



CAREER AND PROFESSIONAL DEVELOPMENT



I

School Officials

Officials	Title
Tonya Taylor, RN	CEO / Program Coordinator/Administrator
Kirsten Roberts	Registration Clerk
Chimera Innovations	IT
Ladonna R. Tardy, EDS, EFMPM	Curriculum and Instructional Advisor

II

School Instructors

Instructors	Courses
Tonya Taylor, RN	Certified Medical Assistant Certified Phlebotomy Technician
Shirley Wilson, RN	Certified Medical Assistant Certified Phlebotomy Technician
Shirley Ellis, LPN	Certified Medical Assistant Certified Phlebotomy Technician Certified Nursing Assistant
Billie Kearns, LPN	Certified Medical Assistant Certified Phlebotomy Technician Certified Nursing Assistant
Kimberly Franklin, LPN	Certified Nursing Assistant
Shawanda Walker, CPT	Certified Phlebotomy Technician Certified Nursing Assistant Lab Instructor
Sharease Hughes, CDT, CMA, CPT	Certified Dialysis Technician
Dalisa Webb, CPhT	Certified Pharmacy Technician

III

Holiday Schedule

Heritage Health Career Center will be closed

Holiday
New Years Day
Martin Luther King Day
Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

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Boost your career skills with a Certificate Program

Our certificate programs are more focused than degree programs and can be completed in relatively short period of time (4 – 15 weeks range). Designed to train people for specific jobs with focus on the health care industry, our certificate programs do not require transcripts, GPAs or lengthy application processes.

Our various certificate programs prepare students directly for employment or advancement upon completion of training. Some programs prepare the student for state or national certification exams as required.

Our professional certificate programs will help you gain valuable knowledge, skills and training. Regardless of your academic level, there's a certificate program to match your interest! (see entrance requirements).

Schedule an appointment to come meet the Program Coordinator and instructors and hear more about these exciting Certificate Programs. Ask questions and find out how you can successfully complete the programs that interest you.

Certified Medical Assistant
Training Course
Curriculum Guide & Policies
15-Week Program

INTRODUCTION

Certified Medical Assistant Program – 252 Hours – Certificate |100|1|CMA|

This three-part certificate-training program comprises of 132 hours of classroom and laboratory training, and 120 hours of clinical externship. The program prepares the student for both clinical as well as administrative duties in a clinical health care setting. They will be responsible for minor medical/surgical procedures using aseptic techniques where needed, accurately measure vital signs, administer medications, perform EKGs, collect blood and urine samples, and other basic laboratory procedures, etc.

The MA will also become competent with entry level medical office administrative duties such as medical charting and documentation, appointment scheduling, maintenance of accounts receivable, follow-ups, competent communication skills and much more.

Externship Training

Upon successful completion of all required classroom and laboratory training, the student will be eligible for externship training where more hands-on skills competency will be attained. *A negative ppd skin test within six months, or a negative chest x-ray within 5 years will be required.*

Fees: \$2,290.00 (Textbook and exam fee not included)

COURSE MATERIALS:

- **Bonewit-West: Today's Medical Assistant, 2nd Edition.**
- **Student Handbook**
- **Study Guide and practice test**

CLASS SCHEDULE:

Mondays and Wednesdays 9am – 3pm
Or
Mondays and Wednesdays 5pm – 10pm

GOALS OF THE PROGRAM

- **Prepare the student to work a Medical Assistant in a variety of health care settings such as the hospitals, clinics, doctors' offices, mobile services, etc.**
- Acquire a basic working knowledge of medical terminology
- **Become familiar and learn the basic structure, functions and interaction of each body system**
- Discuss the pathway from patient contact through the diagnosis, treatment, follow-up and financial aspects of medical care
- Demonstrate the strict safety standards needed to protect self, patients, employees and employers.
- Explain the legal, cultural and ethical issues and regulations within healthcare
- **Perform all clinical duties expected of clinical medical assistant**

FEES & TUITION:

Application processing fee: Fifty Dollars (\$50.00) non-refundable

Certified Medical Assistant Course Training Fees: \$2,290.00 (*see table below for fee breakdown*)

Two Payment Plans I & II:

Plan I: **Two Thousand Two Hundred Ninety Dollars (\$2,290.00)** paid in full before class begins;

Plan II: * Three Hundred and Fifty Dollars (\$350.00) down payment before class begins and One Hundred Sixty One Dollars and Sixty- Six Cents (\$161.66) per week due on **each Thursday** for twelve (12) payments total.

