

This page intentionally left blank.



Welcome!

History of Camsen Career Institute

Camsen Career Institute was opened in 2012 by Jeff Campbell. Jeff is a professional Firefighter/Paramedic who hopes to share his lifelong passion for helping people with every student that attends Camsen Career Institute. The goal in opening this campus is to provide quality education at an affordable price. We have developed this campus with the working adult student in mind. Our success can only be measured by the success of each student who, not only attends our school, but also uses the education provided to advance their career opportunities. We strive to meet the needs of each student on a personal basis. At Camsen Career Institute, we want each student to feel that their particular goals are addressed and exceeded, not that they are just part of a class.

This Catalog is available anytime students at www.camsenedu.com.

TABLE of CONTENTS

3	<i>Welcome</i>
3	<i>History of Camsen Career Institute</i>
5	<i>Academic Calendar</i>
6	<i>Mission Statement</i>
7	<i>Certification Exams</i>
7	<i>Mentoring</i>
9	<i>Faculty</i>
11	<i>Description of School Facilities</i>
11	<i>Admissions Requirements</i>
12	<i>Cancellations and Refunds</i>
12	<i>Student Transfers</i>
13	<i>Veteran's Services</i>
14	<i>Code of Conduct</i>
14	<i>Conditions for Dismissal / Reinstatement</i>
15	<i>Disciplinary Counseling</i>
15	<i>Academic Reviews</i>
15	<i>Job Placement</i>
15	<i>Financial Aid</i>
16	<i>Holidays</i>
17	<i>Standards for Academic Progress</i>
19	<i>Course numbering system</i>
19	<i>Transfer of Credits Earned</i>
20	<i>Paramedic</i>
22	<i>Emergency Medical Technician</i>
24	<i>Phlebotomy / EKG Technician</i>
26	<i>Nursing Assistant Prep Course</i>



CamKo Education, LLC

dba

Camsen Career Institute

Is registered in the State of Florida as a Corporation owned by

Jeffrey Campbell – President/CEO

Administrative Staff

Jeff Campbell – President/CEO

Lynn Cosentino, M.D.– Medical Director

Jeff Campbell – Campus/Program Director

Amanda Dowling – Admissions

Barbara Smith – Student Services

Licensure

Camsen Career Institute is licensed by:

Commission for Independent Education

Florida Department of Education

Additional Information regarding this Institution may be obtained by contacting the
Commission at:

325 West Gaines Street, Suite 1414

Tallahassee, Florida 32399-0400

Telephone: (888) 224-6684

License Number #4704

Laurie Lecas – Instructor

Laurie is a Paramedic/Firefighter with Jacksonville Fire and Rescue Department. She has an AS in Fire Science that she earned from Florida State College of Jacksonville. Laurie teaches in all of the following courses: EMT, Paramedic, EKG, Phlebotomy and he also helps instruct in our continuing educational courses. Laurie is an adjunct instructor with Camsen on a part time basis.

Austin Gambill – Instructor

Austin is a Paramedic/Firefighter with Jacksonville Fire and Rescue Department. Austin has his Associates in Arts Degree that he earned at University of North Florida. Austin teaches in the Paramedic and EMT programs. Austin is a Lead Instructor with Camsen, where he works part time.

Eric Mitchell – Instructor

Eric is a Paramedic/Firefighter with Jacksonville Fire and Rescue Department. Eric is a Captain on a very busy rescue unit in the downtown area of Jacksonville. Eric has his Master's Degree in Public Administration that he received from the University of North Florida. He also holds a Bachelors Degree in Political Science from UNF and has his AA from FSCJ. Eric teaches in the Paramedic and EMT Programs. Eric is an adjunct instructor with Camsen on a part time basis.

David Stevens – Instructor

David is currently employed with St. John's County Fire and Rescue Department, where he works as a Lieutenant on an ALS Engine and also on a specialty water rescue team. David has an Associates Degree in EMS Management that he received from St. Johns River State College. David teaches in our Paramedic and EMT programs. David is a Lead Instructor at Camsen where he works part time.

