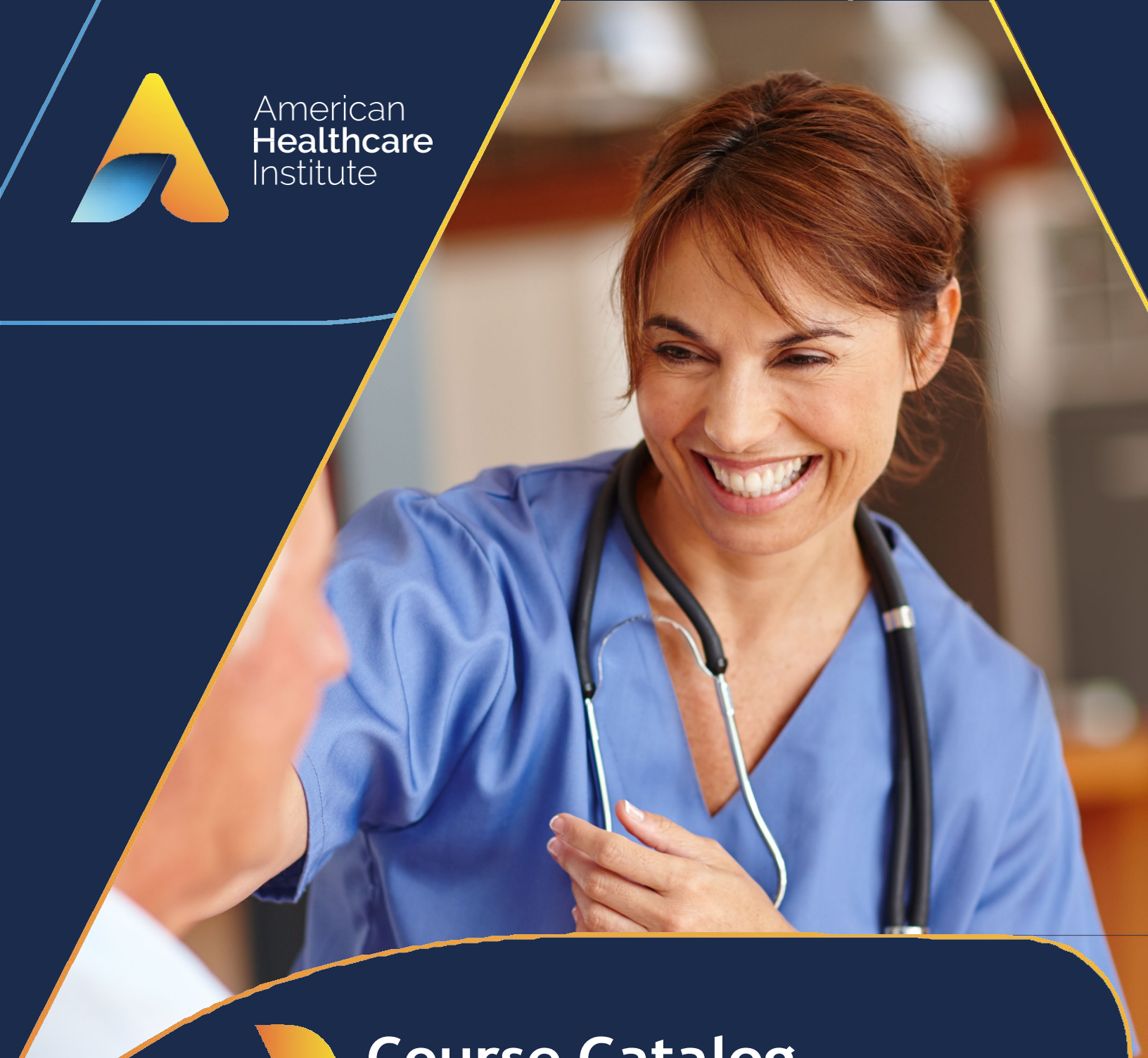
American Healthcare Institute



Course Catalog 2025 - 2026

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Certified true and correct in content and in policy
Rhonda White - Chief Executive Officer

5205 Greenwood Ave Suite 280
West Palm Beach, Florida 33407
Phone: (561) 328-597

Licensed by the Commission for Independent Education, (12693) Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684

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MISSION

The mission of the American Healthcare Institute (AHI) is to offer professional and comprehensive allied health programs that prepare students with the skills necessary to qualify for entry-level positions in the medical field. Our goal is to provide effective and affordable training that is educational, practical, and convenient.

