



# Life Line Med Training

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SCHOOL CATALOG  
**VOLUME VII**  
**2017 - 2018**

**Life Line Med Trainings, Corp.**

9020 SW 137<sup>TH</sup> AVE. SUITE #114-118  
MIAMI, FLORIDA 33186  
**(305) 273-0011**

**LICENSE # 3823**



[www.lifelinemedtraining.com](http://www.lifelinemedtraining.com)

*Life- Line Med Trainings, Corp. is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee Florida 32399. Additional information regarding the institution may be obtained by contacting the Commission at 1-888-224-6684 or (850) 245-3200.*



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## PRESIDENT'S MESSAGE

Life-Line Med Training will like to congratulate you for your decision of continuing your education and we would like to welcome you to our campus where you will begin your student life and become part as the Life=Line family. Our location provides a friendly/family oriented institution, were in our campus the atmosphere will greet you with the best dedication of our team staff. All our School departments can take a personal interest in the progress of each one of our students. This caring attitude, combined with progressive curricula and practical lab studies from certificate to diplomas programs, our students receive a meaningful higher education experience, as well as effective preparation for their begging entry careers.

Our programs are designed for employment in our state as well as other progressive areas throughout the country. Our goal is to provide our students with quality affordable instruction, a sense of professional responsibility, a desire for continuing learning, and the essential skills and abilities to qualify them for their chosen career. As Nelson Mandela once said, "Education is the most powerful weapon which you can use to change the world". An Investment in knowledge always pays the best interest.

Sincerely,

***Marisel Santana.***  
CEO & Campus President

## History

Juana I. Semidey has been a professional in the field of healthcare for more than a decade and has worked as a Massage Therapist for over 29 years. Because of her professional commitment to Training people in the healthcare field, she decided to invest in an institution to assist the community with American Heart Association and National Safety Council Training an begin the process of Licensing with the Commission of Education of Florida specially after seeing the need for quality education in our community. Life-Line began medical career Training in the area of Miami, Florida. At this time Life-Line Med Training, Corp. has dedicated years of excellent continuing education and Vocational Technical Training opportunities with the approval of Florida Department of Education, and Board of Massage.

## Mission & Objectives

The mission of Life-Line Med Training is to promote the value of education through higher learning in order to reinforce and enhance educational concepts and career skills needed to develop competent and well prepared professionals within each field of Training completed at the institution.

In support of its mission, Life-Line Med Training has adopted the following specific objectives:

- Assure the development of an institutional frame that allows the student to growth through a diversified source of high-quality education that incorporates effective educational methodologies, modern technology, and traditional alternatives of effective instructional delivery systems.
- Manage a diversity of students using ethical and innovated methodologies that will allow us to screen, recruit and retain student candidates by identifying the individual needs for educational and personal growth.
- Provide a variety of programs and services that supports its educational goals and purpose, consistent with students needs, encourage student success, enhance diversity, and improve the quality of student life.
- Increase financial resources through the management of an efficient business practice in accordance with ethical procedures and regulatory standards.
- Ensure the physical resources and continuous improvement of evaluations and implementation of policies and services that will contribute to effective learning and better student life.

## Statement of Ownership

Life-Line Med Training is owned by Life-Line Med Training, Corp. a Florida Corporation with the principle shareholder be Mrs. Juana I. Semidey, holding 55% of the stock share holder and Manuel Nucete Owning 22.5% and Omar Nucete owning the remaining 22.5%. The governing board is constituted by the Board of Directors and addresses of the governing board are the same as the school, 9020 SW 137<sup>TH</sup> Ave. Suite #114-118 Miami, FL 33186.

## Board of Directors

Juana I. Semidey - Board Member

- Sweetish Institute of Physical Therapy of New York
- National Safety Council, First Responder Instructor
- American Heart Association, Instructor Trainer, Training Center Faculty
- American Society for Phlebotomy Tech, Certified Phlebotomy Tech Instructor
- American Society for Phlebotomy Tech, Certified Electrocardiograph Tech Instructor
- Certified Proctor for National Computer Competency Testing (NCCT)
- Certified Proctor for National Health Care Association
- National Registered Massage Therapist

Manuel Nucete - Board Member

- Central University of Venezuela, School of Medicine Awarded credential in General Medicine
- Registered in the Ministry of Education Awarded credential in Medicine in Madrid Spain
- Central University of Venezuela, General Surgery Medical Post Graduate
- American Heart Association, Instructor Trainer, Training Center Faculty
- Florida Licensed House Physician

Omar Nucete - Board Member

- Central University of Venezuela, Master's Awarded credential in Accounting

## Program Advisory Committee (PAC)

Marco Escalante - Program Director for Patient Care Technician Program, Professional Training Center

Cynthia Fernandez, Training Counselor South Florida Work Force

Maritza Menendez, Social Worker for UNIDAD

Dr. Ricardo Menendez, Clinical Director of the Bureau of Prisons

Robert Burrell, Physician Assistant for Trauma Center of Kendall Medical Center

Chad Naylor, Baptist Hospital Human Resource Recruiter

## Governing Body

The name and corporate address of the governing body of Life-Line Med Training is:

**Life Line Med Trainings, Corp.**  
 9020 SW 137<sup>TH</sup> AVE. SUITE #114-118  
 MIAMI, FL 33186  
**(305) 273-0011**



## Administrative Members

### Marisel Santana - **Chief Executive Officer, CEO**

- Mercy Hospital School of Medicine, Emergency Medical Technician
- Nassau School of Medical Assistants, Medical Assistant Diploma
- Life-Line Med Training, Nursing Assistant Diploma
- Life-Line Med Training, Clinical Medical Assistant Diploma
- National School of Technology, CVT Associates Awarded credential

### Manuel Nucete - **School Director**

- Central University of Venezuela, School of Medicine Awarded credential in General Medicine
- Registered in the Ministry of Education Awarded credential in Medicine in Madrid Spain
- Central University of Venezuela, General Surgery Medical Post Graduate
- Registered in the Ministry of Education Awarded credential in Medicine in Madrid Spain
- Central University of Venezuela, General Surgery Medical Post Graduate

### Flerida M. Hernandez- **Director of Education**

- Life-Line Med Training, Clinical Medical Assistant
- Universidad Autoctona de Santo Domingo, Medical Doctor Awarded credential in General Medicine.
- Universidad Autonoma de Santo Domingo, Master Awarded credential in Human Sexuality.

### Santos Santana - **Career Service Specialist**

- National School of Technology, Cardiovascular Technologists Associate Awarded credential
- Life-Line Med Training, Clinical Medical Assistant Diploma

### Mayra Montesinos - **Admissions Coordinator**

- Life-Line Med Training, Clinical Medical Assistant
- Universal Beauty School, Cosmetology Diploma

## Faculty

### Santos Santana - **Electrocardiograph Aide & Phlebotomy Technician Instructor**

- National School of Technology, Cardiovascular Technologists Associate Awarded credential
- Life-Line Med Training, Clinical Medical Assistant Diploma

### Edward Sanders - **Clinical Medical Assistant/ Medical Coding & Billing Specialist Instructor**

- Medvance Institute of Miami, Medical Assistant & Billing & Coding Diploma
- National Autonoma University, Mexico, Masters in Business Awarded credential
- University of the Americas, Mexico, Masters in Communications Awarded credential

### Mirna De Armas - **Home Health Aide and Nurse's Aide Program**

- Universidad Interamerican- Health Service Management, Associate Awarded credential
- Life-Line Med Training, Patient Care Technician Diploma



- National School of Technology, Medical Assistant
- Life-Line Med Training, Nursing Assistant Diploma

Jose Perez - **Clinical Medical Assistant & Patient Care Technician Clinical Instructor**

- Lindsey Hopkins Technical Education Center, Practical Nursing
- Miami Dade College, EMT-Paramedic Awarded credential

Nicole Pfitzenmaier – **Massage Therapist Instructor**

- Nova South Eastern University, Bachelors in Education.
- Acupresor & Massage College, Massage Diploma

Guido Maya - **Clinical Medical & Nursing Assistant and Patient Care Technician Instructor**

- Life-Line Med Training, Patient Care Technician Diploma
- National School of Technology Kendall, Medical Assistant Diploma
- Management Resources, Associates in Nursing, Registered Nurse

Flerida M. Hernandez- **Health Science Core (Anatomy) Instructor**

- Life-Line Med Training, Clinical Medical Assistant
- Universidad Autoctona de Santo Domingo, Medical Doctor Awarded Credential in General Medicine.
- Universidad Autonoma de Santo Domingo, Master Awarded credential in Human Sexuality.

## Holidays & Class Schedules

Martin Luther King Day

President's Day

Spring Break

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day & Day After

Christmas Day through New Year's Day

A student may enter the school at any time. The date of entrance and the frequency of attendance determine the date of completion. Students who wish to complete the program or courses sooner than scheduled may attend additional class sessions with prior notice to the instructor. The maximum completion time of any program is the number of weeks of instructional time times 1.5; for example, if the completion time of a program is 6 weeks in length, the maximum completion time is  $6 \times 1.5 = 9$  weeks.

Please note that all programs are not offered in regular intervals. Programs offered are scheduled based on space availability and may be offered either in the morning or the evening.

## Hours of Operation

Office Hours: Monday through Friday 8:30 am – 5:30 pm

School Hours: Monday through Friday 8:30 am – 10:30 pm

School Hours: Saturday 8:30 am – 3:00 pm

Classes are scheduled Monday through Friday 8:30AM to 2:30PM, for morning sessions.

Beginning in the year 2017 we are opening small classes Monday through Friday's for afternoon students at the hours of 1:00PM to 5:00PM based on enrollment of a group of 5 or more, as well as Saturday classes available from 8:30am to 2:30pm. Classes are also scheduled Monday through Friday 5:30PM to 10:30PM, for evening sessions.



Note: All programming offered at the institution will not exceed 40 hours per week in any combination of didactic or clinical training. Students will attend only up to 8 hours of clinical activity per day where applicable not to exceed 40 hours per week. Otherwise, all theory and lab courses will be taught Monday through Friday for up to 5 hours per day and up to 25 hours per week.

## Entrance Requirements

Admission is open to any qualified applicant. No qualified person will be excluded from enrollment at Life-Line Med Training based on age, race, gender, disability or national origin. Class start times vary depending upon languages of Instruction. Completing a course or program in a language other than English may reduce employability where English is required.

Applicants must be 17 years of age or older. If applicant is 17 years of age at the time of enrollment, a parent or guardian must enroll the applicant. Applicant must be 18 years of age by or before the time of graduation from all Life-Line Med Training programs.

As part of the student record and admissions to Life-Line Med Training, applicants must provide the following documentation:

1. One primary form of documentation, such as an unexpired Florida driver license, an unexpired United States official identification card, an unexpired United States passport, an unexpired United States permanent resident card and a copy of the social security card **OR**
2. Two secondary forms of documentation, one that must be a photo identification card other than those specified above and one additional form of identification, such as a Certificate of Naturalization, military ID, or a certified copy of a United States birth certificate with a Social Security card.
3. The applicant should present evidence of high school diploma, evidence of foreigner High School Completion Translated and evaluated, Original Transcript, or GED. Applicants must present evidence of graduation or GED prior to enrollment of the program of study.
4. All applying students must complete an Admissions Application & Enrollment Agreement.
5. Students receive a catalog before enrollment commences.
6. Life-Line Med Training will keep records of prospective students denied admission for at least one year.
7. Prospective students, who were denied admission and would like to view their file, may submit a written request. Access to view the file will be granted within 48 hours of request.
8. It is the responsibility of all students to inform the Student & Career Service Officer that they have all immunizations up-to-date and a general medical physical form prior to beginning internship.

All the above admission requirements will be submitted to our Admissions Representative to be kept on file for only 30 days. After this time students may re-apply for their program of choice.

Applicants must submit the documentation identified above in person or through a notarized copy by United States Mail by the drop and add period for the applicable term. Applicants who fail to satisfy the requirements identified above will not be admitted to Life-Line Med Training.

## Admissions Requirements

- ✓ High school diploma or a recognized equivalent such as the foreigner High School Completion (Translated and Evaluated), Original Transcripts or GED. Applicants will be required to present copy of any of these documents prior to enrollment at the schools requirements for admission unless they submit proof of high school graduation or a recognized equivalency Certificate (GED) to the school by providing the school with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation as described above will be evaluated through the Admissions Department.
- ✓ High school seniors who are accepted on a conditional basis (based on pending Diploma submission) must sign an **“Attestation Regarding High School Graduation or Equivalency”** following graduation and prior to starting classes.
- ✓ Applicants are informed of their acceptance status shortly after all required information is received and the Applicant's Admissions qualifications are reviewed.





