



# **TRI-MED TRAINING INSTITUTE, INC.**

**Vol. 1 Spring 2019**

**16-12 Central Avenue, 4<sup>th</sup>. Floor  
Far Rockaway, NY 11691**



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## **I. ACADEMIC CALENDAR**

MONTHLY SCHEDULE (THERE IS A NEW CLASS FOR EACH CALENDAR MONTH) TTI operates on a monthly academic calendar.

<b>Weekend Schedule</b>		
First Day of the class in May		Saturday, May 4th, 2019
First Day of the class in June		Saturday, June 15, 2019
First Day of class in July		Saturday, July 27th, 2019
First Day of class in September		Saturday, Sept. 7th, 2019
First Day of class in October		Saturday, October, 19th, 2019
First Day of Class in November		Saturday, November 30th, 2019
First Day of Class in December		Saturday, December 7th, 2019
<b>Weekdays Schedule</b>		
First day class in May		Monday, May 6th, 2019
First day class in May		Monday, May 27th, 2019
First day class in June		Monday, June 17th, 2019
First day of class in July		Monday, July 8th, 2019
First day of class in July		Monday July 29th, 2019
First Day of class in August		Monday, August 19th, 2019
First day of class in September		Monday, September 9th, 2019
First day of class in September		Monday, September 30th, 2019
First day of class in October		Monday, October 21st, 2019
First day of class in November		Monday, November 11th, 2019
First day of class in December		Monday, December 2nd, 2019
First day of class in December		Monday, December 23rd, 2019
<b>Weekend Schedule</b>		
First day of class in May		Monday, May 6th, 2019
First day of class in June		Monday, June 3rd, 2019
First day of class in July		Monday, July 1st, 2019
First day of class in July		Monday, July 29th, 2019
First day of class in August		Monday, August 26th, 2019
First day of class in September		Monday, September 23rd, 2019
First day of class in October		Monday, October 21st, 2019
First day of class in November		Monday, November 18th, 2019
First day of class in December		Monday, December 16th, 2019



All HHA courses commence on the first Monday of each month and will run for 3 weeks for week day schedule, 4 weeks for evening classes and 6 weeks for weekend classes.

### **Holidays**

TTI will be closed:

- New Year's Day
- Memorial Day
- Labor Day
- 4<sup>TH</sup> Of July
- Thanksgiving Day
- Christmas Day

## **II. ENTRANCE REQUIREMENTS FOR TTI**

- Tri-Med Training Institute requires a high school diploma or its equivalent prior to enrollment. Students will be asked to present their credentials prior to enrollment.
- TTI does not give academic credit from any other school or institution, or for any other previous training.
- TTI has year-round open enrollment. Students are able to enroll in a class at any time before the first day of class.

## **III. COURSE DESCRIPTION**

The home health aide training course is designed to prepare you to be a New York State licensed home health aide, legally able to work in patient homes providing personal care assistance.

<b>Program: (circle one)</b>	<b>Home Health Aide Days</b>	<b>Home Health Aide Evenings</b>	<b>Home Health Aide Weekends</b>
<b>Hours:</b>	83	83	83
<b>Tuition:</b>	\$399	\$399	\$399
<b>Books:</b> <i>Providing Home Care: A Textbook for HHAs, 4th ed., Hartman Publishing</i>	\$55	\$55	\$55
<b>Registration Fee:</b> non-refundable	\$39	\$39	\$39
<b>Total:</b>	\$493	\$493	\$493
<b>Refund Policy:</b>	1 mini of 3 weeks	1 mini of 4 weeks	1 mini of 6 weeks

Week Day Schedule					
	Days	Class Time	Lunch Break	Class Time	Total hours
Week 1	Monday to Friday	8:30 am to 12 pm	12pm to 12.30pm	12.30 to 3pm	30
Week 2	Monday to Friday	8:30 am to 12 pm	12pm to 12.30pm	12.30 to 3pm	30
Week 3	Monday to Tuesday	8:30 am to 12 pm	12pm to 12.30pm	12.30 to 3pm	12
Clinical Hours	Wednesday or Thursday	8:30 am to 12 pm	12 pm to 12:30pm	12pm to 5pm	8
Finals/Graduation	Friday	9 am to 12pm	No Break		3
The internship is for 8 hours. It is only for a day and only for a week.					