(\$35.00 return check fee applies. All future payments will be required to be paid in cash, money order or credit card.)

- For students who choose payment plan II, all payments must be made in full on the due date (Thursday) prior to the first day of clinical rotation. Checks will not be accepted as final payment. Certificate of completion will not be given and the student will not be scheduled for the certification exam until all payments are made in full. Certification exam will be scheduled within 10 days of program completion and on receipt of certification of completion from Heritage Health Career Center, Inc. Re-testing fees and test rescheduling are the student's responsibility.

HERITAGE HEALTH CAREER CENTER, INC.	
CERTIFIED MEDICAL ASSISTANT PROGRAM PRICE LIST	
Items	Cost
Application Fee	\$50.00
Lab Supplies	\$225.00
Course Tuition	\$1700.00
CPR/AED & First Aid AHA training and certification	\$50.00
Certification Exam (This fee is paid after student has completed all course work)	\$139.00
Student Insurance	\$25.00
Job Development Training	\$240.00
Uniform	\$50.00
Total Program Cost – (This fee does not include exam, or application fee)	\$2,290.00

PROGRAM COMPLETION BENCHMARKS

In order to be considered eligible for completion; and to receive certificate of completion, the student must meet the following criteria:

1. Pass all chapter tests, quizzes and final exam with a 75 percentile
2. Complete all assigned work and training hours.
3. Participate in class discussions and activities (see more on attendance policy)
4. Attend all clinical rotations as scheduled (see more on attendance policy)
5. Demonstrate 100% proficiency with skills demonstration
6. All fees must be paid in full prior to the start of the clinical rotation

Remediation

- i. Students will have two attempts to take and pass chapter tests and quizzes and to obtain the passing mark of 75%. Students cannot re-take final exams. This must be achieved within the training period for the specific program they are participating in. Students failing to meet this requirement will be asked to repeat the class
- ii. Students must demonstrate 100% skills proficiency at the end of the program
- iii. Student must complete all assigned clinical rotation hours

GRADING POLICY Graded Course Activities

Points	Description
50	Chapter Test and Quiz
15	Class Activity, Homework, & Skills Participation
20	Final Exam
15	Attendance and Class Participation

A total point of 75 is required to pass the class

Letter Grade Assignment

All chapter quizzes, abbreviation test and final exams will be graded using the below grading criteria based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage
A	90-100%
B	80-89%
C	75-79%
D	60-74%
F	0-59%

Phlebotomy Technician
Certification Training Course
Curriculum Guide & Policies
8-Week Program

INTRODUCTION

Phlebotomy Technician Program – 175 Hours – Certificate [100|2|CPT]

This comprehensive 175-hour course prepares students to proficiently function as phlebotomy technicians and to pass the certification exam. The course includes 55 classroom and laboratory hours, and 120 clinical externship hours. Important practice and background information on anatomy and physiology of the circulatory system and other body systems are covered. Medical terminology, disease processes, ethics and legal aspects of patient contact are also covered. Additionally, students will perform hands on skills to include; introduction to the function and proper use of various needles, tubes and other specimen collection devices.

Externship Training

Upon successful completion of all required classroom and laboratory training, the student will be eligible for externship training where more hands-on skills competency will be attained. *A negative ppd skin test within six months, or a negative chest x-ray within 5 years will be required.*

Fees: \$1,790.00 (Textbook and exam fee not included)

COURSE MATERIALS

- Phlebotomy Worktext and Procedure Manual 3rd Ed. Warekois & Richard Robinson
- Study Guide and practice test

CLASS SCHEDULE

Tuesday and Thursday 9am – 3pm

Or

Tuesday and Thursday 9am – 3pm

GOALS OF THE PROGRAM

- To provide the student with experiences in the classroom, laboratory and in clinical areas that result in development of basic competencies and skills required of a phlebotomy technician
- To provide the student with competencies and skills that are prerequisites to specific areas and job entry
- To provide the student with training required for employment as a Phlebotomy Technician
- Obtain non-blood and blood specimens competently.
- Demonstrate common blood collection procedures.