Amanda Dowling – Instructor

Amanda works in several roles at Camsen Career Institute, one being an instructor in the EMT and Paramedic Programs. Amanda is a State of Florida licensed Paramedic and Registered Nurse. She received her AA from FSCJ; she also has an AS in EMS Management from FSCJ. She also graduated with honors from FSCJ Nursing with her Associates Degree in Nursing. Amanda is a lead instructor, and works full time with Camsen.

Non-Discrimination Statement

Camsen Career Institute does not and shall not discriminate on the basis of race, color, 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 and firing of staff, 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, clients, volunteers, subcontractors, vendors, and clients.

Our Success Depends Upon Your Success!

School Facilities

Description of Facilities

Camsen Career Institute is located at 4401 Salisbury Rd, Suite 300. The recently renovated 12,620 sq. ft. facility is conveniently located in the Southpoint Business District off of I95 and J. Turner Butler Blvd. providing easy access from anywhere in Jacksonville and surrounding areas.

Camsen Career Institute has a business office, admissions, student lounge and library. The student lounge provides vending machines, refrigerator, coffee, and microwave for students to use. The library provides a computer with Internet access and up to date periodicals and publications. The campus also has wireless Internet throughout the school.

The campus has several classrooms and multiple specialized labs. Several containing Human Patient Simulators and manikins for life like training and scenarios. We have separate areas for Advanced Cardiac Life Support, Pediatric Advanced Life Support, Basic Life Support, IV Simulations, patient packaging, treatment and care. Camsen Career Institute maintains membership with several professional organizations including the National Registry for EMTs, National Association for EMS Educators, Florida Fire 's Association and the National Center for Competency Testing.

Admission Requirements

The Admissions Office is open Monday through Friday from 8:30 am till 5:00 pm, except for Holidays (see page 15). Student may visit the campus or make an appointment with the admissions department. The following criteria are the general requirements for all programs offered:

1. Proof High School Diploma or equivalent.
2. Be at least 18 years of age upon graduating from the program. Must have parental consent if less 18 years of age upon enrollment.
3. Completion of registration form and enrollment agreements.
4. Documentation of U.S. citizenship.
5. Proof of good physical condition.
6. Person applying for the Paramedic Program must have completed a valid State of Florida EMT program prior to start of class and ***must be licensed by the State of Florida prior to the end of Phase I.***

General admissions requirements must be met for all programs. Refer to the particular program for any additional requirements. Any student meeting all requirements for application will be placed into class on a space-permitting basis, based on the date of application. Students may enroll any time up to the beginning of any new class. Enrollment after the start of class will be at the discretion of the Campus Director.

Specific requirements for some programs: (see program description

1. Proof of good physical condition by a licensed Physician.
2. Proof of MMR Vaccination, current TB Test, Hepatitis B Vaccine.

Program Cancellation

The school reserves the right to cancel class at any time up to three days prior to the class start date. In the event a class is canceled, the student will receive a full refund.

Transfer of previous students

Transfer into an existing program from another institution will be at the discretion of the program director. The program from which the student is transferring must be equivalent in content. Minimum of 25% of program must be obtained at Camsen Career Institute. A transcript of completed hours and tasks from the previous program must accompany the students transfer request. (Consideration of credit from other institutions accredited by agencies recognized by the United States Department of Education (USDOE) or Council for Higher Education Accreditation (CHEA)). No credit will be awarded for Advanced Placement courses, this includes credits awarded at previous institutions for AP courses. Additionally, experiential learning is not recognized at Camsen, and will not be eligible for transfer.

Cancellations and Refund Policy

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

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by dismissal from the program.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels with three (3) business days after signing the enrollment agreements and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid, with the exception of the application fee (not to exceed \$150.00).
4. Cancellation by the student, after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund of tuition only computed on the number of hours completed to the total program hours. VA student pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.
5. Cancellation after completing 40% of the program or dismissal from the program will result in no refund.
6. Refunds will be made within 30 days after termination of the student's enrollment or receipt of a Cancellation Notice from the student and receipt of refund request form.

