



1st Choice Career Center

SCHOOL CATALOG

School of Medical Careers

Revised: June 2021

Revised: March 2022

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ABOUT 1st CHOICE CAREER CENTER

Our Purpose

The vision of 1st Choice Career Centers is to remain a premiere training facility for individuals who want to further their education in the medical field. Our vision is to also build a reputation with individuals, employers, and recruiters as the 1st choice of medical and health career training and health care education in the area.

Our Mission

1st Choice Career Centers mission is to educate and provide unsurpassed excellence in the field of medical and health training by providing one on one student attention, interactive lecture, and practical hands-on training, enabling students to become highly productive and successful health care professionals.

- To develop within our students a familiarity with the core principles of healthcare industry
- To develop within our students' the skills needed to accurately perform the skills required in chosen field of study
- To develop within our students the professionalism, compassion, and problem-solving skills needed to be successful and caring health care professionals
- To prepare our students for successful careers as healthcare providers, rather that involves entry into graduate or professional schools, and/or employment.

Non-Discrimination Statement

1st Choice Career Centers does not and shall not discriminate based on color, race, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring or firing staff, students, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, clients, volunteers, subcontractors, and vendors.

Grievance

All students' complaints should initially be directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to the student's satisfaction, by the school, the student may direct any problem or complaint to: Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215-3414. Or call the phone number (614) 466-2752 or toll-free (877) 275-4219 to lodge a complaint. A copy of the grievance form may be obtained from the Admissions Office.

Licensure

Our school is registered with the Ohio State Board of Career Colleges and Schools: #14-03-2161T and a member of Ohio-Michigan Association of Career Colleges and Schools.

Governing Body, Officials, & Faculty

Kennis A. Beavers - Administrator

Kenyatta Vance-Anderson, MSN, RN

Director of Education
Primary Instructor
CPR Instructor

Adele Tucker-Humphrey MSN, RN

Program Coordinator

List of Faculty & Administration

Main Campus

- | | |
|---------------------------------|------------------------------------|
| • Kenyatta Vance Anderson, APRN | Academic Director, Lead Instructor |
| • Adele Tucker | Instructor, Program Coordinator |
| • Tonya Little | Office Manager |

Cincinnati Campus

- | | |
|-----------------------------|---------------------------|
| • Kamiliya Ballard-Killings | Site Director, Instructor |
| • (513) 218-3082 | Office Manager |

Contact Information

Main Campus

12914 Broadway Avenue
Garfield Heights, OH 44125
Tel: (216) 848-9123
E-mail: career1stchoice@aol.com
Web: 1stchoicecc.com

Cincinnati Campus

4223 Harrison Ave.
Cincinnati, OH 44125
Tel: (513) 218-3082
E-mail: k.killings.1stchoicecc@gmail.com
Web: 1stchoicecc.com

PLEASE NOTE: Calling any other number than ones listed above may not yield a timely response.

Operating Hours & School Calendar

General operating hours vary by Campus. Please contact your desired Campus for more information on hours of operation. Appointments are preferred.

The following are holidays officially recognized by 1st Choice Career Center. Classes will not be held on these days and our offices will be closed.

- | | |
|------------------------------|--------------------------|
| • New Year's Eve | • Labor Day |
| • New Year's Day | • Thanksgiving Day |
| • Martin Luther King, JR Day | • Day after Thanksgiving |
| • Memorial Day | • Christmas Day |
| • Independence Day | • Day After Christmas |

SAFETY AND EMERGENCY SITUATIONS

1st Choice Career Centers Healthcare Academy places the safety and security of its students, faculty members and staff as a top priority. If a problem could cause immediate damage to the property or appears to be life threatening, please contact the police or fire department immediately by dialing 911 and report the incident to the Academy Director immediately. In the event of an emergency, students are expected to fully cooperate with faculty members, staff and Directors of 1st Choice Career Centers.

Building Safety

When not in use, the building must be locked at all times and should only be accessed by authorized personnel. In the event of an emergency or need to evacuate the premises, persons will evacuate the building in a quick and orderly manner. Re-entry will not be permitted until Directors or emergency personnel give explicit permission to do so.

Weather Emergencies

1st Choice Career Centers staff cares about the safety of each student. If snow or other weather conditions are so severe and impose dangerous driving conditions that the campus must be closed, students will be notified of school closing on the school's website and via the email address given at orientation. Students may also call the school's administrative office to confirm school closing 3 hours before class starts by listening to the recorded weather line. During weather inclement if our school must cancel a class, all students will be notified at least 3 hours before class start times. If a session is cancelled due to weather inclement the student will have to make up hour for hour on or before the end of the session. Students are encouraged to watch the local TV and radio station for school closings.

Unless further announcements are made, classes will resume on schedule the following day. Students are to assume responsibility for their own safety when making decisions to attend classes during inclement weather.

It is the student's responsibility to view the website and check emails for school cancelation or delays due to weather emergencies.