PROGRAM PHILOSOPHY

The program philosophy is to empower students with a patient-centered care approach using skilled faculty, technology, critical thinking, and evidence-based knowledge. The school uses a student approach focus; and student evolves at the same rhythm with the nursing profession. The school achieves its philosophy through a patient-centered care approach, quality education, and the Institute's core values:

Patient centered care

Patient-centered care is the practice of caring for patients (and their families) in ways that are meaningful and valuable to the individual patient. It includes listening to, informing, and involving patients in their care. The IOM (Institute of Medicine) defines patient-centered care as: "Providing care that is respectful of, and responsive to, individual patient preferences, needs and values, and ensuring that patient values guide all clinical decisions." American Healthcare Institute practices principles of patient-centered care. Those principles are:

1. Respect for patients' values, preferences, and expressed needs
2. Coordination and integration of care
3. Information and education
4. Physical comfort
5. Emotional support and alleviation of fear and anxiety
6. Involvement of family and friends
7. Continuity and transition
8. Access to care

The faculty believes that individuals and groups function in complex, constantly changing environments. Patients' responses to their health status are dynamic. The nurse will provide care for individuals and groups in this multi-cultural community. Caring behaviors will be provided in a variety of healthcare settings, including acute care, extended care, and diverse community facilities. Collaboration with individuals and groups, including other members of the healthcare team and community agencies, will assist in meeting patient needs and reaching positive outcomes of patient care.

Nursing is a practice discipline whose goal is to provide a safe, effective care environment, promote physiologic and psychosocial integrity and to meet patient needs. Contemporary health care delivery focuses on wellness and the management of chronic conditions. Along with the shift of care into the community, the aging of our population and nation's increasing cultural diversity, the nursing focus includes data and rationales of care based on informatics and critical thinking. The expansion of scientific knowledge and technology marks a different approach to nursing care in the new century. The nurse, in collaboration with the patient and other members of the healthcare team, must develop fiscal accountability as well as professional and personal accountability.

OBJECTIVES

In support of its mission, the Institute's objectives are:

- ✓ To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field;
- ✓ To provide students with all the materials, faculty, and administrative support needed to successfully complete their program;
- ✓ To encourage and foster the value of life-long learning in our students;
- ✓ To provide students with the most up-to-date and comprehensive information available in their field of study;
- ✓ To utilize American Healthcare Institute's tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;
- ✓ To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions.

HISTORY

American Healthcare Institute (AHI) began as a division of the West Palm Beach School of Nursing, LLC, established to address the increasing need for high-quality, affordable, and workforce-ready healthcare education in Palm Beach County and the surrounding South Florida region. The Institute is licensed by the Florida Commission for Independent Education (CIE), License No. 12693, since July 19, 2023, marking the official authorization for AHI to provide postsecondary educational programs in the state of Florida. AHI became part of the PCI Health Training Institute (PCI) family in April 2026. AHI received accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC) on April 21, 2026 as a Branch campus for PCI.

DISCLOSURE STATEMENTS

- The school is nonsectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.
- The acceptance of the transfer of credits or clock hours earned at this Institute is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not clock hours earned at American Healthcare Institute will be accepted by another institution of the student's choice.
- The Institute does not offer advanced placement based on work experience.
- As a prospective student, you must review this catalog prior to signing an enrollment agreement.
- It is the policy of the school to provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.

Student Rights and Responsibilities

While it is not possible to address all eventualities, it is important that rights of American Healthcare Institute's students be embraced by the community and observed in the spirit of the Institute's mission. These rights include, but are not limited to:

- The right to be treated equally in academic and social settings
- The right to live and/or attend classes in a physically safe environment
- The right to express diverse opinions in an intellectually safe environment
- The right to privacy
- The expectation of a positive living/learning environment
- The right to learn without disruption
- Access to academic and support services that enhance student learning
- The right to pursue academic interests
- The right to engage in mutual collaboration

