ***Hybrid***: Theory delivered online; lab and reviews delivered onsite; externships completed at assigned facilities.

PROGRAM SCHEDULE - ENROLLMENT OPTIONS
Option A - Onsite Morning Classes
Onsite Classes: Monday through Thursday 8:30 am to 1:30 pm
Externships: Completed at assigned facilities
Duration: 36 weeks

Option B - Onsite Evening Classes
Onsite Classes: Monday through Wednesday 6 pm to 10 pm
Externships: Completed at assigned facilities
Duration: 60 weeks

Option C - Onsite Weekend Classes
Onsite Classes: Thursdays 6 pm to 10 pm, and Saturdays 8:30 am to 4:30 pm
Externships: Completed at assigned facilities
Duration: 60 weeks

Option D - Onsite Weekend Classes
Onsite Classes: Saturdays or Sundays 8:30 am to 4:30 pm
Externships: Completed at assigned facilities
Duration: 72 weeks

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Option E - Hybrid Classes

Online Classes: Theory completed online (students attend 4 hours of theory weekly instruction via Zoom)
Onsite Classes: Lab completed at the school (student attends 8 hours onsite for lab and theory review)
Externships: Completed at assigned facilities
Duration: 60 weeks

CURRICULUM

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 – Office Procedures	34	46	80
MED103 – Pharmacology	34	46	80
MED104 – Medical Assisting Theory and Lab	56	52	108
RA 101- Radiology	20	20	40
MED105 – Medical Assistant Practicum	0	160	160
TOTAL HOURS	325	395	720

*Courses may not be delivered in the order presented above, ICR Florida Education reserves the right to deliver courses in the order deemed appropriate.

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DENTAL ASSISTANT PROGRAM
720 CLOCK HOURS

PROGRAM DESCRIPTION

The Dental Assistant Diploma Program at ICR Florida Education prepares students for entry-level employment in both general and specialty dental practices. This 720-clock-hour program provides comprehensive training in dental office operations, oral anatomy, infection control, expanded functions, chairside assisting, and dental materials.

Instruction is delivered through classroom lectures, hands-on laboratory activities, and supervised clinical externship. The curriculum is aligned with Florida Board of Dentistry requirements and reflects current industry standards. Emphasis is placed on patient communication, operatory preparation, safety protocols, material handling, preventive care, and professional ethics.

Upon successful completion, graduates receive a Certificate of Completion verifying formal training in remediable tasks in accordance with Florida Administrative Code 64B5-16.

PROGRAM OBJECTIVE

The objectives of the Dental Assistant Program are to:

1. Provide students with the knowledge and technical skills required to perform chairside assisting in general and specialty dental practices.
2. Ensure proficiency in infection control and sterilization procedures in compliance with OSHA and HIPAA standards.
3. Develop competence in dental radiography, expanded functions, and the use of dental instruments and materials.
4. Foster effective communication skills with patients and dental team members, emphasizing empathy, professionalism, and teamwork.
5. Prepare students for employment by integrating classroom instruction with practical laboratory activities and supervised clinical externship.
6. Support graduates in meeting the requirements of Florida Administrative Code 64B5-16 for remediable tasks.
7. Instill an understanding of safety protocols, ethical practice, and commitment to continuing professional development.

PROGRAM DURATION

Full time students complete the program in 36 weeks. Part-time students complete the program in 60 weeks. Weekend students complete the program in 72 weeks.

DELIVERY MODE

This program is offered via two modalities:

- ***Onsite***: Theory and lab delivered on campus; externships completed at assigned facilities.

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- ***Hybrid***: Theory delivered online; lab and reviews delivered onsite; externships completed at assigned facilities.

PROGRAM SCHEDULE - ENROLLMENT OPTIONS

Option A - Onsite Morning Classes
Onsite Classes: Monday through Thursday 8:30 am to 1:30 pm
Externships: Completed at assigned facilities
Duration: 36 weeks

Option B - Onsite Evening Classes
Onsite Classes: Monday through Wednesday 6 pm to 10 pm
Externships: Completed at assigned facilities
Duration: 60 weeks

Option C - Onsite Weekend Classes
Onsite Classes: Thursdays 6 pm to 10 pm, and Saturdays 8:30 am to 4:30 pm
Externships: Completed at assigned facilities
Duration: 60 weeks

Option D - Onsite Weekend Classes
Onsite Classes: Saturdays or Sundays 8:30 am to 4:30 pm
Externships: Completed at assigned facilities
Duration: 72 weeks

Option E - Hybrid Classes
Online Classes: Theory completed online (students attend 4 hours of theory weekly instruction via Zoom)
Onsite Classes: Lab completed at the school (student attends 8 hours onsite for lab and theory review)
Externships: Completed at assigned facilities
Duration: 60 weeks

CREDENTIAL AWARDED

Upon graduation students receive a diploma.