- ✓ Upon acceptance into the school, applicants who are enrolling will complete an admissions application and enrollment agreement.
- ✓ Students may apply for entry at any time. Students are responsible for meeting the admission requirements of the catalog in effect at the time of enrollment or conditional based students will be given no more than 7 days to submit Diploma or Transcripts if they are in the process of been received by Graduates School through written Communication.
- ✓ Re-entry students are subject to all program admission requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement and must pay a re-entry fee of \$50.00.

### International Students Admissions Requirement

Provide a certified secondary school transcript or high school diploma as defined by the student's country of Origin transferred to English, copy of Birth Certificate or Passport. Proof of financial ability to meet expenses. Evidence of these documents may be described as the following:

- a) Bank letter verifying student's available funds (self-sponsoring).
- b) Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
- c) Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
- d) If the applicant is sponsored by his/her home country, a statement of sponsorship.
  - ✓ Be eligible for a student visa (M-1).
  - ✓ Enroll as a full time student (at least for 20 clock hours of attendance per week).
  - ✓ Pay the required minimum tuition deposit.
  - ✓ Pay the non-refundable SEVIS processing fee of the I-901 Form.
  - ✓ International students must meet the same programmatic entrance requirements as domestic students.

### Enrollment Procedures

Each applicant will attend an interview with admissions personnel. We encourage applicants to bring their friends and families or those who are a vital part of their personal "support system". Both the applicants and family members will have an opportunity to learn more about the institution and its Training programs. The interview is designed to evaluate applicants and their commitment to their educational goals.

### Criminal Background Check

Students enrolled in certain programs mainly health related, may be subject to a criminal background check prior to job placement referral or Licensing Exam back ground requests to ensure they are qualified to meet occupational or employment requirements, clinical or internship/internship placement requirements or licensure standards for many programs, including but not limited to those in the allied health. Students are advised that any type of felony record may disqualify their possibility of examination approval or job placement, even after program completion.

**Important Note:** Applicants with criminal backgrounds who apply for programs which require state certification or licensure are advised that they will be required to submit to a criminal background check by the Florida Department of Health as part of the licensure application. Presence of criminal convictions on record may be cause to reject an applicant for state licensure. Furthermore, a criminal background may cause exclusion from internship activities depending upon the internship site's policies and rules. Internship sites may or may not require that specific criminal background checks be performed prior to attending clinical duties on site. All costs related with criminal background checks will be borne by the student

### Experiential Learning Assessment Requirements / Award of Credit for Prior Learning

Prior Learning Assessment (PLA) is a term used to describe learning gained outside a traditional academic environment. Learning through work employer Training programs, military service, independent studies, and voluntary community service, are all examples of where knowledge may be acquire. PLA is the evaluation and assessment of an individual's learning from college credit, certification, or advance standing toward further education or training; which the Director of the School will review to recommend evaluation. The Registrar's Office and Director of Education through a meeting will be responsible for completing the evaluation and the approval or denial



of the transfer course credits of period learning, college credit, military training, or out of country awarded credentials that are translated to English by an approved agency compatible to the program of study. Life-Line Med Training may approve period learning credits following assessment of the student's original credits license and transcripts portfolio.

### **Transfer of Credit**

Life-Line Med Training will accept up to 60% of the clock hours Transfer from other licensed institutions provided that a transcript and complete course descriptions are made available for transfer review. This process may take up to 7 business days so the School Director, Director of Education and that Department of Registrar can evaluate and compare curriculum, passing grades and program hour's comparison completed before class start date. Students may wish to continue their Training after graduation and some Life-Line Med Training courses may be transferable to other institutions.

Any student, who began a program at Life-Line Med Training and wishes to transfer to another program, will receive credit for courses passed and tuition will be adjusted in accordance with the institution's refund policy if these courses are identical in name and description to the program of transfer.

Students who transfer out of Life-Line Med Training to another institution may receive their transcript reflecting their clock hours and grades completed, providing that all financial obligations have been met by the student agreement to Life-Line Med Training. Life-Line Med Training is an accredited institution effective May 2016 by the ACICS. The acceptance of the transfer of course and program clock hours to another school is up to the accepting school. It is the student's responsibility to confirm if the credits completed will be accepted by another institution.

### **Transfer of Credits or Clock Hours to Life-Line Med Training**

Life-Line Med Training has constructed its diploma or credit transfer policy to recognize both traditional Diploma/college credit and non-traditional learning. In general, Life-Line Med Training considers the following criteria when determining if transfer credit should be awarded:

- ✓ Accreditation of the institution;
- ✓ The comparability of the scope, depth and breadth of the course to be transferred; and
- ✓ The applicability of the course to be transferred to the student's desired program. This may include the grades and age of the previously earned credits or diploma clock hours.
- ✓ If the learning was obtained outside a formal academic setting, through a nationally administered proficiency Exam, and have an occupational license or certificate or registry exam or military training, Life-Line Med Training will evaluate and upon approval award related course transfer using professional judgment and the recommendations issued by the American Council on Education (ACE) Accreditation and educational quality in the U.S., have the two entities that grant authority through recognition to national and regional accrediting agencies are the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). Many traditional colleges, schools and universities in the U.S. are accredited by a regional accrediting agency, such as ACICS. Many of these offering accredited institutions apply educational programs that have completed evaluations with higher education standards, and for this reason Life-Line Med Training supports considering the Transfer of Credit/ Clock Hours up to 60% of the total transfer.

### **Notice Concerning Transferability of Courses from one Program to another Earned at Our Institution**

Students in good standing may transfer courses from one program to another at Life-Line Med Training. Students must submit to the registrar's Department a "Change of Status Form" to request a program transfer. Since most of Life-Line Med Training programs share courses, the Registrar Department will access to match course in common with satisfactory academic grades to evaluate the grade point average for clock-hours before award of transfer. The Grade Point Average must equal or exceed "70% - C" grade with 75% or over of attendance completion.

The Registrar Department will review clock hours to be transfer using professional judgment and the recommendations for transfers issued.



### Academic Time Limits

The following time limits apply to a course being considered for transfer credit:

- ✓ College Core and General Education course – indefinite
- ✓ Major Core course health science course – within ten (10) years of completion; and  
Due to certain programmatic accreditation criteria, health science core courses are eligible for transfer  
With in  
Ten (10) years of completion.
- ✓ Military Training and state Occupational License and Certifications – the same academic time limits as College Core and General Education courses will apply of in case of a License, the time of limit will expire on the expiration date.

### Maximum Transfer Clock Hours Accepted

- ✓ Students enrolled in a Diploma program must complete at least 40% of the program in residency at the institution awarding the credentials of a diploma awarded, in this case Life-Line Med Training. The remaining 60% of the program may be any combination of transfer credit, national proficiency credit, Life-Line Med Training developed proficiency exams or prior learning college credit.
- ✓ A student attempting to transfer a course from another accredited institution must provide evidence that the course is related in content to the program of study at the school. The school will accept No more than 60% clock hours or credits in transfer or a student grade below “B” or Incomplete credits shall not be transferable.

### Coursework Completed at Foreign Institutions

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center or a copy of an official evaluation of foreign transcripts by Josef Silny & Associates: **address** 7101 SW 102 Avenue Miami, FL 33173 **Phone** (305) 273-1616.

### Filing an Appeal

If Life-Line Med Training does not accept the student credits because we only accept credits from regionally accredited institutions, the student may request a review of the decision. Request a copy of the institution’s appeal process. If the presented institution is a member of the CHEA, the student can advise the institution that CHEA publishes a “Joint Statement on Transfer and Award of Academic Credit” which recommends that quality, comparability, appropriateness and applicability be applied when considering transfer of credit. CHEA states that “transfer decisions are not made solely on the source of accreditation of a sending program or institution.” CHEA’s policy has been endorsed by the regional accrediting agencies and by this mean Life-Line Med Training will re-evaluate the disputed transcript.

### Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credited clock hours earned at Life-Line Med Training is at the complete discretion of the institution to which a student may seek to transfer. Acceptance of the awarded credential, diploma or certificate earned in the program in which the student is enrolling is also at the complete discretion of the institution to which a student may seek to transfer. If the diploma, credit hours or certificates that were earned at this institution are not transferable, the student may be required to repeat some or all of his/her coursework at this institution. For this reason, the student should make certain that attendance and academic performance at this institution will meet his/her educational goals. This may include contacting all institutions to which the student may seek Diploma transfer after or prior attending Life-Line Med Training, to determine if the diplomas or certificates are transferable.



## ACADEMIC POLICIES FOR STUDENTS

### Policies & Regulations

Each student is given the school catalog, which sets forth the policies and regulations under which the institution Operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply Accordingly. This catalog is also available at the student website: [www.lifelinemedtraining.com](http://www.lifelinemedtraining.com) under the student tab- Password: **LIFELINEFL** Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions. Life-Line Med Training reserves the right to change instructors, textbooks, accreditations, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled or that the student cancel because of a change of start date that the student schedule wasn't available as stated at enrollment interview. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the school's accrediting agency and state licensing board.

### Programs and Courses

Programs are offered through theory and Lab presence classes, and interaction between the students and faculty occurs using a classroom/ Lab environment that encourages student participation. Courses will generally be identical in content to assist in some programs for the convenience of students that will like to enroll in courses that then may be transfer to other Life-Line Med Training programs. Courses will be the equivalent of the individual classes taken to complete a program (group of courses).

Life-Line Med Training utilizes each course as a modular class to complete programs and although more individual effort and initiative will be required to successfully master the material and pass each course of study. Life-Line Med Training faculties facilitate the assistance need for the student's academic success.

### Definition of Clock Hours

Life-Line Med Training awards clock hours in each of the course of studies. Each clock hours is defined as the time of a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

### Definition of Credit Hours

Life-Line awards credit in the form of , a credit hour, as defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each class for approximately the duration of the module for credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required by academic standards to meet compliance of other academic activities as established by the institution including laboratory work, internships, practical, studio work, presentations, research, and other academic work leading to the award of credit hour completion.

### Out of Class Assignments

Students in Diploma programs should plan to spend a minimum of two hours for every lecture clock hour, outside of class completing homework assignments as directed by their instructor.

### SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours and credits attempted; and, a maximum time frame requirement to successfully complete all required clock hours and credits attempted for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of at least 70% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and ineligibility to earn the Diploma.



### SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

1. Students are evaluated after the completion of every diploma course.
2. If a student fails a course, the student is immediately placed on academic probation.
  - A. The student will remain on academic probation until:
    - ✓ The student retakes the failed course when it is next offered and passes it on the next attempt.
    - The student will continue on academic probation if:
      - ✓ The student retakes the failed course and fails it again; or,
      - ✓ The student takes another course (before retaking the first failed course) and fails it.
  - B. If the student takes the course a second time and passes it, the student is removed from academic probation and the grade accumulated on the last term will be granted.
  - C. If the student fails the course for a second time, the student is academically dismissed from the school.
  - D. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.
  - E. At the end of a course, any student whose cumulative grade point average (CGPA) is below 2.0 or whose successful completion attendance rate is less than 70% of all clock hours attempted will be placed on academic probation.
  - F. The student will have 5 weeks to raise his or her CGPA to 2.0 or higher and/or their completion attendance rate to 70% or better.
  - G. Any student who fails to earn the minimum CGPA or the required completion attendance rate by the end of the probationary course will be academically dismissed from the institution.

### MAXIMUM TIME FRAME (MTF)

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will be as completed for the program. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program for at least 70% of clock hours and credits attempted.

The MTF, which is 1.5 times the normal completion time of total of clock hours and credits attempted, is computed from the very first module in which the student enrolled and originally began his or her studies at LMT. Any student who does not successfully complete the program within the 70% credit total MTF cannot earn a program Diploma.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program of the related studies. The total number of clock hours and credits attempted the transfer student needs to complete the LLMT program which will be multiplied by 1.5 to determine that student's MTF.

### SATISFACTORY ACADEMIC PROGRESS (SAP) CRITERIA

Students are evaluated on three measures: qualitative, quantitative and after the completion of every course and at the end of each academic modular term.

#### 1. *Qualitative criteria for satisfactory academic progress*

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria: 1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's term of enrollment, and at the end of each subsequent term thereafter. 2. Demonstrate successful completion of the required percentage of the total cumulative clock hours he or she has attempted in the program of study at the intervals described below.

#### 2. *Quantitative criteria for satisfactory academic progress*

As indicated above, a student must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (66% of clock hours attempted) each academic modular course. Additionally, a student must complete his or her Diploma awarded credential within a maximum timeframe of attempted clock hours. The timeframes are as follows for the diploma.



- Patient Care Technician = 900 maximum attempted clock hours
- Clinical Medical Assistant = 1,350 maximum attempted clock hours
- Medical Coding & Billing Specialist = 900 maximum attempted clock hours
- Massage Therapy = 1,050 maximum attempted clock hours
- Home Health Aide= 112.5 maximum attempted clock hours
- Phlebotomy Technician= 247.5 maximum attempted clock hours
- Electrocardiograph Aide= 247.5 maximum attempted clock hours

The Maximum Time Frame for the Completion of any program of study is 150% of the clock hours designated for the program in the curriculum catalog. A student will not be making Satisfactory Academic Progress if the institution determines that the student is unable to graduate from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.