Personal Safety

Do not leave your personal belongings in an unsecured place. During clinicals or while at the Academy, keep all valuables safely secured in the trunk of your car or out of sight in the car. In the event of any accident, theft, or injury a student is required to complete an incident report. 1st Choice Career Centers is not responsible for theft or damage to vehicles or their contents.

Student Injury or Illness

Any expenses incurred by injury, accident, or illness that occurs at either the Academy or clinical area, is the sole responsibility of the student; 1st Choice Career Centers is not responsible for any medical expenses. If a student becomes ill while on the 1st Choice Career and the instructor determines that it is not in the best interest of the student to remain in the classroom, they will be authorized to leave the class session to seek medical treatment. Instructors reserve the right to request appropriate documentation to indicate the sought after medical treatment.

In case of injury or exposure to infection, the student must follow academy protocols. If emergency medical treatment is required, the student may elect to go to the emergency room for treatment or to their own healthcare provide

Children On Campus *TRUE*

1st Choice Career Centers locations are intended to be distraction-free learning environments. Therefore, children are not permitted to attend classes or Lab session unless previously signed off by the Director. 1st Choice Career Center or its staff or affiliates are not responsible for any injuries or incidents of children under 18 brought on campus.

Space, Facilities, and Equipment

Classroom

- The classroom is approximately 900 square feet of open space with lab equipment, tables, and chairs.
- There are multiple restrooms and break areas located outside the classroom

Classroom and Lab Equipment

- Hospital Beds
- Wheelchair
- Walker
- Canes
- bedside commode
- towels, hospital gowns, clothing
- blood pressure equipment
- thermometers
- stethoscopes
- over-the-bed table
- Phlebotomy Supplies
- EKG Machine
- simulated arm manikin for venipuncture
- venipuncture equipment and supplies
- Medical Office Exam Table
- Medical Office Scale
- Medical Cabinet
- Specimen collection cups
- desks
- tables
- chairs
- file cabinet
- Sink
- Male/Female Manikin

PROGRAM INFORMATION

Programs

Phlebotomy Technician Certificate Program

Clock Hours: 68.00 (Approx 8 weeks)

EKG/Cardiac Monitor Technician Certificate Program

Clock Hours: 68.00 (Approx 8 weeks)

STNA

Clock Hours: 75.00 Hours (Approx 2-4weeks)

Medical Billing & Coding Certificate Program

Clock Hours: 80.00 (Approx 6-8 weeks)

Medical Office Administration Certificate Program

Clock Hours: 80.00 (Approx 8 weeks)

Medical Assisting Certificate Program

Clock Hours: 140.00 (Approx 8-12 weeks)

Home Health Aide

Clock Hours: 75.00 (Approx 2 weeks)

Medication Administration

Clock Hours: 14.00 (Approx 2 days)

Class Schedule

1st Choice Career Centers offers classes throughout the year, with new classes starting every two – four weeks for STNA/HHA and every Six weeks for Phlebotomy, EKG, Medical Assisting, Medical Office Assisting, and Billing and Coding. Other Programs will be offered as posted.

Program Descriptions & Content Outlines

Phlebotomy Technician Program

Phlebotomy technicians work in hospitals, laboratories, blood donor centers, and physicians' offices. They are responsible for drawing blood to be used for diagnostic testing, transfusions, research, or blood donations. This work requires phlebotomists to learn how to calm patients' fears about the blood draw, verify identity to ensure proper labeling of the blood, label the drawn blood for testing or processing, enter patient information into a computer system, and assemble and maintain medical instruments such as needles, test tubes, and blood vials.

The 24/7 nature of healthcare makes night and weekend schedules a possibility for phlebotomy technicians, particularly those who work in hospitals; however, most work standard daytime hours.

Course content areas include (1) introduction to phlebotomy; (2) healthcare structure and organization; (3) infection control, universal precautions, and safety; (4) medical terminology, human anatomy and physiology, and the circulatory, lymphatic and immune systems; (5) performing the venipuncture, dermal puncture and hand collection with butterfly; (6) venipuncture complications; (7) blood collection in special populations, preparation and site selection; (8) equipment and additives; (9) special collections and

procedures; (10) specimen transport, handling and processing; (11) ethics and legal issues; (12) quality phlebotomy; and (13) AHA Patient Bill of Rights.

Upon successful completion of this course, each student will receive a certificate of completion and will be eligible to sit for the National Certification through National Health Career Association (NHA) and/or MedCA certification examination.

EKG/Cardiac Monitor Technician Program

Electrocardiograph or **EKG technicians** are healthcare professionals who perform diagnostic tests that help doctors identify cardiovascular problems in patients. Once the patient is on the machine, the **technician** monitors heart performance and the patient's blood pressure.

This course presents the student with an introductory overview related to the anatomy and physiology of the heart. It also explores normal electrical conduction as well as common variations as evidenced by changes in the waveform on the cardiac monitoring device. The course will also focus on the student's ability to perform cardiac monitoring via 3, 5 and 12 lead monitoring devices.

The Program provides laboratory opportunity to develop entry level skills. Upon successful completion of this Program, students will receive a certificate of completion and will be eligible for National Certification through the National Healthcareer Association (NHA) and/or MedCA certification examination.

