



AMERICARE TECHNICAL SCHOOL

SCHOOL CATALOG 2018-2019

505 BUSSE HIGHWAY PARK RIDGE ILLINOIS 60068

847-825-8773

5/1/2019



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Letter from the President

Welcome to AMERICARE TECHNICAL SCHOOL!

Our mission is to provide our students with a foundation for individual growth and create a high learning community. Our students have chosen us for many different reasons. The following are a list of some of the advantages as an Americare Student. We hope you'll find some good reasons of your own.

- A sense of belonging: Americare School of Nursing is an energetic learning community where you'll be supported and encouraged to do your best. It's a community where we celebrate diversity. Here, you will attend classes with other students who are seeking to achieve their professional goals while confronting personal demands that may be very much like your own.
- Education that fits your schedule: Most of our students work at least part-time, and many have family responsibilities on top of that, but at Americare School of Nursing, they're able to find a balance between the demands of school and life. And in most classes you can focus on one or two courses at a time instead of trying to juggle the work of several classes and cramming for multiple exams all at once.
- Personalized Attention: Our faculty are available to students outside of class. Likewise, our staff takes a personal interest in your success. You have a support system here—one that lets you concentrate on your studies and focus on your future.
- Financial assistance that can make education happen: An education is an investment in your self that can pay dividends in personal satisfaction and professional success. To help you manage the costs of your education, financial assistance is available in the form of grants and payment plans. Education can be likened to a great canvas and this year we would like our students to throw as much paint as they can on the canvas of their education.

Please do not hesitate to contact the main office if you have questions or concerns or would like to chat with a member of the administrative team and or an academic advisor.

Thank you for becoming part of our team.

To your success,
Mario P Balitaan
President
Americare School of Nursing



History

AMERICARE TECHNICAL SCHOOL was established in 2004. It is offering the Nursing Assistant Program and the Practical Nursing Program, with the purpose of producing highly competent Practical Nurses and nurses' aides, who will be ready to offer nursing care to residents in Chicago and the surrounding areas.

Mr. Mario Balitaan, the School's Founder, is also the School's Current President, and Chief Executive Officer.

AMERICARE TECHNICAL SCHOOL is located at 505 Busse Highway, Park Ridge Illinois. This two-story building sits on a one -acre lot, that provides ample space for classrooms, laboratory, computer room, conference room, Library, faculty lounge area, and several offices for the administrative staff. There is ample parking for the students in front of the building.

Restaurants, banks and fast food chains surround us. We are very close to the Metra Train, and are accessible by public transportation. We pride ourselves on ensuring that our students' needs are met, and have been blessed with so many student referrals, from our current students.



AMERICARE TECHNICAL SCHOOL- Campus

Officers:

Mario P Balitaan – President
Stephanie M Balitaan - Administrator/Director of Nursing Education
Nick Draus- Financial
Kimberly Wilson-Member
Jun Guno-Secretary

May 1, 2019



Vision

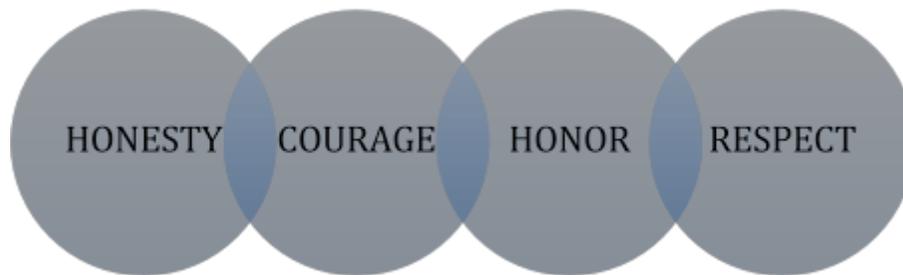
Our vision for AMERICARE TECHNICAL SCHOOL is to promote nursing care excellence through a community of learning that focuses on society's need for high quality health care workers and educated professional nurses.

Mission

Our mission at AMERICARE TECHNICAL SCHOOL is to promote a supportive environment that fosters the educational and developmental needs of the students, faculty, staff and our alumni. AMERICARE TECHNICAL SCHOOL is committed to advancing the science and practice of nursing through an excellent nursing education program that focuses on preparing our graduates to provide high quality nursing care to a diverse, multicultural society.

Core Values

AMERICARE TECHNICAL SCHOOL expects its students to have the values: We believe that those who stand firm in their values first are better able to navigate through tough challenges, take action, and most importantly succeed.



Honesty

Americare Technical School believes that students that uphold and practices honesty in his or her actions and speech is able to earn respect, accountability, trust and build professionalism in their everyday lives both in school and at work.

Courage

Americare Technical School ensures that students show the willingness to face challenges and or uncertainty rather than compromise an ethical principle.

Honor

Americare Technical School believes that a sense of honor is essential to living moral lives.

Respect

Americare Technical School believes that respecting the worth and dignity of each individual ensures an environment of acceptance.



Hours of Operation

Monday to Thursday: 8:30am-8:30pm
Friday: 8:30am-5:00pm
Saturday: 8:30am-4:30pm
Sunday: 8:30am-12:00pm

Americare Technical School offers following schedule for its classes:

Day Classes: 8:30am-1:30pm
Evening Classes: 5:00pm-10:00pm
Weekend Classes: 8:30-4:30pm

Admission & Student Services available from:

Monday to Thursday: 8:30am-8:30pm
Friday: 8:30am-5:00pm
Saturday: 8:30am-4:30pm
Sunday: 8:30am-12:00pm

Financial Counseling Services available:

Monday -Friday from 3:00pm-6:00pm to assist students with financial concerns and issues.

For updated information, visit our website at www.amicaretech.com

Holidays

Americare Technical School is closed on:

New Year's Day	Labor Day
Easter Sunday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

Non-Discrimination Policy

Americare Technical School does not discriminate on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, social and economic background, marital status and sexual orientation.

For questions, concerns or complaints please

E-Mail: info@americaretechnical.com

Equal Education Opportunity

It is the policy of the School to provide an equal education opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, social and economic background, marital status and sexual orientation. The student has the right to file a complaint. The complaint will be investigated and a response, in writing will be given to the concerned person within five days. The School Administrator or its designee can provide additional information concerning access to equal education opportunity. Under no circumstances will the School threaten to retaliate against anyone who files a complaint.



Formal complaints can also be made in writing to:

ILLINOIS BOARD OF HIGHER EDUCATION

1 N Old State Capitol Plaza
Suite 333
Springfield, Illinois 62701-1377

Phone: (217) 782-2551

Fax: (217) 782-8548

<http://complaints.ibhe.org/>

ILLINOIS DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATIONS

SPRINGFIELD OFFICE

320 W. Washington
Springfield, IL 62786
Phone: (217) 785-0800
TDD: (217) 524-6735
Fax: (217) 782-7645

CHICAGO OFFICE

100 W. Randolph, 9th Floor
Chicago, IL 60601
Phone: (312) 814- 4500
Fax: (312) 814- 3145

Employment Disclaimer

AMERICARE TECHNICAL SCHOOL have assisted students with obtaining employment at many of our clinical affiliates as Assisted Living Facilities, Long-Term Care settings, Clinics, Home Health Agencies, and Hospice Agencies. However, successful completion of any courses or programs at AMERICARE TECHNICAL SCHOOL does not guarantee employment.

Catalog Disclaimer

Students are expected to be familiar with all the policies, requirements and regulations of the School as stated in this handbook. This information is also available on the website at www.americaretech.com

Policies, guidelines and regulation are subject to change without notice



Accreditations and Memberships

Approved by the Division of Private Business & Vocational Schools of the Illinois Board of Higher Education

AMERICARE TECHNICAL SCHOOL is approved by the Division of Private Business and Vocational School, Illinois Board of Higher Education to offer courses of instruction identified in the course offerings.

ABHES -Accrediting Bureau of Health Education Schools

Americare Technical School is accredited by the Accrediting Bureau of Health Education Schools to award the Practical Nursing Program diploma, and the Basic Nursing Assistant Program certificate. The Accrediting Bureau of Health Education is listed as a nationally recognized accrediting agency by the United States Department of Education.

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N
Falls Church, Virginia 2204703917-9503
Email: info@abhes.org www.abhes.org

IDFPR - Illinois Department of Financial and Professional Regulation

Americare Technical School is an Approved institution by the Illinois Department of Financial and Professional Regulations-Illinois Board of Nursing to conduct training in Practical Nursing and prepare the students to take the NCLEX-PN licensing examination.

For more information: visit the IDFPR website at www.idfpr.com.

IDPH - Illinois Department of Public Health

Americare Technical School is approved and recognized as a training facility by the Illinois Department of Public Health to conduct training in Basic Nursing Assistant Program (BNATP). After completing the course requirements, the student is eligible to sit and take the Illinois Competency Evaluation Examination for Nurse Aides.

WIA - Workforce Investment Act

WIA (Workforce Investment Act) is a federally funded job training and placement initiative that is designed to assist youth, dislocated workers and low income individuals and increase their employment, retention and earnings potential. Americare Technical school is approved and accepts grants through WIA.

Montgomery G.I. Bill

Americare Technical School is approved by the Illinois State Approving Agency for the enrollment of qualified veterans and/or other eligible persons to receive Montgomery GI Bill education benefits.