The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study, if the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program.

3. At the end of a module or course, any student whose cumulative grade point average (CGPA) is below 2.0 or whose successful completion rate is less than 70% of all clock hours attempted will be placed on academic probation.

A. The student will have one module or course to raise his or her CGPA to 2.0 or higher and/or their completion rate to 70% or better.

B. Any student who fails to earn the minimum CGPA of at least 70% or the required completion rate of 70% attendance by the end of the probationary module will be academically dismissed from the school.

### Earning Additional Credentials

When students seek additional credentials, SAP requirements will be determined based on the program requirements for which they are seeking

- ✓ Courses applied toward completion of earning additional credentials will be denoted as transfer courses.
- ✓ Courses applied toward completion of earning additional credentials are not considered when calculating term/module GPA.
- ✓ Courses applied toward completion of earning additional credentials are not considered in determining term Percentage of Completion requirements.
- ✓ The Maximum Time Frame requirement of the SAP policy will be adjusted for each course applied toward completion of earning additional credentials by: (a) subtracting the total transferred clock hours from the assessment term/course period or the program, and (b) recalculating the Maximum Time Frame.

### Appeals

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Academic Director, who, with the Executive Director and Vice President will make the decision whether to accept the student's appeal. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress.

### Change of Program

Students who contemplate a change from one program to another should discuss this possibility with the Director of Registrar's Office to determine the effect such a change would make on the student's satisfactory academic progress. The school defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of courses described in this catalog for the program. All clock hours attempted count towards the total program length of 1.5 times the number of courses required for completion of the major program. If a student changes





his/her program, only those clock or credit hours or courses that are common to both programs will be accepted toward the new diploma program.

### Academic Dismissal

Any student who has been academically dismissed and does not qualify for re-entry will not be considered for readmission to Life-Line until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to enroll to another course. (student will need to pay for any course they are re-taking)

### Grading Scale

The grading scale for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total clock hours attempted.

### Grade Point Average (GPA)

Each letter grade has a point value. To compute the grade point value for a course, multiply the grade point value by the number of clock hours. For example, a "B" in a 24-hour course is equal to 72 points (clock hours). To calculate a GPA, add the total grade point values for all courses and divide that figure by the total number of clock hours attempted.

Letter	Numeric Grade	Description	Grade Point Value
<b>A</b>	<b>90% - 100%</b>	<b>Excellent</b>	<b>4.0</b>
A+	97% - 100%	Excellent	-
A	94% - 96%	Excellent	-
A-	90% - 93%	Excellent	-
<b>B</b>	<b>80% - 89%</b>	<b>Good</b>	<b>3.0</b>
B+	87% - 89%	Good	-
B	84% - 86%	Good	-
B-	80% - 83%	Good	-
<b>C</b>	<b>70% - 79%</b>	<b>Satisfactory</b>	<b>2.0</b>
C+	77% - 79%	Satisfactory	-
C	74% - 76%	Satisfactory	-
C-	70% - 73%	Satisfactory	-
<b>F</b>	<b>0% - 69%</b>	<b>Failed</b>	<b>0.0</b>
W	Withdraw	Repeat	Repeat Course
F	Fail	Repeat	Repeat Course
P	Pass	Pass (for internship/internship)	Not Calculated
WP	Withdraw Passing	Has earned a overall score of 2.0 by mid-point or higher by the time of the withdrawal	Calculated as an "F" Repeat Course
WF	Withdraw Failing	Has earned less than an overall score of 2.0 by the time of the withdrawal	Calculated as an "F" Repeat Course
I	Incomplete	Assigned temporary grade pending exam completion within two weeks after course end date.	Not Calculated
T	Transfer (Clock Hours)	successful transfer of course earned from an accredited institution	Not Calculated
IP***	In Progress	(for linear internship/ modular clinic courses or thesis courses only)	Not Calculated
L	Not Calculated	Leave of Absence	Allowed in modular programs only

*Note: Lab and Clinic are graded on a pass/fail basis.*



*A grade of "P" or Pass will be computed as a 4.0 into the CGPA. A grade of "F" or fail will be computed as an "F" or Fail. Not Used in GPA computation: I = Incomplete; W = Withdraw; L = Leave of Absence; IP = In Progress*

\*\*\*If the required linear internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero grade Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student's grade will be entered in the internship course.

Generally, the grades "A" through "C" are considered passing grades. Grades "W" and "I" indicate that no grades were earned for the course. A "W" grade indicates that the student withdrew from the course. An "I" grade indicates that the student was passing the course, but failed to complete all the required course work. The instructor, in his/her discretion may grant an "I" grade instead of an "F", pending completion of the course work by the student within a specified time arranged by the instructor and told to the student. It is the student's responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" grade becomes an "F".

## Repeated Courses

The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the credits taken for the repeated course will be included in the Student Academic Progress (SAP) calculations.

### *Incompletes "I" Grade*

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

### *Transfer "T" Grade*

A grade of T is assigned for a student's successful transfer of course earned from an accredited institution. Neither the grade nor the credits or clock hours are included in the CGPA nor clock hours attempted calculations. The total number of clock hours transferred is deducted from the total number of credits needed for program completion. The maximum time frame (MTF) for a transfer student will be 1.5 times the total hours needed for program completion.

### *Withdraw "W" Grade*

A student who formally withdraws from the institution before the mid-point (50% or half-way point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

### *Withdraw Passing "WP" Grade*

A student who formally withdraws from the institution after the mid-point of a course and who had earned an overall score of 2.0 or higher by the time of the withdrawal will be assigned a grade of "WP" for the course. The "WP" grade is included in the calculation of the CGPA as an "F".

### *Withdraw Fail "WF" Grade*

A student who formally withdraws from the institution or who stops attending after the mid-point of a course and who has earned less than an overall score of 2.0 by the time of the withdrawal will be assigned a grade of "WF" for the course. The "WF" grade is included in the calculation of the CGPA as an "F".

### *In Progress "IP" Grade*

When the student requests a transcript and there are pending grades or the student is completing satisfactory courses but has to completed course, the office of Registrar will describe in the transcript the grade as an "IP" Work in progress; final grade to be assigned upon completion of entire course. This report is usually requested for students needing original evidence of courses completed for employment or academic transfers.



### Student's right to know:

- ✓ The licensing and accrediting agencies that have reviewed and approved their school
- ✓ The school's full-time faculty, their specializations and credentials and the sufficiency of their facilities
- ✓ The school's programs and the cost of each program
- ✓ All financial aid assistance available and how the school determines financial need
- ✓ Each type of aid received and how it will be disbursed
- ✓ How the school determines Satisfactory Academic Progress and how that affects financial aid eligibility
- ✓ Due dates for mandatory fees and payment procedures, including loan terms and repayment obligations
- ✓ The school's refund policy
- ✓ The school's grievance policies, including how to appeal academic decisions and how to file a formal complaint
- ✓ The school's Transfer of Credit policy

### Academic Freedom

Faculty are responsible for establishing goals for student learning, for designing and implementing programs and specialized studies that intentionally cultivate the intended learning, and for assessing students' achievement. In these matters, faculty will work collaboratively with their colleagues in their departments, schools administrative staff, and institutions as well as with relevant administrators to ensure actualized curricula is implemented. Academic freedom is necessary not just so faculty members can conduct their individual research and teach their own courses, but so they can enable students—through the whole student school programs of study—to acquire the learning they need to contribute to society, community and the benefit of the student graduate. Life-Line Med Training's Director of Education oversees all syllabus, course criteria's and laboratory skills needed to comply with licensing and accreditation institution, but faculties may apply academic freedom to express and demonstrate their most valuable work and modern skill experiences for the benefit of our student population.

### Program Changes

Life-Line Med Training reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, with prior notice of such changes. If the changes implemented cancel the provisions of the contract, the student should be entitled to a complete refund of all money paid or can start in the next class start.

### Grade Point Average (GPA)

The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest. The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality• points earned by the total credits attempted for that evaluation period. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points• earned by the total cumulative credits attempted for cumulative evaluation periods. The number of quality points awarded for each course is determined by multiplying the points listed for each• letter grade by the number of credits of the course.

### Repeating Courses

Students may repeat courses taken at Life-Line Med Training if they received a "W", "D", "F" grade. Students may repeat a course twice. Credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the cumulative GPA will be re-computed to count the last attempt only. Students must pay for any course they must repeat.

### Incomplete "I" Grade

When a student is unable to complete the requirements of a course by the end of the program, the student may be given an "Incomplete" or a grade of "I". The instructor will grant a grade of "I" if the student has valid reasons for not being able to finish the work. The student and instructor will complete an "Incomplete Grade" form, which stipulates the work to be completed for a grade. Students have 30 days from the end of the program to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the courses will be assigned.



## Important Information about Academic Programs

Allied health careers require workers to be able to perform certain physical tasks such as moving patients, lifting supplies, moving quickly in emergency situations, be able to read orders, and do a great deal of time standing. Applicants should note that allied health careers maintain such highly physical activities every day and should take this into consideration when choosing their career training.

## Attendance

Students are expected to attend all scheduled class meetings and to arrive on time. Students are expected to inform faculty in advance of any pending dates where a student may be absent. Excused and non-excused absenteeism is considered the same when computing maximum number of allowable days absent. Unsatisfactory attendance is when a student does not complete at least 75% of scheduled class time in absenteeism. If a student has unsatisfactory attendance they will be placed on probation until the following conditions are met:

- The student establishes satisfactory progress or, meets the conditions of probation.
- The student has corrected the problem that caused unsatisfactory attendance.
- The student has satisfactorily completed worked missed because of the absenteeism either by repeating the sessions missed or performing required work outlined by the instructor.

A student is terminated for unsatisfactory attendance if the student does not meet these conditions within 15 days.

### “Attendance”

Regular attendance at classes is essential. We advise you to read your syllabus for each class to see what the policies are for that course. Syllabi are usually available in the Academic Department at least 2 weeks before the expected first day of the class. Generally speaking, each student is expected to be present for scheduled class periods. Be punctual and remain in class for the entire scheduled period. Excessive absence or tardiness may result in loss of credit clock hours, lowering of grade or even dismissal from the Institution. Students must make individual arrangements with their respective professors regarding course work missed during absence.

## Make-Up Work

Students who have been absent from class for **any** reason or have been tardy are required to make up work missed from classes. The student is required to discuss make-up work opportunities with the instructor. Any internship hours that are missed must be made up. Excessive absenteeism from internship assignments without prior notice may result in termination from school. Hours of makeup work will not be accepted as hours of class attendance. Tests that are not taken as a result of an absent day(s) must be made up with in a timeframe established by the instructor. There is no additional charge for makeup work.

## Tardiness

Attendance and promptness reflect an individual's level of professionalism and work ethic. Since Life- Line Med Training trains students for careers, we believe our policies should reflect the work environment. Leaving one to two hours early is equal to one-half day absent. Over two hours early departure equals one full day absence. These absences are included in the 5% absence calculation. All class time missed in excess of (3) fifteen minutes tardiness will be counted as an absence and must be made up by the student in order to graduate. After 6 absences the student will be placed in probation until satisfactory make up and attendance improvement are corrected.

## Leave of Absence , Probation, & Re-Entry

Life-Line Med Training, Corp. requires students to provide a written, signed, and dated request for a Leave of Absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, Life-Line Med Training may grant the student's request for a leave of absence and document its decision in the student's file. Life-Line Med Training will collect the written request within 30 days.

A student may be granted a Leave of Absence (LOA) up to 60 days in any 12-month period.

The number of days in a leave of absence commences the day after the student's last day of attendance. “A 12-month period” begins on the first day of the student's initial leave of absence.



Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence without any penalties.

If a student does not resume attendance at the institution on or before the end of a leave of absence, the student will be treated as a withdrawal. The last date of attendance will stand as the date for refund purposes.

A student who does not adhere to the attendance policy will be placed on **probation** for 3 weeks. If after 3 weeks the student has not met the requirements necessary to remove them from probation, he or she will be terminated or dismissed from class. A student who does not adhere to the grading standard will be placed on Academic Probation. If after 3 weeks the student has not made the required efforts to remove themselves from academic probation the student will be terminated and dismissed from classes.

A student who has canceled or has been terminated and wants to **re-enter** their Training program must notify the Campus Director and follow the required admission procedures. A student who was terminated for any reason can meet with the Campus Director and show why s/he should be re-admitted and how the student will meet program requirements. The decision of the Campus Director will be based on the student meeting program requirements. The time frame for re-entry will be made 60 days from the date of withdrawal or last date of attendance. A \$50.00 re-entry fee is charged to the student for administration management cost.