Evening Schedule					
Week	Days	Class Time	Lunch Break	Class Time	Total hours
1	Monday to Friday	3 pm to 8 pm	5:30 pm to 6:30 pm	6:30 pm to 8pm	22.5
2	Monday to Friday	3 pm to 8 pm	5:30 pm to 6:30 pm	6:30 pm to 8pm	22.5
3	Monday to Friday	3 pm to 8 pm	5:30 pm to 6:30 pm	6:30 pm to 8pm	22.5
4	Monday	3 pm to 6.50 pm	No break		3.5
Clinical Hours	Wednesday or Thursday	8:30 am to 12pm	12:00 pm to 12:30pm	12:30pm to 5pm	8
Finals/Graduation	Friday	3 pm to 7 pm			4

### Weekend Schedule

	Days	Class Time	Lunch Break	Class Time	Total hours
Week 1	Saturday & Sunday	8:30 am to 12pm	12:00 pm to 12:30 pm	12:30 pm to 6:30 pm	19
2	Saturday & Sunday	8:30 am to 12pm	12:00 pm to 12:30 pm	12:30 pm to 6:30 pm	19
3	Saturday & Sunday	8:30 am to 12pm	12:00 pm to 12:30 pm	12:30 pm to 6:30 pm	19
4	Saturday & Sunday	8:30 am to 12pm	12:00 pm to 12:30 pm	12:30 pm to 5 pm	16
5 - Clinical Hours	Saturday or Sunday	8:30 am to 12pm	12:00 pm to 12:30 pm	12:30 pm to 5pm	8
6 - Finals/Graduation	Saturday	8:30 am to 12pm	12:00 pm to 12:30 pm	12:30 pm to 2:30pm	2

#### **Entrance Requirements:**

- Tri-Med Training Institute requires a high school diploma or its equivalent prior to enrollment or ability to benefit Wonderlic Scholastic aptitude test score of a least 13. Students will be asked to present their credentials prior to enrollment.
- TTI does not give academic credit from any other school or institution, or for any other previous training.
- TTI has year-round open enrollment. Students are able to enroll in a class at any time before the first day of class.

#### **Graduation Requirements:**

- Students require having a 2.0 or higher but not lower grade in order to graduate.
- 100% attendance is necessary. In addition, students must have made payment in full to graduate.

New York State law requires an 83-hour course be taken prior to certification as a home health worker. TTI provides this required training and is licensed by the New York State Department of Education's Bureau of Proprietary School Supervision (BPSS). The following course material will be covered:



<b><u>Course/ Unit Title</u></b>	<b><u>Hours</u></b>
<b>Module I. Introduction to Home Care</b>	1.5
<ul style="list-style-type: none"> <li>• Home Care, the home care worker, and the client</li> <li>• What is a Home Care Worker?</li> <li>• Providing Home Care</li> </ul>	
<b>Module II. Working Effectively w/ Homecare Clients</b>	3
<ul style="list-style-type: none"> <li>• Understanding Basic Human Needs</li> <li>• The Individuals, the Family and Home Care</li> <li>• Effective Communication</li> <li>• Observing, Recording and Reporting</li> </ul>	
<b>Module III. Working with the Elderly</b>	2
<ul style="list-style-type: none"> <li>• What is Aging?</li> <li>• Aging and the Body</li> <li>• Aging and the Mind</li> </ul>	
<b>Module IV. Working with Children</b>	1
<ul style="list-style-type: none"> <li>• Family Situations Where Children May Need Home Care Workers</li> <li>• How Children Develop and How You Can Work with Them</li> <li>• Problems That Affect the Family and How Children React</li> <li>• How You Can Strengthen Families through Your Work with Patients</li> </ul>	
<b>Module V. Working w/People who are Mentally Ill</b>	1
<ul style="list-style-type: none"> <li>• What is Mental Health?</li> <li>• What is Mental Illness?</li> <li>• Mental Health, Mental Illness and the Health Care Worker</li> </ul>	
<b>Module VI. Working with People w/Develop. Disab.</b>	1
<ul style="list-style-type: none"> <li>• What is Mental Illness?</li> <li>• Mental Illness and the Family</li> </ul>	
<b>Module VII. Working w/ People w/ Physical Disab.</b>	1
<ul style="list-style-type: none"> <li>• What is Physical Disability?</li> <li>• How the Home Care Worker Can Help the Physically Disabled</li> </ul>	