Program Objectives:

1. To introduce students to EKG interpretations and the cardiac cycle.
2. To instruct students to recognize normal and abnormal EKG's.
3. To introduce students to cardiac disorders and emergencies.
4. To instruct students in Cardiopulmonary Resuscitation.
5. To instruct students in Electrocardiography (ECGs).

STNA (State Test Nurse Aide)

The Nurse Aide plays an important role of the healthcare team. The Nurse Aide provides direct patient care, emotional and physical support for the residents and resident's family members. Nurse Aides assist residents with their activities of daily living (ADL's) which includes:

- Feeding
- Bathing/Grooming
- Toileting
- Transporting

The course will cover basic nursing skills, personal care skills, social service needs, mental health, basic restorative services, residents' rights, infection prevention/control, safety/emergency procedures, communication and interpersonal skills.

Home Health Aide

The Home Health Aide also plays an important role of the healthcare team. The Home Health Aide provides direct patient care, emotional and physical support for the residents and resident's family members in their home.

The course will cover basic skills such as: personal care skills, social service needs, mental health, basic restorative services, residents' rights, infection prevention/control, safety/emergency procedures, communication and interpersonal skills.

Medical Assisting

Medical Assistants aide physicians by performing administrative and clinic duties. They work in doctor's office, hospitals, and medical clinics, helping to keep the operations running smoothly and efficiently. The job description varies from office to office. But they may include checking in patients, taking vitals, patient interviews, assist with laboratory test, draw blood work, take EKG, give medications, assist with treatments, and assist the physicians with exams. The Medical Assistant is in high demand and are an essential part of the medical practice.

Upon successful completion of this program, students will receive a certificate of completion and will be eligible to take the National Healthcareer Association's (NHA) Certified Clinical Medical Assistant (CCMA) and/or MedCA certification examination.

Medical Billing & Coding Specialist Program

The Medical Billing & Coding Specialist can find a rewarding position as a health insurance claims processor or coder in a medical office practice. The content areas include medical billing procedures, insurance claims processing, medical terminology, anatomy and physiology, CPT coding, Coding, ICD-10-CM Coding, HCPCS Level II coding, CCI edits, learning strategies and job search skills. Upon successful completion of this Program, students will receive a certificate of completion and will be eligible for National Certification through the National Healthcareer Association (NHA) and/or MedCA certification examination.

Program Objectives:

1. To introduce students to the medical office environment.
2. To introduce students to the basics in anatomy, physiology, medical terminology, and best practices in the health care field.
3. To introduce students to CPT, ICD-10 and HCPCS Level II Coding.
4. To orient students to the range of CCI Edits which are vital to the profession.
5. To provide students with opportunities to develop basic job search skills.

Medical Office Administration

The Medical Office Administrator can find a rewarding position as an essential part of a physician's office or medical clinic. Job growth is expected to increase by 36% between 2012 and 2022 according to the Bureau of Labor Statistics. Those who are skilled and knowledgeable in technology and computer software are in particularly high demand. A MOA must be able to handle multiple priorities at one time, have great customer service skills and a gracious phone manner. MOAs should also have an understanding of medical terminology and general medical procedures which will be taught during the program here at 1st Choice Career Centers.

Upon successful completion of this program, students will receive a certificate of completion and will be eligible to take the National Healthcareer Association's (NHA) Certified Medical Administrative Assistant (CMAA) certification examination.

Medication Aide

The Medication Aide is trained to give medications in certain settings in the state of Ohio.

Upon successful completion of this program, students will receive a certificate of completion

Clinical and Lab Standards

Clinical lab consists on “hands-on” and skills-based training. All students must participate in the lab and/or clinical portion of all courses. Each student will be instructed on the technique of proper procedures in lab and/or clinical areas. All student must return demonstrate all skills taught and must perform and pass clinical portion with a satisfactory performance. For the phlebotomy course, each student will be required to draw blood from other students and have blood drawn from them as well. All blood drawn will have an instructor present, therefore no student shall draw blood from one another unless under direct supervision from the instructor. All students will follow the OSHA guidelines which is posted within our lab area in every classroom. If a student is not deemed to be ready or have safe practice for clinical and/or blood drawn he or she will not be allowed to do any of these procedures until deemed ready from our instructor. If any case a student refuses blood drawn, they may bring someone to class for them to have their blood drawn. All students must have 100 successful blood draw sticks in addition to passing all academic portion of their course in order to obtain a certificate of successful completion.

1st Choice will instruct each student on the proper way of handling all laboratory equipment. Damage of any equipment will be the financial responsible of the student who caused the damage. All lab equipment is for lab use only. No student is to remove any lab equipment from the lab unless proper instruction is giving from the instructor. 1st Choice is not responsible for any injury, illness, or loss of blood to any student in result from blood draws. Each student agrees to hold 1st Choice harmless of any injury, illness, claims, or loss of blood resulting from blood drawn from them by another student.

Class, Clinical & Externship Hours

Class, clinical and externship hours vary on the program and type of program in which the student is enrolled. Each student is given a Daily Student Schedule and/or a Program Syllabus. These should be referenced for class days and times.