Academic Calendar

March 25-March 29, 2019 - Enrollment PN 21 AM Class

March 18, 2019- Start of General Courses PN 22 AM

August 5-August 9, 2019- Enrollment for PN 22 AM Class

April 29-May 3, 2019- Enrollment PN 21 PM Class

May 6, 2019- Start of General Courses PN 22 PM

September 16-September 20, 2019- Enrollment PN 22 PM Class

June 22-June 29, 2019- Enrollment for PN 20 Weekend Class

April 21, 2019- Easter Holiday Off

May 12, 2019 Mother's Day Off

May 27, 2019- Memorial Day Off

July 4, 2019- 4th of July Holiday Off

September 2, 2019- Labor Day Off

November 27-28, 2019- Thanksgiving Holiday Off

December 20-January 5, 2020- Christmas & New Year Holiday

Class Schedules

Class schedules allow for flexibility through the availability of a day, evening and a weekend schedule. Please contact the school to find specific dates and times of courses. Students can choose day, evening or weekend courses. Class schedules are as follows:

Day Schedule:

Lecture/Lab/Clinical:
Monday-Thursday 8:30am-1:30pm
Fridays 8:30am-11:30am

Evening Schedule:

Lecture/Lab/Clinical:
Monday-Thursday 5:00pm-10:00pm
Fridays 5:30pm-8:30pm

Weekend:

Lecture/Lab/Clinical:
Saturday/Sunday 8:30am-4:30pm

Breaks/Mealtimes:

5 hour Sessions: 2-10 minute breaks and a 30 minute lunch
8 hour Sessions: 5-10 minute breaks and 30 minute lunch



Tuition & Fees

Licensed Practical Nurse Program

Tuition	\$14000
Supplemental Resources:	\$ 1380
Uniforms:	\$ 150
Nursing Lab Kit	\$ 100
PN Application Fee	\$ 100 (Non-refundable)
ATI TEAS Entrance Exam	\$ 75 (Non-refundable)
Professional Liability Insurance (PN):	\$ 37 (approx. / www.nso.com)
Drug Screen/Immunizations/Physical Exam	

General Courses:

Introduction to Health Science	\$500
Medical Terminology	\$500
Introduction to Psychology	\$500
Math for the Healthcare Professional	\$500
Introduction to Computers	\$500
Anatomy & Physiology I	\$1000
Anatomy & Physiology II	\$1000
Nutrition	\$250

Certified Nurse Assistant Program

Tuition	\$800
Background Testing/ Illinois State Police	\$35
State Registry Exam (C.N.A.):	\$65

Miscellaneous:

Make-Up Hours	\$40
Tutoring	\$40
Remedial Classes	\$500
Repeat Classes	At cost
Content Mastery Exam Retake	\$35
Comprehensive Exam Retake	\$60

In case of Student withdrawals or student dismissal from any program, tuition & fees will be calculated according to the Refund Policy outlined in the School Catalog and in the enrollment Agreement.

Programs Offered

Licensed Practical Nurse Program 1402 Clock Hours

Certified Nursing Assistant Program 120 Clock Hours

Definition of a Clock Hour

Americare Technical School defines one clock hour as a 60-minute period, consisting of 50 minutes of classroom/lab/and or clinical instruction, and a 10-minute break.

Definition of a Credit Hour

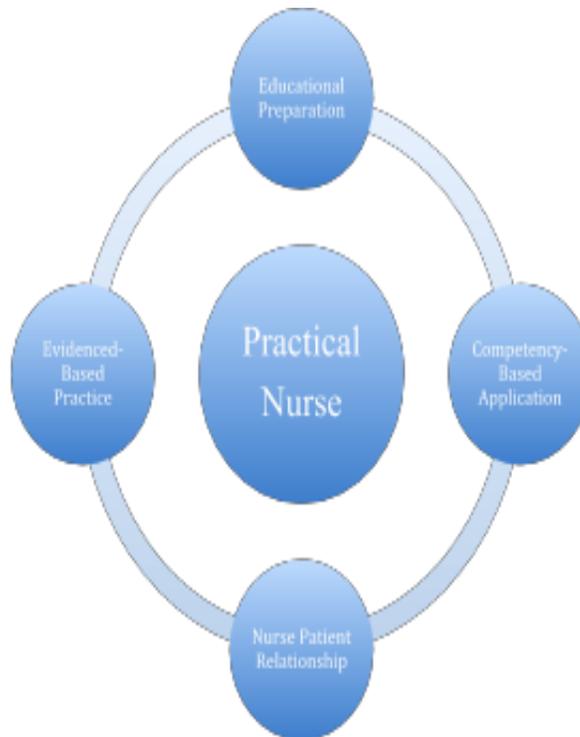
Americare Technical School defines its program credits into quarter term credits as defined:

Lecture classes-	one credit hour = 10 contact hours
Lab classes –	one credit hour = 20 contact hours
Clinical classes-	one credit hour = 30 contact hours



Practical Nursing Program:

We believed and based our definition of nursing from Virginia Henderson's theory of nursing care. She defined nursing as "assisting individuals to gain independence in relation to the performance of activities contributing to health or its recovery that they would perform unaided if they had the necessary strength, will, or knowledge." (Henderson, 1966)(*The Nature of Nursing*, New York: MacMillan p 15). She described the nurse's role as *substitutive* (doing for the person), *supplementary* (helping the person), or *complementary* (working with the person), with the goal of helping the person become as independent as possible. Therefore, our Practical Nursing Program of Americare Technical School is a 1402 clock hours that is dedicated to training the students in vocational nursing skills to prepare them to care for individuals, families and communities along the health-illness continuum, in an effort to become competent and safe members of the health care team.



Program Objectives:

The Practical Nursing Program provides the classroom/lab and clinical education and support so that the student will be able to:

Educational Preparation in Classroom/Lab and Clinical Setting:

- Demonstrate proficiency in performing basic nursing skills for individuals with health alterations in a variety of settings
- Develop effective verbal and nonverbal communication skills
- Understand the professional role and functions of the practical nurse.



Competency Based Application

- Initiate and apply therapeutic communication and a therapeutic relationship with clients as basic nursing care for clients throughout the lifespan is provided.
- Apply foundational knowledge of the nursing process in providing basic nursing care and the utilization of the nursing process to provide effective holistic care for the client and his family.
- Utilize problem -solving skills in providing collaborative care for clients with selected health alterations in a variety of settings
- Assist in formulating a teaching/learning plan for culturally diverse clients with selected health alterations
- Utilize relevant technology for client care and documentation.
- Accept legal and ethical accountability for their nursing actions
- Expand upon decision-making, problem solving and critical thinking skills

Nurse-Patient Relationship

- Demonstrate professional behaviors and roles of a practical nurse upon entry into practice

Evidenced-Based Practice:

- Value life-long learning and continuation of their nursing education

Program completion will allow the student to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN), enabling them to obtain a license to practice nursing in Illinois if passed.

Practical Nursing Program: Program of Study

INTRO 101 :Introduction to Health Science

40 Contact Hours- 4 Credit units

Course Description:

This course will address health sciences as a group of disciplines concerned about the functional health of the individual areas of concern and study, service delivery, the nature of the services provided, opportunities within selected fields, and the relationship of each field with other related fields within the health sciences; and the impact of changes in the health care delivery on these fields. It is designed to provide students who have limited or have not worked previously in the health care industry an overview of the health care professional's role and responsibility.

Course Delivery: Residential

MT 101 Medical Terminology

40 Contact Hours- 4 Credit units

Course Description:

The course presents the basic principles of medical word building. It intends to develop competency in the basic elements of forming medical words, utilizing major suffixes and group prefixes. The anatomical, physiological and pathological terms are also reviewed so that students better understand special medical procedures. This is a required course for the Practical Nursing Program.

Course Delivery: Residential

CIS 101 Introduction to Computers

30 Contact Hours- 3 Credit hours

Course Description:

This course is designed to provide the student the opportunity to learn the most important topics of computer concepts, Microsoft Windows, and software applications. No prior computer experience is assumed.

The Practical Nursing course has supplemental resources that are computer based, and the NCLEX-PN Examination is computer based, such that it is imperative for PN students to be computer proficient.

Course Delivery: Residential



AP 101 Anatomy and Physiology I

80 Contact Hours = Lecture 60 hours + 20 Laboratory Hours – 7 Credit units

Prerequisites: Introduction to Health Science and Medical Terminology

Course Description:

Theory

This course involves the study of the structure of the human body, its function, and the relationship of its parts. Aspects of physiology, biology, chemistry and microbiology are also discussed. It is designed to give the student a broad informational background on the basic biological and physical sciences to facilitate the application of nursing care to patients

Laboratory:

This course is designed to provide the student with opportunity to apply the theoretical knowledge they have obtained in the lecture classes. Students will be able to have a hands-on experience in relating the human anatomical parts to their specific functions and their relationships with other body systems.

Course Delivery: Residential

MAT 201 Math for the Healthcare Professionals

Contact Hours: 40 Hours – 4 Credit units

Course Description:

This course is for the students to successfully master the basic math skills needed in today's health professions. The comprehensive discussion of the practical, health-centered coverage of pre-algebra, the metric system, drug label reading, medication cups, syringes, intravenous administration bags, parenteral dosages, basic intravenous administration, and basic dosage will help build the students knowledge and teach them the solving calculations required in today's healthcare practice.