<b>Module VIII. Food, Nutrition &amp; Meal Preparation</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• The Basics of Nutrition</li> <li>• Meal Planning</li> <li>• Food Preparation and Serving</li> <li>• Food Shopping, Storage and Handling</li> <li>• Simple Modified Diets</li> </ul>	
<b>Module IX. Family Spending &amp; Budgeting</b>	<b>0.5</b>
<ul style="list-style-type: none"> <li>• Role of the Home Care Worker in Family Spending and Budgeting</li> <li>• Ways to Make the Most Effective Use of the Family's Finances</li> </ul>	
<b>Module X. Care of the Home &amp; Personal Belongings</b>	<b>1.5</b>
<ul style="list-style-type: none"> <li>• The Importance of Housekeeping in Home Care</li> <li>• Performing Housekeeping Tasks in the Client's Home</li> <li>• Ways to Save Energy and Time</li> <li>• How to Get the Job Done</li> </ul>	
<b>Module XI. Safety &amp; Injury Prevention</b>	<b>1.5</b>
<ul style="list-style-type: none"> <li>• Safety at Home</li> <li>• What To Do When Accidents and Emergencies Happen (State Policy, Simple First Aid, Prevent Home Fires, What To Do IF Home Fire or Accidents Occur)</li> </ul>	
<b>Module XII. Personal Care Skills (End PCA part)</b>	<b>22</b>
<ul style="list-style-type: none"> <li>• Defining Personal Care</li> <li>• Personal Care Skills:</li> </ul>	
Hand Washing, Body Mechanics, Skin Care, Bathing, Turning in Bed, Hair Care, Back Rub, Nail Care, Shaving, Mouth Hygiene & Care, Assist with Eating, Assist with Dressing, Assist with Elastic Support Stockings, Assist with Walking, Assist with Clean Dressing Change, Assist with Condom Catheter, Assist with Indwelling and Straight Catheter, Positioning in Bed and Chair, Positioning to Sitting Position Wheelchair or Chair Weighing, Measuring Intake and Output, Making the Bed, Toilet.	
<b>Unit A. Orientation to Health Related Tasks</b>	<b>1</b>
<b>Practicum:</b>	
<ul style="list-style-type: none"> <li>• Proper Hand washing-removes jewelry, lowers hands to rinse, rinse the soap (bar), lathers twice, turns off water before drying hands, allows air drying</li> </ul>	
<b>Unit B. Performing Simple Measurements &amp; Tests 6.5 Practicum's:</b>	