FEES & TUITION:

Application processing fee: Fifty Dollars (\$50.00) non-refundable

Phlebotomy Technician Course Training Fees: \$1,790.00 (*see table below for fee breakdown*)

Two Payment Plans I & II:

Plan I: One Thousand Seven Hundred and Ninety Dollars (\$1,790.00) paid in full before class begins;

Plan II: * Three Hundred and Fifty Dollars (\$350.00) down payment before class begins and Two Hundred Eighty-Eight Dollars (\$288.00) per week due on Thursday of each week for five (5) payments total

(\$35.00 return check fee applies. All future payments will be required to be paid in cash, money order or credit card.)

- For students who choose payment plan II, all payments must be made in full on the due date (Thursday) prior to the first day of clinical rotation. Checks will not be accepted as final payment. Certificate of completion will not be given and the student will not be scheduled for the certification exam until all payments are made in full. Certification exam will be scheduled within 10 days of program completion and on receipt of certification of completion from Heritage Health Career Center, Inc. Re-testing fees and test rescheduling is the student's responsibility.

HERITAGE HEALTH CAREER CENTER, INC.	
PHLEBOTOMY PROGRAM PRICE LIST	
Items	Cost
Application Fee	\$50.00
Lab Supplies	\$225.00
Course Tuition	\$1200.00
CPR/AED & First Aid AHA training and certification	\$50.00
Certification Exam (This fee is paid after student has completed all course work)	\$139.00
Student Insurance	\$25.00
Job Development Training	\$240.00
Uniform	\$50.00
Total Program Cost– (This fee does not include exam, or application fee)	\$1,790.00

PROGRAM COMPLETION BENCHMARKS

In order to be considered eligible for completion; and to receive certificate of completion, the student must meet the following criteria:

1. Pass all chapter tests, quizzes and final exam with a 75 percentile
2. Complete all assigned work and training hours.
3. Participate in class discussions and activities (see more on attendance policy)
4. Attend all clinical rotations as scheduled (see more on attendance policy)
5. Demonstrate 100% proficiency with skills demonstration
6. All fees must be paid in full prior to the start of the clinical rotation

Remediation

- i. Students will have two attempts to take and pass chapter tests and quizzes and to obtain the passing mark of 75%. Students cannot re-take final exams. This must be achieved within the training period for the specific program they are participating in. Students failing to meet this requirement will be asked to repeat the class
- ii. Students must demonstrate 100% skills proficiency at the end of the program
- iii. Student must complete all assigned clinical rotation hours

GRADING POLICY Graded Course Activities

Points	Description
50	Chapter Test and Quiz
15	Class Activity, Homework, & Skills Participation
20	Final Exam
15	Attendance and Class Participation

A total point of 75 is required to pass the class

Letter Grade Assignment

All chapter quizzes, abbreviation test and final exams will be graded using the below grading criteria based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage
A	90-100%
B	80-89%
C	75-79%
D	60-74%
F	0-59%

Certified Pharmacy Technician
Training Course
Curriculum Guide & Policies
5-Week Program

INTRODUCTION

Pharmacy Technician Program – 135 Hours – Certification|100|3|CPhT|

The objective of the course is to prepare the student for a career as a Certified Pharmacy Technician in various settings such as retail or hospital pharmacy. The course is a 5-week program consisting of 55 hours of classroom and 80 hours of externship rotation.

While registration with the Georgia Board of Pharmacy is not required for certification, it is required by many employers and so, we encourage students to get registered. Please go to the following link to complete your registration.

http://gbp.georgia.gov/pharmacy-technician-faqs#field_related_links-86-1n

As a Certified Pharmacy Technician, you may perform some or all of the following tasks:

- Receive written prescription request from patients, and prescriptions sent electronically from doctors' offices
- In some states, you may process physicians' orders by phone
- Read the prescriptions, retrieve, count, pour, weigh, measure, and may mix or compound medications
- Establish and maintain patient profiles
- Prepare insurance claim forms and manage inventory

Fees: \$1790.00 (Textbook and exam fee not included)