- The right to explore personal spiritual growth and development
- The right to know academic requirements and to be evaluated fairly
- The right to engage in service opportunities that enhance learning outcomes, both on and off campus
- The right to associate with student organizations of one's own choosing
- The right to participate in a system of shared governance
- The right to assemble

While it is not possible to address all eventualities, it is important that responsibilities of American Healthcare Institute's students be embraced by the community and observed in the spirit of the Institute's mission. General responsibilities include, but are not limited to:

- Responsible for cultivating personal growth and development through academic, civic, and social engagement
- Responsibility to pursue educational opportunities to the best of one's ability
- Responsible for academic progression and career planning
- Responsibility to explore personal growth and development
- Responsibility to partner and/or cooperate with faculty and staff in the promotion of a positive living and learning environment
- Responsibility to other students
- Responsible for approaching differing and diverse views and opinions with an open mind
- Responsibility to recognize the value of diversity and an exchange of ideas
- Responsibility for showing respect to other students
- Responsibility to the community
- Responsible for engaging in appropriate service-learning experiences that improve the quality of life of those around them
- Responsible for complying with laws, rules and regulations
- Accountability for one's own actions
- Responsibility to maintain the property and facilities of American Healthcare Institute
- Responsibility to maintain a positive image of American Healthcare Institute

STATEMENT OF CONTROL

American Healthcare Institute is a Branch campus of PCI Health Training Center owned and controlled by the Governing Board.

GOVERNING BOARD

Rhonda White	President
James White	Vice President

ADMINISTRATIVE STAFF

Yairen Abreu	Campus Director
Michael Cole	Director of Admissions
Vanessa McClung	Director of Education
Missilia Gilbert	Director of Nursing
Nick Gordon	EMS Program Director
Daisy Rodriguez	Finance Manager
Michele Vermiglio	Student Services
Abigail Hamilton	Career Services
Maria del Pilar Mora Rodriguez	Librarian
Sitagee Mahadeo	Student Success Advisor

FACULTY STAFF

Faculty Name & Credential	Degree Held	Awarding Institution	Position
Missilia Gilbert, DNP	Doctor of Nursing Practice	Chamberlin University	Director of Nursing (ASN, PN)
Marlene Velasquez-Sedito, DNP	Doctor of Nursing Practice	University of Miami	Nursing Faculty Member
Manoucheka Chery, MSN	Master of Science in Nursing	Keiser University	Nursing Faculty Member
Jeanne Colia, MSN	Master of Science in Nursing	Barry University	Nursing Faculty Member
Christiane Previlma, MSN	Master of Science in Nursing	West Coast University	Nursing Faculty Member
Kim Pender, MSN	Master of Science in Nursing	University of South Alabama	Nursing Faculty Member
Shirlene Rolle, MSN	Master of Science in Nursing	University of Phoenix	Nursing Faculty Member
Vanessa Joseph, MSN	Master of Science in Nursing	Chamberlin University	Practical Nursing Faculty Member
Michelle Miller, BSN	Bachelor of Science in Nursing	Chamberlin University	Practical Nursing Faculty Member
Linda Griffin, BSN	Bachelor of Science in Nursing	University of Texas	Practical Nursing Faculty Member
Jose Requeiro, BSN	Bachelor of Science in Nursing	Barry University	Practical Nursing Faculty Member
Nicholas Gordon, NRP	Associate of Science in Emergency Medical Services	Palm Beach State College	EMS Program Director/ Emergency Medical Technician Faculty Member
Kyle Houck, NRP	Associate of Arts	Palm Beach State College	Emergency Medical Technician Faculty Member
Rose Anne Barnabe, MAE	Master of Arts in English	Nova Southeastern University	General Education Faculty Member
Jennifer Birchbauer, MA	Master of Arts in Psychology	Argosy University	General Education Faculty Member
Raymond Hanh, MS	Master of Science Mathematics	University of Wisconsin	General Education Faculty Member
Alfonso Morales, MBA	Master Business Administration	University of Phoenix	General Education Faculty Member
Rachel Schichtl, PhD	Family and Consumer Science, PhD; Master of Science in Nutrition	Texas Tech University; University of Central Arkansas	General Education Faculty Member
Alessandra Villarmosa	Doctor of Medicine	University of Zulia, Venezuela	General Education Faculty Member
Ileana Duran, RN	Registered Profession Nurse	The University of New York	Medical Assistant Faculty Member/ Program Chair

ACCREDITATION & LICENSING

American Healthcare Institute is accredited by the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd. Suite 302, Arlington, VA 22201 as a Branch campus for PCI Health Training Center.