Course Delivery: Residential

PSY 101 Introduction to Psychology

40 Contact Hours – 4 Credit units

Course Description:

This course is an introduction to the essential topics in the study of human behavior and the mind, field of psychology, and the current theories and issues in areas such as cognition, motivation, and wellness.

Course Delivery: Residential

Anatomy and Physiology II (AP 201)

80 Contact Hours = Lecture 60 hours + 20 Laboratory Hours – 7 Credit units

Prerequisites: Anatomy and Physiology I

Course Description:

Theory:

This course is designed to provide the learner with the continuity in understanding how the human body works. Students will acquire knowledge on detailed structure and function of the other systems in the human body at the cellular, histological and organ-system level.

Laboratory:

This course is designed to provide the student with opportunity to apply the theoretical knowledge they have obtained in the lecture classes. Students will be able to have a hands-on experience in relating the human anatomical parts to their specific functions and their relationships with other body systems.

Course Delivery: Residential

NUR 101 Fundamentals of Nursing:

Contact Hours: 200 clock hours = 80 hours Lecture + 60 hours Laboratory + 60 hours Clinical- 13 Credit units

Prerequisites: Anatomy and Physiology I/II

Course Description:

The course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced



to the concept of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting their basic human needs. Skills necessary for maintaining physical and psychosocial safety are introduced along with the skills needed in therapeutic interventions. At the conclusion of this course, students will demonstrate competency in performing basic nursing skills for individuals with common health alterations.

Course Delivery: Residential

NUR 102 Nutrition

20 Contact Hours – 2 Credit units

Course Description:

This course explores the principles for therapeutic diet and nutrition and its personal application. It describes the expanded role of nutrition in health promotion as well as disease prevention. It is designed to give the student a basic concept of health and those nutritional factors necessary to maintain it. It also intends to discuss nutritional needs throughout the life cycle and factors influencing food patterns. The various clinical diseases and therapeutic diets for nutritional care of these diseases are also discussed.

Course Delivery: Residential

NUR 201 Medical – Surgical Nursing I

Contact Hours: 188 Clock hours = 80 hours Lecture + 48 hours Laboratory + 60 hours Clinical- 12 Credit units

Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing and Pharmacology

Course Description:

This course provides information to the Practical/Vocational Nursing student on the principles and skills that involves simple to moderately complex deviations from normal health. The use of critical thinking to make problem-solving decisions about medical surgical health care needs will be presented. Basic classifications of disease states, their manifestations and nursing interventions are related through bodily systems approach, with the medical surgical concepts of preoperative and postoperative care skills, principles of managing pain, and oncology care. Use of information technology to provide basic care will be explored in relationship to medical surgical clients. The course will include health promotion and the wellness/illness continuum as well as continuity of care for clients who have common diseases and disorders while expanding the student's responsibilities in nursing care from simple to moderately complex situations. The student will learn how to provide basic health teaching to clients with identified disease and disorder health needs, using established teaching plans.

Course Delivery: Residential

NUR 202 Pharmacology: Pharmacology I:

Contact Hours: 40 Clock hours = 40 hours Lecture – 4 Credit units

Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing

Course Description:

Discusses general principles, theories, and facts about drugs and their administration. Principles of action, uses, side effects, and client education are discussed to facilitate the student's learning in the clinical environment. Information is presented by integrating pharmacology into the nursing process. Specific drug information is discussed in relation to assessment, nursing diagnosis, client monitoring, interventions, client education and evaluation of safe and effective drug therapy.

Course Delivery: Residential

NUR 301 Medical – Surgical Nursing II

Contact Hours: 188 Clock Hours = 80 hours Lecture + 48 hours Laboratory + 60 hours Clinical – 12 Credit Units

Prerequisites: Anatomy and Physiology I/II; Fundamentals of Nursing, Medical Surgical I, Pharmacology I

Course Description:

Involves the study of simple to moderately complex deviations from normal health in adult patients. Affords clinical and theoretical application of various nursing techniques applied to medical disorders and surgical procedures. Basic classifications of disease states, their manifestations and nursing interventions are related through bodily systems approach. The concepts of body mechanics, pharmacology, interpersonal relationships, communication, diet therapy, and



the physical and biological sciences are stressed throughout. Expands the students' responsibilities in nursing care from moderately complex-to-complex situations. Applies scientific principles of nursing to clients with special needs such as the geriatric patient, the mentally or emotionally impaired patient as well as the cardiac patients. Clinical time is expanded and medications, procedures, and treatments are stressed. Designed to expose students to more specialized and demanding aspects of nursing while increasing basic nursing proficiency to entry level.

Course Delivery: Residential

NUR 302 Pharmacology II:

Contact Hours: 40 Clock hours = 40 hours Lecture – 4 Credit units

Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing, Pharmacology I, Medical Surgical Nursing I

Course Description:

Discuss general principles, theories, and facts about drugs and their administration. Principles of action, uses, side effects, and client education are discussed to facilitate the student's learning in the clinical environment. Information is presented by integrating pharmacology into the nursing process. Specific drug information is discussed in relation to assessment, nursing diagnosis, client monitoring, interventions, client education and evaluation of safe and effective drug therapy.

Course Delivery: Residential

NUR 401 Mental Health Nursing:

Contact Hours: 80 Contact hours= 40 hours Lecture + 40 hours Clinical – 5 Credit units

Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing, Medical Surgical I/II, Pharmacology I/II

Course Description:

This course is designed to provide an overview of the psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings.

Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities and developmental needs.

Delivery: Residential

NUR 402 Maternal – Newborn Nursing

Contact Hours: 88 Contact Hours = 40 hours Lecture + 18 hours Laboratory + 30 hours Clinical- 5 Credit units

Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing, Pharmacology I/II, Medical Surgical Nursing I/II, Mental Health Nursing

Course Description: Maternal Nursing

This course focuses on the role of the practical nurse in meeting the physiological, psychosocial and cultural development needs of the mother and the baby. The utilization of the holistic approach and the integration of the nursing process will assist the practical nurse to focus on the promotion, prevention and curative aspects through the process of client education across the life span.

Course Delivery: Residential

NUR 403 Child Nursing

Contact Hours: 88 contact Hours = 40 hours Lecture + 18 hours Laboratory + 30 hours Clinical- 5 Credit

Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing, Pharmacology I/II, Medical Surgical Nursing I/II, Mental Health Nursing, Maternal-Newborn Nursing

Course Description:

This course focuses on the pediatric health and illness with emphasis on family dynamics, growth and development and communication with children and their families. Health promotion, protection, restoration, maintenance and support concepts are covered. The utilization of the holistic approach and the integration of the nursing process will assist the practical nurse to focus on the holistic approach to client care.

Course Delivery: Residential



NUR 501 Transition to Nursing Practice:

Contact Hours: 120 hours – 12 Credit units

Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing, Pharmacology I/II, Medical Surgical Nursing I/II, Mental Health Nursing, Maternal-Newborn Nursing, Child Nursing

Course Description:

This course is a review of concepts required for licensure examination and entry into the practice of professional nursing. Includes application of National Council Licensure Examination for Practical Nurses (NCLEX-PN) test plan, assessment of knowledge deficits, and planning and implementation with emphasis on individualized remediation in preparation for successful completion of the NCLEX-PN examination.

This course utilizes computer resources to a student-centered approach that also emphasizes the importance of peer-to-peer interactions.

Program Completion: The student can attain a Diploma post completion. Allows the student to be able to sit for the NCLEX-PN examination. The NCLEX –PN examination needs to be passed to obtain licensure and practice as a nurse in Illinois.

- All courses have to be passed with a grade of 75 % (C).
- Pass all content mastery and comprehensive examinations according to School Policy.
- A tuition payment plan should be in place and current. The School reserves the right to collect all payment if the student is in default. Being in default, could affect a student's ability to take the NCLEX-PN exam and the ability to graduate.
- All transcripts grades and or diploma are not released until all financial obligations are met.

Basic Nursing Assistant Program (BNAT):

120 Clock hours = 80 hours Lecture + 40 hours Clinical = 10 credit units

Course Description:

The Basic Nursing Assistant Program provide students with the course of study, practice and integration of skills, and hands-on training necessary for the provision of competent and quality care to patients while working under the supervision of a Registered Nurse. The course content focuses on basic human needs and care of the elderly.

The laboratory part of this course will allow the students to practice the skills learned, and perform the return demonstration of the skills satisfactorily.

Course Objectives:

The training is conducted with the sole purpose of producing highly competent and professional nurses aides who will be ready to offer nursing care to the community. Upon successful completion, students may apply to take the Illinois Nurses Assistant/Home Health Aide Competency Exam

- Describe the roles and responsibility of nursing assistants.
- The safety and infection control practices are described as they apply to the standards of practice for nursing assistants.
- The body system functions are described, medical common terms are defined and stages of growth and development is identifies as they are applied into the nursing assistant scope of practice.
- Competency should be demonstrated in:
 - Safety and infection control
 - Personal care procedures.
 - Vital signs.
 - Nutritional requirements.
 - Admissions, transfers, and discharge procedures.
 - Exercise and activity.
 - Elimination.



- End of life care.
- Provide safe and proficient care to clients with cognitive impairment.
- Ensure that privacy and confidentiality laws are complied with.
- Maintain professional work ethics.