Veteran's Services

For those who qualify

Veterans' Standards of Academic Progress

Students receiving VA educational benefits (VA students) must maintain a minimum grade point average (GPA). Minimum for each program outlined in chart below. A VA student whose GPA falls below minimum requirement will be placed on academic probation for a maximum of 3 weeks. If a VA student's GPA is still below minimum requirement at the end of the 3 weeks probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified 30 days has elapsed and after attaining a minimum GPA.

<i>Program Name</i>	<i>Min Avg. / GPA</i>
Paramedic	75% / 2.0
EMT	75% / 2.0
All other programs	70% / 2.0

* **GPA Scale: 90-100% = 4.0 80-89% = 3.0 70-79% = 2.0**

Veterans' Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

Veterans' Transfer of Credits

The Veterans' Administration benefit recipient has the responsibility to report all previous education and training to Camsen Career Institute. Camsen Career Institute will evaluate such and grant appropriate credit, with training time and tuition reduced proportionally, with the veteran student and Veterans' Administration so notified.

Veteran students must report all previous education and training. The school will evaluate such and grant appropriate credit, with training time and tuition reduced proportionately, and with the VA and student so notified.

Veterans' Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in students' file. Early departures, class cut, tardiness, etc., for any portion of an hour will be counted as a full hour of absence. Students exceeding 20% total absences in a calendar month **WILL BE TERMINATED FROM THEIR VA BENEFITS** for unsatisfactory attendance.

Student Services

Code of Conduct

Students are required to adhere to all of the rules and regulations of the campus. Students are expected to behave in a professional manner that reflects that of the workplace environment and to be courteous to instructors, staff and other students. Students are to adhere to the dress code and maintain a neat and professional appearance. Students are not to use offensive or vulgar language at any time.

Students are to use the campus computers for official school business only. Students are not to use the computers to download software or conduct any personal business. No inappropriate language or pictures are to be displayed. The use of the school Internet is not to be used for the download of any software unless the instructor gives permission. The use of the school's Internet for any behavior deemed inappropriate will result in the revocation of the privilege including potential dismissal from the program. Students will be held financially responsible for any property damaged or destroyed. Any intentional defacing, damaging or destruction of school property will result in immediate dismissal from the program.

The campus is a drug free facility and adheres to the Drug Free Workplace Act of 1988. No tobacco products are allowed in the campus. A designated area for smoking is provided outside the campus.

Camsen Career Institute has a **zero tolerance** drug and alcohol policy. All students will receive Drug and Alcohol testing prior to attending any externship. Failure of the initial testing will result in the student retaking the test within two weeks of initial screening. A positive result on the second screening will result in immediate dismissal from the program. The cost of the second screening will be solely a responsibility of the student. Students will also be subject to random drug and/or alcohol screening or anytime that Camsen Career Institute staff deems it necessary. The cost of this screening will be solely upon the school. Any student who refuses a drug and/or alcohol screening will be dismissed from the program.

Conditions for Dismissal/Reinstatement

Any conduct that reflects negatively on Camsen Career Institute can result in discipline, up to expulsion from the program. Students will adhere to any confidentiality agreements relating to persons within or outside the campus. Any violations of the policies of the school will result in a meeting with the administrators of the campus. This meeting will determine what disciplinary actions are carried out. Some examples of infractions, which will result in disciplinary action, are:

- Cheating or any type of dishonesty
- Unprofessional behavior during class or any field externships
- Harassment of any kind toward students or staff
- Falsification of any documents pertaining to the campus or program
- Breach of patient confidentiality

Failure to comply with the campus rules and regulations will be considered reason for the students' dismissal from the program. The student may appeal a suspension or dismissal within 72 hours to the President, CEO. The decision of this meeting will be final. If the student is reinstated, the time missed will be made up at the discretion of the instructor. The student will be under a probationary period, not to exceed 3 weeks, after reinstatement.