COURSE MATERIALS

Mosby's Pharmacy Technician, 4th Edition: Principles and Practices

CLASS SCHEDULE

Monday and Wednesday 9am – 3pm

GOALS OF THE PROGRAM

1. Establish an understanding of the practice of pharmacy
2. Identify and understand the regulatory agencies and laws that affect the practice of pharmacy
3. Prepare the student to recognize and process drugs in both the retail and instructional environment
4. Familiarize the student with the process for bringing new drugs to market through the NDA process
5. Provide an understanding of the naming of drug products and the patient process
6. Understanding the use of the patient profile and hospital chart in drug use and patient monitoring
7. Provide the student with the knowledge and skills necessary to pass the Pharmacy Technician Certification Board (PTCB) Examination

FEES & TUITION:

Application processing fee: Fifty Dollars (\$50.00) **non-refundable**

Pharmacy Course Training Fees: \$1,790.00 (*see table below for fee breakdown*)

Two Payment Plans I & II:

Plan I: One Thousand Seven Hundred and Ninety Dollars (\$1,790.00) paid in full before class begins;

Plan II: * Three Hundred and Fifty Dollars (\$350.00) down payment before class begins and Two Hundred Eighty-Eight Dollars (\$288.00) per week due on Thursday of each week for five (5) payments total

(\$35.00 return checks fee applies. All future payments will be required to be paid in cash, money order or credit card.)

- For students who choose payment plan II, all payments must be made in full on the due date (Thursday) prior to the first day of clinical rotation. Checks will not be accepted as final payment. Certificate of completion will not be given and the student will not be scheduled for the certification exam until all payments are made in full. Certification exam will be scheduled within 10 days of program completion and on receipt of certification of completion from Heritage Health Career Center, Inc. Re-testing fees and test rescheduling is the student’s responsibility.

HERITAGE HEALTH CAREER CENTER, INC.	
PHARMACY TECHNICIAN PROGRAM PRICE LIST	
Items	Cost
Application Fee	\$50.00
Lab Supplies	\$225.00
Course Tuition	\$1200.00
CPR/AED & First Aid AHA training and certification	\$50.00
Certification Exam (This fee is paid after student has completed all course work)	\$139.00
Student Insurance	\$25.00
Job Development Training	\$240.00
Uniform	\$50.00
Total Program Cost– (This fee does not include exam, or application fee)	\$1,790.00

PROGRAM COMPLETION BENCHMARKS

In order to be considered eligible for completion; and to receive certificate of completion, the student must meet the following criteria:

7. Pass all chapter tests, quizzes and final exam with a 75 percentile
8. Complete all assigned work and training hours.
9. Participate in class discussions and activities (see more on attendance policy)
10. Attend all clinical rotations as scheduled (see more on attendance policy)
11. Demonstrate 100% proficiency with skills demonstration
12. All fees must be paid in full prior to the start of the clinical rotation

Remediation

- i. Students will have two attempts to take and pass chapter tests and quizzes and to obtain the passing mark of 75%. Students cannot re-take final exams. This must be achieved within the training period for the specific program they are participating in. Students failing to meet this requirement will be asked to repeat the class
- ii. Students must demonstrate 100% skills proficiency at the end of the program
- iii. Student must complete all assigned clinical rotation hours

GRADING POLICY Graded Course Activities

Points	Description
50	Chapter Test and Quiz
15	Class Activity, Homework, & Skills Participation
20	Final Exam
15	Attendance and Class Participation

A total point of 75 is required to pass the class

Letter Grade Assignment

All chapter quizzes, abbreviation test and final exams will be graded using the below grading criteria based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage
A	90-100%
B	80-89%
C	75-79%
D	60-74%
F	0-59%

Certified Nursing Assistant
Training Course
Curriculum Guide & Policies
4-5-Week Program

INTRODUCTION

Certified Nursing Assistant Program – 90 Hours – Certification |882004|CNA|

The curriculum is divided into 7 parts, which include objectives, vocabulary and suggested content. The program is 90 hours total including classroom, lab and clinical hours. OBRA requires a trainee complete a minimum 16 hours training before being allowed to work in a facility.