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CURRICULUM

Course	Theory Hours	Lab & Clinical/Ext Hours	Total Hours
MED101 – Anatomy, Physiology, and Medical Terminology	80	0	80
MED102 – Office Procedures	34	46	80
MED103 – Pharmacology	34	46	80
CPR101 – CPR and First Aid	0	6	6
HIV101 – HIV/AIDS, Blood Born Pathogens and OSHA	6	0	6
DA101 – Dental Pathology & Patient Assessment	35	45	80
DA102 – Dental Materials & Laboratory Techniques	60	20	80
DA103 – Chairside Assisting & Patient Communication Dental Specialties & Expanded Functions	56	52	108
RA101 – Radiology	20	20	40
DA104 – Dental Externship	0	160	160
TOTAL HOURS	325	395	720

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SKIN CARE SPECIALIST PROGRAM
220 CLOCK HOURS

PROGRAM DESCRIPTION
This program provides training in skin treatments teaching students skin analysis and facial techniques to maintain skin health by correct cleansing methods, massage, and the use of machines for deep cleansing. The program consists of 220 hours of theory and practical activities, with 71 hours of hands-on instruction and practice of applied skin care treatments. Students in this program are required to demonstrate proficiency in the techniques learned and complete all practical service requirements in order to graduate.

PROGRAM OBJECTIVE
This program provides instruction in the care and treatment of the facial skin. Theory classes and hands-on practical applications provide students with the knowledge and experience for entry level as a Skin Care Specialist. Upon completion of the program students are awarded a diploma and qualify to apply for Florida State Registration as a Facial Specialist.

PROGRAM DURATION
Full-time students complete the program in 14 weeks, attending Monday through Wednesday 9:00 am to 1:00 pm, and Monday through Wednesday from 6:00 pm to 10:00 pm. Part-time students complete the program in 24 weeks, attending Weekend attending Saturdays or Sundays 9:00 am to 4:00 pm.

DELIVERY MODE
This program is delivery onsite (non-distance).

CREDENTIAL AWARDED
Upon graduation students receive a diploma.

CURRICULUM

Course	Theory Hours	Lab & Clinical Hours	Total Hours
SCS101 - Foundational Concepts in the Profession	20	0	20
SCS102 – Skin Science and Clinical Analysis	58	0	58
SCS103 – Techniques and Procedures	71	0	71
SCS104 – Skin Care Clinical Training	0	71	71
TOTAL HOURS	149	71	220

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NAIL TECHNICIAN PROGRAM
180 CLOCK HOURS

PROGRAM DESCRIPTION
Theory classes include instruction on Florida laws and regulations relevant to the profession, sanitation, safety and disinfection, ethics, entrepreneurship and employability, science, math, problem solving, critical thinking, oral & written communication skills, leadership, teamwork, chemistry, nail and skin structure, diseases and disorders, with a strong focus on contraindications. Practical hands on training includes manicuring, pedicuring, nail extension, wraps and resin application, monomer and liquid application, gel nails and nail art techniques.

PROGRAM OBJECTIVE
This program offers a sequence of theory and practical courses for students to become proficient in the techniques of nail care. It includes 90 hours of client services under the supervision of a qualified instructor to provide students with the opportunity to gain the required experience. Upon successful program completion, students qualify to apply for a Florida Nail Specialty License.

PROGRAM DURATION
Full time students complete the program in 10 weeks, attending Monday through Wednesday 9:00 am to 1:00 pm, and Monday through Wednesday from 6:00 pm to 10:00 pm. Part-time students complete the program in 16 weeks, attending Saturdays or Sundays 9:00 am to 4:00 pm.

DELIVERY MODE
This program is delivery onsite (non-distance).

CREDENTIAL AWARDED
Upon graduation students receive a diploma.

CURRICULUM

Course	Theory Hours	Lab & Clinical Hours	Total Hours
NSP101 - Florida Cosmetology Laws and Rules	4	0	4
NSP102 - Sanitation	8	0	8
NSP103 - Ethics	2	0	2
NSP104 - Nail Theory, Practice and Related Subjects, including HIV/AIDS	76	0	76
NSP105 - Nail Specialty Clinical Training	0	90	90
TOTALS	90	90	180

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RESTRICTED BARBER PROGRAM
600 CLOCK HOURS

PROGRAM DESCRIPTION

The Restricted Barber program provides students with the knowledge and practical skills needed to perform services within the Florida barbering scope of practice. Training includes Florida law, safety, sanitation and sterilization, hair structure, haircutting and hairstyling, shampooing, and shaving services for mustache and beard care. The curriculum consists of 600 clock hours, meeting Florida requirements, and prepares students for entry-level employment in the field.

The program includes hybrid synchronous online instruction for theory courses, delivered live by an instructor through the institution's learning platform, while all practical and service-based training will be completed on campus at the Academy. Theory coursework will consist of scheduled, live online class sessions with real-time instructor interaction.

PROGRAM OBJECTIVE

The Restricted Barber program is designed to prepare students for Florida licensure and successful entry into professional barbering practice with the technical skills, professional tools, and client-service abilities required for entry into the barbering field. The curriculum focuses on developing competency in shampooing, haircutting, styling, shaving, grooming, and foundational business practices, while also emphasizing effective communication and client relationship-building. Students complete the required hours through a combination of theory and hands-on training, demonstrating proficiency through practical projects and written and practical examinations.

PROGRAM DURATION

Full time students complete the program in 30 weeks, attending Monday through Wednesday 8:30 am to 1:30 pm, and Monday through Wednesday from 5:00 pm to 10:00 pm. Part-time students complete the program in 34 weeks, attending Saturdays or Sundays 8:00 am to 6:00 pm plus Thursdays from 5:00 pm to 10:00 pm.

DELIVERY MODE

This program is offered via two modalities:

- ***Onsite***: Theory and lab delivered on campus; externships completed at assigned facilities.
- ***Hybrid***: Theory delivered online; lab and reviews delivered onsite; externships completed at assigned facilities.