Camsen Career Institute does not allow the possession of any object deemed a weapon of any kind on campus. This includes any object capable of inflicting serious harm.

Camsen Career Institute will not discriminate or allow discrimination against any student or employee on the basis of race, color, sex, sexual orientation, religion, age, marital status, and disability or ethnic background. The campus is designed to comply with all federal ADA requirements. Camsen Career Institute is an equal opportunity employer. Any complaint regarding discrimination should be in writing to the Campus/Program Director. The Director will respond to the complaint within two weeks.

Disciplinary Counseling

All counseling session between students and faculty will result in a counseling form. The form will address specific actions and corrective actions to be taken. A copy of the signed form will be provided to the student and a copy placed into the students' personal file. Any grievance deemed necessary by the student shall be in writing to the Campus Director. If the meeting between the Campus/Program Director and the student remains unsatisfactory a meeting between the student and the President/CEO will be scheduled. Any dispute that remains unresolved can be taken to the Commission for Independent Education through a grievance procedure. CIE contact information is located on page 9.

Periodic Academic Review

Each student will receive periodic academic reviews. The student will receive at least an evaluation prior to Mid-term and prior to the Final Exam. This evaluation is for the purpose to see that the student is maintaining satisfactory progress toward the completion of the course. If the instructor feels that the student is not meeting the satisfactory progress, the instructor may place the student on academic probation, not to exceed three weeks. The student will be advised in writing of the probation. Should the student remain on probation after three weeks, the student must meet with Faculty to determine continuation in the class.

Job Placement

Upon successful completion of the program Camsen Career Institute will assist the student with job placement but does not guarantee employment. Job postings will be placed on the student display board when provided to Camsen Career Institute by employers.

Financial Aid

Camsen Career Institute provides several options for payment, including in-house financing. We have agreements with several banks to provide the student with financing options. Contact our Admissions Department for specific programs available. The campus

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All degree/certificate-seeking students of Camsen Career Institute must meet the following standards in order to continue their academic pursuits. The Standards of Satisfactory Academic Progress (SAP) are monitored and enforced in ALL periods of enrollment. *The Standards of Satisfactory Academic Progress are evaluated and students are notified of their current SAP standing at the end of each course prior to the final exam.*

GPA Requirement

- ❖ Students must maintain a minimum Cumulative GPA of 2.0 (computed using a 4.00 scale). Cumulative GPA includes all coursework receiving a letter grade (including remedial coursework) a student has taken while at Camsen Career Institute. Camsen's cumulative GPA does not include grades from transfer coursework. Additionally, students must maintain a minimum term average for specific courses. Students are required to maintain a 70% term average in all Phlebotomy, and EKG Technician courses. The required term average for all Emergency Medical Technician, and Paramedic courses is a 75%.

Attendance Requirement

- ❖ Students are not allowed to miss more than two scheduled class days of any program. The length or type of program does not have any bearing on this requirement. If a course schedule reflects that each class is 4 hours long then a student can only miss 8 hours of that program. If the class meets for 9 hours at a time then a student can miss a total of 18 hours from that program. If a student has to miss more than the allowed number of hours for their program, they are required to make up the hours in another, equivalent class of those that were missed.

Maximum Timeframe Requirement

- ❖ Camsen Career Institute does not allow any leave of absence. In the event a student cannot complete the program within the originally scheduled amount of time, they will receive an "incomplete" academic failure for that course/program. Only under special circumstances, other than GPA or attendance, a student may be given a specific time frame to complete the course/program requirements. This allotted timeframe is not to exceed 150% the total length of the program. In the event that this is not accomplished the student must reenroll in the next available/equivalent program.