Clinical Objectives:

- The student will demonstrate competency in performing activities of daily living, as they explain the procedures to a client at their level of understanding, and ensuring that clients are able to maintain their independence.
- The students are able to be culturally and ethically sensitive as they render client care.
- Standards of practice are maintained.

Program Completion:

- The student can obtain a Certification post completion.
- Allows the Students to sit for the Illinois State Competency Test. The State Competency Test has to be passed to be certified and work as a nursing assistant in the State of Illinois.
- Pass the class with a 75% (C) or higher.
- Pass the clinical class.

Academic Policies: Grading Policy:

Grade Scale:

GPA is calculated based on dividing the grade points by the number of credits obtained divided by the number of credits attempted.

Grade:	Range:	GPA Quality Points:	Grade Definitions:
A	90-100%	4.0	Excellent
B	80-89.9%	3.0	Above Average
C	75-79.9%	2.0	Average
F	0-74.9%	1.0	Fail

Lab:

S	Satisfactory	Pass
Needs Improvement	N/I	
Unsatisfactory	U	Fail

Clinical Grade Scale:

P	Pass
F	Fail

Other definitions:

P-Pass F-Fail I-Incomplete W- Withdrawn R-Repeat
 TC-Transfer Credit

Clinical Pass/Fail Grades

- While the hours spent on these classes are part of the requirements for graduation, these are not calculated as part of your GPA. These hours will count towards your hours attempted and completed.

Incomplete Grades

- An Incomplete grade (I) is a temporary grade indicating completion of most but not all of the requirements of the course due to circumstances beyond the student's control. An incomplete grade requires the student to make necessary arrangements with the assigned instructor to complete. If the requirements are not completed within the time frame allowed, the grade will be automatically become an F.



- The INC grade has no academic standing and will not impact the student's grade point average, until the final grade is assigned.

Withdrawals:

- Courses that are withdrawn are counted as hours attempted but not completed within the designated timeframe.
- Courses that are Withdrawn past the designated timeframe will be calculated into your GPA as an F.

Repeated Courses

- If a student fails to pass a class, and the class has to be repeated, these hours are hours attempted but not completed.
- The repeated course hours will be added as hours attempted. The course must be passed for the course hours to be allocated from attempted to completed hours.

Transfer Credit:

- These are not included in your GPA calculation.
- Proficiency credits are not included in your GPA calculation.

Content Mastery Exams

- are part of the requirement to pass the course; they are not calculated as part of your GPA.

Methods of Evaluation:

Lecture:

Aatendance/Participation/ Howework:	10%
Quizzes/Unit Exams	30%
Midterm Exam	30%
Final Exam	30%
Total:	100%

The lecture faculty-student ratio is 1:30

Lab:

Attendance:	
Satisfactory demonstration of nursing skills	Pass

Clinical Rotation:

Attendance	
Satisfactory compliance with requirements	Pass

The clinical teacher student ratio is 1:8-10

Grade Requirements

- The Practical Nursing Program courses have a lecture, a lab and clinical rotations. A grade of 75 % (C) or higher is required to be maintained in all units of classroom instruction. Lab and Clinical rotations are evaluated with a P (Pass) and or an F (Fail).
- Students must pass all of lecture, lab and clinical to pass the course.
- The Practical Nursing (PN) Program students that pass the course are able to sit for the Content Mastery exam. Students have to pass this Content Mastery exam according to school policy to move forward in the program.
- The Content Mastery Exam can be taken twice.

Content Mastery exams are administered after:

- Medical Surgical Nursing I
- Medical Surgical Nursing II
- Mental Health Nursing
- Maternal Newborn Nursing
- Child Nursing
- Pharmacology Comprehensive Exam
- Pharmacology Content Mastery Exam

These exams have to be taken when scheduled. Inability to do so will be result in an F.



- Any PN student that pass the course but failed the Content Mastery Exam will have an opportunity to remediate.
- PN students that fail the lecture, the lab and or the clinical component of the nursing course will fail the class, and the class has to be repeated.
- Passing the Pharmacology I course is a clinical requirement for Medical Surgical Nursing I. The inability to pass the Pharmacology I course demonstrates an insufficient mastery of core concepts and the clinical/lab skills required for a successful completion of Med-Surgical I clinical rotation. As a result, the student will not able to join the Med-Surgical clinical classes and this will result in failing grade for Medical Surgical I. The same goes for Pharmacology II and Medical Surgical Nursing II.

PN Remediation Policy

- Remediation is only allowed for students who did not obtain a passing score on the Content Mastery Exam.
- These students will be provided a Remediation Plan for up to maximum of 20 hours scheduled by the school.
- After successful completion of remediation, students may be allowed to re-take the Content Mastery Exam once. This will be scheduled by the School.
- If the PN student still could not obtain a passing grade for the Content Mastery exam retake after rthe remediation, the student will be required to re-enroll in the said class.
- Attendance is mandatory for remediation. Non-attendance will result in forfeiture of this Plan.
- Any student who fails to comply with any required component of this Remediation Plan, is tardy, has poor attendance, poor in class work and homework will also result in n automatic fail and will have to repeat the class.
- Students can only attend a Remediation Class twice in their nursing program. After the second remediation class is completed, the student that cannot obtain a passing grade in another Content Mastery exam will have to repeat the class.

Student Progress

The School is utilizing **Schoology** as its platform for grading. Each student has been assigned an account, and thus are able to access their grades when posted.

Faculty are also able to communicate with their students through this platform. They also have the capacity to post updates, homework, and administer quizzes.

Students are counseled one on one by faculty

- Midway through their course: after their Midterm exam.

Academic Warning:

- Students that fail the course are placed on Academic Warning. If the students pass the repeated course, the probation is lifted.
- Students that enroll in the Remediation Claases are also placed on Academic Warning. If the conditions of the Remediation class is fulfilled, the Academic Warning is lifted.
- Student are required to meet with their Academic Advisor montly while on probation to doscuss their plan of improvemntnt.

Academic Probation:

- If the student is still unable to lift the Academic Warning for the last two terms, the student is recommended to be on Academic Probation.
- The student can appeal this decision.
-



- A student who meets or exceeds the minimum standards will be removed from Financial Aid Probation and returned to a SAP Met status.
- If the minimum grade and rate of progress requirements are not met at the time of evaluation; the student will be placed of Financial Aid Dismissal Status and will be dismissed from school unless terms of the academic plan are met

Appeal Process

- The student may file an appeal due to a death in the family, illness and other serious reasons and or other special or mitigating circumstance.
- The appeal must be made in writing addressed to the School Administrator within 5 days of receiving notification of the dismissal.
- The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future.
- The student will receive a written notice as to the decision of their appeal within five business days of submitting the appeal request to the administration. The expectation is that they should adhere to their plan during the appeal process and after it's approved.
- The decision of Appeals Board is final and may not be further appealed

Reinstatement

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the School Administrator. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.

Exit Exam

After the successful completion of all nursing courses, and the successful completion of the Content Mastery Exam, students are required to take an exit exam. The Exit Exam is a comprehensive online exam that uses the same test blueprint as the National Council of State Boards of Nursing for the NCLEX-PN. Students must pass the exit exam with a 75% or higher based on the two attempts.

Students Who Fail the Exit Exam

- PN students who do not pass the exit exam with a percentage of 75% or higher after the two attempts will not be permitted to sit for the NCLEX-PN. These students are required to attend an NCLEX review course approved by the School at their own expense. The student must submit a certificate of completion for the review before they will be able to retake the Exit exam once.
- Students must also complete the focused review along with any other review & remediation provided by the school.
- If the student still fails after this remediation, the student will not be endorsed to take the NCLEX Exam and will have to re- enroll in NUR 201 (Medical Surgical Nursing I) , NUR 202(Pharmacology I) NUR 301(Medical Surgical Nursing II) & NUR 302 (Pharmacology II). This re-enrollment has to be within 6 months or the student will be dismissed from the program.



Students Who Pass the Exit Exam

- Students who pass the Exit Exam with a 75%, or higher must still complete the ATI focused review within 72 hours. Upon completion of the focused review, the student must submit the transcript from the completed focused review. Once the transcript for the focused review is received the ATI Virtual will be activated for the student. The ATI virtual will pair the student with their own online coach.
- After the Attainment of the Green Light from the Virtual ATI exam, the student is required to attend a School conducted NCLEX-PN review. Mandatory attendance is required.
- At the end of this mandated review, the student has to pass the Comprehensive Exit Exam to measure NCLEX-PN readiness at 75%. The student can take the exam twice. Should the student not pass this Comprehensive Exit Exam, the student is will not be permitted to sit for the NCLEX-PN exam.
- The student therefore is mandated to go through a remediation process at the student's expense within 3 months. After this mandatory remediation, the student can retake the Comprehensive Exit Exam once. If still unable to pass after this, the student will not be endorsed to take the NCLEX-PN exam and will be dismissed from the program.

Attendance Policy:

Students are obligated to comply with class attendance policies. The School emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Since much of the program is conducted in a hands-on environment, attendance is critical to proper skill building.