New programs begin every month. Programs may be canceled or pushed back if class size requirements are not met. Should a class be cancelled for any reason, students will be given appropriate notice when possible.

PLEASE NOTE: Class hours and days are subject to change. Appropriate notice will be given.

ADMISSIONS INFORMATION

Entrance Requirement

Phlebotomy Technician

- 18+ years of age or High School Graduate (if under 18)
- High School Diploma or GED
- Current, government-issued photo I.D.
- Must sign consent forms and participate in lab
- Negative TB, Pass a Criminal Background Check, and Clear Physical Exam

EKG/Cardiac Monitor Technician

- 18+ years of age or High School Graduate (if under 18)
- High School Diploma or GED
- Current, government-issued photo I.D.
- Must sign consent forms and participate in lab
- Negative TB, Pass a Criminal Background Check, and Clear Physical Exam

STNA – State Tested Nursing Assistant

- 16 + years of age
- Negative TB test
- Clear Physical
- Current, government-issued photo I.D. and Social Security Card
- Pass a Criminal Background Check
- Proficient in reading, writing, and comprehension of English at least an 8th grade level

Medical Billing & Coding Specialist - Online

- 18+ years of age or High School Graduate (if under 18)
- High school diploma or GED
- Current, government-issued photo I.D.

Medical Office Administration/Hybrid

- 18+ years of age or High School Graduate (if under 18)
- High School Diploma or GED (*if taking NHA exam*)
- Current, government-issued photo I.D.
- Must be computer efficient

Medical Assisting /Hybrid

- 18+ years of age or High School Graduate (if under 18)
- Current, government-issued photo I.D.
- Negative TB Test
- Clear Physical
- Clear Background Check

Home Care Aide

- 18+ years of age or High School Graduate (if under 18)
- Current, government-issued photo I.D.
- Clear TB Test
- Clear Physical
- Complete a Criminal Background Check

Medication Aide

- 18+ years of age or High School Graduate (if under 18)
- Current, government-issued photo I.D.
- Negative TB, Pass a Criminal Background Check
- Complete a Criminal Background Check
- Must be an Independent Provider or Enrolled in a Homecare agency

Enrollment Dates

Students may enroll in any program prior to the start of the first class if the class is not already full.

TUITION AND FEES

Financial Obligations

Enrollment fees are due with the application prior to the start of class. Prior to admission into a program, students are required to review and sign an Enrollment Agreement. All tenets of this Agreement must be adhered to; otherwise, a student will not be permitted to continue with the program, unless agreed upon in writing by the Director. Additional costs such as student health screenings and immunizations, background checks, externship requirements and other financial obligations not specified in the School Catalog or Enrollment Agreement are the responsibility of the student. Payments can be paid via phone, online, or in person via certified funds.

Payments Plans – All Payment Plans will be listed in writing on our website and on your enrollment agreement.

Refund Policy

with the following procedures:

- A full refund will be given of all monies paid if the school cancels the class as noted on the school calendar.
- If a student starts a class and withdraws or is terminated from the course before the academic term is fifteen per cent complete will be obligated for twenty-five per cent of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws or is terminated from the course after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent complete will be obligated for fifty per cent of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws or is terminated from the course after the academic term is twenty-five per cent complete but before the academic term is forty per cent complete will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.
- A student who starts class and officially withdraws or is terminated from the course after the academic term is forty per cent complete will not be entitled to a refund of the tuition and fees
- Nonattendance is not a reason for a refund.
- It is the responsibility of the student to view the posted online deadlines and schedules and withdraw during the appropriate time for a refund.
- If the class is cancelled by the institution due to low enrollment or other reasons the student will be granted a 100% refund or may take the next available class. Refund for this
- situation only will be resubmitted back to credit/debit card used or student will be issued a refund check within 7 days of cancellation.
- Refunds will be submitted within 45 days of voluntary withdrawal or dismissal.
- **No Refunds will be given on the Registration/Application Fee of \$100, as well as no refunds are given on textbooks, criminal background checks, physicals, and TB Tests and other tools done provided by the school.**
- No Refund will be given if student is dismissed for poor attendance or misconduct.

- Withdrawals will only be accepted in writing via the school withdrawal form to be eligible for a refund which is found online or in the office.

Withdrawal Policy

All students who plan to withdraw must do so in writing only on the online portal or in person by utilizing the designated withdrawal forms. To receive financial credit, you must withdraw before the date listed on the syllabus for each class. See Refund Policy for financial credit and reimbursement procedures.

Students will receive a W on transcript if student withdraws from class properly.

Excessive Withdrawals

Students who withdraw from a course more than 2 times may not be eligible to re-register for a course due to limiting seating and small class sizes. When registering and then withdrawing, spaces have been taken away from potential students. Please be mindful and be sure of your schedule that you can complete the course before registering.