**Maximum Time Frame** will be considered all Students that must complete programs within 150% of the program length.

## Curriculum

Life-Line Med Training "Curriculums" has two broad objectives; it seeks to develop the knowledge of the student's in general practical skills, and also approaching the student's knowledge through materials and resources that will promote better comprehension. All curriculums contain information on the fundamental characteristics of each program as well as the objectives, prerequisites and course clock hours to be completed.

Life-Line Med Training programs contain updated program curriculums information and objectives with the purpose to maintain updated students. All Life-Line Med Training students should achieve the learning activities they will carry to accomplish the overall goals of their courses. Learning Objectives are clearly stated and included measurable behavior/ performance, condition/given, and the criteria/standard upon which students are motivated, guided and assessed.

## Academic Standards

Consequences of sustained poor academic performance are summarized below:

<u>Cumulative GPA</u>	<u>Results</u>
0.0 to 1.99	Academic Probation

Student must have a minimum of 2.0 overall GPA to graduate.

These measures are applicable at the end of each grading period. For programs under 240 clock hours these measures are applied at the mid-point and completion of the program, or at the point where a cohort has reached the 50% completion point of the program; then once again at the 100% point. Students will be evaluated and assessed at the completion of every course module to monitor that the students have satisfactory completion to meet academic goals.

## Academic Probation

Students making below a minimum 2.0 grade point average will be placed on academic probation for no more than three weeks. Upon completion of the probationary period, if a student has not improved their GPA to the minimum standard of 2.0, they will be withdrawn from the program. Students will not be sent to internship if their grade point average is not 2.0 or higher. If by the time of clinical internship, the student has not been able to improve their academic progress to the minimum standard, the student will be academically dismissed. Students who are academically dismissed will be able to re-enter with another group if they follow the re-entry policy.





### **Academic Dismissal/Withdrawal/ Institution Procedures for Appeal of Disciplinary Action**

“Academic Dismissal” represents a separation of students from Life-Line Med Training for at least three (3) months. “Academic Dismissal” occurs after students fail to meet the minimum requirements during academic probation. After this notice is provided to the student, he/she can appeal in writing to address the reason why he/she will like a meeting with the Campus Director to review the academic performance, attendance, tardiness and GPA. Life-Line Med Training within 3 days will contact the student for a meeting with the Campus Director. After reviewing the case the Campus Director will determine a final disciplinary action. If a resolution is not resolve, the student can send a letter to the Board of Directors for review and final decision. The student resolution time frame should not exceed 30 days from the incident day to a final decision.

The student who withdraws voluntarily is called a “Withdrawn” student. The last physical date of attendance is considered the withdrawal date of the student whether the student is dismissed or withdraws. Any refunds due will be based on the last date of attendance.

Students are eligible to re-apply for enrollment to Life-Line Med Training after dismissal. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstance. A withdrawn student may re-enter after the re-entry criteria have been met. All students can appeal any disciplinary action in writing and request a conference meeting with the Director of Education and Department of Dispute for a final decision.

### **Graduation Requirements**

The student must comply with the following requirements in order to receive a diploma.

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the student’s program and have an overall CGPA of 2.0 or greater.

### **Standards of Conduct**

Students enrolling in Life-Line Med Training assume an obligation to conduct themselves in a manner compatible with Life-Line Med Training function as an educational institution. To fulfill its functions of imparting and gaining knowledge, Life-Line Med Training retains the power to maintain order within the school and to exclude those who are disruptive of the educational process. Unprofessional conduct which discredits the individual or Life-Line Med Training will be subject to termination.

Generally, prohibited conduct for which a student is subject to disciplinary action defined as follows:

- Physical or sexual assault of any person on Life-Line Med Training campus, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any student, faculty member or employee.
- Substantial damage to Life-Line Med Training-owned or leased property or to property of a Life-Line Med Training student, employee, faculty member or visitor occurring on Life-Line Med Training-owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of Life-Line Med Training facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as hazing ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Life-Line Med Training).
- Use of alcohol or illicit drugs while on campus or at an internship site. Students at Life-Line Med Training are Training for careers that involve direct interaction with patients, and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at Life-Line Med Training will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent with drug abuse.





- Non-compliance or violation of any of Life-Line Med Training rules, regulations, policies and procedures.
  - ✓ Unsatisfactory academic progress
  - ✓ Excessive absence or tardiness
  - ✓ Failure to pay fees when they are due.
  - ✓ Plagiarism is not addressed.
  - ✓ Falsifying records.
  - ✓ Breach of institutional enrollment agreement.
  - ✓ Failure to comply with the rules, regulations, policies and procedures of clinical internship sites.
  - ✓ Carrying a concealed or potentially dangerous weapon.
  - ✓ Harassment of any kind including intimidation and discrimination.

### Dress Code

Students are expected to wear assigned uniforms to class and clinical internship sites, including closed impermeable shoes. High standards of personal hygiene and health are also expected.

### Grievance Policy

Should a graduate student feel he or she has been treated unfairly, there are a number of resources available. With few exceptions, students should first attempt to resolve difficulties informally by bringing those concerns directly to the person responsible for the action, or with the Director of Education, or the immediate supervisor of the person responsible for the action. If the problem cannot be resolved informally, the student may be able to file a formal grievance.

Grievances that will be reviewed by the Graduate:

While the Graduate or student is available to discuss any academic concern, only grievances that allege violation of a specific school rule, regulation, policy or practice will be considered for formal review as stated below. A grievance procedure is available to students who have complaint that:

1. allege violation of a specific school rule, regulation, policy or practice;
2. are not remediable by other school grievance policies and procedures; and
3. are within the decision-making jurisdiction of the School.

The School Campus Director or other delegate of the School Administration (hereinafter "Director of Education") shall determine whether a complaint is within the decision-making jurisdiction of the School. Examples of complaints that are NOT suitable for formal grievance through the School are listed at the end of this section.

### Grievance Procedures:

To pursue a formal grievance, students must take the following steps:

1. If informal efforts to resolve the grievance, have failed, students must file their written grievance complaint with the head of their academic unit (Director of Education). Such written complaint must be filed within 1 month of the incident that is the subject of the grievance. The grievance complaint must include a concise statement of the allegations that form the basis for the student's complaint, including a careful statement of the facts, the rule, regulation, policy or practice that was violated, a summary of the informal attempts at resolution, and a suggested remedy.
2. The academic unit head must review the grievance complaint and provide a written response to the student within 15 class days\*. A student, who wishes to appeal the unit head's response, must file a copy of the grievance complaint and the unit head's response with the School Campus Director within 5 class days of receiving the unit head's response.
3. The School Campus Director (or designee- Director of Education) will then try to negotiate a resolution. If



acceptable mediation of the grievance is not achieved within 10 class days, the student may request that it be forwarded to the Grievance Committee (Board of Directors).

4. In accordance with the procedures set forth below, the Grievance Committee (Board of Directors) will hold a hearing and convey its recommendation to the Campus Director in writing within 10 class days of their final meeting. The Associate Dean will schedule the hearing date(s).

5. The School will render a final decision affirming, denying or modifying the Grievance Committee's recommendation within 7 class days following receipt of the recommendation.

\* "Class days" exclude Saturday, Sunday, holidays, and days in which is not in session. All timelines refer to the first regular term after the incident. Grievances are not processed during the summer sessions unless the Director of Education determines a case warrants immediate review.

### **Grievance Procedure Deadlines**

In pursuing a formal grievance, students must take note of the necessary timeline for pursuing a formal grievance (Table 1). If a student adheres to this timeline, resolution of the grievance can be expected within about 65 class days of the student's written grievance complaint. If the Grievance Committee (Board of Directors) requires several meetings to reach a recommendation, more time might be required. Deadlines may be extended with the consent of the student, respondent, and/or the responsible party for the pending step in the process. Should there be an unavoidable delay at any step and the School Campus Director determines that prompt disposition is not possible; he or she shall inform the grievant in writing.

### **The Student Grievance Hearing**

The School Director of the School will arrange a time and place for a hearing. The hearing will be closed to protect the privacy of the student. The hearing committee will select a chair. The chair will preside at the hearing and will rule upon all procedural matters. The formal rules of evidence will not apply, although objections to the introduction of specific statements or documents may be considered by the chair. Irrelevant, immaterial, privileged or unduly repetitious information will be excluded. The chair may establish reasonable limits upon the time allotted to the student and the department or academic unit for oral presentation and examination of witnesses.

All members of the hearing committee and all parties to the grievance will receive a copy of the grievance and the department's response. All parties may present evidence in the hearing. Committee members may question anyone presenting evidence during the hearing. Only evidence presented at the hearing and those documents submitted up to the time of the hearing will be considered in the adjudication of the grievance.

At the hearing, the student will first present his/her case to the hearing committee. He/she may present witnesses. The student may have one advisor present. That person will play an advisory role only and shall not present or participate in the presentation of the student's case at the hearing. If the student elects to have an attorney as an advisor, the School Campus Director must be notified at least two weeks before the scheduled hearing.

The department or appropriate academic unit shall present its case before the hearing committee. Each party may question the other party or their witnesses. The student and the department or appropriate academic unit shall each have the right to rebuttal.

After each party has presented its case and left the hearing room, the hearing committee will begin its deliberations. Additional meetings of the hearing committee may be required for deliberation. Within 10 class days, the chair will communicate the hearing committee's recommendation to the School Campus Director of the School who will render the final decision.



## Complaints not addressed through this Procedure

Some complaints that cannot be addressed through this procedure include:

- ✓ Grade appeals, procedures for which are available through a meeting request with the Director of Education or the School Director, which appointment may be made at Information Desk. (Grade appeal procedures apply to course grades; appeals of comprehensive examination or oral defense results follow the general School's Grievance Review Procedures.)
- ✓ Complaints against school employees and students that are covered by provisions of the School Handbooks for Appointed Faculties, Staff Personnel Policy Manual, and the Student Code of Conduct.
- ✓ School petitions requesting waivers of policy are not addressed through the general School Grievance Review Procedures; students may appeal denials of petitions by writing directly to the Grievance Committee (Board of Directors) at 9020 SW 137<sup>th</sup> Ave. Ste#114 Miami, FL 33186.

**Table 1: Student Grievance Time Table**

**All timelines refer to the first time after the incident. Grievances are not processed during the winter break sessions unless the director determines a case warrants immediate review.**

?	STEPS	Time Limit
1.	Student submits written grievance complaint to Head of Academic unit	Within 1 months of incident
2.	Head of Academic unit responds in writing	15 class days
3.	To continue grievance beyond academic department, student must file copy of complaint and unit head's response with the school.	10 class days
4.	School Director (or Director of Education) attempts to negotiate a resolution	10 class days
5.	If not resolved, hearing committee hears grievance and sends recommendation to School Director.	10 class days after last Committee meeting
6.	School Director renders final decision	7 class days after receiving Committee recommendation

## Grievance Procedures Last Resource

If the no result of this level of discussion does not produce a fair resolution, and both parties didn't conclude a resolution the next step would be to notify:

The Commission for Independent Education  
Florida Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Telephone: 1-888-224-6684  
(850) 245-3200

## Grounds for Termination

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement.



## Student Services

Each member of the Student Affairs staff at Life-Line Med Training is dedicated to the belief that all people should have the opportunity to reach their maximum potential. Functions of the Student Affairs Division are admissions, career planning, counseling services, job placement, services for special student populations, student activities, and student financial services. These functions serve students and complement classroom instruction by ensuring that students have the opportunity for success. The following sections explain some of the services of the Student Affairs Division. Additional services are explained in other sections of the catalog.

## Career Development Center / Career Lab

Located at Life-Line Med Training, the Career Service Department/Career Lab is dedicated to assisting students who are undecided about their career plans. Counselors and staff members are available, and the career planning process is open to all students and members of the community. Students of any program at Life-Line are encouraged to use career resources located in the Computer Resources Room and in the Student Affairs Office.

## Counseling and Advising

The school provides professional counselors to assist students in planning and selecting appropriate educational goals. Counseling services are provided to help students make the best possible adjustments to their student life.

## Disabled Student Services

Any students with disability will be accommodated by the Life-Line's administration.

## Student Support Services

Student Support Services are available at Life-Line Med Training to eligible students free of charge and offers academic assistance and support services. Students who desire free academic tutoring and other support services are encouraged to apply through the Education Department at Room # 209.

## Student Activities

Life-Line Med Training offers student activities, programs, and services that promote academic support as well as leadership, social, and cultural experiences. The most popular services are listed below:

**Leadership Development Program “Become an Ambassador”** —The Leadership Development program promotes development of students' personal philosophies of leadership by: participation in service learning opportunities; serving as official student “Ambassador” for the Academics Department. A faculty or official staff member; will recommend a student excellent leadership skills in each program to mentor and assist the student services practices of Life-Line.