Notifications

- ❖ Attendance, testing requirements, and GPA requirements are listed in each program syllabus.
- ❖ The Standards of Satisfactory Academic Progress are evaluated and students are notified of their current SAP standing at the conclusion of each course, prior to their final exam. **Please Note:** If a SAP review makes it clear that a student will not mathematically complete his/her degree or certificate program due to any of the aforementioned requirements then the student will receive an "incomplete" academic failure for the program and will need to reenroll in the next available/equivalent program/course.
- ❖ **"Good Standing"**
Students who are meeting all of the Standards of Satisfactory Academic Progress, and are not in a period of "Warning", "Probation", or "Failure" are in good standing and no additional enrollment, advising, or academic counseling requirements are specified.

- ❖ ***“Warning”***
Students who have been in “Good Standing” and who have met all but one of the aforementioned requirements are placed on “Warning” and strongly encouraged to meet with their program director to develop a plan for academic success. A “Warning” is intended to alert students to a current deficiency in their academic progress. Continued lack of progress will ultimately lead to “Probation” or “Failure”.
- ❖ ***“Probation”***
Students who were previously placed on “Warning”, but have not improved since their last SAP evaluation are placed on “Probation”. Students on “Probation” are counseled and an academic plan for improvement and success is implemented. This plan is designed in consideration of the specific needs and deficits identified in the student. The probationary period is not to exceed 3 weeks, at which time another SAP evaluation will be conducted. If at this time, it is determined that the student is not improving based on the academic plan, the student will be considered an academic “Failure” and will need to reenroll in the next available/equivalent course/program.
- ❖ ***“Failure”***
Students who are not meeting any of the Standards of Satisfactory Academic Progress and have already been placed on “Warning” or “Probation” with no change will be considered a “Failure”. The SAP will have determined that it is mathematically impossible for these students to meet the academic requirements for success. These students will be awarded an “I” incomplete or “F” Failure as their final grade in the course and will be advised to reenroll in the next available/equivalent course/program.

Appeals to Regain Eligibility in Course/Program

- ❖ SAP Appeals must include:
 1. Written statement from the student addressing why the student failed to make satisfactory academic progress, and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.
 2. Supporting documentation of extenuating circumstances (if applicable).
 3. Detailed plan, by the student, depicting how they will make themselves successful in the next program.
- ❖ SAP Appeals are submitted to the Student Services Office
- ❖ SAP Appeals are reviewed and approved or denied by a committee made up of the Program Director, Admissions Director, Lead Instructor, and Student Services Coordinator.
- ❖ SAP Appeals DO NOT guarantee approval. Students are encouraged to complete a SAP Appeal, however with the understanding that there is no guarantee of approval.

Course Hours

One clock hour constitutes 50 minutes of directed, supervised instruction and appropriate breaks.

Transfer of Credits

Transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits.

Course Numbering

The course numbering system is designed to give the student a listing of each course offered. Course titles are shortened and reflect the first letters of the program in an abbreviated form. The numbers used in association with the course letters gives the student a breakdown of the different sections of each program.

PARAMEDIC PROGRAM

Program Hours: 1100 Clock Hours

Program Objectives: This course will prepare the prospective student to fulfill the requirements of the highest level of Pre-hospital Provider riding an ALS transport and non-transport unit or assist with patient care in an Emergency room setting. Upon successful completion of this program the student will receive a diploma.

Program Description: The 1100 clock hour program consists of four separate classes. This course is designed to follow the requirements set forth by the United States Department of Transportation. The course uses, lecture, labs and clinical environments to prepare the student for the certifications of the State of Florida and/or the National Registry. This course is residential and all lecture/lab classes are held on site.

Prerequisites: Person applying for the Paramedic Program must have completed a valid State of Florida EMT program prior to start of class and ***must be licensed by the State of Florida prior to the end of Phase I.*** Phase I is defined as start of the program until the midterm exams also known as Paramedic I or PM 100.

Fulfillment of all admission requirements

Must maintain certification in CPR by the American Heart Association Health Care Provider or equivalent

Program Cost

Tuition:	\$4964.00
Registration Fee:	\$ 150.00 (non-refundable)
Lab Fee:	\$ 150.00
Books and Materials:	<u>\$1236.00</u>
Total:	\$6500.00

Class Schedules

PM 100: Paramedic Lecture/Lab I: 314 Clock Hours

Includes online, class and lab activities at the campus and is from the first day of class until Mid-term. This class includes an Introduction into the course, Anatomy and Physiology, Respiratory and Cardiac emergencies and care, Pharmacology, and Medication administration. The also includes 4 hours of mandatory HIV/Aids Awareness training.