Penalty for Late Tuition Payment

All fees must be paid in full by the predetermined date for each specific Program. If a tuition payment is late, the student's account will incur a \$25.00 fee

Changing Payment Dates/Amount

In order to change ANY payment date or amount, as agreed upon within the enrollment agreement, the student must properly complete the "Payment Change Request Form". This form may only be completed two (2) times, and must be completed more than one (1) calendar day before the payment is due, during 1st Choice Career Centers's official operating hours. This form must be approved by the financial services department. If the request is denied, the payment will remain as is and late fees may apply.

Default Statement of Account

A *Default Statement of Account* occurs when a student does not comply with the terms of the Enrollment Agreement by failing to make the scheduled payments on the specified due date(s). Students, who miss the due date of more than two (2) payments, as agreed upon in their Enrollment Agreement, may be subject to dismissal from the program. Additionally, outstanding fees and tuition still owed by the student must be satisfied to remove the *Default* status of the account. Failure to satisfy outstanding fees and tuition within thirty (30) days will result in the submission of the student's account to a collections agency.

Students, who previously had a default statement of account and wish to return to 1st Choice Career Centers, are responsible for any outstanding fees and tuition owed. Returning students do not qualify for 1st Choice Career Centers's payment plan; all tuition and fees must be paid in-full prior to the first scheduled class day, unless approved by the Director.

Schedule of Fees

Below is a schedule for fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges.

All registration fees will be due at time of registration. All tuition and fees are payable for one school term only. Registration payment is due prior to the start of class. Payments can be arranged with the director, but all payments/tuition must be paid in full by the end of class. 1st Choice Career Centers will enroll each student under 1st Choice liability insurance policy, which is included into the tuition and fees. Additional cost for health physicals, assessments, and/or immunizations may apply and is the responsibility of the student.

Phlebotomy

Registration/Service Fee	\$100.00
Tuition	\$500.00
Textbooks	Included
Supplies/Tools	Included
Student Activities	Included
Lab Fees	\$75.00
Rentals	Included
Deposits	See deposits
Total	\$675.00

State Test Nurse Aide/Nurse Aide (Daytime)

Registration/Service Fee	\$100.00
Tuition	\$275.00
Textbooks	Included
Supplies/Tools	Included
Student Activities	Included
Lab Fees	\$100.00
Rentals	Included
Deposits	See deposits
Total	\$475.00

State Test Nurse Aide/Nurse Aide (Evening time)

Registration/Service Fee	\$100.00
Tuition	\$375.00
Textbooks	Included
Supplies/Tools	Included
Student Activities	Included
Lab Fees	\$100.00
Rentals	Included
Deposits	See deposits
Total	\$475.00

EKG

Registration/Service Fee	\$100.00
Tuition	\$500.00
Textbooks	Included
Supplies/Tools	Included
Student Activities	Included
Lab Fees	\$75.00
Rentals	Included

Deposits	See deposits
Total	\$675.00

Medical Assisting

Registration/Service Fee	\$100.00
Tuition	\$1799.00
Textbooks/Study Material	Not Included
Supplies/Tools	Included
Student Activities	Included
Lab Fees	\$100.00
Rentals	Included
Deposits	See deposits
Total	\$1999.00

Medical Office Assistant

Registration/Service Fee	\$100.00
Tuition	\$1799.00
Textbooks/Study Material	Not Included
Supplies/Tools	Included
Student Activities	Included
Lab Fees	\$100.00
Rentals	Included
Deposits	See deposits
Total	\$1999.00

Billing and Coding

Registration/Service Fee	\$100.00
Tuition	\$1399.00
Textbooks/Study Material	Not Included
Supplies/Tools	Included
Student Activities	Included
Lab Fees	\$100.00
Rentals	Included
Deposits	See deposits
Total	\$1599.00

Home Care Aide

Registration/Service Fee	\$100.00
Tuition	\$200.00

Textbooks	Included
Supplies/Tools	Included
Student Activities	Included
Lab Fees	\$75.00
Rentals	Included
Deposits	See deposits
Total	\$275

Medication Aide

Registration/Service Fee	\$25.00
Tuition	\$100.00
Textbooks	Included
Supplies/Tools	Included
Student Activities	Included
Lab Fees	\$0.00
Rentals	Included
Deposits	See deposits
Total	\$125.00

NHA, STNA, and MedCA Exam Certification Fees and State Exam Certification Fees are not included and will be paid separately by the student.

ACADEMIC INFORMATION

Grading System

Grading Scale

A	90% and above.
B	80% – 89%
C	75% – 79%
D	70% – 74%
F	69% or less.
I	Incomplete
W	Withdrawn

Benchmarks for acceptable grades are determined separately for each method of evaluation in each program. Please refer to the program and/or Program syllabus for additional details.

Graduation Requirements need the other classes listed

Students of 1st Choice Career Centers are held to high standards to ensure students graduate with a high-level of knowledge in their respective fields. The following are graduation requirements for 1st Choice Career Centers:

1. Obtain an aggregated grade of a “B” or better.
2. Complete any and all make up work required.
3. Demonstrate proficiency in all skills.

4. Demonstrate proficiency and accuracy in drawing specimens (*Phlebotomy Only*).
5. Satisfy externship and/or clinical rotation requirements if applicable
6. Satisfy all financial obligations with 1st Choice Career Centers.