**School Bible Study** —The School's Bible Study is an organization that encourages Christian fellowship among students both on and off campus. The organization is open to all students regardless of religious preference this Club is called “CAFÉ #7” and is monitored by the Christian Community “La Roca Firme” fellowship church. The speakers of this club have a prepared program where all topics are bible based faith and encouraging messages about personal growth, strengthen family nucleus and conflict resolution.

**Medical Healthcare Club** —The HHA, PCT, CMA Students at Life-Line Med Training meet for continuous free of charge tutoring sessions every week and review skills practice and updated information needed to pass their License Certification Exams or for employment refresher practices. The purpose of this club to support and enhance the student performance for students and graduates that need assistance with their practical skills or haven't been active in the field and need to refresh their knowledge and practice to better prepare for related employment opportunities. This club is monitored by a nursing faculty at all times and is assisted by student Ambassadors.



## ATM Machine

An ATM machine is located at the first floor of the shopping center new to the discount store and the elevators.

## Book Store Services and Fees

The School's Bookstore services are operated by Life-Line Med Training Registrar's Department and is located at the window of Room# 214 at the Registrar's Department in the Life-Line Med Training Administration Building. The purpose of the Bookstore is to provide the students the opportunity to order or purchase course textbooks, workbooks, uniforms or some equipment materials for their convenience, this is listed in the student contract agreement as listed as "goods or services" which may or may not be listed in the agreement as the request of the student to have an alternative of acquiring books or materials on their own.

## Book Store Services Business Hours

Monday-Thursday 9:30 a.m. - 4:30 p.m.

Friday - 9:30 a.m. - 2:00 p.m.

Saturday - 10:00 a.m. – 2:00 p.m.

Sunday Closed

### Book Store Services – Refund Policy

All sales are final unless the student drops a class, withdraws from school, or a class is cancelled. Refunds for textbooks will be granted provided that the following conditions are met:

1. Returns MUST be accompanied by cash register receipt and drop or withdrawal slip.
2. Books MUST be in mint condition and in their original unopened packaging. New textbooks that have been damaged will be refunded at used book prices. Workbooks, study guides, and lab manuals are non-refundable if written in or if erasure marks are visible.
3. Non-required course materials, supplies, clothing, etc. are not returnable.
4. Returns will be accepted only during the first 10 days of the term for which they were purchased. After this period,  
Refunds are considered on an individual basis.
5. All returns are to be taken to the Bookstore Manager for processing.
6. Textbooks for cancelled courses must be returned within one week of the cancellation, with proof of the cancellation.
7. Bookstore management reserves the right to make decisions regarding the condition of the merchandise.

## Methods of Payment

Payment may be made by cash, personal check, Discover, MasterCard, or Visa. The following policy governs payment by check:

1. Checks are accepted for the amount of purchase only.
2. A current driver license must be presented.
3. Checks must be made payable to: Life-Line Med Training

## Instructional Support

Life-Line Med Training provides the appropriate instructional support resources for its instructional activities at this location. Through appropriate classrooms, laboratories, computer laboratories, instructional technology, and equipment, the School ensures that faculty members and students have the resources needed for effective teaching and learning. Considerable resources are available at this instructional site.

## Visitors Policy

Life-Line Med Training welcomes visitors at this campus site. Visitors should report to the administrative Office by registering at the front desk to proceeding to instructional service areas. Visitors are expected to abide to the schools regulations. CHILDREN MUST BE UNDER THE SUPERVISION OF THEIR PARENTS AT ALL TIMES WHILE ON CAMPUS AND ARE NOT ALLOWED IN INSTRUCTIONAL AREAS (CLASSROOMS AND ANY COMPUTER LABS ON CAMPUS)



## **Class Schedule & Calendar Starts**

Life-Line Med Training has open enrollment for all programs. Course and class schedules will be given to students at registration. Life-Line Med Training has a new class start for each program every six weeks course modules every month of the year.

## **Academic Advisement**

Faculty will perform academic advisement as needed. Campus administration may become involved at times in academic advisement sessions when needed. Students with matters of a personal nature will be referred to local community agencies.

## **Financial Advisement**

This school has no financial aid available for the students at this time. This school accepts cash, credit card and check form of payments. The Business Office will inform students of all options regarding payment plans.

## **Special Scholarship or Financial Assistance Programs**

Life-Line Med Training is a Vendor for Career Sources of South Florida and Vocational Rehabilitation Centers. At this time no additional scholarship or financial assistance is available and in order to request eligibility students must apply and comply strictly through the above agencies to meet specific requirements.

## **Job Placement Services**

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on a placement opportunity bulletin board. Placement services are provided free of charge, nevertheless the school does not guarantee employment.

## **Requirements for Certification, Licensing or Registration**

Some programs at Life-Line Med Training may require completion of a level II background check process completion of nursing / health and massage therapy sciences programs of which this does not guarantee its graduate's eligibility for participation in the professional credentialing process for related employment. Credentialing agencies and health care employers may have additional eligibility criteria not required by an educational institution. Individuals who have been arrested and convicted of any felony crimes during the last 15 years are strongly urged to inquire directly of the licensing board in the jurisdiction in which they intend to practice.

## **Registration**

Registration is held on a continuous basis. Students may register for courses in person only.

## **Student Records**

Student records are maintained on the campus site permanently in storage room and are also scanned and kept electronic in a fire proof safe. Records of academic progress are furnished to students. One transcript is provided to students upon graduation and fulfillment of all tuition obligations. Additional transcripts are available to students upon written request and for a fee of \$8.00. Student records will be provided to potential employers only after a written request has been made by students.

## **Accident or Illness**

In case of serious accident or illness, students may be transported by ambulance at their expense to a nearby emergency room for treatment. Treatment by a physician and/or hospitalization is also at the student's expense. The School will notify the person(s) requested by the student. If the student is unable to communicate, the School will notify the emergency contact person(s) listed in the student's file.

## **Family Rights to Privacy Act**

Life-Line Med Training, Corp. complies with the confidentiality and student accessibility provisions of the Family Right Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student's records is strictly protected. Information on students is not available to anyone without:





- a) Written request/release from the student
- b) A court order, or
- c) Accreditation agency requirements

However, parents of minor students and guardians of “tax dependent” students have the right to inspect and challenge the information contained within the records of a specific student.

### **Drug-Free Workplace**

Life-Line Med Training, Inc. is a drug-free workplace for staff, faculty and students.

Listed below are resources of drug prevention programs:

- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

### **Emergency Contacts**

Life-Line Med Training, Inc. is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency health service.

At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information at all times, as well as any medical insurance card(s).

### **Housing**

Life-Line Med Training does not maintain housing for students.

### **Student Rights & Responsibilities**

Life-Line Med Training, Corp. seeks to maintain an environment where students have the following rights:

- Students can freely exchange diverse ideas in an orderly manner inside and outside the classroom;
- Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others;
- Students can expect to participate fully in Life-Line Med Training community without discrimination as defined by federal and state law;
- Students can function in their daily activities without unreasonable concerns for personal safety, and in an environment that is conducive to educational activity;
- Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges;
- Student information is maintained confidential, free of unreasonable intrusions into information and/or matters relevant to identity and well being;
- Students have access to established procedures for respectfully lodging a grievance to LIFE-LINE MED TRAINING;
- Students have access to all faculty, staff, resources and supplemental educational holdings maintained on campus for the professional development of students and the learning process.
- Students study in a setting that is conducive to personal growth.
- Students have the right to expect responses from Life-Line Med Training academic and administrative departments.



- Students can expect academic and administrative policies that support intellectual exploration, learning, and growth.

### Fee & Payment Schedule

The Registration fee is due at the time of signing the application for admissions. It is suggested the books and materials be purchased prior to attending the first class. The student has the option of paying the tuition cost 1) in full prior to attending the first class; 2) or paying the balance of the tuition cost in installments as agreed upon with the Business Office. In addition to the Registration fee and down payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

In the event that a student's account is sent to collections, Life-Line Med Training, Corp. shall be entitled to collection, attorney fees and cost on the account thereof.

### Cancellation & Refund Policy

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

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement, and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee, not to exceed \$150.00.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.
8. Under a Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, fees, used books, etc.) proportional to the period of enrollment completed by the student.

### Tuition, Fees, Programs & Curriculum

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

**(Note: The total cost does not include licensing or any other regulating agency fees, books and materials.)**

### Course Numbering System

The course numbering system uses a six or seven digit alphanumeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught. Life-Line Med Training uses clock hour system.

### Institutional Resource Center

Life-Line Med Training maintains educational resources which include medical dictionaries, videos and nursing journals, medical text references and technical manuals. Medical posters, medical dictionaries and a thesaurus, anatomical models, illustrations and other visual aids are available as educational resources for students as well. A computer with Internet access is made available for students solely for research purposes. Students and instructors are encouraged to utilize the resource center as often as possible while on campus.

**Description of School Facilities**

Life-Line Med Training, Corp. is located at 9020 SW 137<sup>th</sup> Ave First Floor in the prime Kendall Miami area. Life-Line is proud to share this state of the art facility building designed to provide quality student life. Life-Line has fully equipped classroom and labs with a little over 8,000 square feet and large classrooms / educational labs, Life-Line operates in a facility accessible to free Wi-Fi, waiting areas, access to easy public transportation, 175 parking space, beautiful landscaping, picnic tables for the students to enjoy daily breaks.

Life-Line Med Training's new facility surrounds plenty popular franchise of restaurant to access for the benefit of all our student population and located in the 3 neighbor buildings we are in the process of obtaining additional internship facilities for student clinical practice.

Life-Line has now Free Wi-Fi in every class rooms, library resource room and 2 waiting areas that all students will access to on a daily basis and all the facility monitored by security cameras.

**Licensing/Approval Agencies**

Life-Line Med Training, Corp. is licensed by the Commission for Education, Florida Department of Education, at 325 West Gaines Street, Suite 1414, Tallahassee Florida 32399. Additional information regarding the institution may be obtained by contacting the Commission at 1-888-224-6684 or (850) 245-3200.

**Accreditation**

At this time Life-Line Med Training is accredited by Accrediting Council for Independent Colleges and Schools (ACICS), located at 750 First Street NE Ste.980 Washington, DC 20002 phones: (202)336-6780, since April 2016 until December 2019. (Disclosure: ACICS is no longer recognized by USDOE)

**Non Discrimination Policy**

Life-Line Med Training, Corp. does not discriminate regarding race, sex, color, creed and/or religion.

**Other Approved Agencies**

Life-Line Med Training, Corp. are Licensed by the Board of Massage, providers for American heart Association since 2006 as a Community Training Center for CPR and First courses as well as National Safety Council Public Instructors for Blood Borne Pathogens and First Responder Training. In addition the campus is also licensed by the Department of Agriculture as a Security School.



## Home Health Aide 75 HOURS CERTIFICATE PROGRAM

**Total Cost of Program:** \$655.00

**Tuition:** \$450.00

**Registration fee:** \$50.00

**Books, Materials & Supplies:** \$75.00

**Lab Fees:** \$ 50.00

**Uniform Fee:** \$30.00

### PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Home Health Aides, working for Home Health Agencies, and Hospice Care.

### PROGRAM DESCRIPTION:

Students of the Home Health Aide program will learn to perform duties which include providing physical comfort and care for patients, nutrition, and other sustaining services for home health care recipients along with assisting a patient or resident with activities of daily living.

Note: Graduates of this course will be qualified to work with Medicare and Medicaid patients in Home Health Agencies or Nursing Homes.

### PROGRAM OUTLINE

Full time students will complete this program in 3 .75 weeks. Part-time students will complete this program in 5 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Credit	Total Hours
HAE 100	HIV/AIDS Education	3	1	0	0	4
CPR 100	CPR-Cardiopulmonary Resuscitation	2	2	0	0	4
HSC 100A	Healthcare Occupational Development	7	0	0	0	7
HHa 101	Basic Nursing & Home Health Care	30	0	0	2	30
HHa 200	Basic Nursing & Home Health Care Lab Procedures	0	30	0	1	30
	<b>Totals</b>	<b>42</b>	<b>33</b>	<b>0</b>	<b>3</b>	<b>75</b>

Upon completion of the program the student will receive a 75 Hours Certificate of completion.

**DISCLOSURE:** Students may begin working in their field of training as soon as certificate is received.

Instructions for this program may be bilingual (Spanish Translation). Completing a course or program in a language other than English may reduce employability where English is required.



## Phlebotomy Technician 165 HOURS CERTIFICATE

**Total Cost of Program:** \$1,130.00

**Tuition:** \$796.00

**Registration fee:** \$50.00

**Books, Materials & Supplies:** \$149.00

**Lab Fees:** \$75.00

**Uniform Fee:** \$60.00

### PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Phlebotomy Technicians, in hospitals, out-patient centers, clinics, diagnostic labs, medical centers and other medical facilities.

