

A1 Allied Health Training Institute

231 Market Street
Camden, NJ 08102



SCHOOL CATALOG

Volume 4

January – December 2016

MISSION OF A1 ALLIED HEALTH TRAINING INSTITUTE

A1 Allied Health Training Institute is a private vocation institution approved by the New Jersey Department of Education and Workforce Development and the New Jersey Department of Health & Senior Services. The mission of A1 Allied Health Training Institute is to provide the highest standards for a quality education that inspire and prepare students to be workers and future leaders in the health care industry. Our mission to provide the highest standard of quality education is based on the principles of Liberty, Equality and Fellowship;

Liberty- To liberate students' minds and allow them the freedom to think and learn new concepts and ideas in health care that foster sustained personal and professional growth;

Equality-To provide a quality education replete with knowledge and training that open doors to competent individuals entering health care careers that promote stability, achievement and advancement;

Fellowship-To provide a secure , hands-on educational setting where like-minded students collectively learn and create professional acquaintances that last throughout their careers in the health care industry.

The faculty and staff of A1 Allied Health Training Institute are devoted to your success and are here to make your educational experience an exceptional one. We offer affordable Certified Nurse Aide Program, Medication Aide Training, Certified Homemaker Home Health Aide, Phlebotomy, and EKG at our conveniently located facility at 231 Market Street, Camden, New Jersey 08102.

A1 Allied Health Training Institute; Your Future Begins Now....

Table of Contents

MISSION OF A1 ALLIED HEALTH TRAINING INSTITUTE	1
Table of Contents	2
A1 Allied Health Training Institute Administrators	3
Accreditations/Approvals	3
Associations	3
Course Description	4
CERTIFIED NURSE ASSISTANT	4
CERTIFIED MEDICATION AIDE	4
HOMEMAKER/HOME HEALTH AIDE	4
PHLEBOTOMY	4
EKG	4
School Calendar	5
Class Schedules	5
School Policies:.....	5
Registration Requirements	5
Entrance Requirements	6
Attendance Requirements	6
Leave of Absence	6
Missed Lessons/Cancellation Policy.....	7
Make-up Work	7
Tardiness	7
Code of Conduct	8
Conditions for Dismissal.....	8
Re-entry Policy	9
Student Complaint/Appeal Process	9
Grading System	10
Incomplete Grades.....	10
Probation For Below Average Grades.....	11
Student Evaluation Techniques	11
Withdrawing from School	11
Student Records.....	11
Refund Policy	12
Tuition and Additional Costs.....	12
CNA	12
CMA.....	12
CHHHA.....	13
Phlebotomy.....	13
EKG	13
Student Services.....	13
Payment Plan	14
Grants and Scholarships.....	14
Credit Disclaimer Statement	14
Facility	14
Job Placement.....	14

A1 Allied Health Training Institute Administrators

Patricia Leconte, RN, BSN

Executive Director

Caridad Remy, DNP, MSN, FNP-BC

Advisor

Ronaldo C. George, ESQ

General Counselor

Office Information

Office Phone #: (856) 203-3526

Fax #: (856) 203-3532

Mailing Address: 231 Market Street, Camden, NJ 08102

All Training Classes will be held at:

A1 Allied Health Training Institute

231 Market Street

Camden, NJ 08102

Accreditations/Approvals

New Jersey Department of Health and Senior services

New Jersey Department of Education and Workforce Development

Division of Consumer Affairs - New Jersey Board of Nursing

Associations

American Medical Technologist

American Nurses Association

National Center for Competency Testing

National Health Career Association

New Jersey State Nurses Association

Catalog Revisions

A1 Allied Health Training Institute reserves the right to revise this catalog when necessary without previous notice.

Course Description

CERTIFIED NURSE ASSISTANT

The Nurse Aide in Long-Term Care Facilities Program is a New Jersey Department of Health and Senior Services approved training program which consists of 90 hours of training. The program is designed to provide students with the knowledge and the basic skills training (bathing, dressing, grooming, toileting, exercising and more), including the fundamentals of how to check and monitor vital signs and deal with a wide range of physical, emotional, social, health and illness needs of various individuals of different age and cultural background.