<ul style="list-style-type: none"> <li>• Clean Glass Thermometer</li> </ul>	
<ul style="list-style-type: none"> <li>• Measuring Oral Temp. with Glass Thermometer (rectal optional)</li> </ul>	
<ul style="list-style-type: none"> <li>• Measuring Pulse and Respiration</li> </ul>	
<ul style="list-style-type: none"> <li>• Measuring Blood Pressure</li> </ul>	
Demo: Testing Urine	
*6 optional procedures:	
Unit C. Complex Modified Diets	4.5
Unit D. Assisting w/ Prescribed Exercise Program	3.5
<ul style="list-style-type: none"> <li>• Practicum:</li> </ul>	
<ul style="list-style-type: none"> <li>• Transferring to the Sitting Position or Helping Client to Sit at the Side of the Bed or Helping the Client Stand</li> </ul>	
<ul style="list-style-type: none"> <li>• Assisting with Passive ROM</li> </ul>	
<ul style="list-style-type: none"> <li>• Demo: Assisting with Postural Drainage</li> </ul>	
Unit E. Assisting w/ use of Prescribed Medical	
Equipment, Supplies & Devices	8
Practicum's:	
<ul style="list-style-type: none"> <li>• Assisting with the use of the oxygen tank and liquid oxygen reservoir -assisting with the use of the medication nebulizer and air compressor</li> </ul>	
<ul style="list-style-type: none"> <li>• Demo: assisting with the use of the oxygen concentrator</li> </ul>	
<ul style="list-style-type: none"> <li>• 3 review procedures:</li> </ul>	
<ul style="list-style-type: none"> <li>• assist with use of condom catheter</li> </ul>	
<ul style="list-style-type: none"> <li>• cleaning the skin and catheter tubing</li> </ul>	
<ul style="list-style-type: none"> <li>• emptying the urinary drainage bag</li> </ul>	
<ul style="list-style-type: none"> <li>• 6 optional procedures:</li> </ul>	
<ul style="list-style-type: none"> <li>• assist with the use of ace bandage</li> </ul>	
<ul style="list-style-type: none"> <li>• Commercially prepared enema</li> </ul>	
<ul style="list-style-type: none"> <li>• Soap solution enema</li> </ul>	
<ul style="list-style-type: none"> <li>• Douche</li> </ul>	
<ul style="list-style-type: none"> <li>• Commercially prepared douche</li> </ul>	
<ul style="list-style-type: none"> <li>• CPAP machine</li> </ul>	
Unit F. Assisting w/ Special Skin Care	2
Practicum:	



• positioning on the back or positioning on the side	
Unit G. Assisting w/ a Dressing Change	1.5
Demo:	
• assisting with changing a clean dressing	

Unit H. Assisting w/ Ostomy Care
8 Practicum's:
• assisting with changing an ileostomy or colostomy pouch
• assisting with routine tracheostomy care
• 3 optional procedures:
• assisting with emptying an open-ended ileostomy or colostomy pouch -
• cleaning a reusable pouch
• Colostomy irrigation

#### **IV. STUDENT PROGRESS**

TTI closely follows the progress of students in our programs. Students in the HHA program will be evaluated by examination on an ongoing basis by their class instructor. The exams will measure student comprehension of the course material presented during class hours. The guidelines for the examination will be as follows:

- Students will be tested for comprehension of the course material after the first two days of class. Students who perform poorly on the first exam will be placed on probation.
- Students will again be tested for comprehension of the course material after the fourth day of class.
- Students who did not maintain a minimum of 2.0 GPA will be placed on probation. The GPA will be based on the cumulative average score not on a single test score. A written warning will be given to students in regards to their grades. If the student continues to show no improvement will be dismissed.
- Students who do not perform well on weekly examinations will be offered additional instruction by TTI in order to prepare them for final licensure with the state.
- New York State Department of Education requires that in order to successfully complete the HHA program, students must attend 100% of class hours. This means that any class work missed must be made up. There will be no cost for the makeup classes.
- Students must maintain a minimum GPA of 2.0 or be placed on probation
- Must have 85% attendance or be placed on probation

#### **V. TARDINESS**

Students must be in their seats and ready for instruction at the appointed class hour. The class instructor will take daily attendance ten minutes after the appointed class time. Any student not present by the time the attendance roster is called will be marked as late to class. Three late marks will count as one absence. Due to the short nature of the HHA course, any more than three absences may be grounds for termination from the program.

## **VI. ATTENDANCE POLICY**

The nurse instructor for each class session must take attendance of the enrolled class roster. All attendance records taken by any instructor must be kept on premises for inspection.