### PROGRAM DESCRIPTION:

The Phlebotomy Technician program is designed to train students to perform duties which include blood draw, storing blood and blood components, venipuncture, basic processing, urinalysis and specimen collection. Students will learn the circulatory system with its functions and pathology of diseases, law and ethics, critical policies and procedures including universal precautions, infection control, OSHA and CLIA guidelines. In addition students will learn how they apply to the Phlebotomy Technician's duties and responsibilities. Students will demonstrate knowledge and apply skills in using medical tools and equipment relevant to the function of a Phlebotomy Technician. Upon completion of the program the student will receive a diploma. Students may begin working in their field of training as soon as diploma is received.

### PROGRAM OUTLINE

Full-time students will complete this program in 8 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Internship Hours	Total Credits	Total Hours
HSC 100A	Health Care Occupational Development	7	0	0	0	7
HAE 100	HIV/AIDS Education	3	1	0	0	4
CPR 100	CPR-Cardiopulmonary Resuscitation	2	2	0	0	4
PBY 100	Structure & Function of the Circulatory System & Related Medical Terminology	10	0	0	0	10
PBY 202	Phlebotomy Skills Theory & Lab I/II	60	60	0	6	120
MTL 300	Basic Principles of Urinalysis	5	5	0	0	10
PBY 400	Phlebotomy Technician Certification Review	10	0	0	0	10
	<b>Total</b>	<b>97</b>	<b>68</b>	<b>0</b>	<b>6</b>	<b>165</b>

Upon completion of the program the student will receive a 165 Hours Diploma of completion.

**DISCLOSURE:** Students may apply to be certified as a Certified Phlebotomy Technician through a National Registry Agency as soon as they complete this program.

Instructions for this program may be bilingual (Spanish Translation). Completing a course or program in a language other than English may reduce employability where English is required.



## Electrocardiograph Aide 165 HOURS DIPLOMA

**Total Cost of Program:** \$1,010.00

**Tuition:** \$765.00

**Registration fee:** \$30.00

**Books, Materials & Supplies:** \$135.00

**Lab Fees:** \$ 50.00

**Uniform Fee:** \$30.00

### PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Electrocardiograph Aides, in hospitals, out-patient centers, clinics, diagnostic labs, medical centers and other medical facilities.

### PROGRAM DESCRIPTION:

Students of the Electrocardiograph Aide program will learn the cardiovascular system and its functions and pathology of diseases, law and ethics relative to the electrocardiograph aide and duty function in the medical chain of command. Students will demonstrate knowledge and apply skills in using medical instrumentation modalities relevant to the function of an electrocardiograph aide. Upon completion of the program the student will receive a diploma. Students may begin working in their field of training as soon as the diploma is received.

### PROGRAM OUTLINE

Full-time students will complete this program in 8.25 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Internship Hours	Total Credits	Total Hours
HSC 100A	Health Care Occupational Development	7	0	0	0	7
HAE 100	HIV/AIDS Education	3	1	0	0	4
CPR 100	CPR- Cardiopulmonary Resuscitation	2	2	0	0	4
EKG 100	Structure and Function of the Cardiovascular System & Related Medical Terminology	10	0	0	0	10
EKG 201	Principles of Electrocardiograph Theory & Lab I/II	60	40	0	5	100
EKG 202	Introduction to EKG Interpretation & Telemetry	30		0	2	30
EKG 400	EKG Technician Certification Review	10	0	0	0	10
	<b>Totals</b>	<b>122</b>	<b>43</b>	<b>0</b>	<b>7</b>	<b>165</b>

Upon completion of the program the student will receive a 165 Hours Diploma of completion.

**DISCLOSURE:** Students may apply to be certified as a Certified Electrocardiograph Technician through a National Registry Agency as soon as they complete this program.

Instructions for this program may be bilingual (Spanish Translation). Completing a course or program in a language other than English may reduce employability where English is required.





## Patient Care Technician 600 HOURS DIPLOMA

**Total Cost of Program:** \$4295.00

**Tuition:** \$3,760.00

**Registration fee:** \$50.00

**Books, Materials & Supplies:** \$350.00

**Lab Fees:** \$75.00

**Uniform Fee:** \$60.00

### PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and hands on experience needed to become entry level Patient Care Technicians, utilizing patient care skills in a variety of healthcare settings.

### PROGRAM DESCRIPTION:

The Patient Care Technician program is designed to train students in all of the relevant aspects of patient care, including personal care, physical comfort, diagnostic testing specifically electrocardiography, phlebotomy, home health care skills need, providing post operative care, geriatric care and other critical functions. Graduates of this program will be prepared to work at the entry level in hospitals, home health agencies, clinics, laboratories and other healthcare settings. Upon completion of this program students will receive a diploma. Student may begin working in their field of training as soon as their diploma is received. For most Hospitals it is recommended that graduates challenge the Certified Nursing Assistant Licensed exam.

### PROGRAM OUTLINE

Full time students will complete this program in 30 weeks.

COURSE CODES	COURSE TITLE	Theory Hours	Lab Hours	Internship Hours	Total Credits	Total Hours
HSC 100	Health Science Core Fundamentals	90	0	0	6	90
HSC 100A	Healthcare Occupational Development	7	0	0	0	7
HAE 100	HIV / AIDS Education	3	1	0	0	4
CPR 100	CPR-Cardiopulmonary Resuscitation	2	2	0	0	4
NAT 101	Basic Nursing & Home Health Care	30	0	0	2	30
NAT 200	Basic Nursing & Home Health Care Lab Procedures	0	30	0	1	30
PBY 202	Phlebotomy Skills Theory & Lab I/II	60	60	0	6	120
EKG 201	Principles of Electrocardiograph Theory & Lab I/II	60	40	0	5	100
PCT 202	Patient Care Technician Procedures Theory & Lab	30	30	0	3	60
PCT 500	Patient Care Technician Internship Clinical Rotation	0	0	155	3	155
	<b>Total</b>	<b>282</b>	<b>163</b>	<b>155</b>	<b>26</b>	<b>600</b>

Upon completion of the program the student will receive a 600 Hours Diploma of completion.

**DISCLOSURE:** Students may apply to be certified as a Certified Patient Care Technician through a National Registry Agency as soon as they complete this program.

Instructions for this program may be bilingual (Spanish Translation). Completing a course or program in a language other than English may reduce employability where English is required.



## Clinical Medical Assistant 900 HOURS DIPLOMA

**Total Cost of Program:** \$7,740.00

**Tuition:** \$7,200.00

**Registration fee:** \$50.00

**Books, Materials & Supplies:** \$320.00

**Lab Fees:** \$110.00

**Uniform Fee:** \$60.00

### PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and hands on experience needed to become entry level Clinical Medical Assistant, utilizing patient care skills in a variety of healthcare settings.

### PROGRAM DESCRIPTION:

The Clinical Medical Assistant program is designed to train students in all of the relevant aspects of patient care, including vital signs, medical office procedures, specimen collection, diagnostic testing specifically electrocardiography, phlebotomy, insurance verification, initial patient screening, patient chart preparation, documentation process and knowledge in medication administration. Graduates of this program will be prepared to work at the entry level in medical offices, clinics, some hospitals, laboratories, healthcare agencies and other healthcare settings. Upon completion of this program students will receive a diploma. Student may begin working in their field of training as soon as their diploma is received. For most Hospitals it is recommended that graduates challenge the Certified Nursing Assistant Licensed exam.

### PROGRAM OUTLINE

Full time students will complete this program in 45 weeks including Internship.

COURSE CODES	COURSE TITLE	Theory Hours	Lab Hours	Internship Hours	Total Credits	Total Hours
HSC 100	Health Science Core Fundamentals	90	0	0	6	90
HSC 100A	Healthcare Occupational Development	7	0	0	0	7
HAE 100	HIV / AIDS Education	3	1	0	0	4
CPR 100	CPR-Cardiopulmonary Resuscitation	2	2	0	0	4
NAT 101	Basic Nursing & Home Health Care	30	0	0	2	30
NAT 200	Basic Nursing & Home Health Care Lab Procedures	0	30	0	1	30
CMA200	Medical Office Procedures and Computerized Practice	15	30	0	2	45
MED201	Principles of Pharmacology & Assisting with Medication Administration	45	30	0	4	75
PBY 202	Phlebotomy Skills Theory & Lab I/II	60	60	0	6	120
EKG 201	Principles of Electrocardiograph Theory & Lab I/II	60	40	0	5	100
CMA210	Fundamentals of Clinical Medical Assisting Theory & Lab I	45	30	0	4	75
CMA301	Medical Billing & Coding Procedures	30	30	0	3	60
CMA500	Clinical Medical Assisting Internship Clinical Rotation	5	30	225	6	260
	<b>Total</b>	<b>392</b>	<b>283</b>	<b>225</b>	<b>39</b>	<b>900</b>

Upon completion of the program the student will receive and 900 Hours Diploma of completion.

**DISCLOSURE:** Students may apply to be certified as a Certified Clinical Medical Assistant through a National Registry Agency as soon as they complete this program.

Instructions for this program may be bilingual (Spanish Translation). Completing a course or program in a language other than English may reduce employability where English is required.



## Medical Coding & Billing Specialist

### 900 HOURS DIPLOMA

**Total Cost of Program:** \$7,957.00**Lab Fees:** \$110.00**Tuition:** \$7,362.00**Registration fee:** \$50.00**Books, Materials:** \$375.00**Uniforms:** \$60.00**PROGRAM OBJECTIVE:**

Upon completion of the Medical Coding and Billing Specialist program, graduates will possess the skills and hands on experience to become entry level Medical Billing and Coding Specialist, working in a variety of medical settings including hospitals, medical offices, clinics, billing agencies and other settings.

**PROGRAM DESCRIPTION:**

This program is designed to provide the essential practices and skills required to perform medical coding and billing duties. Students will develop the knowledge and skills needed to perform optimally as medical billing and coding specialists. The program places emphasis on preparing claims for billing, compliance issues and how to communicate with insurance companies in order to ensure maximum claims payment on the initial claim submission.

**PROGRAM OUTLINE**

Full time students will complete this program in 45 weeks including Internship.

Course Code	Course Title	Theory Hours	Lab Hours	Internship Hours	Total Credits	Total Hours
HSC 100	Health Science Core Fundamentals	90	0	0	6	90
HSC 101	Medical Terminology	60	0	0	4	60
CPR 100	CPR-Cardiopulmonary Resuscitation	2	2	0	0	4
HSC 202	Diseases of the Human Body	47	0	0	3	47
HAE 100	HIV/AIDS Education	3	1	0	0	4
MAT 100	Basic Math Operations	60	0	0	4	60
CMA 200	Medical Office Procedures and Computerized Practice	15	30	0	2	45
MCB 201	Medical Billing and Insurance Practice I & II	45	30	0	4	75
EHR 100	Electronic Medical Health Records (EHR) Management & Informatics	15	30	0	2	45
MHO 200	Reimbursement Methodologies	15	15	0	1	30
MCB 202	Medical Coding I & II	60	65	0	6	125
MCB 101	ICD-10	15	30	0	2	45
MCB 110	Medical Billing & Coding Internship	0	0	270	6	270
	<b>Total</b>	<b>427</b>	<b>203</b>	<b>270</b>	<b>40</b>	<b>900</b>

Upon completion of the program the student will receive a Diploma.

**DISCLOSURE:** Students may begin working in their field of training as soon as Diploma is received.

Full time students will complete this course in 45 weeks. Part time students will complete this course in 60 weeks.

All students that completed this program may apply to be certified as a Certified Medical Billing & Coding Specialist through a National Registry Agency as soon as they complete this program.

Instructions for this program may be bilingual (Spanish Translation). Completing a course or program in a language other than English may reduce employability where English is required.



## Massage Therapist Program 700 HOURS DIPLOMA

**Total Cost of Program:** \$5,480.00

**Tuition:** \$4,995.00

**Registration fee:** \$75.00

**Books, Materials & Supplies:** \$275.00

**Lab Fees:** \$75.00

**Uniform Fee:** \$60.00

### PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and hands on experience needed for an entry level occupation as a massage therapist, with the ability to utilize patient massage therapeutic practice in a variety of healthcare settings.

### PROGRAM DESCRIPTION:

The Massage Therapist program is designed to prepare students for employment as a license massage therapists, as service workers in a variety of health and beauty industry. After completion of this program students will be eligible to make an application to take the licensure examination approved by the Florida Board of Massage Therapist. This program offer a course of studies that includes 700 hours total class, lab and internship lessons to include: Anatomy and Physiology with emphasis in the musculoskeletal system, allied modalities, CPR and First Aide, HIV/AIDS education, the history of massage, business and ethics and recording medical errors. Graduates of this program will demonstrate understanding the practice of hydrotherapy; operate specific basic massage therapy equipment, practice proper body mechanics and safely performing therapeutic massage practice. Upon licensure compliance graduates may work at the entry level in medical physical therapy offices, clinics, spa, hotels, private self employment and other settings.