PROGRAM SCHEDULE - ENROLLMENT OPTIONS

Option A - Onsite Morning Classes

Onsite Classes: Monday through Thursday 8:30 am to 1:30 pm
Duration: 30 weeks

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Option B - Hybrid Evening Classes
Online Classes: Theory completed online (students attend 5 hours of theory weekly instruction via Zoom)
Onsite Classes: Lab completed at the school (student attends 10 hours onsite for lab and theory review)
Duration: 34 weeks

Option C - Hybrid Weekend Classes
Online Classes: Theory completed online (students attend 5 hours of theory weekly instruction via Zoom)
Onsite Classes: Lab completed at the school (student attends 10 hours onsite for lab and theory review)
Duration: 34 weeks

CREDENTIAL AWARDED
Upon graduation students receive a diploma.

CURRICULUM

Course	Theory Hours	Lab & Clinical Hours	Total Hours
BAR100 - Florida Laws and Rules	75	0	75
BAR101 - Safety	60	15	75
BAR102 - Sanitation	65	10	75
BAR 103 – Sterilization	50	25	75
BAR 104 – Hair Structure, Cutting and Cleansing	25	50	75
BAR 105 – Shaving, Beard and Mustache Trimming	0	25	25
BAR 106 – Barbering Lab	0	200	200
TOTALS	275	325	600

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COURSE DESCRIPTIONS

BAR100 – Florida Laws and Rules (75 Clock Hours – Lecture):
This course provides an in-depth introduction to the laws, rules, and professional standards governing the practice of restricted barbering in Florida. Students study Chapter 476, Florida Statutes, and Rule Chapter 61G3, including licensure requirements, prohibited practices, disciplinary guidelines, and professional responsibilities. Emphasis is placed on consumer protection, ethical conduct, and the legal scope of services permitted for Restricted Barbers. All instruction is delivered through lecture and online-supported learning, preparing students for the legal portion of the state licensure examination. Pre-requisites: None.

BAR101 – Safety (60 Lecture / 15 Lab)
This course introduces the fundamental principles of workplace safety, hazard recognition, and emergency preparedness within a professional barbering environment. Students will study federal, state, and local safety regulations, including OSHA standards, fire prevention, electrical safety rules, and proper ergonomics to prevent repetitive strain injuries. The course emphasizes creating and maintaining an accident-free workstation and understanding the barber's liability regarding client safety. All instruction is delivered through a blend of lectures and practical safety drills. Pre-requisites: None.

BAR102 – Sanitation (65 Lecture / 10 Lab):
This course provides a comprehensive study of infection control, microbiology, and chemical sanitation procedures necessary to maintain public health standards in a barbershop. Students examine the classifications of pathogenic and non-pathogenic bacteria, viruses, and fungi, alongside their modes of transmission. Practical lab work focuses on the correct mixing ratios, contact times, and application of EPA-registered disinfectants on non-porous surfaces and implements. This course prepares students to strictly comply with Florida's sanitary mandates. Pre-requisites: None.

BAR103 – Sterilization (50 Lecture / 25 Lab):
This specialized course focuses on high-level decontamination procedures, specifically the science and practice of absolute sterilization. Students will master the physics of killing all microbial life, including highly resistant bacterial spores, using physical and chemical methods. Intensive laboratory training includes operational protocols of autoclaves, heat monitoring, tool pouching, sterile storage, and the rigorous maintenance of statutory sterilization logs required for tools that break the skin barrier. Pre-requisites: None.

BAR104 – Hair Structure, Cutting and Cleansing (75 Clock Hours – 25 Lecture / 50 Lab):
This course introduces students to the structure and function of hair, scalp conditions, and the fundamentals of haircutting and cleansing services. Students learn sectioning, tapering, blending, clipper and shear techniques, shampooing procedures, and basic styling methods. Most of the course is hands-on lab training, where students perform supervised services on mannequins and models to develop technical proficiency. This course aligns with Florida's required competencies in haircutting, shampooing, and hairstyling for Restricted Barbers. Pre-requisites: None.

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BAR105 – Shaving, Beard and Mustache Trimming (25 Clock Hours – Lecture/Lab):
This course focuses on the practical skills required for shaving, beard design, and mustache trimming within the restricted barbering scope. Students receive training in razor safety, proper handling and sanitation of shaving tools, facial hair shaping, and skin preparation techniques. All instruction is delivered through hands-on lab practice, allowing students to develop confidence and precision in performing grooming services permitted under Florida law. This course prepares students for the shaving component of the state licensure examination.

BAR106 – Barbering Lab (200 Clock Hours – Lab/Clinical):
This course is a comprehensive, hands-on clinical module designed to integrate and master all practical skills acquired in previous coursework. Students will operate in a simulated barbershop environment, performing advanced services on mannequins and live clients under direct instructional supervision. Training focuses on achieving proficiency in haircutting, tapering, blending, sectioning, advanced hairstyling, shampooing, and scalp treatments, and precision shaving techniques, including the 14 shaving zones and facial hair design. Special emphasis is placed on professional speed, clinical safety, sanitation protocols, infection control compliance, client communication, and state board practical exam readiness.