Each student must complete the course with a minimum passing grade of B for the Phlebotomy, EKG, Medical Assisting, Medical Office Assistant, Medical Coding, Medication Aide, & Home Health Aide Courses. Students must have a passing grade of B for the STNA Course.

Policy concerning suspension or expulsion for unsatisfactory grades and progress:

The student will receive written notification by the instructor if the student is at risk of failing the course. The student will then be placed on academic probation with written information of what needs to be done to pass the course. If the student fails to make the required changes to pass the course, the student will be dropped from class but given an opportunity to retake the class with tutoring. However, the student must repay and reregister for the next available class

Description of Probationary Policy:

At times a student may be placed on probation. This is meant to notify the student of the risk of failing the class due to conduct, unsatisfactory grades, poor attendance, or excessive tardiness.

The student may also be placed on probation if after the midterm counseling the student is at risk of failing the course. When placed on probation, the student will need to show improvement in the specified area(s) to successfully complete the course.

Students will be notified in writing if the instructor places a student on probation and what the student needs to do to bring grades up to satisfactory. At times, an extra credit research project may be completed for some courses to assist in bringing grades up to satisfactory.

Conditions for Reentrance for Students and Dismissal Policy for Unsatisfactory Process:

Students may re-enter the next available program or choice if they choose. The student who fails the course must re-register and pay for the course and accept tutoring by our staff. Some students may not be allowed to re-enter the school, per the board's discretion that include but not limited to circumstances dismissal for drug use, cheating, or weapons.

PROGRESS RECORDS KEPT AND FURNISHED TO STUDENTS

It is important that a student knows of his or her own progress. 1st Choice Career Centers has developed the following policy regarding reporting progress of each student.

Notification of Grades

Each student will be notified of his or her quizzes and test grades on or before the next school day following taking the quiz, test, or homework assignment. All homework assignments must be completed before class begins the next day.

Each student will have a one-on-one midterm counseling session that will be summarized in writing, stating the current average of grades, any conduct or attendance issues, and results of observation in lab and class.

If a student falls below a C average or risk of falling below a C average at the time of the midterm progress report, the student will be given a written warning and a description of what needs to be accomplished to

pass the course. The student will then be placed on probation.

At times, and at the instructor's discretion, an extra credit assignment may be given to students who are on the borderline of not passing the course.

The student will be required to sign the midterm summary and probation agreement and a copy will be given to the student.

At any time before or after midterm counseling a student may be given a written warning if the student is at risk of failing a class. The student will then be placed on academic probation to include steps that must be taken to pass the course.

Transcript Request

Students may request their transcript by completing a transcript request form found in the administrative office or online. The transcript can be picked up or mailed after 14 days. A transcript fee of \$10.00 must be paid to the school to process your request.

Records Retention Policy:

A written record of student's academic records will include, but are not limited to, the following and will be kept in the student's file and locked in the Director's office. The written record will also be scanned and saved electronically. Written records include:

- Copy of attendance record
- Copy of all grades
- Copy of final exams
- Copy of written warnings
- Copy of probationary agreements
- Copy of Student's Transcript

STANDARDS OF ACADEMIC PROGRESS

Conditions for Academic Probation

Students who do not maintain attendance, grades, or laboratory performance acceptable to the standards of 1st Choice Career Centers may be placed on Academic Probation. Should this occur, the student must complete an Academic Conference with the academy Director to define goals the student must meet in order to reach the expected level of satisfactory performance. If at any time, grade averages fall to the point of not being able to graduate with a "C" or better, this will immediately be reviewed with the student by the Instructor and the Director and if there is no possibility of improvement, the student will be on Academic Probation.

Conditions for Re-entrance

Students who have been dismissed, dropped out, or placed on Academic Probation from a program may be readmitted at the discretion of the academy Director depending on the circumstances and program, a student may be required to re-pay part or all tuition and fees.

STUDENT CONDUCT & ACADEMY POLICIES

Student Responsibilities

1st Choice Career Centers expects students to:

- Be prepared and ready to learn for each class.
- Respect others and embrace diversity.

- Participate and stay alert in class.
- Be respectful of the Instructors and academy staff.
- Study and complete assignments on time.
- Attend every class session and be ready to start on time.
- Follow directions, policies and procedures during classroom and clinical time.
- Conduct themselves with appropriate behavior.
- Maintain a harassment -free, violence- free, and a substance abuse- free classroom environment.
- Refrain from eating or drinking during instruction. This should be done during break time(s).

Student Parking

Parking is offered at no additional cost for all students of 1st Choice Career Centers. All items must be secured within student vehicles; 1st Choice Career Centers is not responsible for any lost or stolen items. Students attending clinical sessions must adhere to parking standards on site and may be required to carpool to clinical sites. Any parking expenses or fees incurred while attending 1st Choice Career Centers, either on or off site during Program activities, are the responsibility of the student.