- Absences of students enrolled in the PN program cannot exceed 15 hours for Day and Evening classes and 16 hours for the Weekend class of combined theory, lab, and/or clinical rotations for Fundamentals of Nursing, Medical Surgical Nursing I and II, and 5 hours of combined lecture, lab and clinical rotations for the Day and Evening Classes and 4 hours for the Weekend class for Pharmacology I & II, Mental Health Nursing, Maternal-Newborn, Child Nursing and Transitions to Nursing Practice.
- Absences from the general courses cannot exceed 5 hours for all classes.
- All absences should be excused. Excused absences are due to mitigating circumstances as personal illness, death in the family, inclement weather, military obligation, religious observance, and court appointments. Documentation needs to be provided to excuse the absence.
- Students must remain in compliance with program and Federal regulations at all times. Failure to maintain number of days required might result in financial aid being withheld and/or dismissal from the program.
- PN students that cannot continue program for personal or medical reasons may request a Leave of Absence by filling out an official Leave of Absence form and must provide supporting documentation. The school will review for approval of the leave of absence.
- Any student that exceeds the number of absences will fail the class and will have to repeat the class.

Lab/Clinical Attendance:

Lab and clinical rotations provide students with an opportunity to practice and apply theoretical concepts into the lab and practical setting, an essential component of our nursing curriculum.

Lab/Clinical performance will be affected by your attendance.

- Only excused lab/clinical absences can be made up. Excused absences are due to mitigating circumstances as personal illness, death in the family, inclement weather, military obligation, religious observance, and court appointment. Documentation needs to be provided to excuse the absence.
- Lab/Clinical absences must be called in to your instructor 1 hour in advance. Late call-ins will result in a warning.



- All absences regarding clinical and/or lab must be made up. A fee of \$40 per hour will be applicable. Payment is required by the student prior to scheduling the make-up for clinical and/or lab. Credit will not be given for the makeup session until successful completion is ensured by submission of the Make-up Hours Form.
- The student will obtain an incomplete (I) grade until the completion of all course requirements is satisfied.

BNATP Class:

Students are not allowed to miss any class, lab or clinical hours. Any missed clock hours must be made up at the end of the program.

Tardiness:

Tardiness is a disruption of a good learning environment and is discouraged. Students are expected to attend every class on time.

- Class will start promptly as assigned unless otherwise pre-scheduled with the students. Students arriving late for a class or leaving early are considered tardy.
- Tardiness on five occasions will be counted as one absence and will be counted in relation to total allowable absences.
- Students who are not in attendance for at least 50 percent of any scheduled class will be considered absent for that class.
- **Clinical tardiness** is any student that arrives at the clinical site 15 minutes late.
- Students arriving at the clinical site later than 15 minutes will be sent home. This will be considered an absence.

Maternity Policy

- All information regarding pregnancy is considered confidential.
- If a student suspects that she might be in the first trimester of pregnancy, she should inform the Instructor. Upon confirmation of pregnancy, a doctor's statement, giving the due date of delivery and permission to continue in the program, is required and will be placed in the student's file. If difficulties arise during the pregnancy a new physician statement will be required.
- If more days are necessary the Instructor will advise the student to take a leave of absence and return for the next school year.
- Prior to their return to class, the student is required to submit a doctor's statement, allowing the student to resume all activities without restrictions.
- The student carries the responsibility of their own welfare and of their child and cannot hold the school, clinical site, or other affiliates to any liability whatsoever.
- Non-disclosure of any pregnancy and of their state of health by a student releases the school, clinical sites, and/or other affiliates from liability.

Illness

As future health care professionals concerned for the well being of our patients, students are expected to report any personal rash, illness, allergy, or injury to the Instructor. The instructor will determine appropriateness of the student remaining in the clinical area. The faculty reserves the right to dismiss the student from class or clinical if the student's illness jeopardizes the health of others. A physician statement will be required prior to allowing the student to return. This will be in accordance with the attendance policy.

Should a student fall ill in the classroom or clinical, the student will be sent home or transferred to the nearest hospital or medical center by the paramedics.



Clinical Supervision

One instructor being assigned to each clinical area provides clinical supervision. The instructor and students are provided a clinical rotation schedule. The instructor is available to the students at all times. The student receives their individual assignment from the instructor during preclinical conference. The student and instructor review and/or discuss the assignment for any clarification, which is required. A student may not perform any clinical skill without instructor present prior to instructor verification of competency. The skills performed are in direct relationship to the clinical objectives of each rotation.

Lab and Clinical Evaluation

Lab and Clinical performance is evaluated by measuring the student's ability to meet the stated lab and clinical objectives. Students are apprised of their progress on an ongoing basis through discussion and written and/or oral evaluation reports. Lab and Clinical classes are evaluated and graded as "Satisfactory, Needs Improvement and Unsatisfactory."

- A student who earns a grade of "Unsatisfactory" in lab and clinical performance, regardless of the theory grade, will fail the course.
- Students are expected to be able to perform skills satisfactorily in the lab before that skill is performed in the clinical setting. The students who are unsuccessful in their first attempt to pass a skill demonstration will have another opportunity to retest again.
- The retest must be completed as scheduled. If the student does not safely and competently perform the nursing skill after the retest, this unsatisfactory lab and clinical performance will result in a clinical failure.

Make-Up Work

Students who have miss a significant amount of classes, and have shown proof of an acceptable circumstance in writing, may be able to make up the work that was missed. It is the responsibility of the student to approach the instructor on the matter whether before or after the absence as occurred. For each day of the excused absence, a student is permitted one day of class in which to complete any assignments. Any worked completed outside of this timeframe is not acceptable under any circumstance. Make up work can only be made up as long as the absences are within the allowable number of hours. Outside of these hours, a student can apply for a leave of absence.

Americare Technical School requires substantial medical documentation for an absence exceeding more than the allowable hours to be excused for medical reasons. In this case, these absences must be made up with tutoring fee of \$40 per hour.

All minimum required hours must be met. Any students missing more than the allowable hours of absences and have not made up by the end of the semester will not be eligible to start the subsequent semester.

Payment is required by the student prior to scheduling the make up for theory, clinical or lab. The make-up work is scheduled by the school and fulfillment of the activities scheduled is required. This fee also applies regardless of if the scheduled make up falls during an instructor's usual theory, clinical or lab hours.



Code of Conduct Policy:

Americare Technical School students are expected to act as mature, responsible adults. Americare Technical School recognizes that a students and or staff cannot give his or her best performance if subjected to unwelcome and misconduct that can affect and interfere with their growth as a student and interfere with their ability to achieve a satisfactory academic progress.

Americare Technical School expects its students to have the values of honesty, courage, honor and respect.

Any student found to have committed these misconduct would be subjected to disciplinary action up to and including termination/dismissal from the program.

- Verbal or physical behavior as derogatory comments, slurs, and or physical and verbal threats directed at a student or a group of students, that is more likely to create a hostile environment, and invoke a violent response.
- Disruption of classroom/lab and clinical instruction through fighting, insubordination, disrespectful behavior, unnecessary talking during lecture, sleeping or incorrigibility, that causes material disruption or obstruction to the educational process.
- Physical and verbal abuse, threats, intimidation, harassment, coercion, sexual assault, and behaviors that places the other students /staffs' safety at risk.
- The possession, use and intent to distribute narcotics, controlled drug substances, and alcoholic beverages on campus. Unless permission was granted for alcoholic beverages on certain occasions.
- Attempt or actual theft of some students' personal and or school property.
- Students are expected to uphold professional standards and express their opinions in an ethical and respectful manner in the classroom, lab and or clinical area. Any student that deviates from this is in violation of this policy.

Course instructors can also set behavioral expectations in the class, and students are expected to abide by them. Course instructors can address negative behaviors as they occur in the classroom, and subject the students to a disciplinary action.

Student Conduct while Providing Nursing Care

While providing nursing care for the healthcare client in the clinical area, the student shall be held to the same standard of behavior as a practicing nurse. This standard includes but is not limited to the following:

- Report and document nursing assessment or observations including the care provided and the client's response to care
- Accurately and timely report to the appropriate instructor or nurse any error(s) or deviations from the prescribed regimen of care
- Not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice
- Implement measures to promote a safe environment for each client
- Delineate, establish and maintain professional boundaries with each client at all times while providing direct nursing care to a client
- Provide privacy during examination or treatment and in the care of personal or bodily needs
- Treat each client with courtesy, respect and with full recognition of dignity and individuality
- Not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client
- Not engage on behavior toward a client that may reasonably be interpreted as physical, sexual verbal, mental or emotional abuse
- Not misappropriate a client's property
- Not engage in behavior to seek or obtain personal gain at the client's expense
- Maintain client's confidentiality.

A student may be recommended for dismissal at any time when in the judgment of the faculty they exhibit behavior that jeopardizes the welfare of the patient either by commission or omission.



Clinical Suspension

The instructor may place the student on clinical suspension immediately for an act(s) that jeopardize patient care safety. The student will be removed from the care area immediately. The decision for program dismissal will be made no less than two (2) working days after the incident. The student will meet with the instructor and supervisor of the practical nurse program for a conference regarding the infraction. Suspension will occur with verbal notification followed by a written notification. The instructor will document incidents that led to the suspension and present this information at the conference. Appropriate steps will follow as outlined in the probation and dismissal policies.

A student may be suspended one time. Suspension carries a recommendation for dismissal from the program.