### PROGRAM OUTLINE

Full time students will complete this program in 35 weeks including internship.

COURSE CODES	COURSE TITLE	Theory Hours	Lab Hours	Internship Hours	Total Credits	Total Hours
HSC 100	Health Science Core Fundamentals	90	0	0	6	90
HHa 103	Nutrition	15	0	0	1	15
HAE 100	HIV / AIDS Education	3	1	0	0	4
CPR 100	CPR-Cardiopulmonary Resuscitation	2	2	0	0	4
MT 1101	Anatomy & Physiology for Massage	75	0	0	5	75
MT 1102	Health & Hygiene	15	0	0	1	15
BMT1001	Principles of Business & Professional Ethics	30	0	0	2	30
MT 2010	Massage Therapy Fundamentals Theory & Lab I	100	35	0	7	135
MT 2011	Massage Therapy Fundamentals Theory & Lab II	90	70	0	6	160
MT 400	Therapeutic Massage Internship	2	0	90	2	92
MAS400L	Massage Therapist License Exam Review	80	0	0	5	80
	<b>Total</b>	<b>502</b>	<b>108</b>	<b>90</b>	<b>35</b>	<b>700</b>

Instructions for this program may be bilingual (Spanish Translation). Completing a course or program in a language other than English may reduce employability where English is required.

**DISCLOSURE:** Graduate of this program can work as a Massage Therapist after obtaining their license.



## COURSE DESCRIPTIONS:

### **HAE 100 HIV/AIDS Education**

**3 Theory Hours/ 1 Campus Lab Hours/ 0 Internship Hours/ Total 4 Hours/ 0 Credits**

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients. (This course meets the minimum 3 hrs requirements for the Board of Massage)/ (HHA, PHLEB, EKG, PCT, CMA, MCB, MASS)

### **CPR 100 CPR-Cardiopulmonary Resuscitation**

**2 Theory Hours/ 2 Campus Lab Hours/ 0 Internship Hours/ Total 4 Hours/ 0 Credits**

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. This course follows the latest ECC American Heart Association (AHA) guidelines and is taught by certified AHA Instructors. Upon successful completion of the course and passing the tests, students will be certified in CPR.(HHA, PHLEB, EKG, PCT, CMA, MCB, MASS)

### **HSC 100 Health Science Core Fundamentals**

**90 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 90 Hours/ 6 Credits**

The Health Science Core offers students a foundation in medical career skills. Students learn 75 hours of basic Anatomy & Physiology of structure and function of the human body system, its chemical processes, and the pathology of diseases with medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines medical errors, and the general laws and ethical responsibilities of healthcare workers as well as standards of professional ethics. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, and understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas. This course covers 2 hrs of medical errors and 4 hrs of professional ethics as required by the Massage Therapy Board) (PCT, CMA, MCB, MASS)

### **HSC 100A Healthcare Occupational Development**

**7 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 7 Hours/ 0 Credits**

Students will learn the laws and ethical standards that govern the health care workers, enhance verbal and written communication skills and discuss patient's rights. Students will also cover main protocols for patient care including education in HIPAA and medical errors, domestic violence in the health care field and the health care profession chain of command and the importance of documentation. Additionally, students will learn professional ethics and to explain the laws governing harassment, labor and recognizing and reporting abuse, learn terms such as; malpractice, negligence and assaults and battery. Prepare the students on techniques for effective job interview process, how to make a professional resume and employability skills. (HHA, PHLEB, EKG, PCT)

### **HHA 101 Basic Nursing & Home Health Care (THIS COURSE IS EQUIVALENT TO – NA101)**

**30 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 30 Hours/ 2 Credits**

Students will become oriented as to the history and purpose of home health care and basic nursing healthcare providers. Students will learn about the medical workers involved in health care and the role of the home health aide in the health setting. Students will review all important skills in patient care to assist the patient with activities of daily living, long term care and promotion of self independence. Protocols for patient care include nourishment, nutrition and procedures for feeding patients. In addition students also learn to promote specifically the physical comfort and actions for patient safety and wellbeing, identify the process of aging and recognizing common signs and symptoms of common diseases. Students will also learn to recognize emergency situations and apply First Aid care promptly. Students will learn to care and assist with bathing, toileting, dressing, ambulation, exercises and personal hygiene and grooming. This course will finalize with student learning administrative and leadership skills involved in the health care system. (HHA, PCT, CMA)

**HHA 200 Basic Nursing & Home Health Care Lab Procedures (THIS COURSE IS EQUIVALENT TO – NA 200)**  
**0 Theory Hours/ 30 Campus Lab Hours/ 0 Internship Hours/ Total 30 Hours/ 1 Credit**

This course is designed to enhance student's skill in the practice of patient care. In this course students will demonstrate skills included in basic nursing such as; use of proper body mechanics, patient transfer and repositioning, performing range of motion exercise, monitoring vital signs, assisting the patient with self medication, recording the weight and urinary output of the patient, and demonstrating how to care for the needs of patients that are bed bound or have limitations. Students will demonstrate the importance and the appropriate procedures and actions in feeding, oral care, communication, promoting patient comfort including personal hygiene and documentation. (HHA, PCT, CMA)

**PBY 100 Structure & Function of the Circulatory System & Related Medical Terminology**  
**10 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 10 Hours/ 0 Credits**

Students in this course will demonstrate knowledge of the circulatory & the lymphatic system and the use of related medical terminology of diseases of the blood and its components. Students will study the blood, its components and functions within the human body and the lymphatic system and common pathological blood diseases. (PHLEB)

**PBY 202 Phlebotomy Skills Theory & Lab I / II**  
**60 Theory Hours/ 60 Campus Lab Hours/ 0 Internship Hours/ Total 120 Hours/ 6 Credits**

This course offers skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions: Includes vacuum, collection devices, syringes, capillary skin puncture, butterfly infusion needles, blood culture, and specimen collection on adults, children and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Student will demonstrate with simulation manikin's venipuncture techniques, how to evaluate general CLIA standard testing and centrifuge and preparing specimen for the Lab. (PHLEB, PCT, CMA)

**PBY 400 Phlebotomy Technician Certification Review**  
**10 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 10 Hours/ 0 Credits**

This course concentrates on reviewing topics regarding safety issues and equipment, laboratory information systems, legal issues, diagnostic tests, OSHA guidelines, phlebotomy techniques, blood components, and other topics taught throughout this program. This course will include sample exams to prepare the student for examination and encourage a comfort level in the test-taking environment of the student. (PHLEB)

**MTL 300 Basic Principles of Urinalysis**  
**5 Theory Hours/ 5 Campus Lab Hours/ 0 Internship Hours/ Total 10 Hours/ 0 Credits**

Provides theory and techniques required to conduct tests on urine samples for the purpose of evaluation. This course test urine samples to relate to evaluation of disease and diagnosis. Topics include: theory of urinalysis; physical, chemical, and microscopic urinalysis; urinalysis and disease state correlation. The course also places emphasis on the importance of accessioning, the entry portal for the record of a specimen entering the laboratory system. Ultimately students will learn the importance of accuracy and following procedure to increase safety and accuracy in laboratory results. (PHLEB)

**PCT 202 Patient Care Technician Procedures Theory & Lab**  
**30 Theory Hours/ 60 Campus Lab Hours/ 0 Internship Hours/ Total 90 Hours/ 3 Credits**

In this course students will review skills learned in prior courses, practice their skills, and explore the different areas of the diverse patient care assisting skills they possess. Students will experience practical application of theoretical concepts, receive competency evaluations of skills performance in a simulated healthcare setting, and hone professional health care skills. (PCT)

**PCT 500 Patient Care Technician Internship Clinical Rotation**  
**0 Theory Hours/ 0 Campus Lab Hours/ 155 Internship Hours/ Total 155 Hours/ 3 Credits**

This course is designed to provide the student with an opportunity for in-depth application and reinforcement of principles and techniques that have been taught throughout the program. This clinical rotation will allow students to apply learned skills such as: EKG, Phlebotomy, clinical procedures, patient care, specimen collection and all previously learned skill in the medical field. Topics include: Application of classroom knowledge and skills,





functioning in the work environment, listening, and following directions. Prior to internship the student will receive 10 hours of employability skills, resume building, personal growth skills and communication skills to better prepare them for the workforce. (PCT)

### **CMA 200 Medical Office Procedures and Computerized Practice**

**15 Theory Hours/ 30 Campus Lab Hours/ 0 Internship Hours/ Total 45 Hours/ 2 Credits**

This course is designed to prepare students for the different aspects of the medical office environment. Students will learn the infrastructure and workflow of the medical office, from appointment setting to administrative skills that include basic coding, insurance verification and insurance authorization process. Students will understand customer service concepts and develop the cognitive and affective mindset needed for executing policies and procedures of the medical office. Students begin to apply office technology in the classroom. Upon completion of this course, students will learn to use computer applications to generate letters, mailings, file management, spreadsheets, reports, bookkeeping, presentations, e-mail and use the Internet. (CMA) (MCB)

### **MED 201 Principles of Pharmacology & Assisting with Medication Administration**

**45 Theory Hours/ 30 Campus Lab Hours/ 0 Internship Hours/ Total 75 Hours/ 4 Credits**

This course is designed to enable the beginner medical professional to understand the foundation and principles of entry level basic pharmacology. The student will be provided with a practical yet comprehensive approach to the skill of classifying, performing mathematic equations and comprehension of math applications of pharmacology medication conversions. The student will learn to calculate the correct dose of the drug using standard formulas. In addition, student will demonstrate knowledge of Federal and State Healthcare Legislation and regulations of pharmacology principles. They will learn to prepare and administer oral and parenteral medications under the role of the medical assistant, drug and medication classifications and therapeutic effects and medical abbreviation and prescription interpretation. (CMA)

### **CMA 210 Fundamentals of Clinical Medical Assisting Theory & Lab I**

**45 Theory Hours/ 30 Campus Lab Hours/ 0 Internship Hours/ Total 75 Hours/ 4 Credits**

The role and function of the clinical medical assistant is reviewed. Topics include understanding infection control, knowledge of instrumentation used during exams, demonstration of skills in taking vital signs, preparing patients for office surgery and diagnostic testing. The student will learn fundamental concepts for different departments of internal medicine to assist in the following departments: GYN, Cardiology, Mental Health, Pediatrics, Pulmonary, Orthopedics, Podiatry, Minor Surgical Procedures, Urology, and Dermatology. Also, recognize and respond to life threatening emergencies in the ambulatory care setting. The student will learn to describe signs and symptoms and their relation to human diseases. (CMA)

### **CMA 301 Medical Billing & Coding Procedures**

**30 Theory Hours/ 30 Campus Lab Hours/ 0 Internship Hours/ Total 60 Hours/ 3 Credits**

This course is designed to teach students the coding rules for the CPT, ICD-10-CM and Level II (HCPCS) coding systems and then apply the rules to code patient services. In addition, a variety of payment systems are presented. The medical topics of Medicare fraud/abuse, HMOs, and PROs are also reviewed. The course also covers the use of International Classification of Disease, Clinical Modification (ICD-10-CM) and Current Procedural Terminology (CPT) codes in medical billing and insurance claims. Reimbursement policies and procedures for medical billing, coding of the medical office and electronic medical health record. (CMA)

### **CMA 500 Clinical Medical Assisting Internship Clinical Rotation**

**5 Theory Hours/ 30 Campus Lab Hours/ 225 Internship Hours/ Total 260 Hours/ 6 Credits**

This course is designed to provide the student with an opportunity for in-depth application and reinforcement of principles and techniques that have been taught throughout the program. This clinical rotation will allow students to apply learned skills such as: EKG, Phlebotomy, office and clinical procedures, specimen collection and all previously learned skill in the medical field. Topics include: Application of classroom knowledge and skills, functioning in the work environment, listening, and following directions. Prior to internship the student will receive 10 hours of employability skills, resume building, personal growth skills and communication skills to better prepare them for the workforce. (CMA)

**HSC 101 Medical Terminology****60 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 60 Hours/ 4 Credits**

The course is designed to cover the terminology related to the human body and its health medical conditions. Students will learn word origins, prefixes, suffixes and relevant usage. Students will learn the anatomy and physiology of humans, its major body systems, planar quadrants and major body systems. Students will study the body and the pathology of disease. (MCB)

**MAT 100 Basic Math****60 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 60 Hours/ 4 Credits**

Students will study basic mathematical skills including order of operations, percentages, decimals, fractions, polynomials, basic algebraic expressions and business math skills. (MCB)

**MHO 200 Reimbursement Methodology****15 Theory Hours/ 15 Campus Lab Hours/ 0 Internship Hours/ Total 30 Hours/ 1 Credit**