Attendance Policy

We, at **1st Choice Career Centers** realize how important it is for students to have regular attendance to obtain pertinent knowledge from a class to enhance their career goals. It is also vital that all students who graduate from their individual program are equipped and prepared for the medical field of their choice. It is essential that students be in attendance of all classroom hours, including labs and clinical. Therefore, we have developed the following policy regarding attendance, absences, leaves, tardiness, class cuts, and other interruptions, as well as make-up work:

Absences

- Students are expected to call or email only the administrative office if they will be absent.
- Students are responsible for course content when absent and for coming prepared to the class following the absence. It is the student's responsibly to obtain make-up assignments from the instructor.
- The student is responsible to coordinate with the instructor as to how to make up missed time and to complete any make up tests and assignments.
- Poor attendance will result in disciplinary actions (see policy below).

Make Up Work

- Students will be given make up tests that are different from the original tests given to students. Make up assignments coordinated between the student and instructor will be slightly more difficult than original assignments.

Tardiness

- All students are expected to be on time for each class. There will be a 10-minute grace period after class officially begins. After 10 minutes, the student is tardy. If a student has excessive tardiness, he or she may be subjected to disciplinary actions leading to dismissal from class.

Class Cuts

- If student leaves class early or cuts class without instructor approval, the student will be subject to the same disciplinary action as in the attendance policy.

Unsatisfactory Attendance Policy:

Actions for students, whose absences, tardiness, or leaving early from class interfere with their ability to meet course objectives, the student may occur the following:

- Placed on academic probation
- Dropped from the course
- Providing documentation does not remove the absence from records

Governing Body Regulated Attendance

Some future programs may have outside regulatory bodies that require a minimum of course attendance and hours.

Each instructor will include attendance requirements and criteria for tardiness on the course syllabus.

Special Circumstances/Leave of absence

Special consideration maybe given but not guaranteed which may include a leave of absence, in the case of a student prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program. This has to be approved by the Director and will require documented proof (for example a doctor's note, or obituary copy.)

Dress Code & Uniform Standards

Students are required to wear uniforms of the designated scrubs color and white tennis shoes for each lecture, lab, and clinical assignment. During the winter months, students are permitted to wear a long-sleeved white shirt under their scrubs top. Shoes must have a closed-toe and heel for the safety of the students. No crocs, flip-flops, sandals, or high heels are permitted. Any student, who arrives to lecture, lab, or clinicals in the incorrect uniform, will be sent home and is responsible for making up any missed classwork or time.

Uniform Standards

Scrubs are required during all class and clinical sessions. **Please confirm the color requirement for your uniform for your program**

Shoe Standards

Tennis shoe or nursing shoes only. NO CLOGS, OR OPEN TOE ALLOWED, INCLUDING CROCS.

Grooming & Dress Code Standards

The grooming and dress code standards described within are set forth to uphold safety, infection control, and professionalism standards in and outside of the classroom. They are as follows:

1. Daily hygiene practices are essential and should include cleansing the skin and using a deodorant. Hair should be neatly groomed and reflect high personal care standards. Beards and/or mustaches should be neatly groomed and short in length.
2. Perfumes, colognes and scented lotions are to be used in moderation, keeping in mind that many healthcare facilities strictly prohibit using these fragrances. Make-up should be applied in moderation.
3. Hands must be clean and well cared for with nails shortened to an appropriate length.

Exposure Incident Procedure

If necessary, the emergency squad will be contacted. For life threatening emergencies, contact emergency services by dialing 911 from any Academy phone. During clinical experiences, the same procedures should be followed, or if placed in a hospital setting, students shall admit themselves to the Emergency Room. If any injuries do occur during class, students must report this to his/her instructor and an Exposure Incident

Form will be filed. The student is financially responsible for any costs associated with services provided; therefore, all students are strongly advised to carry their own health insurance.

Health Insurance

Situations which would require students go to the emergency room (ex.: needle stick injury) can become quite costly; therefore, students are strongly encouraged to carry health insurance. It is the student's responsibility to obtain coverage as 1st Choice Career Centers does not provide this benefit. Also, you may be required to show proof of health insurance.

Student Identification

Students participating in an externship or clinical will be issued a photo identification card with his/her name. It is required that students possess their ID cards during all clinical and externship sessions. Should a student forget or misplace the ID card and not possess it during class and/or clinical, 1st Choice Career Centers reserves the right to dismiss the student to obtain the ID card. Any missed class time and/or days will be at the student's expense.

ID cards that are lost or stolen should be reported to the instructor and/or program coordinator. A replacement fee of \$10.00 will be charged for each ID card that must be issued.

Lost & Stolen Items

School books, equipment, or clothing items checked out to a student that are lost or stolen are the responsibility of the student and his/her parent/guardian and must be replaced or purchased at the current replacement cost.

LHCA, its staff members and affiliates are not responsible for personal items that are lost or stolen on school grounds or at clinical rotations.

Appropriate disciplinary action will be taken for any and all violations and must be reported to the Director.