PM 101: Paramedic Lecture Lab II: 376 Clock Hours

Includes online, class and lab activities at the campus and continues from Mid-term to the Final exam. This class includes trauma care, Obstetrics, Pediatric and geriatric care. This part of the course also covers Hazardous Materials, the National Incident Management System and a comprehensive review of the program

PM 102: Hospital Externship:

60 Clock Hours

This is clinical hours performed during the hospital externship. Students are required to complete 60 hours of hospital externship. Externships are performed in various areas of the hospital including Emergency Room, Labor and Delivery and the Operating Room.

PM 103: Field Externship:

350 Clock Hours

These hours are externship hours performed on an ALS unit. 280 hours must be performed on an ALS transport unit, while 70 hours may be performed on a non-transport ALS unit.

This program offers several options for scheduling of class hours. Externship hours must be completed prior to the Final exam date.

Schedule I: Classes meet one day per week with consecutive days repeating. Ex. Tuesdays class is repeated on Wednesday. This class meets one day per week from 9 am to 6 pm. This class is approximately 13 months in duration.

Schedule II: Shift Schedule. This schedule is on a rotating shift schedule. The class meets every third day excluding Saturdays or Sundays. This class meets from 9 am to 6 pm. This class is approximately 8 months in duration.

Schedule III: This schedule meets three nights per week. The class is held on Monday, Wednesday and Thursday nights from 6 pm to 10:30 pm. This class is approximately 9 months in duration.

This course includes sections that the student will accomplish through an Internet learning environment, outside of scheduled class time. The online portion of this program will be accomplished through the interactive learning section provided by the book publisher. Access to this online requirement is included as part of tuition and instructions will be provided by the lead instructor.

****This program complies with Florida Statute 401.2701 to meet a 6:1 student ratio during skills laboratory training.***

EMERGENCY MEDICAL TECHNICIAN

Program Hours: 300 Clock Hours

Program Objectives: This course is designed to provide entry-level training into the pre-hospital or hospital setting. Students will learn basic skills and will be competent in functioning in the emergency setting as an EMT. Upon successful completion of this program the student will receive a diploma.

Program Description: The 300 Clock hour program consists of four separate classes, all of which must be taken at the same time. This course is designed to follow the requirements set forth by the United States Department of Transportation. The course uses, lecture, labs and clinical environments to prepare the student for the certifications of the State of Florida and/or the National Registry. This course is residential and all lecture/lab classes are held on site.

Prerequisites:

Students must maintain a current Basic Life Support for HealthCare Providers card from the American Heart Association or equivalent.

Fulfillment of all admissions requirements

Program Cost:

Tuition:	\$1372.00
Registration Fee:	\$ 150.00 (Non-refundable)
Lab Fee:	\$ 50.00
Books and Materials:	<u>\$ 728.00</u>
Total:	\$2300.00

Class Schedules:

EMT 100: EMT Lecture: **116 Clocks Hours**
Includes class activities at the campus and is from the first day of class until the Final Exam. This class includes all aspects of emergency basic care. Some topics covered include cardiac and respiratory emergencies, trauma and special populations. This also includes 4 hours of mandatory HIV/Aids Awareness training.

EMT 101: EMT Lab: **60 Clock Hours**
This course includes hands-on laboratory skills at the campus. These skills will be practiced from the beginning of the class through to the final exam. Practical skills will be demonstrated by the student to show a competency of each skill.

EMT 102: Hospital Externship: **24 Clock Hours**
These externship hours are completed in the Hospital Emergency Room setting. This provides the ability for the students to demonstrate skills on live patients.