Attendance will be taken in the following manner:

1. Approximately ten minutes after class begins.
  2. Approximately ten minutes before class ends
- If absent a first, second, and third time, that student will be contacted by phone and the results will be recorded on the Absence/Drop Record Form.
  - Measures Taken When a Student Drops
  - If absent three times consecutively without notifying the school, the student will be considered dropped. The school will contact the student by telephone and in writing and formally advise the student of this status. Results will be recorded on the Absent/Drop Form. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form.

## **VII. CANCELLATION OF CLASSES**

In the event of inclement weather, school may be canceled or delayed. Tune into local news stations or call the school for a recording regarding any delays or cancellations. TTI will close due to inclement weather if New York City Schools are closed.

## **VIII. MAKE-UP WORK**

Students are required to make up all assignments and work missed as a result of absence. The instructor will assign additional make up work to be completed for each absence. Arrangements to take any tests missed because of absence must be made with the instructor. The instructor will be available for make-up work for students who missed class during the week during the instructor's office hours. There will be no cost for the make-up work.

### **Leave of Absence**

Due to the short length of the program, there is no leave of absence that can be granted to any student in the HHA program.

## **IX. GRADING**

Instructor progress reports are given to each student at the end of each chapter so that they are aware of their progress. Upon completion of training, grades are verified and a final transcript is furnished to the student, based on a numerical system. Students attending the programs are graded by written exams and quizzes (theory based), practical skills and professionalism. For purposes of comparison, the relationship between numerical and letter grades is shown below.

<b>GPA Conversion</b>	<b>Grade</b>
<b>A = 90 -100%</b>	<b>4.0</b>
<b>B = 80 - 89%</b>	<b>3.0 – 3.9</b>
<b>C = 70-79%</b>	<b>2.0 – 2.9</b>
<b>D = 65 – 69%</b>	<b>1.0 – 1.9</b>
<b>F = Below 65%</b>	<b>Failure (F)</b>



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Students must maintain a 2.0 GPA or Academic probation will incur.

## **Graduation Requirements**

Students require having a 2.0 or higher but not lower grade in order to graduate. 100% attendance is necessary. In addition, students must have made payment in full to graduate.

## **X. STUDENT STANDARD OF CONDUCT**

All students are required to behave professionally and in a manner in accordance with the profession they are training to enter. Students should be courteous to the class instructor and fellow students in order to facilitate and promote a pleasant class environment.

### **HARRASSMENT POLICY**

Harassment is any annoying, persistent act or actions that single out a student or any employee to their objection or detriment because of race, sex, age, religion, ancestry, national origin, physical handicap, mental condition, marital status or veteran status. Harassment may include any of the following:

1. Verbal abuse or ridicule. This includes abusive or derogatory comments, slurs or unwanted sexual advances, invitations or comments.
2. Interference with a student or employees work. This includes physical contact such as assault, blocking normal movement or interference with work directed at an individual because of his/her sex or other protected status.
3. . Displaying or distributing sexually offensive, racist or derogatory materials. This includes derogatory posters, cartoons, drawings, gestures or intimate physical contact.
4. Demanding favors (sexual or otherwise).
5. Retaliation for having reported harassment.

Harassment is grounds for disciplinary action up to and including termination and those who feel they have been harassed must report it immediately to their instructor or to the Institute's School Director. The school will change the victim's academic situation, if changes are requested by the victim, and are reasonably available. The school Director will act in accordance with the school crime awareness and campus security policy.

### **NON-VIOLENCE POLICY**

TTI maintains a strict no violence policy. Any student who physically assaults any other individual will face immediate termination from the program and will be reported to the police.

### **DRESS CODE**

Students will be required to wear medical scrubs to class daily. Failure to adhere to TTI's dress code policy falls under the general code of conduct and students will be disciplined according to that policy.

### **CHEATING**

TTI urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that the student has performed. Cheating is dishonest. It harms you and it harms the other students who do not cheat. We, therefore, will not condone nor will we tolerate any student cheating.