Competency Exam will be scheduled after all requirements are met at Training Facility. Testing is through National Nurse Aid Testing Company.

Externship Training

Upon successful completion of all required classroom and laboratory training, the student will be eligible for externship training where more hands-on skills competency will be attained. This includes a 24 hour clinical rotation at a long term care facility. *A negative ppd skin test within six months, or a negative chest x-ray within 5 years will be required.*

COURSE MATERIALS:

- Hartman's Nursing Assistant Care: The Basics, 4th Edition.
- Student Handbook
- Study Guide and practice test

CLASS SCHEDULE:

Mondays thru Thursday 9am – 3pm

Or

Mondays thru Thursday 5pm – 10pm

GOALS OF THE PROGRAM

1. The goals of the learner to the health care field of nursing assistants.
2. To provide learners with experiences in the classroom and in the clinical areas that result in development of basic competencies required of nursing assistants.
3. To provide the learner with competencies that are prerequisite to specific areas and job entry.
4. To provide the learner with training required by State and Federal laws for employment as a nursing assistant.
5. To provide learners who have completed a nursing assistant training program with the opportunities to update their skills.

FEES & TUITION:

Application processing fee: Fifty Dollars (\$50.00) non-**refundable**

Certified Nursing Assistant Course Training Fees: \$774.00 (*see table below for fee breakdown*)

Two Payment Plans I & II:

Plan I: Seven Hundred Seventy-Four dollars (\$774.00) paid in full before class begins;

Plan II: * Three Hundred and Fifty Dollars (\$350.00) down payment before class begins and One Hundred and Six Dollars (\$106.00) per week due on Thursday of each week for five (5) payments total

(\$35.00 return checks fee applies. All future payments will be required to be paid in cash, money order or credit card.)

For students who choose payment plan II, all payments must be made in full on the due date (Thursday) prior to the first day of clinical rotation. Checks will not be accepted as final payment. Certificate of completion will not be given and the student will not be scheduled for the certification exam until all payments are made in full. Certification exam will be scheduled within 10 days of program completion and on receipt of certification of completion from Heritage Health Career Center, Inc. Re-testing fees and test rescheduling is the student's responsibility.

HERITAGE HEALTH CAREER CENTER, INC.	
CERTIFIED NURSING ASSISTANT PROGRAM PRICE LIST	
Items	Cost
Application Fee	\$50.00
Course Tuition (This fee includes exam and loaner textbook)	\$699.00
CPR/AED & First Aid AHA training and certification	\$50.00
Uniform	\$25.00
Total Program Cost– (This fee does not include application fee)	\$774.00

PROGRAM COMPLETION BENCHMARKS

In order to be considered eligible for completion; and to receive certificate of completion, the student must meet the following criteria:

1. Pass all chapter tests, quizzes and final exam with a 75 percentile
2. Complete all assigned work and training hours.
3. Participate in class discussions and activities (see more on attendance policy)
4. Attend all clinical rotations as scheduled (see more on attendance policy)
5. Demonstrate 100% proficiency with skills demonstration
6. All fees must be paid in full prior to the start of the clinical rotation

Remediation

- iv. Students will have two attempts to take and pass chapter tests and quizzes and to obtain the passing mark of 75%. Students cannot re-take final exams. This must be achieved within the training period for the specific program they are participating in. Students failing to meet this requirement will be asked to repeat the class
- v. Students must demonstrate 100% skills proficiency at the end of the program
- vi. Student must complete all assigned clinical rotation hours

GRADING POLICY

Graded Course Activities

Points	Description
50	Chapter Test and Quiz
15	Class Activity, Homework, & Skills Participation
20	Final Exam
15	Attendance and Class Participation

A total point of 75 is required to pass the class

Letter Grade Assignment

All chapter quizzes, abbreviation test and final exams will be graded using the below grading criteria based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage
A	90-100%
B	80-89%
C	75-79%
D	60-74%
F	0-59%

Hemodialysis Technician
Certification Training Course
Curriculum Guide & Policies
10-Week Program

INTRODUCTION

Phlebotomy Technician Program – 340 Hours – Certificate |100|2|CHT|

The curriculum includes objectives, vocabulary and suggested content. The program is 340 hours total. Student has to be able to demonstrate the dialysis treatment process. After completing the program successfully and meeting all requirements, students will be able to take the BONENT Hemodialysis Technician certification exam.