EMT 103: Field Externship:**100 Clock Hours**

These externship hours provide the student the ability to demonstrate skills and abilities in the emergency setting of an Ambulance or Rescue Unit.

This program offers several options for scheduling of class hours. Externship hours must be completed prior to the Final exam date.

Schedule I: Classes meet three nights per week on Monday, Wednesday and Thursday. Class hours are from 6 pm to 10 pm. This class is approximately three months in duration.

Schedule II: Classes meet three days per week on Monday, Wednesday and Friday. Class hours are from 9 am to 1 pm. This class is approximately three months in duration.

Schedule III: Classes meet one day per week on Thursdays. Class hours are from 9 am to 6 pm. This class is approximately 3 months in duration.

This course includes sections that the student will accomplish through an Internet learning environment, outside of scheduled class time. The online portion of this program will be accomplished through the interactive learning section provided by the book publisher. Access to this online requirement is included as part of tuition and instructions will be provided by the lead instructor.

****This program complies with Florida Statute 401.2701 to meet a 6:1 student ratio during skills laboratory training.***

Phlebotomy / EKG Technician

Program hours: 120 Clock Hours

Program Objectives: This course will prepare the student for certification and employment as an entry level Phlebotomist and EKG Technician. Upon successful completion of this program the student will receive a diploma.

Program description: Upon completion of this program the student will have the option of being certified by a National exam. This program will prepare the student for collection of blood specimens using a safe and aseptic technique. The student will be trained to collect samples through capillary or venipuncture on adults and pediatric patients. The student will also be prepared to obtain and interpret EKG tracings. This program consists of classroom, simulated lab and clinical hours at an outside agency offering Phlebotomy and EKG tracings from humans. The clinical portion of this program allows the student to experience time in a real working lab. The student will have to demonstrate successful blood specimen collection with 30 successful venipunctures, 15 skin punctures, and record a minimum of 10 EKG tracings. This course is residential and all lecture/lab classes are held on site.

Prerequisites: Fulfillment of all admissions requirements
Maintain a CPR for Health Care Providers by the AHA or equivalent

Program Cost:

Tuition:	\$948.50
Registration Fee:	\$150.00 (non-refundable)
Lab Fee:	\$100.00
Books and Materials:	<u>\$301.50</u>
Total:	\$1500.00

Class Schedules

Phleb-100: Phlebotomy Technique Lecture and Lab **64 Clock Hours**

This program covers introduction, anatomy and physiology, medical terminology, CPR, and 4 hours of HIV/AIDS awareness education. The program will also cover Laboratory math and safety, equipment, and lab values.

Phleb-101: EKG Lecture and Lab **32 Clock Hours**

This program provides the student with the knowledge and skills necessary to retrieve and interpret EKG tracings.

PHLEB-102: Phlebotomy/ EKG Technician Externship **24 Clock Hours**

(Competency Based, see above). This externship will provide the student access to a real

clinical experience. The students will demonstrate the skills learned on actual patients. Each student is required to meet the competencies above.

This program offers two schedules for completion. Day classes meet on Tuesday and Thursdays from 9 AM – 1 PM. Night classes are offered on Tuesday and Thursday nights from 6 PM – 10 PM. The class is approximately 3 months in duration.

Nursing Assistant Prep Course

***THIS COURSE IS NOT LICENSED BY Commission for Independent Education.**

Program Hours: 24 Clock Hours

Program Objectives:

This prep course prepares the student for entry-level career as a Nursing Assistant. Upon completion of this course each student will be prepared to take the State of Florida exam for Certified Nursing Assistant.

Program Description:

This 24 hour prep course designed to educate, through lecture and hands on lab, students to prepare them for the State of Florida Certified Nursing Assistant. It also includes mandatory 4 hours of HIV/Aids awareness education. Upon completion of this program a diploma will be issued.

Program Cost:

Total Tuition: **\$300**

Class Schedules:

This prep course will be offered the first full weekend of every month. It will meet Monday through from 5:30 pm to 10:30 pm. Contact the campus for more details.