CNA101 – Nursing Assistant Theory and Lab (120 clock hours-85 lecture/35 lab)
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, phyco-social care and restorative care; psychological care; and hospital functions specific to nurse assisting.
Pre-requisites: None

CPR101 – CPR and First Aid (6 lab clock hours)
This course is offered as part of the program as well as a continuing education credit/class. Completers receive CPR and First Aid cards. This course is graded on a Pass or Fail basis.
Pre-requisites: None

DA101 – Dental Pathology & Patient Assessment (80 clock hours- 35 lecture/45 lab)
Introduces oral diseases, systemic conditions affecting dental care, vital signs, patient histories, and diagnostic indicators.
Pre-requisites: None

DA102 – Dental Materials & Laboratory Techniques (80 clock hours- 60 lecture/20 lab)
Instruction in identification, preparation, and manipulation of restorative and impression materials. Includes laboratory skills such as mixing, pouring, polishing, and equipment use.
Pre-requisites: None

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DA103 – Chairside Assisting & Patient Communication Dental Specialties & Expanded Functions (108 clock hours- 56 lecture/52 lab)
Training in four-handed dentistry, tray setup, instrument transfer, isolation techniques, ergonomics, cultural competency, and preventive patient education. Overview of endodontics, prosthodontics, orthodontics, periodontics, oral surgery, and pediatric dentistry. Includes remediable expanded functions authorized in Florida.
Pre-requisites: None

DA104 – Dental Externship (160 Hours)
Supervised clinical placement in an approved dental practice. Students apply learned competencies in real-world patient care under professional supervision. This course is graded on a Pass/Fail basis.
Pre-requisites: All prior program courses

EKG101 – Electrocardiography (80 clock hours- 60 lecture/20 lab)
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. Completion of hours certificate is awarded at the end of the course.
Pre-requisites: None

HHA201 – Infection Control and Safety (15 theory clock hours)
This introductory course covers the HHA curriculum overview and the Home Health Aide's professional roles and responsibilities within the healthcare system. The core focus is on maintaining a safe and sanitary environment. Students will master infection prevention principles, including universal precautions and proper hand hygiene, use of Personal Protective Equipment (PPE) and environmental cleanliness and sanitation, besides workplace safety and adherence to OSHA and CDC standards.
Pre-requisites: None

HHA202 – Emergency Situations (15 clock hours- 9 lecture/6 lab)
This module equips students with the knowledge and skills needed to respond promptly and appropriately to critical events. The theoretical component (9 lecture hours) focuses on emergency preparedness and response, including recognition and initial management of medical emergencies; an overview of first aid procedures; protocols for responding to specific emergency situations such as fire safety and fall prevention; and the fundamentals of disaster preparedness, including hurricane-related first aid. The practical component (6 practice hours) is dedicated exclusively to CPR training, allowing students to develop hands-on proficiency through guided practice, skill demonstrations, and scenario-based simulations.
Pre-requisites: None

HHA203 – Healthcare and Procedures (45 clock hours- 36 lecture/9 lab)
This comprehensive module provides hands-on instruction in essential client care and fundamental healthcare skills. Topics include measuring vital signs; assisting with client mobility and proper body mechanics; providing personal hygiene and nutritional support; accurately observing and documenting

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client status; and reinforcing empathy, professionalism, and respect for patient dignity in compliance with Florida AHCA regulations. The practical component includes 9 practice hours dedicated to skill application, demonstrations, and supervised client-care exercises.
Pre-requisites: None

HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA (6 lecture clock hours)
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 an OSHA compliance health care setting. Completion of hours certificate is awarded at the end of the course.
Pre-requisites: None

MED101 – Anatomy, Physiology, and Medical Terminology (80 lecture clock hours)
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.
Pre-requisites: None

MED102 – Office Procedures (80 clock hours-34 lecture/46 lab)
Instruction in office procedures, administration, patient records scheduling, billing, codification , HIPAA compliance, insurance billing, and practice management software.
Prerequisites: None

MED103 – Pharmacology (80 clock hours-34 lecture/46 lab)
Introduces principles of pharmacology, dose calculations, and administration techniques. Emphasizes medication safety and handling.
Prerequisites: None

MED104 – Medical Assisting Theory and Lab (80 clock hours-34 lecture/46 lab)
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.
Prerequisites: None

MED105 – Medical Assisting Practicum (160 clinical clock hours)
This clinical course consists of 160 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/Fail basis.
Prerequisites: All prior program courses

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NSP101 – Florida Cosmetology Laws and Rules (4 lecture clock hours)
This course presents an overview of the laws, rules and regulations that apply to a professional working as a nail specialist in Florida. By the end of this course, students will be able to comprehend the requirements for salons and inspections; be aware of the disciplinary proceedings and penalties for violations; understand the requirements through rules and regulations for license renewal; and know the fees and their disposition.
Pre- requisite: None

NSP102 – Sanitation (8 lecture clock hours)
This course instructs students in the use chemical agents to disinfect implements and equipment to promote and protect good health in the community. By the end of this course students will be able to define terms and to describe and clarify bacteria in relationships to the spread of disease; as well as to describe four (4) methods of sanitation; describe the various agents used to prevent the spread of disease; describe measures used to disinfect service areas; effectively disinfect the nail technician's implements to prevent the spread of disease; and disinfect necessary equipment to prevent the spread of disease.
Pre-requisite: None

NSP103 – Ethics (2 lecture clock hours)
Students will be introduced to the requirements and regulations for starting and/or managing a nail salon or business. Professional ethics and integrity are discussed, and regulations and office procedures are reviewed.
Pre-requisites: None