CERTIFIED MEDICATION AIDE

Students must be certified in New Jersey as a Nurse Aide, Homemaker/Home Health Aide, or Personal Care Assistant. The Program focuses on the knowledge and skills needed to accurately measure, administer, and document medications in Assisted Living Facilities. This training course consists of 40 hours. Upon successful completion of both the training program and State certification Medication Aide Exam, students will be certified as a Medication Aide. Medication Aide can advance their careers by pursuing either an LPN or RN Nursing Degree..

CERTIFIED HOMEMAKER/HOME HEALTH AIDE

This program prepares students with the knowledge and skills needed to provide the highest quality of healthcare to homebound clients. This training course consists of 76 hours.

PHLEBOTOMY

This program introduces students to basic knowledge of Hematology/Circulatory system, Medical Terminology, Anatomy related to Phlebotomy, Infection Control. Students will effectively demonstrate the required skills to draw blood specimens by both venipuncture and capillary puncture to adult, pediatric and other non-blood specimens' collection such as throat, and urine cultures for analysis from patients in Hospitals, Blood Donor Centers, Physician offices and similar facilities. This training course consists of 50 hours. Upon successful completion of the program, students will receive a completion certificate by the school and will be able to take the National Certification exam through the National Health Career Association.

EKG

This program provides students with a basic overview of the Cardiac system, Medical disease process, Terminology. Students will learn how to operate a 12 lead EKG machine and interpret the readings including identification of signs of advanced heart diseases and also the interpretation of all arrhythmias. This training course consists of 50 hours. Upon successful completion of the program, students will receive a completion certificate by the school and will be able to take the EKG Technician exam by the National Health Career Association.

School Calendar

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule and are calculated into your contract.

New Years' Day

Martin Luther King Day

Independence Day

Memorial Day

Labor Day

Thanksgiving

Christmas

Class Schedules

The total hours of each program vary and are dependent upon the curriculum. Business hours are from 9:00 a.m. until 5:00 p.m. Monday through Friday and from 9:00 am until 1:00 pm on Saturdays.

- Day classes are Monday through Friday from 8:00am-3pm.
- Evening classes are Monday through Friday from 4:00pm-9:00pm
- Saturday classes are scheduled from 9:00 a.m. until 5:00 p.m.
- Make-up sessions are scheduled Mondays and Fridays

Program Starting Dates

April – Spring Term	July – Summer Term
September – Fall Term	January – Winter Term

School Policies:

Registration Requirements

Students may register for courses up to one week (5 business days) prior to the start of classes. Students requesting government assistance must register two weeks (10 business days) prior to the start of classes. Students must contact the office to set up an enrollment interview. Please bring the following with you:

- Government issued identification (current driver's license, birth certificate or passport)
- Proof of annual physical with Mantoux (2 step PPD) test
- Initial payment for registration and tuition fees (we accept money orders and all major credit cards). Students receiving government aid or scholarships should bring documentation of such when registering.

Entrance Requirements

1. All students must be at least seventeen (17) years of age on or before the first day of class.
2. Each student must pass a mandatory background check and fingerprinting to enroll in the class.
3. Each student must obtain Professional Liability Insurance (approx. \$40).
4. Students are required to have a clean uniform, white shoes and a watch with a second hand. (not included with tuition)

Attendance Requirements

A1 Allied Health Training Institute records the daily attendance of each student in accordance with state guidelines. Records are maintained for each student and are available for student review. Students must attend all days of the program. If a situation occurs that prevents full attendance on a particular day, students are expected to inform the staff and at the discretion of the faculty, alternate arrangements such as attendance at missed classes presented in a subsequent program can be made. Students who require an extended leave of absence have the option of requesting an official leave of absence.

In accordance with state guidelines, students will be dismissed from the program for excessive absences.

Leave of Absence

Students may be granted a leave of absence upon request. The following guidelines must be adhered when requesting a leave:

1. The request for a leave of absence must be submitted to the enrollment officer in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leave of absences will be honored within the student's Enrollment Agreement Contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. **If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment, the student's contract will be terminated.** When appropriate the student may be entitled to a refund in accordance with the school's refund policy.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the attendance officer before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

Missed Lessons/Cancellation Policy

Hours lost will be recorded as absences. Students are responsible for making up class work and assignments. Missed lessons must be made-up in order to meet the attendance and graduation requirements. In the event that a class is cancelled, students will be informed and an alternate date will be provided with the same instructional hours.