Academic Dishonesty Policy

Americare Technical School and its Faculty will not tolerate academic dishonesty and aiding in academic dishonesty. Academic dishonesty pertains to cheating, plagiarism, falsification of records, and or aiding in any of these. Honesty is the responsibility of all the students of Americare Technical School.

To further define:

Plagiarism – Is the intent to use somebody’s intellectual property, without consent.

Academic Dishonesty - Cheating

- Cheating is defined as obtaining unauthorized help on an assignment, quiz, or examination. Thus, obtaining answers, information or help from another student, using unauthorized sources for answers during an exam, and obtaining exam questions before an exam and using them are unethical. Other examples of cheating include unauthorized copying from a student’s paper or using unauthorized aids such as books or notes.

Aiding Academic Dishonesty

- Another type of prohibited behavior is intentionally assisting someone else to commit an act of academic dishonesty. For example, allowing someone to copy your answers from an examination or use material written by you that you submitted for a grade would constitute aiding academic dishonesty

Any student participating in academic dishonesty or aiding in such activity will be subjected to disciplinary action.

Disciplinary Action

Violation of any one or more of the following rules of conduct and behavior shall result in disciplinary action including but not limited to warning, probation, suspension and dismissal depending on the severity of the infraction. Depending on the severity of the infraction, the student can be dismissed from the program immediately.

Warning: A written notice from the instructor outlining the offense and the date of the infraction.

In the case of academic dishonesty, the student will automatically obtain an F.

Probation: This occurs due to a second violation of the student conduct policy. A second written notice will be provided to the student. A copy will be placed in the student file.

Suspension: This occurs as a third offense in any area of student conduct. This will require a hearing with the Director of Nursing Education and/or the School Administrator and the Academic Counselor. The recommendation of suspension from the nursing program could be for one to three days and will constitute as an unexcused absence.

Dismissal: This will be the fourth offense in any area of student conduct and behavior. This will require a hearing with the Director of the Nursing Education and/or the Administrator and the Academic Counselor. The recommendation will be for the student to be dismissed from the nursing program.

There will be no refund of payment for any tuition paid up to that point. In addition, payment for any balance due will be expected.



Admission Policy and Procedures

Nursing Assistant Program Requirements

- Copy of High School Diploma/GED Certificate
- Negative Fingerprint-based Health Care Worker Criminal History Records Check
- Current negative TB skin test (TST) and or Negative Chest X-ray which is less than a year old and or Quantiferon TB Gold In-Tube Test
- CPR certification (Online CPR classes not accepted)

Practical Nursing Program Requirements

- Copy of High School Diploma/ GED certificate/High School/College Transcript
- Official Transcripts from other colleges can be submitted for evaluation of credits.
- Financial arrangements for tuition payments must be completed prior to the start of the program.

Prior to the start of the core nursing courses: (Fundamentals of Nursing) the following have to be completed:

- Pass the TEAS exam.
- Negative Fingerprint-based Health Care Worker Criminal History Records Check
 - Students with a background will not be admitted into the program if he/she had been convicted or pleaded guilty to:
 - Abuse or neglect of patient
 - Domestic abuse
 - Sexual offense of any kind
 - Child endangerment
 - Assault
 - Any theft related offense. This includes receiving stolen property.
 - Carrying concealed weapon
 - Improper discharge of a firearm
 - Possession of drugs
 - Trafficking of drugs
 - Illegal manufacture of drugs
 - Cultivation of marijuana
 - Placing harmful objects in food or confection
- Current CPR certification (Online CPR classes not accepted)
- Complete Physical Examination within the year. (Immunizations, TB two step/Quantiferon Test/Chest X-ray if positive) Full disclosure of current medical history is expected.
- Undergo a drug-screening test, with a negative result.
- Medical Insurance
- Liability Insurance.

Admission by Transfer

Americare Technical School will evaluate transfer students on an individual basis. The School reserves the right to refuse transfer of credit.

- The submission of Official College Transcripts
- The student have earned a grade of C or higher on courses that are comparable
- Course completed is equivalent to the AMERICARE TECHNICAL SCHOOL course descriptions.
- General courses classes can be given credit if the class has occurred within the last ten years. (2014)
- Americare Technical School will only accept the transfer of the Fundamentals of Nursing and or its equivalent into the Practical Nursing Course.
- Submission of all the PN-program requirements needs to be completed.



- Conditional acceptance will be allowed in cases where unofficial transcripts are submitted, provided that they follow the stipulations in this agreement.
- Grades from transferred credits will not be calculated as part of the grade point average. It will only show as TC (Transfer Credit) on the transcript
- Transfer students will have to purchase all of the supplemental resources.

Americare Technical School will not accept experiential learning, and or advance placement.

Transfer of Credits to another Institution

The transfer of credits to another institution is based solely on the accepting institution's prerogative. No school, institution and or college can make another institution accept a credit earned from another school. Students are advised to contact the school of interest to determine if credits can be transferred.

The completion of a Practical Nursing Program and the attainment of a PN license, may earn a student some credits towards a bridge program for the Associates Nursing Degree. However, that decision on comparability, appropriateness and the applicability of a credit is solely based on the decision of the accepting institution. Students are advised to contact the Institution of interest to determine if credits can be transferred.

Readmission

- A candidate may apply for re-admission to the program two (2) times. Entrance into the program will be limited to three (3) times.
- The program in Practical Nursing must be completed within a 150%, maximum timeframe. Beyond this period, admission will be as new student.
- After absences of more than six (6) months, competency may be tested.
- Those students granted readmission after having withdrawn due to academic/clinical probation, as well as those previously dismissed, will return to the program on probationary status. The length of the probation will be the balance of the program year. They have to provide evidence of having accomplished the recommendations/requirements outlined on the dismissal form.
- Students requesting readmission to the program after withdrawal for health related issues would be asked to submit a physician's statement regarding physical ability to return to nursing school.
- Students who have been out of the program for one (1) year or longer must submit a new physical examination form and a proof of up-to-date immunization.
- The student that failed the drug screen test has an opportunity to reapply to the program after a year has passed. Students that were in violation of the Drug and Chemical Dependency policy will be readmitted provided that all the recommendations were fulfilled. A physician's statement is to be submitted regarding their ability to return. Readmission requires random three negative drugs screens in the preceding year at the school's affiliated facilities. The cost for this requirement is the student's responsibility.
- Students who have been enrolled in other practical nurse programs will be considered on an individual basis for readmission. (See Transfer of Credit evaluation).



SATISFACTORY ACADEMIC PROGRESS

Process Overview & Responsibilities

The Federal Student Aid program requires that schools maintain Satisfactory Academic Progress policies in order to ensure that students are progressing successfully through their programs as a condition of receiving financial aid. Students' completed Americare Technical School academic record is used to determine if each student meets the Satisfactory Academic Progress criteria as outlined in this document. All credits attempted without the use of financial aid, are included. Each student's financial aid status is calculated upon receipt of their Free Application for Federal Student Aid (FAFSA), as well as at the end of each evaluation period, if a student has submitted a FAFSA and attempted coursework.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each evaluation period, and will be checked prior to disbursement of aid.

SAP standards are established by the Office of Academic Affairs. The relevant SAP policies are summarized below.

This policy is subject to change at any time should Department of Education Federal regulations require it.

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the school changes its academic policies.

Financial Aid Warning:

The school evaluates Satisfactory Academic Progress at the end of each evaluation period. The student will be placed on financial aid warning for one payment period if:

- If a student falls below a 75% average
- Or if the student is not completing the required amount of hours to keep PACE with the requirements for graduation within the 150% time frame.

Students on Financial Aid Warning:

- Can continue to receive Title IV aid for the next payment period after they receive the warning status.
- If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility.
- The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

Financial Aid Probation:

- When the student does not make SAP at the end of the financial aid warning period, the student is now informed that they can appeal and must win the appeal to be placed on Financial Aid Probation.
- A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the Dean explaining what caused the problem.



- The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.
- The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.
- Students on financial aid probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

PACE Measure of Satisfactory Academic Progress (SAP)

The school's satisfactory academic progress policies must contain a PACE (quantitative) measure. PACE is how our students must progress to ensure that program completion within the maximum timeframe of 150%.

Americare Technical School's maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete.

PACE (Timeframe) – All students must satisfactorily complete their program within 150% of the normal timeframe.

Diploma	Total Program Hours	Maximum Program Hours Completion at 150%
Practical Nursing Program	1402	2103

Evaluation Periods:

To ensure the student is making sufficient progress both quantitatively and qualitatively, the SAP policy divide the maximum time frame evaluation periods called increments. The PN program is 1402 clock hours and an increment must not exceed 450 clock hours, with the last increment being at 52 hours.

Evaluation Period	Hours	Maximum Allowed
1 st Evaluation Period	450 hours	675 hours
2 nd Evaluation Period	900 hours	1350 hours
3 rd Evaluation Period	1350 hours	2025 hours
4 th Evaluation Period	52 hours	2103 hours

PACE CALCULATION

At each evaluation period, students must have successfully completed 450 hours of the program's hour requirements, with the maximum number of hours at 675 hours. The total hours needed for completion of this program is 1402 hours, with the maximum allowable hours to be at 2103 hours.

To calculate PACE take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted. So if we take the 1st evaluation period, we can use the hours attempted divided by the hours completed. So, if a student has completed the first evaluation period at 675 hours, the maximum allowable, 450 hours completed over 675 hours attempted will be 66%. The student is progressing 66% towards completion.