In this course students will be able to learn the fundamentals of medical insurance procedures. Students will learn about insurance companies and their policies and claims requirements for reimbursements of Medicaid, Medicare, HMO's, PPO's and the new Obama Care standards. Students will study super bills, HICFA forms and understand the basics coding for concepts required for insurance claims and insurance reimbursements. (MCB)

**MCB 101 ICD-10****15 Theory Hours/ 30 Campus Lab Hours/ 0 Internship Hours/ Total 45 Hours/ 2 Credits**

In this course students will learn the International Diagnostic Codes used for coding medical diagnosis of patients. Students will learn the steps and procedures for coding these diagnoses and their critical role in the medical claims process. (MCB)

**MCB 201 Medical Billing and Insurance Practice I & II****45 Theory Hours/ 30 Campus Lab Hours/ 0 Internship Hours/ Total 75 Hours/ 4 Credits**

Students will learn the importance of maintaining compliance with facility policies and with the policies of claims management with insurance companies, learn to use computerized medical office software titles that collect patient data and form informatics clusters in a database for reporting and claims management of diverse medical practices. (MCB)

**EHR 100 Electronic Medical Health Records****15 Theory Hours/ 30 Campus Lab Hours/ 0 Internship Hours/ Total 45 Hours/ 2 Credits**

Students will learn how to navigate the Medicaid and Medicare systems of coding for healthcare claims. Students will learn the medical system data entry, diagnostics entry classifications, insurance provider recording and applications utilizing electronic medical record as the latest mechanisms of record keeping. (MCB)

**MCB 110 Medical Billing & Coding Internship****0 Theory Hours/ 0 Campus Lab Hours/ 270 Internship Hours/ Total 270 Hours/ 6 Credits**

Students will take their skills to medical offices, clinics, medical billing companies and multi specialty facilities to practice their skills in insurance verification, EHR, coding, billing and data entry. (MCB)

**HHA 103 Nutrition****15 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 15 Hours/ 1 Credit**

This course is designed to describe to the foundation of a basic understanding of nutrition. In this course students will be introduced to different nutrients and food groups and how these assist the body's health stage and well being. (MASS)

**MT 1101 Anatomy & Physiology for Massage****75 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 75 Hours/ 5 Credits**

This course is designed to offer the students a more specific anatomy and physiology, directly related to the massage therapy profession. In this course students will be explained the complete structure and function of the muscular-skeletal system with emphasis on origins, insertion and actions of the muscles. In addition students will be introduced to the concept of homeostasis, and the medical terminology in the field of massage therapy. (This program will cover

an additional 75 hours of Anatomy directed for the massage therapy students that have completed HSC100 Health Science Core Fundamentals Anatomy class that covered 75 hours of Anatomy. as required by the Board of Massage Therapist) (MASS)

### **MT 1102 Health & Hygiene**

**15 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 15 Hours/ 1 Credit**

This course will prepare students in the study of safety and sanitation practices including universal precautions. The importance of proper body mechanics, relaxation, breathing, maintaining a healthy lifestyle, also maintaining the massage environment, practice: hand washing, sanitation techniques and understanding infection control in the workplace. (This course meets the minimum 20- hour's requirement for Board of Massage Licensure Florida Curriculum.) (MASS)

### **BMT 1001 Principles of Business & Professional Ethics**

**30 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 30 Hours/ 2 Credits**

The study of practices of a clinical office and marketing. Includes ethical practices for massage therapists, leadership skills to accomplish organizational and personal career with financial goals. On the first (10) hours of this course we will discuss the legal framework in Florida Status 456 and 480 with the administrative code, chapter 64B7 of the health care occupation. In addition explain practices that could result in malpractice, liability and negligence. Students will learn about patients "Bill of Rights", "HIPPA" and demonstrate accurate record keeping and avoiding medical errors. (This course covers 15 hrs of Business Training and 10 hrs of Florida Laws and Rules) (MASS)

### **MT 2010 Massage Therapy Fundamentals Theory & Lab I**

**100 Theory Hours/ 35 Campus Lab Hours/ 0 Internship Hours/ Total 135 Hours/ 7 Credits**

This course examines the history, effects benefits and procedures of a complete body massage. Students in this program are trained in the theory and Practice of hydrotherapy, holistic integration, reflexology, range of motion, and health modalities of external applications with proper manipulation techniques and the use of oils essentials and aromatherapy. Practice skills of full body and chair massage in a therapeutic lab environment. (This course covers the Massage Theory and History and 97 hrs of Allied Modalities as recommended by the Massage Board) (MASS)

### **MT 2011 Massage Therapy Fundamentals Theory & Lab II**

**90 Theory Hours/ 70 Campus Lab Hours/ 0 Internship Hours/ Total 160 Hours/ 6 Credits**

This course will explain general discussion of pathologies related to massage therapy, apply the study of human kinesiology, allied modalities, deep tissue therapy, and applications of massage movements, techniques, and procedures of a complete massage. In addition students will learn how to establish a complete session utilizing different types and techniques of therapeutic massage and integrate the relationship with the client/patient in the therapeutic environment. (This course covers 80 hours of Massage practicum and 66 hrs of Allied Modalities skills as recommended by the Massage Board) (MASS)

### **MT 400 Therapeutic Massage Internship**

**2 Theory Hours/ 0 Campus Lab Hours/ 90 Internship Hours/ Total 92 Hours/ 2 Credits**

Students in this program will be required to attend a 2 (two) hours of orientation to review clients scheduling, record, proper draping procedures, client behaviors, sanitary practices, hygiene and professional ethics in the work place. The second part of this course is the evaluation performance of the students personal massage techniques including all major strokes, contradictions and how to establish a complete session during lab instruction supervision. In the internship, students will receive clinical experience to provide an optimal experience in client communication and practice bodyworks. (This course covers 80 hours of Massage practicum skills as recommended by the Massage Board) (MASS)

### **MAS 400L Massage Therapist License Exam Review**

**80 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 80 Hours/ 5 Credits**

This course concentrates on an overview of anatomy, physiology and intense review of the muscular-skeletal system (30hrs). This course includes reviews on: the history of massage, allied modalities, hydrotherapy practice, Florida Laws, ethics, professionalism and communications related to the massage therapy profession reviews. This course includes sample exams to prepare the student for examination and encourage a comfort level in the test-taking environment of the student.

**HSC 202 Diseases of the Human Body****47 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 47 Hours/ 3 Credits**

This course focuses analysis of the causes and mechanics of human illness and death will be presented for each of the major human body systems. Selected diseases will be studied in greater detail including etiology, pathogenesis, epidemiology, sociology, and therapy.

**Important Note:** Class schedules are subject to change without notice. Accommodations will be made for students affected by any changes. Inclement weather may be cause for school closure. School closure for inclement weather situations will follow public school closures for Miami-Dade and Broward County and you may be notified by text or e-mail if any cancellations. The Life-Line website will also post holidays and any schedule modifications, see [www.lifelinemedtraining.com](http://www.lifelinemedtraining.com).

**Program Abbreviations:**

HHA = Home Health Aide

EKG = Electrocardiograph Aide

CMA= Clinical Medical Assistant

PCT = Patient Care Technician

MASS = Massage Therapist

MCB = Medical Coding &amp; Billing Specialist



## **ACADEMIC CALENDAR 2017**

### **Spring 2017**

January 3<sup>rd</sup>, 2017 – New Student Orientation (9:00am-2:00pm at Life-Line Med Training– Miami)

January 7<sup>th</sup>, 2017 - Saturday classes begin

January 9<sup>th</sup>, 2017 - Weekday classes begin (Monday)

January 16<sup>th</sup>, 2017 - Martin Luther King, Jr. Day (No scheduled classes / Monday classes will meet on Tuesday)

January 20<sup>th</sup>, 2017 Students will replace Monday's Holiday for Friday- January 20<sup>rd</sup>, 2017)

February 3<sup>rd</sup>, 2017 (Friday) - Last day to drop classes with a 40% refund for regular Spring Semester classes

February 10<sup>th</sup>, 2017 (Friday) - Last day to drop classes with a 20% refund for regular Spring Semester classes

February 20<sup>th</sup>, 2017 – Presidents Day (No scheduled classes / Monday classes will meet on Tuesday)

February 24<sup>th</sup>, 2017 students will replace Monday's Holiday February 20<sup>th</sup>, 2016 for Friday- February 24<sup>h</sup>, 2017)

February 27<sup>nd</sup> – 28<sup>th</sup>, 2017 - Midterm Exams and Evaluations

April 3<sup>rd</sup> – 4<sup>th</sup>, 2017- Early Registration for Summer 2017 Term

April 10<sup>th</sup> – 14<sup>th</sup>, 2017 - Spring Break (No classes) – Only Diploma Programs

May 3<sup>rd</sup>, 2017- May 5<sup>th</sup>, 2017 – Final Exams

May 9<sup>th</sup>, 2017 – Last day of Spring Classes

May 10<sup>th</sup>, 2017 – Deadline: Last day for Faculty Grade Input Ends at 12:00 Noon

May 29<sup>th</sup>, 2017 – Memorial Day (School Closed) (No scheduled classes / Monday classes will meet on

Tuesday May 30<sup>st</sup>, 2017 and students will replace Monday's Holiday for Friday- June 2<sup>nd</sup>, 2017)

### **Summer 2017**

June 5<sup>th</sup>, 2017 –Summer Classes Begins

June 10<sup>h</sup>, 2017 –Saturday Summer Classes Begins

June 17<sup>th</sup>, 2017 –Last day to drop classes with a 40% refund for regular Summer Semester classes

June 24<sup>th</sup>, 2017 –Last day to drop classes with a 20% refund for regular Summer Semester classes

July 4<sup>th</sup>, 2017- Independence Day (School Close). Students will make up holiday on Friday July 7<sup>th</sup>, 2017.

July 12<sup>th</sup>, 2017 – July 23<sup>rd</sup>, 2017- Midterm Exams and Evaluations

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August 1<sup>st</sup>, 2017 - August 5<sup>th</sup>, 2016 – Early Registration for the Fall 2015 Semester

August 14<sup>th</sup>, 2017 – August 20<sup>th</sup>, 2016 - Final Exams

August 22<sup>nd</sup>, 2017- Deadline: Last day for Faculty Grades to input Ends 12:00 Noon

### **Fall 2017**

August 29<sup>th</sup>, 2017 - New Student Orientation (9:00am-2:00pm @ the Campus Life-Line Med Training- Miami)

September 4<sup>th</sup>, 2017 – Labor Day (School closed) (No scheduled classes/ Monday classes will meet on Tuesday

September 6<sup>th</sup>, 2017 and students will replace Monday's Holiday for Friday- September 11<sup>th</sup>, 2016)

September 12<sup>th</sup>, 2017- Fall Semester Begins

September 23<sup>rd</sup>, 2017 - Last day to drop classes with a 40% refund for regular Summer Semester classes

September 30<sup>th</sup>, 2017- Last day to drop classes with a 20% refund for regular Fall Semester

October 17<sup>th</sup>, 2017 – 22<sup>nd</sup>, 2016 - Midterm Exams and Evaluations

October 31<sup>st</sup>, 2017 – November 5<sup>th</sup>, 2016 - Final Exams and Evaluations

November 7<sup>th</sup>, 2017- Deadline: Last day for Faculty Grade Input Ends at 12:00 Noon

November 11<sup>th</sup> 2017- Veterans Day (School closed)

November 14<sup>th</sup> – 19<sup>th</sup>, 2017 - Early Registration for Spring

November 23<sup>rd</sup> - 26<sup>th</sup> 2017 - Holiday Period: Thanksgiving (School closed) (No scheduled classes)

November 28<sup>th</sup> - December 3<sup>rd</sup>, 2017- Regular registration for the Spring 2017 Semester

December 12<sup>th</sup>, 2017 - December 17<sup>th</sup>, 2017 – Final Exams

December 19<sup>th</sup>, 2017 – Winter Break

December 21<sup>st</sup>, 2017 – Deadline: Last day for Faculty Grade Input Ends at 12:00 Noon

Happy Holidays!!!



2018 Classes will resume: JANUARY 4<sup>TH</sup>, 2018

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**Life-Line Med Training**

9020 SW 137<sup>th</sup>.Ave. Suite #114-118  
Miami, FL 33174  
(305) 273-0011

Catalog Receipt

I, \_\_\_\_\_, certify that I have received the most recent copy of Life-Line Med Training school catalog and any addendum. By signing below I also certify that I have reviewed the policies contained herein of this school and understand that I am required to follow the policies, school rules and information in this catalog.

I, \_\_\_\_\_, certify that I have been informed about the online program payment policy, academic, lab and assignment responsibilities. Failure to comply with my scheduled payments, assignments, weekly assigned hours and academic responsibilities may cause my student status to be withdrawn from the program for failing fulfill my student agreement.

_____	____/____/____	_____	____/____/____
Student Signature	Date	Admission Representative	Date