Make-up Work

In order for students to meet their educational goals and state requirements, they must receive instruction in all aspects of the program. The student must makeup missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to review missed assignments. Students who do not take advantage of the school's make-up policy may need to arrange for private instruction at an additional cost to the student. Private instruction will incur additional fees at the rate of \$20 per hour. When applicable, student(s) may request to wait until the missed lesson is offered in another class. However, the student(s) must be aware that this may change their completion date. The student(s) will need permission from the school director for a change in completion date and may result in an amendment to their original contract.

Tardiness

Developing good work ethics is an important part of the training at A1 Allied Health Training Institute. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

It is the responsibility of the student to make up missed assignments. A1 Allied Health Training Institute encourages students to plan to arrive at the school at least 10 minutes before the start of class.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school
5. Failure to clear the State's criminal history record background check (requires automatic dismissal & tuition will not be refunded)

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibilities of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students that have been dismissed from the school and are requesting re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns it may be possible to re-enter for the next school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct the student may have to meet with a review panel before re-entering the school. The decision of the review panel is final and the student will receive a letter within five business days from the school director stating the decision of the panel.

Student Complaint/Appeal Process

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school advisor/general counselor. The written request should include the following information:

1. Student's full name, last four digits of their social security number (or student number) and current address
2. A statement of the concern including dates, times, instructors and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school advisor/general counselor and/or appeal panel. These dates should be within 10 business days of the complaint.

The administration department will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. The decision of the director and/or appeal panel is final. Should the contract be cancelled by either the student or the school the date on the complaint letter will be used as the date to calculate any refund in accordance with the school's refund policy.

Grading System

The competencies taught in each program offered at A1 Allied Health Training Institute will be evaluated using written examinations and skill development tests. The minimal grade for graduation is 75 percent. Students who achieve lower than 75 percent will not be awarded a Certificate of Completion and may be dropped from the program.

Letter Grade	Grade Percentage	Description
A	90-100	Excellent
B+	87-89	Above Average
B	80-86	Average
C+	77-79	Below Average
C	75-76	Passing
D	60-74	Improvement Needed
F	59-BELOW	Failing
INC		Incomplete
WD		Withdraw
WP		Withdraw Passing
WU		Withdraw Unsatisfactory

A student's Grade Point Average (G.P.A.) is based on the sum of all grades received through testing and divided by the total number of tests.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students fail to turn in work or take examinations. **No make-ups will be given.** Make-ups will be granted in extreme emergencies or if advanced notice is given. A written explanation from student is required before consideration for make-up will be given. If a student is a **No show** for any test without any communication to the instructor, the student has earned a **ZERO** for that test. A retest cannot be taken to replace a NO SHOW. If the student does not make arrangements to take missed examinations, then a failure grade will be given. Students who withdraw and are passing the program will be given a WP (withdrew passing). Students who withdraw and are not meeting the minimum grade point average will be given a WU(withdrew unsatisfactory grades).

Probation For Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance in accordance with the make-up schedule. Students unable to increase their grade point average may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Student Evaluation Techniques

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study or tutoring. Tests will be both cognitive and psychomotor with the psychomotor skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Withdrawing from School

Students must fill out a withdrawal notification and submit it to the school director. This document must contain the student's name, student ID number and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal and additional financial obligations.

Student Records

Student records will be maintained by the school for 2 years. In the event that the school closes, any records less than 2 years will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, at the student's request, a copy of their records will be given to them as a one-time courtesy. These records should be maintained indefinitely by the student. Students are encouraged to submit updates to their records, such as address changes. All records are private and are handled with confidentiality.

Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

A1 Allied Health Training Institute's refund policy is based on part-time attendance in courses/programs of 90 hours or more, but not exceeding 300 hours (N.J.A.C. 12:41-2.4k (1)). The school may retain the registration fee and a portion of the monies paid for books, equipment and tools. However, courses/programs less than 90 hours are nonrefundable after the first day of attendance. The director of the school must be notified in writing within five business days of the date of withdrawal. The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:

<u>Time of Withdrawal</u>	<u>Student's Responsibility</u>
Within three business days of signing this contract	0% of total tuition plus registration fee
During the first week	15% of total tuition plus the registration fee
Weeks two and three	33% of total tuition plus the registration fee
After three weeks	100% of total tuition plus registration fee

A student who has received government aid or a scholarship and withdraws from the program is responsible for notifying the applicable institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. A1 Allied Health Training Institute encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the director must be the same date as on the letter to the institution.