Qualitative Measure of Satisfactory Academic Progress (SAP)

The financial aid office receives quantitative information about Title IV recipients from the Office of Academic Affairs. The office of financial aid notifies students in writing their progress or lack of progress at the end of each payment period.

Grading System

The grading scale for the programs is as follows:

Letter Grade:	Numerical Scale:
A	90%-100%
B	80%-89%
C	75%-79%
F	74% & below

Lab:		
S	Satisfactory	Pass
Needs Improvement	N/I	
Unsatisfactory	U	Fail

Pass – Satisfactory completion of non-graded Clinical Externship.
 Fail – Unsatisfactory completion of non-graded Clinical Externship.

How grades impact the PACE and Qualitative Components of the SAP calculation.

Grades	Requirement
GPA requirement	2.0 or higher has to be maintained.

- The Practical Nursing Program courses have a lecture, a lab and clinical rotations. A grade of 75 % (C) or higher is required to be maintained in all units of classroom instruction. Lab and Clinical rotations are evaluated with a P (Pass) and or an F (Fail).
- Students must pass all of lecture, lab and clinical to pass the course.
- The Practical Nursing (PN) Program students that pass the course are able to sit for the Content Mastery Exam. Students have to pass this Content Mastery exam according to school policy to move forward in the program.
- The Content Mastery Exam can be taken twice.
 - Content Mastery exams are administered after:*
 - Medical Surgical Nursing I
 - Medical Surgical Nursing II
 - Mental Health Nursing
 - Maternal Newborn Nursing
 - Child Nursing
 - Pharmacology Comprehensive Exam
 - Pharmacology Content Mastery Exam
 - These exams have to be taken when scheduled. Inability to do so will be result in an F.*
- Any PN student that pass the course but failed the Content Mastery Exam will have an opportunity to remediate.
- PN students that fail the lecture, the lab and or the clinical component of the nursing course will fail the class, and the class has to be repeated.
- Passing the Pharmacology I course is a clinical requirement for Medical Surgical Nursing I. The inability to pass
- the Pharmacology I course demonstrates an insufficient mastery of core concepts and the clinical/lab skills required for a successful completion of Med-Surgical I clinical rotation. As a result, the student will not able to join the Med-Surgical clinical classes and this will result in failing grade for Medical Surgical I. The same goes for Pharmacology II and Medical Surgical Nursing II.



Other definitions:

P-Pass F-Fail I-Incomplete W- Withdrawn R-Repeat
 TC-Transfer Credit

Clinical Pass/Fail Grades

- While the hours spent on these classes are part of the requirements for graduation, these are not calculated as part of your GPA. These hours will count towards your hours attempted and completed.

Incomplete Grades

- An Incomplete grade (I) is a temporary grade indicating completion of most but not all of the requirements of the course due to circumstances beyond the student’s control. An incomplete grade requires the student to make necessary arrangements with the assigned instructor to complete. If the requirements are not completed within the time frame allowed, the grade will be automatically become an F.
- The INC grade has no academic standing and will not impact the student’s grade point average, until the final grade is assigned.

Withdrawals:

- Courses that are withdrawn are counted as hours attempted but not completed within the designated timeframe.
- Courses that are Withdrawn past the designated timeframe will be calculated into your GPA as an F.

Repeated Courses

- If a student fails to pass a class, and the class has to be repeated, these hours are hours attempted but not completed.
- The repeated course hours will be added as hours attempted. The course must be passed for the course hours to be allocated from attempted to completed hours.

Transfer Credit:

- These are not included in your GPA calculation.
- Proficiency credits are not included in your GPA calculation.

Content Mastery Exams

- are part of the requirement to pass the course; they are not calculated as part of your GPA.

Methods of Evaluation:

Lecture:

Attendance/Participation/ Homework:	10%
Quizzes/Unit Exams	30%
Midterm Exam	30%
Final Exam	30%
Total:	100%

Lab:

Attendance:	
Satisfactory demonstration of nursing skills	Pass

Clinical Rotation:

Attendance	
Satisfactory compliance with requirements	Pass

Warning and Probationary Periods

At the end of each term, each student’s grade and rate of progress is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on Financial Aid Warning immediately after the first term in which the grade or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be
-



- removed from Financial Aid Warning and returned to SAP Met Status if the minimum standards are met or exceeded.
- A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a Financial Aid Probation status.
- A student who successfully appeals and is on Financial Aid Probation will be evaluated at the end of the next term.
- A student who meets or exceeds the minimum standards will be removed from Financial Aid Probation and returned to a SAP Met status. If the minimum grade and rate of progress requirements are not met at the time of evaluation; the student will be placed of Financial Aid Dismissal Status and will be dismissed from school unless terms of the academic plan are met.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy of the School catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of Financial Aid Warning, which lasts for one payment period only the student may continue to receive financial aid. During a period of Financial Aid Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

A student on Financial Aid Warning and Financial Aid Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their grade or rate of progress may be above the dismissal levels.

Appeal Process

- The student may file an appeal due to a death in the family, illness and other serious reasons and or other special or mitigating circumstance.
- The appeal must be made in writing addressed to the School Administrator within 5 days of receiving notification of the dismissal.
- The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future.
- The student will receive a written notice as to the decision of their appeal within five business days of submitting the appeal request to the administration. The expectation is that they should adhere to their plan during the appeal process and after it's approved.
- The decision of Appeals Board is final and may not be further appealed

Reinstatement

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the School Administrator. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.



Students with Disabilities:

Students with disabilities should inform the School Administrator so it may be determined if the school can offer reasonable accommodations. While the school will not compromise or waive essential skill requirements in any course, students with disabilities may be supported with accommodations to help meet requirements. If none is provided, the school does not have to make any exceptions to standard procedures

Dress and Grooming

- Each student must be neat, clean, and well groomed at all times
- Student photo ID must be worn at all times when in the clinical area.
- Nails are not to extend beyond finger pads when fingernails are extended. Only clear polish is to be worn with the uniform.
- Mustaches and beards must be neat and well trimmed both in class and clinical areas.
- Cosmetics must be in good taste and contribute to a professional appearance. Perfume and after-shave lotion are not to be worn in clinical areas.
- Students are not permitted to wear class rings or other jewelry with the exception of the wedding band while in uniform.
- The hairstyle must be professional in appearance. Hair ornaments are not permitted.
- Only one pair of small silver or gold ball shaped earrings are allowed in pierced earlobes; otherwise, no earrings are permitted, i.e. **no** nose rings, lip rings, multiple pairs in each ear(s), tongue studs, etc.
- No visible tattoos at any time.

The students, who do not conform to the above, will be sent home and will receive an absence for the day.

Requests for dress modification for valid reasons must be submitted in writing and approved by the School prior to implementation.

Test Policy:

- The Instructor and or Test Proctor will assign students to their seats.
- The desk area must be clear of all items. All books and personal items must be left in the front of the room as instructed by the instructor.
- Testing center and or the school is not responsible for lost, stolen or misplaced personal items.
- No cellphones and or any hand held electronics are allowed in the examination room.
- The student must understand that eating, drinking, chewing gum and making noise that creates a disturbance for other candidates are prohibited during the exam.
- The student will not talk to other candidates or refer to their screens, testing materials, or written notes.
- The classroom door will be closed as soon as the examination begins. It will be according to the instructor's discretion if you will be allowed in to take the exam should you be late.
- If you leave the exam room, and the exam has already started, you will not be allowed back in. Please use the facilities prior to the start of the exam.
- A clearance must be obtained prior to allowing any student to take a midterm and or a final exam.
- It is expressly prohibited to disclose, publish, reproduce, or transmit any part of this exam in any form, by any means, verbal or written, for any purpose. Violation may result in dismissal from the program.
- The candidate will not copy questions and or answers, attempt to take them out of the testing area, or share them with other candidates.



- The student shall be civil at all times when on the premises of this testing center. Exhibiting abusive behavior towards the Test Proctor and or Instructor , or any other staff member of this facility, may result in dismissal from the program.
 - The student has reviewed the above test center regulations and fully understands them.
 - The student understands that if he fails to comply with the above regulations, the candidate's test will be forfeited, he will not be eligible to receive a refund, and could be permanently ineligible for further testing.

Other policies

- All schedules are subject to change without notice.
- Americare Technical School reserves the right to postpone a class or classes due to acts of nature, instructor emergencies, and low enrollment number.
- Tutoring will be provided to PN students. The student must submit a request to the school and will require a pre-payment of \$40 per hour in the form of credit card, money order, or cashier's check. The tutor will be determined based on the availability of faculty.
- Absolutely no visitors, family members, children, and/or friends are permitted in the classrooms, cafeteria, and laboratories.
- Transportation to and from the school, cooperating clinical agencies and field trips must be the individual student's responsibility. Problems with transportation are not a valid excuse for missing or being late to class, lab, and/or clinical.