Externship Training

Upon successful completion of all required classroom and laboratory training, the student will be eligible for externship training where more hands-on skills competency will be attained. *A negative ppd skin test within six months, or a negative chest x-ray within 5 years will be required.*

COURSE MATERIALS

- Core Curriculum for the Dialysis Technician, 5th Edition
- Study Guide and practice test

CLASS SCHEDULE

Tuesday and Thursday 9am – 3pm

Or

Tuesday and Thursday 5pm – 9pm

GOALS OF THE PROGRAM

- Explain basic chemistry of body fluids, renal physiology, and the pathology of renal failure.
- Explain the principles of hemodialysis including the dialysate, dialyzer, delivery system, and water treatment for dialysis.
- Explain the safety procedures in performing the tasks assigned to the dialysis technician.
- Identify specific supplies and equipment used in selected dialysis procedures.
- Explain the precautions and guidelines in performing the preparation, assessment, monitoring, and care of a dialysis patient.
- Define quality of care, and explain the impact of medical care on a patient when quality and safety are compromised in dialysis procedures.
- To provide the learner with training required by State and Federal laws for employment as a Hemodialysis Technician.
- To provide learners who have completed a Hemodialysis training program with the opportunities to update their skills

FEES & TUITION:

Application processing fee: Fifty Dollars (\$50.00) non-**refundable**

Dialysis Technician Course Training Fees: \$1,790.00 (*see table below for fee breakdown*)

Two Payment Plans I & II:

Plan I: Two Thousand and Ninety Dollars (\$2,090.00) paid in full before class begins;

Plan II: * Three Hundred and Fifty Dollars (\$350.00) down payment before class begins and One Hundred Seventy Four Dollars (\$174.00) per week due on Thursday of each week for ten **(10)** payments total

(\$35.00 return check fee applies. All future payments will be required to be paid in cash, money order or credit card.)

- For students who choose payment plan II, all payments must be made in full on the due date (Thursday) prior to the first day of clinical rotation. Checks will not be accepted as final payment. Certificate of completion will not be given and the student will not be scheduled for the certification exam until all payments are made in full. Certification exam will be scheduled within 10 days of program completion and on receipt of certification of completion from Heritage Health Career Center, Inc. Re-testing fees and test rescheduling is the student's responsibility.

HERITAGE HEALTH CAREER CENTER, INC.	
DIALYSIS TECHNICIAN PROGRAM PRICE LIST	
Items	Cost
Application Fee	\$50.00
Lab Supplies	\$225.00
Course Tuition	\$1500.00
CPR/AED & First Aid AHA training and certification	\$50.00
Certification Exam (This fee is paid after student has completed all course work)	\$220.00/ \$250.00
Student Insurance	\$25.00
Job Development Training	\$240.00
Uniform	\$50.00
Total Program Cost– (This fee does not include exam, or application fee)	\$2,090.00

PROGRAM COMPLETION BENCHMARKS

In order to be considered eligible for completion; and to receive certificate of completion, the student must meet the following criteria:

13. Pass all chapter tests, quizzes and final exam with a 75 percentile
14. Complete all assigned work and training hours.
15. Participate in class discussions and activities (see more on attendance policy)
16. Attend all clinical rotations as scheduled (see more on attendance policy)
17. Demonstrate 100% proficiency with skills demonstration
18. All fees must be paid in full prior to the start of the clinical rotation

Remediation

- iv. Students will have two attempts to take and pass chapter tests and quizzes and to obtain the passing mark of 75%. Students cannot re-take final exams. This must be achieved within the training period for the specific program they are participating in. Students failing to meet this requirement will be asked to repeat the class
- v. Students must demonstrate 100% skills proficiency at the end of the program
- vi. Student must complete all assigned clinical rotation hours

GRADING POLICY Graded Course Activities

Points	Description
50	Chapter Test and Quiz
15	Class Activity, Homework, & Skills Participation
20	Final Exam
15	Attendance and Class Participation