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The following behaviors may be considered as possible acts of cheating: talking during an exam, copying another's test/assignment, allowing others to copy your work, roving eyes, open books or notebooks during an exam, crib sheets/ cheat sheets, passing notes during an exam, copying disks and printing another student's work, having someone do your assignment for you (homework, project, book report), stealing exams, selling exams, altering a grade (in grade book, on a computer, on a report card), taking an exam for someone else, using bribery/blackmail/threats, intimidation in pursuit of a better grade.

Any student caught cheating will be terminated from the TTI program he/she is enrolled.

### TOBACCO POLICY

Any and all tobacco usage is prohibited throughout all classrooms, offices, restrooms, break rooms and faculty offices. Failure to comply with the TTI tobacco usage policy can result in discipline measures including 2 warnings and then ultimately dismissal/ termination of training. Smoking or congregating outside the facility is allowed in designated areas only.

### DRUG AND ALCOHOL FREE POLICY

TTI maintains an illegal drug-and alcohol free workplace and school for its employees and students. Possession of illegal drugs or drinking of alcoholic beverages on school premises is grounds for immediate termination from TTI.

## **XI. TUITION**

<b><u>TITLE</u></b>	<b><u>FEES</u></b>
HHA CERTIFICATION TUITION	\$399
BOOKS	\$55
REGISTRATION FEES	\$39

### **Method of Payment**

Weekly payment plans are available for those who cannot afford tuition and course materials upfront. TTI accepts payment by credit card, check or money order and cash.

## **XII. TUITION REFUND POLICY**

TTI refunds will be in accordance with the following guidelines:

- All requests for refunds shall be addressed to TTI's Business Office in writing by letter or on TTI's tuition refund form which may be obtained in the Business Office.
- A student will be refunded all money owed to them within 14 days from the date that the tuition refund is requested in writing.
- The tuition refund will be calculated as of the last day of class attendance by the student.
- TTI will disburse refunds by: 1) direct credit to card used for payment; or, 2) by check if student paid by check or money order, 3) by cash, if student paid by cash



1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for
  - the non-refundable registration fee plus
  - the cost of any textbooks or supplies accepted plus
  - Tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student

If termination occurs	School May Keep	Student Refund
0 – 15% of the program	0%	\$399
16 – 30% of the program	25%	\$299.25
31% - 45% of the program	50%	\$199.50
46 – 60% of the program	75%	\$99.75
After 60% of the program	100%	\$0

**The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the Education Law.**

### **XIII. FINANCIAL ASSISTANCE**

- TTI does not offer financial aid.

### **XIV. STUDENT COMPLAINT PROCEDURE**

All student complaints will be dealt by TTI staff. The resolution of each complaint will depend on varying factors but will generally be resolved according to the following guidelines:

#### **Academic Complaints**

- Academic complaints should be directed firstly to an enrollee's classroom instructor. The instructor shall attempt to resolve the student's complaint within one week of receiving complaint. If no resolution is found or classroom instructor does not timely respond to student's complaint, enrollee shall make a written complaint to TTI's Director of Instruction. The Director of Instruction shall respond to the student within one week of receiving such written complaint.
- Students may make a complaint relating to TTI, at any time, directly to the New York State Department of Education. Complaint forms are available at TTI.
- Complaint forms can be mailed to:
- New York State Department of Education Bureau of Proprietary School Supervision Investigations and Audit Unit  
116 West 32nd St., 5th Floor New York, NY 10001

## **XV. FACILITIES**

- TTI is located at 16-12 Central Avenue, 4<sup>th</sup>. Floor, Far Rockaway, NY 11691. Our location is convenient by car and public transportation including buses, train and LIRR. Ample street parking is available. This facility is Handicap Accessible.

### **Directions to TTI**

- By Car—take E/Nassau Expy, to Central Avenue.
- By public transportation—take A Train towards Far Rockaway. You need to get off at Mott Avenue which is the last stop of A train to able to reach our facilities which are clean, spacious, modern and wheelchair-accessible. We have several classrooms available for instruction in a comfortable, climate-controlled environment.

## **XVI. TTI DISCLOSURES STATEMENTS**

The students should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curriculum offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

College Credit - Disclaimer Statement Licensed private career schools offer curriculum measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.