Tuition and Additional Costs

CNA

Tuition	\$1,200.00
Registration Fee (non-refundable)	\$ 220.00
Textbooks (non-refundable)	\$ 80.00
Uniform (non-refundable)	\$ 50.00
NJ Licensing Exam Fees:	
Skill Exam:	\$ 23.00
Written Exam:	\$ 53.00
Total cost:	\$1,626.00

CMA

Tuition:	\$ 400.00
Registration fee (nonrefundable):	\$ 100.00
NJ Licensing Exam Fee	\$ 53.00
Total cost:	\$ 553.00

CHHA

Tuition:	\$ 300.00
Registration fee (nonrefundable):	\$ 100.00
Textbooks:	\$ 30.00
Tool Supply:	\$ 50.00
NJ State Application fee:	\$ 85.00
Total cost:	\$ 565.00

Phlebotomy

Tuition	\$ 1,300.00
Registration (nonrefundable)	\$ 170.00
Books	\$ 30.00
Tool/Supply Fees:	\$ 100.00
Licensing Exam Fee:	\$ 75.00
Total	\$ 1,675.00

EKG

Tuition	\$ 1,300.00
Registration (nonrefundable)	\$ 170.00
Books	\$ 30.00
Tool/Supply Fees:	\$ 100.00
Licensing Exam Fee:	\$ 75.00
Total	\$ 1,675.00

The registration fee is non-refundable. Additional costs are due the first day of class. Students who withdraw from the program may be able to sell the textbook back to the school if it is in excellent condition. The student workbook and uniforms are not returnable. Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

Students who complete the Certified Nursing Aide Program may be eligible to receive reimbursement for program fees through the long term care facility that hires them. The program coordinator will provide payment verification to each student who satisfactorily completes the program and terms of payment.

Student Services

Tuition Assistance
Tuition Financing
Career Counseling
Job Fair
Placement Assistance

Payment Plan

At A1 Allied Health Training Institute, we believe in helping students by advising them about the right choices. Their payments can be made via: Certified Check, Money Order, or Credit Card. Please note that while making payments to A1 Allied Health Training Institute, there will be NO interest charged for this payment plan. Please note; there will be a 3% credit card service fee to each transaction made.

Options:

- A) Full payment by the first day of class
- B) \$500 deposit on or before the first day of class and 50% by the 7th class. (Only tuition greater than \$500)
- C) Loan option plans. (3 months, 6 months, 12 months)

STUDENTS WILL NOT BE ALLOWED TO COMPLETE THE PROGRAM IF FULL TUITION PAYMENT IS NOT RECEIVED BY THE 4TH WEEK OF CLASS.

Grants and Scholarships

A1 Allied Health Training Institute does not award grants or scholarships at this time. We do honor grants and scholarships that our students have been awarded from outside organizations. A1 Allied Health Training Institute accepts all outside agency funding. This also varies, depending on agency type and available funds. Example: Unemployment, Work Force, DVR, TRA, MOET, VA, Private Company or employer or private organization.

Credit Disclaimer Statement

The A1 Allied Health Training Institute does not offer college credit courses. The use of the term credit refers only to financial credit towards grants or student loans. It does not refer to academic credit. The A1 Allied Health Training Institute is not approved to offer college credits. The A1 Allied Health Training Institute is a state approved private vocational school.

Facility

A1 Allied Health Training Institute courses will be held at 231 Market Street, Camden, NJ 08102 at our newly renovated site. The Institute is conveniently located near the River line, Cooper Hospital, Rutgers University, and the Waterfront. The classrooms are fully air conditioned and well lit. Both male and female lavatories are available on all floors. A large break room, microwave, refrigerator, coffee maker, vending machine and water cooler are available for use by students.

Job Placement

Students who need assistance with job placement may contact the Director. The placement service provides the students with employment information, advises and assists students with employment information, resume writing and completion of job applications. A1 Allied Health Training Institute does not guarantee interviews or placement of any student.