A total point of 75 is required to pass the class

Letter Grade Assignment

All chapter quizzes, abbreviation test and final exams will be graded using the below grading criteria based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage
A	90-100%
B	80-89%
C	75-79%
D	60-74%
F	0-59%

REFUND POLICY

Full refund will NOT be issued after one day of class attendance

The following refund policy will apply. If a refund is requested, the following deductions will be made:

Withdrawal from class scheduled with % that has been completed:	Refund eligibility of tuition only. All other fees/supplies are non-refundable.
5% or less	95%
6% to 10%	90%
11% to 25%	75%
26% to 50%	50%
51% or more	Not eligible for a refund

Students withdrawing from the program after commencing due to extreme hardship or death in the family can return to complete their training within four (4) months; however, they remain obligated to their financial responsibility. Documentation of withdrawal circumstances must be provided in writing the day of, or before intended withdrawal and payments must be continued. Refund amount will be calculated on a case-by-case basis. Stopping payment of check is not considered an official withdrawal and does not release the student from their financial obligation. Students who withdraw from class will be eligible to re-enroll in a future class with applicable fees.

ATTENDANCE POLICY

Attendance requirements are upheld strictly as students are being trained to develop good work ethics in this field. Students are expected to attend every class and must complete the required hours in order to earn a certificate of completion. A charge of One Hundred Dollars (\$100.00) is required to make up any missed class. A student cannot miss more than one class in a training session. The student is responsible for all readings, activities and class work covered during the missed class period. When more than one class is missed, the student will be asked to repeat the course in the next scheduled session (based on availability) or be terminated from the program. The student will be allowed to re-apply for admittance at a later date and pay for class again. Student must be on time for every class period. Two (2) tardiness results in one (1) absent day and subject to absenteeism policy.

Important Considerations

- A. The class will be thought to be a licensed or certified health care professional
- B. A student who misses class or test must check with the instructor for class make-up or re-testing dates and times and/or for any special accommodations needs.

CODE OF CONDUCT

- Conduct in the classroom must follow accepted safety guidelines
- No profanity or offensive language
- No weapons or alcohol allowed on or within 200 feet of campus property
- No offensive revealing, or socially inappropriate attire is allowed at any time
- Closed toe shoes are required for Lab/Clinical
- No heavy perfume/cologne especially during clinical rotation
- Hair must be shoulder length or pulled back in a ponytail during labs / clinical
- No gum chewing in the classroom, lab or at clinical
- No food or drinks in the classroom, lab or clinical site hallways. Water is permitted in classroom only
- No children allowed
- Students who do not wish for their photos to be taken or used by the school should note this on the photo consent waiver on the back page of their registration application

PRIVACY POLICY

Photos and videos of training sessions may be recorded for promotional, quality and training purposes. Students who do not wish for their photos and videos to be taken or used by the school should note this on the photo consent waiver on the back page of their registration application.

GRIEVANCE POLICY

It is the policy of Heritage Health Career Center, Inc. to provide equal opportunity and fair treatment to all students and applicants for admission without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, veteran status or disability. In addition, the school is concerned with the prompt and fair resolution of the concerns of student. The procedures below have been formulated to ensure fairness and consistency in the school's relations with its students. Person's status with Heritage Health Career Center, Inc. shall not be adversely affected in any way as a result of using these procedures, not shall any retaliatory actions be taken against a person using these procedures.

1. Students are encouraged to attempt to resolve concerns by dealing directly with the alleged offender
2. If a resolution is not achieved, the student may submit the complaint, in writing, to the Program Coordinator or her designee. The coordinator or designee will attempt to facilitate a resolution through discussion with the parties concerned within a reasonable and timely manner of between 30 – 90 days depending on the nature of the matter. If a resolution is reached, all records of the alleged offense will be destroyed.
3. If a resolution is not reached, the student has the right to further appeal to NPEC through its complaints process.

Nonpublic Postsecondary Education Commission
2082 East Exchange Place
Suite 220
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(770) 414-3300

Questions or Concerns

For questions or concerns about Heritage Health Career Center, INC. or its courses, please contact the main office at 229-496-1046. You can also email concerns to heritage4them@yahoo.com or send a message on our Facebook page at <http://facebook.com/HeritageHealthCareerCenter>. Visit our website at www.heritagehcc.com for more information.