Classroom Policies:

- Electronic device (mobile phones, pagers, etc.) usage is prohibited in all classrooms. Students caught using electronic devices during class will be asked to leave class for the remaining class period. These hours may not be made up and will count towards the student's total number of hours absent.
- Students are not permitted to use the internet and/or PC's during class time without the explicit permission of the instructor. Students not following this policy will be asked to leave class for the remaining class period. These hours may not be made up and will count towards the student's total number of hours absent.
- Students are not permitted to have food and/or beverage items in the classroom with the exception of bottled water.
-

- Students are expected to act mature and keep the school and property neat, orderly, and report any incidents/accidents to staff. Students are expected to keep all areas clean, disposing of refuse properly and cleaning up after themselves.
- Taping of lectures is only allowed with the instructor's permission.
- Do not leave personal items unattended; the school is not responsible for lost or stolen items. The school encourages students to label personal items, such as books, with their name.



Student Services

These services are provided to students to support their educational goal.

Academic Counseling:

The Academic Counselor is available to meet with the students concerning their academic growth and progress. Remediation plans are formulated to achieve student success.

Faculty members are also available at the end of each class to counsel and assist students.

The Administrator is also available to discuss with students their concerns and hindrances towards achieving their academic growth.

Financial Counseling

The Financial Office is open Monday thru Friday from 12pm-6pm to assist students with financial concerns and issues.

Computer/Library Use

Students are free to use the computers for school related work and research.

Internet surfing of a pornographic nature or downloading or installing programs into schools computers is strictly prohibited.

Books, audiovisual resources can be borrowed from the library. These have to be returned intact and in good condition, or the student will be charged.

Clinical Laboratory

The laboratory is open Monday-Friday from 10am-3pm. The students need to sign in and inform the lab personnel of any equipment that they need to practice. There is also a nursing faculty available for questions and supervision.

Tuition Policy

Payment Method:

- Payments are accepted in cash, money order, personal check, debit card or credit card.
- **Personal checks** require a 5-7 days of clearing by the bank. Once payment is received, this is considered "pending" until cleared by the bank. Students who submit a payment by check that is returned for non-payment or insufficient funds will be subjected to a \$30 fee. Any two instances of non-payment or insufficient funds, mandates that any subsequent payments made by the student will be accepted by certified funds and or cash.

Payment Plans

Payment plans through AMERICARE TECHNICAL SCHOOL are offered in an effort to help students meet their educational expenses. This is not a loan, there is no credit check and there is no interest and or additional charges. Students are encouraged to remain current with their scheduled payments. Students that are not compliant may not be allowed to attend a lecture, lab, and or a clinical rotation until financial obligations are fulfilled. The attendance policy applies. Americare Technical School reserves the right to collect all payments once a student goes into default.

Private Loans

If financial assistance is needed to attend a course or program, students may inquire for an alternative loan at any bank, credit union, or financial institution.

Some institutions that have provided services for our students are:

- Credit union-This has to be approved. Credit check applies.



Tuition Reimbursement

You may qualify for tuition reimbursement from your employer. Check with your human resources department or supervisor to see if you are eligible.

Workforce Investment Act (WIA) Training Program

WIA provides funding for training as an option for those determined unable to become employed with their current skills. Eligibility is determined based upon employment status and history, government assistance currently receiving and income level.

- **Cook County**

Arlington Heights <http://ah.worknetncc.com/> 847.981-7400

Evanston <http://ev.worknetncc.com/> 847.864.3530

723 Algonquin Road, Arlington Heights, IL / 1615 Oak Street, Evanston, IL

- **Lake County** www.lakecountyjobcenter.com/job/job_training.html

N. Genesee St. Waukegan, IL 60085 847.377.3450

800 Lancer Lane. Grayslake, IL 60030 847.543.7441

A student that is approved under this program is still financially responsible. It is the student's responsibility to ensure that timely payments are received from the funding agency.

Veterans Affairs Benefit Program:

Americare Technical School is an approved institution to provide educational services to students eligible under the Veteran's Affairs program. For students to qualify, appropriate documentation from the Veteran's Affairs Benefits Program needs to be provided to the School. The student under this program is still responsible for all financial obligations. It is the student's responsibility to ensure that timely payments are received from the funding agency.

Students will not receive any completion certifications/transcripts until all outstanding debts to the school have been paid.

Refund Policy

- Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid.
- It is the policy of Americare Technical School to issue refunds of tuition and fees in a prompt manner. As a matter of courtesy, students should give written notification of their intention to withdraw from a program.
- However, Americare Technical School does not require written notification of withdrawal as a condition for making refunds. If no notification of withdrawal is received, and a student has had an unexplained absence of more than five (5) consecutive class days, (2016) Americare Technical School shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.
- Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn.
- If a student wishes to cancel within 5 business days of signing the enrollment agreement, the student is entitled to a full refund of all monies paid.
- If a student does not begin classes, and wishes to withdraw, the school will refund all fees and or tuition that have been collected; a refund of tuition or fees shall be made within thirty (30) day of the start of the program, and an amount not more than \$100 may be retained for application and registration fees.
- In all instances, refunds shall be based on and computed from the last day of attendance.
- All books, supplemental resources as ATI materials assigned to a class the student is attending are non-refundable.



Refund percentages:

% Course /Hours attended	% of Institution Refund:
10%	90%
20%	80%
30%	70%
40%	60%
50%	50%
60%	0%

School Withdrawal Process

Withdrawing from the school may have both academic and financial aid consequences. You are encouraged to understand the consequences before you decide to withdraw.

As a matter of courtesy, students should give written notification of their intention to withdraw from a program.

- Withdrawal from 12-week courses:
 - Withdrawal through Week 2 – No grade
 - Withdrawal prior to Midterms– “W”
 - Withdrawal past Midterms - Failure (F)

- Withdrawal from 10-week courses:
 - Withdrawal through Week 2 – No grade
 - Withdrawal prior to Midterms– “W”
 - Withdrawal past Midterms - Failure (F)

- Withdrawal from 3-5-week courses:
 - Withdrawal through Week 1 – No grade
 - Withdrawal prior to Midterms – “W”
 - Withdrawal past past Midterms - Failure (F)

If no notification of withdrawal is received, and a student has had an unexplained absence of more than five (5) consecutive class days, Americare Technical School shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Program Completion:

PN Program Completion: Students will receive a Diploma after program completion. Allows the student to be able to sit for the NCLEX-PN examination. The NCLEX –PN examination needs to be passed to obtain licensure and practice as a nurse in Illinois.

- ❑ All courses have to be passed with a grade of 75 % (C).
- ❑ Pass all content mastery and comprehensive examinations according to School policy.
- ❑ A tuition payment plan should be in place and current. The School reserves the right to collect all payment if the student is in default. Being in default, could affect a student’s ability to take the NCLEX-PN exam, and or to graduate.
- ❑ All transcripts grades and or diploma are not released until all financial obligations are met.

BNATP Program Completion: Students will receive a Certificate after program completion. Program completion allows the student to sit for the State Competency Exam. The State Competency Test needs to be passed to obtain a certificate and practice as a Certified Nursing Assistant in the State of Illinois.

- ❑ The class has to be passed with a grade of 75 % (C).
- ❑ All tuition paid.
- ❑ All transcripts grades and or certificate are not released until all financial obligations are met.



State Licensure

In order to practice practical nursing in Illinois, a graduate practical nurse is required to pass an examination given by the National Council for State Board Exams. A graduate practical nurse of AMERICARE TECHNICAL SCHOOL is eligible to apply for State Board Examination after the successful completion of the program. The Illinois Board of Nursing has the authority to refuse permission to take the examination if the individual has a previous felony conviction. The Illinois Board of Nursing may wish to schedule an interview with the graduate prior to the examination.

Transcript

All transcripts grades and or diploma are not released until all financial obligations are met. All requests for transcripts must be accompanied by a signed request from the graduate.

Records Retention

Students and graduate records are retained in the following manner:

- ❑ **Current students:** Files maintained in the office of the nursing faculty
Students need to make copies of their own paperwork prior to submission to the school. Paperwork submitted to the school will become the school's property.
- ❑ **Graduates:** Files retained intact for a period of two (2) years, after this period of time all contents will be destroyed with the exception of the following documents:
High school transcripts/GED
Nursing Program transcripts
- ❑ **Prospective students:** Files maintained in the office of the program coordinator for a period of two (2) years, and then destroyed.
- ❑ **Students not completing:** Entire file maintained in office of program coordinator for a period of two (2) years, after this period of time all contents will be destroyed.

Institutional Disclosures

	BNAT Program:	PN Program:
FISCAL YEAR JULY 1, 2017-JUNE 30, 2018		
1. Number of students enrolled in programs	41	270
2. Number of students not completing course of instruction	0	24
3. Percentage of non-completers compared to total enrollment.	0	9%
4. Number and percentage of graduates requesting placement assistance by school	6	27
5. Number and percentage of graduates obtaining employment as a result of placement assistance by the school.	6	9
6. Number and percentage of graduates obtaining employment in the field who did not use the school's placement assistance	20	38
7. Average starting salary for all graduates employed	\$11.73	\$ 19.97

Retrieved from: U.S. Labor and Statistics: <http://www.bls.gov/ooh/healthcare/nursing-assistants.htm>

U.S. Labor and Statistics: <http://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm>



Policy changes

Students are expected to be familiar with all the policies, requirements and regulations of the School as stated in this handbook.

This is just to certify that I have received a copy of the AMERICARE TECHNICAL SCHOOL STUDENT CATALOG. I have read and agree to abide by.

I release and hold harmless AMERICARE TECHNICAL SCHOOL from all claims that may result from adherence to this policy.

Print name: _____

Signature: _____ Date: _____