NSP104 – Nail Theory, Practice and Related Subjects, Including HIV/AIDS (76 lecture clock hours)
By the end of this course students will be able to describe the history of nail care and career opportunities: communication for success: communication basics, the client consultation, special issues in communication, in- salon communication; general anatomy and physiology; skin structure, growth and nutrition: anatomy of the skin, aging of the skin, disorders of the skin, preventing skin problems in salon. Nail structure and growth: the natural nail, nail anatomy, nail growth. Nail disorders and diseases; and the basics of chemistry. Students learn the techniques and steps to properly do manicures, pedicures, tips with overlay, sculpting using A form, wraps, mending, artificial nail removal, polishing and nail art. This course also includes 4 hours of training on HIV/AIDS and other communicable diseases. Course completers are able to explain the causes of HIV/AIDS, hepatitis, tuberculosis, and other communicable diseases and how these diseases are spread; the dangers associated with these diseases; and how to avoid contamination from the diseases in the practice as a nail specialist.
Pre-requisite: None

NSP105 – Nail Specialty Clinical Training (90 clinical clock hours)
Students gain practical experience while conducting supervised practical hands-on applications of all subjects taught in program on fellow students and clients.
Pre-requisites: All prior program courses

Disclosure: Students are required to complete the services as listed below:

- 15 Manicures

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- 10 Pedicures
- 15 Tips with Overlay
- 10 Sculpting Using A Form
- 10 Nail Wraps and/or Mending
- 10 Nail Fill-Ins
- 5 Artificial Nail Removal
- 10 Polishing and Nail Art
- 5 Gel Nail

PCT101 – Patient Care Technician Theory and Lab (108 clock hours-68 lecture/40 lab)
In this course, students receive 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.
Pre-requisites: None

PCT102 – Patient Care Technician and Nursing Assistant Practicum (120 externship clock hours)
Students complete the clinical practical portion of the program, which includes 80 hours dedicated to the practice of the Patient Care Technician skills, and 40 hours dedicated to the practice of the Nursing Assistant skills. This is the final course of the program, and students must have successfully completed all previous courses in order to be assigned to the externship facilities.
Prerequisites: All prior program courses

Disclosure: During the Patient Care Technician clinical practicum (80 hours), students will gain hands-on experience performing a variety of patient care and clinical procedures, including care for healthcare facility equipment and supplies; transferring patients to stretchers; preparing hot and cold applications; assisting patients with binders; providing care for patients in skin and skeletal traction; reinforcing dressings; assisting with physical examinations; administering oxygen therapy; changing unsterile dressings; measuring apical, pedal, and apical-radial pulse deficits; cast and pin care; artificial eye and contact lens care; monitoring pulse oximetry and reporting decreasing O2 saturation; as well as performing phlebotomy and electrocardiography (EKG) procedures.

Disclosure: During the Nursing Assistant clinical practicum (40 hours), students will gain hands-on experience performing a variety of patient care tasks, including proper handwashing; donning and removing gowns and gloves; positioning patients in Fowler's and lateral (side-lying) positions; transferring patients from bed to chair and assisting with walking using a gait belt; making occupied beds; performing passive range of motion exercises for the upper and lower body; caring for dentures; providing mouth care for unconscious patients; giving partial bed baths and back rubs; cleaning and trimming fingernails; serving meals and assisting with feeding for patients with paralysis; assisting with

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dressing patients with a paralyzed or immobile arm; assisting with bedpans; and measuring and recording height, weight, respirations, and blood pressure.

PHL101 – Phlebotomy (80 clock hours-35 lecture/45 lab)
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. Completion of hours certificate is awarded at the end of the course.
Pre-requisites: None

RA 101 – Radiology Course (40 Clock Hours – Lecture/Lab):
This course introduces the fundamental principles and procedures of dental radiology as they relate to the role of the Dental Assistant. Instruction includes radiation safety and protection, radiographic equipment operation and maintenance, infection control procedures, patient preparation and positioning, and applicable regulatory requirements. Students will develop skills in exposing and processing intraoral and extraoral dental radiographs using accepted clinical techniques and quality assurance standards. Emphasis is placed on obtaining diagnostically acceptable images while maintaining patient safety and minimizing radiation exposure. Students will also learn to identify common radiographic errors and apply corrective techniques. Learning activities include classroom instruction, demonstrations, laboratory practice, case-based exercises, and competency-based evaluations designed to prepare students for entry-level clinical responsibilities in dental radiography.

SCS101 – Foundational Concepts in the Profession (20 lecture clock hours)
The Foundations course provides students with a solid introduction to the essential principles of the Skin Care program. It includes Florida State Laws and Regulations, ensuring that learners understand and comply with all legal requirements in the esthetics field. Professional Ethics supports the development of responsible conduct and professionalism. The course also covers Sanitation, Bloodborne Pathogens, and HIV/AIDS, emphasizing strict adherence to infection control and safety protocols. Product Chemistry equips students with the knowledge to select appropriate products based on skin type and specific client needs, while Basics of Electricity prepares them to safely operate fundamental esthetics equipment. Upon completion, students will demonstrate competencies such as complying with Florida regulations, applying sanitation procedures, selecting suitable skincare products, and safely using basic esthetics devices.
Pre-requisite: None.