CODE OF STUDENT CONDUCT

- **The use of all electronic devices is not allowed during class, lab, or clinical.**
Cell phones and other electronic devices are disruptive to class as they hinder a learning environment. Therefore, all students must turn off all cell phones and other electronic devices in classroom settings and while involved in class-related activities such as labs, clinical, etc.

No filming or pictures with electronic devices are allowed.

Students may check phone messages during breaks.
- **No forms of academic dishonesty or cheating permitted.**
This includes, but is not limited to, use of unauthorized information on any activity or exercise; copying from another student's paper; giving or receiving unauthorized assistance during a test, quiz, or any other similar activity.
- **No verbal insults, altercations, or violence allowed.**
Students must always be professional and courteous to instructors and students.
- **No profanity, back talk arguments, or disruptions allowed.**
Such actions in class toward staff, other students, or any individuals in lab, clinical, or other school settings during class time will not be tolerated. This includes teasing, arguing, verbal disruptions, fighting, and touching someone without their permission.

- **No constant talking or side conversations in class.**
This is to ensure everyone can hear the instructor.
- **No rowdiness on campus.**
To help prevent injuries, no running, jumping, or rowdiness in class or lab area will be tolerated.
- **No weapons or dangerous devices allowed on campus.**
According to the Weapons and Dangerous Instrumentalities, it is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activities.
- **No narcotics, alcoholic beverages, or controlled substances allowed.**
A student shall not knowingly or negligently own, possess, use, transport, or be at any time under the influence of any narcotic drug, alcoholic beverage, or any other controlled substance while in 1st Choice Career Centers classrooms or grounds, or during the time when a student is participating in any 1st Choice Career Centers training event, clinical, or other school-related function.

Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.
- **No children allowed in classroom, clinical, or labs.**
Due to safety, children are not allowed in classrooms or lab areas during class sessions, nor may they be left unattended on school property.
- **Damage to, or destruction of, 1st Choice Career Centers property or private property.**
Students must not damage school property or the property of others.
- **Harassment.**
All forms of harassment including slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's sex, sexual orientation, race, color, national origin, age, religion, disability, marital, and any other protected status, is prohibited.
- **Sexual harassment.**
Any sexual act that occurs without the consent of the other person or occurs when the other person is unable to give consent due to drugs, alcohol, or a disability, is prohibited. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. Sexual harassment also includes conduct of a sexual nature that is intimidating, hostile, or offensive to campus, educational, and/or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments, gestures, or other forms of verbal, physical conduct, or communications which constitutes sexual harassment. Sexual harassment and assault are prohibited by federal or state law, and by 1st Choice Career Centers regulations.
- **Dress Code**

It is important to dress appropriately and have good grooming habits for the field of health care. Some courses will require that you wear a nursing uniform. This will be posted when registering for your course and reviewed during orientation. At all times students must wear pants and closed toe and tennis or nursing shoes for safety. You must always also wear your name badge.

- **I.D. Cards**

Students are to wear identification cards in a conspicuous location on their person, so they can be clearly seen whenever students are in the building. The Identification card is required for admittance to all facilities, including class. The card is also required at all school functions not held on campus. The first card is free; any replacements for lost, damaged, or stolen cards will pay \$5-dollar replacement fee.

- **Smoking, Eating and Drinking**

NO smoking (including chewing tobacco) allowed inside the building. There are designated smoking areas outside of the building. No eating allowed in the classroom. Students may drink beverages if it is in a screw top plastic container which the cap must be screwed tightly.

- **Parking**

Students are to park only in designated parking areas. The school assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on the campus. Lock vehicles always.

Disciplinary action policy for unsatisfactory conduct

1. Upon first violation of the Student Code of Conduct, the student will receive a verbal warning from the instructor.
2. After a second violation, the student will be given a second warning, in writing, by the instructor notifying the student that if there is one more incident in violation of the Student Code of Conduct, the student may be placed on probation or dismissed from class without a refund.
3. After the third violation, the student will be placed on probation or dismissed from class without a refund.

Due to the seriousness of some conduct rules, at the Director's discretion, students in violation of Student Code of Conduct rules which include but not limited to use of drugs and violence will be dismissed from class without a warning and refund.

Appeal

The student has the right to appeal a dismissal by submitting a request in writing to the Director. A decision will be made by the board members and the student will be notified within 48 hours of the final decision. The student may not return to class until appeal decision is made.

Transfer of Credits

Transfer of credits to 1st Choice Career Centers from another Institution
1st Choice Career Centers will not accept credits or trainings from other institutions at this time.

Transfer of Credits from 1st Choice Career Centers to another Institution
1st Choice Career Centers does not guarantee the transfer of credits/clock hours from 1st Choice Career Centers to another educational institution. Acceptance of credits earned through 1st Choice Career Centers is up to the receiving institution. Transcripts can be furnished upon request. Additional fees may apply.

A policy will be instituted for **1st Choice Career Centers** if and when credit hours will be used after approval from governing bodies. You may transfer the monies paid to another course held another time if you withdraw before the date listed on the syllabus in lieu of a refund. That class must be taken within a year

Thank You for your interest in 1st Choice Career Centers. Our entire team look forward to serving you and helping you, build your career 1st.