SCS102 – Skin Science and Clinical Analysis (58 lecture clock hours)
Through the study of skin anatomy and physiology, Skin Science and Clinical Analysis equip students with a thorough grasp of the skin's structure and function. This topic also covers common skin diseases and disorders to help students recognize clinical manifestations and understand their relevance in treatment planning. In addition, it addresses contraindications and appropriate treatment adaptations to ensure both safety and effectiveness in professional practice. By the end of this topic, students will be able to analyze

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various skin types and conditions, determine safe and effective treatment options, and identify contraindications that require treatment modification or client referral.
Pre-requisite: None.

SCS103 – Techniques and Procedures (71 lecture clock hours)
Facial Techniques, Hair Removal, and Makeup introduce students to essential practical skills used in professional esthetics. This topic includes comprehensive training in facial techniques and treatment protocols, enabling students to perform both manual and mechanical facial services safely and effectively. Students also learn basic hair removal methods, along with foundational makeup application skills, including color theory, facial shapes, and day and evening looks. By the end of this section, students will be able to perform a variety of facial procedures, conduct safe hair removal services, apply professional makeup techniques, and demonstrate strong skills and workplace conduct.
Pre-requisites: None.

SCS104 – Skin Care Clinical Training (71 practical clock hours)
Students gain practical experience while conducting supervised practical hands-on applications of all subjects taught in program on fellow students and clients.
Pre-requisites: All theory program courses

Disclosure: Students are required to complete the services as listed below:

- 30 Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature
- 1 Set up, use, and maintenance of electrical devices
- 10 Hair removal, including tweezing, waxing, threading, and sugaring
- 10 Makeup application for both daytime and nighttime looks
- 2 Lash and brow tinting
- 12 Eyelash application, individual lashes, and semi-permanent lashes
- 6 Manual extractions

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ADMINISTRATION

- President and Chief Administrator Office - Sebastian Paramo
- Campus Director – Jose Alvarez
- Financial Director - Sebastián Paramo
- Financial Aid Officer- Aniel Rodriguez
- Financial Aid: Yainieris Jova
- Accreditation Liaison Officer - Jose Alvarez
- Director of Education - Deyanira Brunet
- Admissions Representatives - Sheyla Nunez, Kamila Castro, Milaydi Abella, Kenia Perez Alonso, Helmer Dieguez, Ashley Alvarez.
- Student Services – Daibet Rondon, Joel Casado
- Placement Services – Daibet Rondon, Joel Casado
- Bursar – Jose Alvarez
- Registrar – Doriam Diaz

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FACULTY

Deyanira Brunet – Director of Education, Medical Assistant Instructor
Bachelor of Science in Education, Cuba
Medical Assistant, Pharmacy Technician,
Florida Vocational Institute (FVI), Miami

Katherine Bravo, MSN, FNP, RN – Patient Care Technician, Home Health Aide Instructor
Master of Science in Nursing
MSN/FNP, BSN
Nova Southeastern University, Florida

Dayamis Guerra Basabe – Medical Assistant Instructor
Bachelor of Science in Nursing, Cuba,
Medical Assistant Technician

Judith Borrero – Medical Assistant Instructor
Bachelor of Science in Nursing, Cuba
Medical Assistant Technician

Aymara Martinez – Skin Care Instructor
Medical Assistant Diploma, Skin Care Specialist
ICR Florida Education, Miami FL

Dayri Hernandez – Medical Assistant Instructor
Bachelor of Science in Nursing, Cuba
Certified Medical Assistant

Reynol Rubiera – Medical Assistant & Patient Care Technician Courses
Doctor of Medicine, Cuba
Certified Medical Assistant

Maria E. Prince – Medical Assistant Instructor
Bachelor of Science in Education, Venezuela
Certified Medical Assistant

Bruno Jeans Gilles – Medical Assistant Instructor
Bachelor of Science in Medicine, Haiti
Health Science Core, Phlebotomy, Miami Dade College, Miami

Yaser Basulto – Medical Assistant Instructor
Bachelor in Psychology, Cuba
Certified Medical Assistant

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Glenis Dominguez – Nail Technician Instructor
Cosmetology, FL

Leyanet Sanchez – Nail Technician Instructor
Nail Specialist Diploma, FL

Karla Hernandez – Nail Technician Instructor
Nail Specialist Diploma, FL

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ACADEMIC CALENDAR

Medical Assistant		Medical Assistant	
Start Date	End Date	Start Date	End Date
1/5/2026	9/21/2026	5/21/2026	2/22/2027
1/12/2026	9/24/2026	5/30/2026	5/15/2027
1/14/2026	10/1/2026	5/30/2026	7/3/2027
1/19/2026	10/5/2026	5/30/2026	10/30/2027
1/20/2026	8/27/2026	6/2/2026	1/5/2027
1/20/2026	9/24/2026	6/2/2026	3/2/2027
1/20/2026	10/5/2026	6/7/2026	11/1/2026
1/31/2026	5/1/2027	6/7/2026	11/8/2026
2/2/2026	8/10/2026	6/7/2026	12/20/2026
2/2/2026	10/15/2026	6/7/2026	1/24/2027
2/2/2026	2/22/2027	6/14/2026	8/8/2027
2/3/2026	4/20/2027	6/14/2026	9/18/2027
2/7/2026	5/1/2027	6/22/2026	3/22/2027
2/9/2026	1/27/2027	6/27/2026	9/25/2027
2/9/2026	4/28/2027	7/1/2026	9/22/2027
2/15/2026	7/18/2027	7/7/2026	5/19/2027
2/15/2026	11/14/2027	7/7/2026	9/28/2027
2/17/2026	8/27/2026	7/9/2026	4/8/2027
2/17/2026	11/2/2026	7/11/2026	10/2/2027
3/1/2026	7/4/2027	7/25/2026	3/29/2027
3/2/2026	11/10/2026	7/25/2026	9/18/2027
3/17/2026	11/30/2026	7/27/2026	4/26/2027
3/21/2026	5/7/2026	8/2/2026	9/26/2027
3/21/2026	12/14/2026	8/6/2026	5/6/2027
3/21/2026	3/11/2027	8/24/2026	5/24/2027
3/21/2026	5/15/2027	9/3/2026	6/2/2027
3/21/2026	6/17/2027	9/9/2026	11/30/2027
3/21/2026	7/18/2027	9/12/2026	12/11/2027
3/21/2026	8/21/2027	9/19/2026	5/15/2027
3/28/2026	5/15/2027	9/19/2026	11/13/2027
3/28/2026	11/13/2027	9/20/2026	11/14/2027
3/30/2026	6/16/2027	9/20/2026	1/2/2028
4/6/2026	1/5/2027	9/21/2026	6/21/2027
4/12/2026	6/20/2027	9/27/2026	9/26/2027
4/23/2026	1/25/2027	10/12/2026	7/8/2027
4/26/2026	4/11/2027	10/27/2026	2/1/2028
4/26/2026	6/20/2027	10/28/2026	7/29/2027
4/26/2026	9/26/2027	10/31/2026	1/29/2028
5/3/2026	6/20/2027	11/9/2026	8/5/2027
5/4/2026	2/1/2027	11/30/2026	8/26/2027
5/9/2026	8/5/2027	12/6/2026	12/5/2027
5/13/2026	8/3/2027	12/9/2026	8/30/2027
5/18/2026	10/26/2026	12/15/2026	3/20/2028

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Patient Care Technician		Patient Care Technician	
Start Date	End Date	Start Date	End Date
1/12/2026	8/12/2026	6/1/2026	1/13/2027
1/26/2026	2/1/2027	6/4/2026	1/21/2027
2/14/2026	4/30/2027	6/16/2026	6/23/2027
2/15/2026	4/25/2027	7/2/2026	2/18/2027
2/24/2026	9/24/2026	7/11/2026	6/26/2027
2/28/2026	5/14/2027	8/1/2026	10/15/2027
3/1/2026	9/13/2026	8/2/2026	7/18/2027
3/1/2026	5/15/2027	8/3/2026	8/9/2027
4/2/2026	11/3/2026	8/13/2026	4/1/2027
4/6/2026	8/19/2026	8/29/2026	11/15/2027
4/6/2026	4/12/2027	8/30/2026	11/19/2027
4/25/2026	4/10/2027	9/19/2026	9/4/2027
4/25/2026	7/16/2027	9/20/2026	10/24/2027
4/30/2026	12/2/2026	9/21/2026	9/27/2027
5/30/2026	2/13/2027	9/23/2026	5/11/2027
5/30/2026	2/26/2027	10/21/2026	6/9/2027
5/30/2026	5/15/2027	11/4/2026	11/15/2027
5/30/2026	5/16/2027	11/7/2026	2/11/2028
5/30/2026	8/20/2027	11/7/2026	2/18/2028
5/31/2026	5/15/2027	11/8/2026	2/18/2028
5/31/2026	5/16/2027	11/19/2026	7/28/2027
5/31/2026	8/20/2027	11/25/2026	8/3/2027
5/31/2026	2/18/2028		

Home Health Aide		Home Health Aide	
Start Date	End Date	Start Date	End Date
1/10/2026	2/28/2026	7/5/2026	8/23/2026
1/12/2026	2/5/2026	7/6/2026	7/30/2026
1/18/2026	3/8/2026	7/6/2026	8/5/2026
2/9/2026	3/5/2026	7/27/2026	8/20/2026
3/7/2026	4/25/2026	8/15/2026	9/19/2026
3/9/2026	4/2/2026	8/16/2026	9/20/2026
3/15/2026	5/3/2026	8/24/2026	9/17/2026
4/6/2026	4/30/2026	8/29/2026	10/17/2026
4/9/2026	4/30/2026	8/30/2026	10/18/2026
5/2/2026	6/20/2026	8/31/2026	9/24/2026
5/4/2026	5/28/2026	8/31/2026	9/30/2026
5/10/2026	5/17/2026	9/21/2026	10/15/2026
5/10/2026	6/28/2026	9/26/2026	10/31/2026
5/18/2026	6/11/2026	9/27/2026	11/1/2026
5/18/2026	6/17/2026	10/19/2026	11/12/2026
6/1/2026	6/25/2026	10/24/2026	12/12/2026
6/27/2026	8/8/2026	10/25/2026	12/13/2026
6/27/2026	8/9/2026	11/2/2026	12/3/2026
6/27/2026	8/22/2026	11/2/2026	12/9/2026
6/29/2026	7/23/2026	11/7/2026	12/12/2026
7/5/2026	8/9/2026	11/16/2026	12/10/2026

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Dental Assistant		Dental Assistant	
Start Date	End Date	Start Date	End Date
2/15/2026	4/11/2027	9/1/2026	5/11/2027
3/2/2026	11/10/2026	9/12/2026	10/30/2027
3/28/2026	5/15/2027	9/19/2026	11/13/2027
4/26/2026	6/20/2027	9/20/2026	11/14/2027
5/30/2026	7/17/2027	10/1/2026	6/10/2027
6/14/2026	8/8/2027	10/19/2026	12/13/2027
7/13/2026	9/6/2027	11/2/2026	7/12/2027
7/25/2026	9/11/2027	11/8/2026	1/2/2028
7/26/2026	9/19/2027	11/21/2026	1/15/2028
8/2/2026	9/26/2027	12/14/2026	8/23/2027
8/26/2026	10/20/2027		

Skin Care Specialist		Skin Care Specialist	
Start Date	End Date	Start Date	End Date
1/5/2026	4/16/2026	6/28/2026	12/10/2026
1/14/2026	4/27/2026	7/6/2026	10/15/2026
1/24/2026	7/9/2026	7/11/2026	10/8/2026
1/25/2026	7/2/2026	7/15/2026	10/26/2026
1/25/2026	8/30/2026	7/19/2026	1/22/2027
1/28/2026	5/8/2026	7/25/2026	1/22/2027
2/10/2026	5/21/2026	7/28/2026	11/6/2026
2/14/2026	7/25/2026	8/1/2026	2/4/2027
2/15/2026	7/23/2026	8/10/2026	11/20/2026
2/23/2026	6/2/2026	8/19/2026	12/4/2026
3/9/2026	6/24/2026	9/15/2026	1/8/2027
3/17/2026	6/29/2026	9/20/2026	3/25/2027
4/6/2026	7/16/2026	10/3/2026	2/4/2027
4/12/2026	9/24/2026	10/5/2026	1/29/2027
4/15/2026	7/27/2026	10/14/2026	2/11/2027
4/18/2026	8/6/2026	10/17/2026	4/8/2027
4/28/2026	8/7/2026	10/27/2026	2/22/2027
5/11/2026	8/20/2026	11/9/2026	3/5/2027
5/20/2026	8/10/2026	11/23/2026	3/18/2027
5/20/2026	8/31/2026	12/6/2026	6/11/2027
6/16/2026	9/25/2026	12/15/2026	4/9/2027

Nail Technician		Nail Technician	
Start Date	End Date	Start Date	End Date
1/18/2026	4/27/2026	7/11/2026	10/5/2026
1/20/2026	3/23/2026	7/13/2026	9/9/2026
1/20/2026	3/30/2026	7/13/2026	9/30/2026
1/28/2026	3/30/2026	7/20/2026	9/30/2026
2/1/2026	4/27/2026	7/20/2026	10/3/2026
3/16/2026	4/7/2026	7/26/2026	10/3/2026
3/24/2026	5/20/2026	8/2/2026	8/24/2026
3/28/2026	6/23/2026	8/16/2026	11/9/2026
3/30/2026	6/15/2026	8/16/2026	12/1/2026

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Nail Technician		Nail Technician	
Start Date	**End Date**	**Start Date**	**End Date**
4/4/2026	7/27/2026	8/17/2026	10/23/2026
4/19/2026	8/3/2026	8/25/2026	9/17/2026
5/6/2026	6/2/2026	9/2/2026	11/3/2026
5/10/2026	8/3/2026	9/26/2026	10/26/2026
5/10/2026	8/24/2026	10/3/2026	1/23/2027
5/18/2026	7/14/2026	10/17/2026	1/26/2027
5/25/2026	7/6/2026	10/20/2026	11/12/2026
6/8/2026	8/13/2026	10/24/2026	2/22/2027
6/13/2026	7/13/2026	10/28/2026	1/13/2027
6/20/2026	10/12/2026	11/1/2026	3/1/2027
6/20/2026	10/21/2026	11/22/2026	3/1/2027
7/1/2026	7/27/2026	12/15/2026	1/21/2027

Restricted Barber		Restricted Barber	
Start Date	**End Date**	**Start Date**	**End Date**
7/25/2026	3/15/2027	10/5/2026	5/31/2027
7/26/2026	3/15/2027	10/5/2026	5/31/2027
7/27/2026	3/22/2027	11/7/2026	6/28/2027
7/27/2026	3/22/2027	11/8/2026	6/28/2027
8/29/2026	4/19/2027	11/9/2026	7/5/2027
8/30/2026	4/19/2027	11/9/2026	7/5/2027
8/31/2026	4/26/2027	12/12/2026	8/2/2027
8/31/2026	4/26/2027	12/13/2026	8/2/2027
10/3/2026	5/24/2027	12/14/2026	8/9/2027
10/4/2026	5/24/2027	12/14/2026	8/9/2027

Important Note: Class schedules are subject to change depending on enrollments. Active students that continue their studies uninterrupted will not be affected by any program change or cancellation. In the event of an emergency, closing due to inclement weather or natural disaster, the school will close as determined by the Miami Dade County Public School system.

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HOLIDAYS

THE SCHOOL WILL BE CLOSED IN OBSERVANCE OF THE FOLLOWING HOLIDAYS

2026-2027

Martin Luther King
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Week - Thursday, Friday
Christmas Recess – Dec 21, 2026, through - Jan 3, 2027
TEACHER PLANNING DAYS
February 16, 2026
June 19, 2026

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