Licensed by the Commission for Independent Education, (12693) Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

SCHOOL TECHNOLOGICAL REQUIREMENTS

AHI is currently using Moodle version 4.2 and Canvas LMS. The following are the minimum technical requirements:

- Access to a computer running a current operating system (for example: Windows: Windows 10 or Macintosh: Mac OS X 10.7+).
- Access to the internet. DSL or Broadband access is recommended.
- An up-to-date browser with Cookies enabled.
- Anti-virus software with current updates.
- Word processing software is needed to complete and submit assignments. Current AHI students can install Microsoft Office for free via the cloud.
- For Nursing Core courses in the ASN Program, students will need a Windows PC or MacBook laptop in order to test using the testing platform titled Exemplify.

Some courses will require specific software, hardware, plugins, or applications such as Java, Flash, Shockwave Player, Windows Media Player, etc

PROGRAMS OFFERED

American Healthcare Institute offers seven programs:

- Associate of Science in Nursing (ASN)- Associate Degree
- Practical Nursing (PN)- Diploma
- Medical Assistant (MA)- Diploma
- Emergency Medical Technician (EMT)- Diploma
- Cardiac Ultrasound (CU)- Diploma
- Vascular Ultrasound (VU)- Diploma
- Medical Billing & Coding Specialist (MBCS)- Diploma

ADMISSIONS REQUIREMENTS

General Admission Requirements

An applicant must fulfill the following requirements to be enrolled as a regular student in any academic program:

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July I, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance
4. Meet AHI's technical requirements.
5. Pass the Digital Assessment Exam with the following minimum scores:

a. 70 - Access to Technology
b. 70 – Life Balance
c. 70 – Digital Skills & Competencies

AHI reserves the right to deny admission to any applicant for the following reasons:

a) Not having proof of High School diploma and/or its equivalent (GED).
b) Does not meet the digital assessment exam testing score needed to enter the program.
c) Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, or teaching of the program.

Upon completion of the application process, the school will consider the prospective student's application in totality. Once accepted, the applicant will be responsible for arranging tuition payments, signing the Enrollment Agreement, and paying for the registration fees. Once the Enrollment Agreement has been signed, the student will be required to attend a comprehensive orientation held prior to the first day of class. Prospective students who were denied admission, and would like to view their file, may submit a written request. Access to view the file will be granted within 24 to 48 hours of the request.

Students enrolled in the Associate of Science in Nursing, Practical Nursing, and Emergency Medical Technician Program will need to complete a drug and background screening upon acceptance to the school and prior to starting clinicals. Certain findings on background checks or drug screenings can hinder or prevent a student from clinical/ride placement or pursuing licensure.

Associate of Science in Nursing Program Admissions Requirements

An applicant must fulfill the following requirements to be enrolled as a regular student in the Associate of Science in Nursing program:

1. Meet AHI's general admission requirements
2. Achieve an entrance exam score of one of the following or provide proof of completed bachelor's degree or higher;

The TEAS is AHI's official entrance exam. Applicants may be granted acceptance into the nursing program based upon equivalent entrance test scores on other qualifying exams including HEAT, ACT, SAT, HESI A2, Multilevel PAX and Kaplan, or evidence of a previously earned bachelor's degree or higher from an accredited institution. Minimum Admission tests scores are below. Test scores must have been earned within the last five years of the student's school start date.

HEAT	Score of 71 in Reading and 70 composite
ACT	17
SAT (Exam taken on or after 3/6/2016)	900
HESI A2 Exam	75
Multilevel PAX	75
Kaplan	75
TEAS	Score of 55 in Reading and Composite

AHI reserves the right to deny admission to any applicant for the following reasons:

a) Not having proof of High School diploma and/or its equivalent (GED).
b) Does not meet the entrance testing scores needed to enter the program.
c) Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, or teaching of the program.

Practical Nursing, Cardiac Ultrasound, & Vascular Ultrasound Program Admissions Requirements

An applicant must fulfill the following requirements to be enrolled as a regular student in the Practical Nursing, Cardiac Ultrasound, and Vascular Ultrasound program:

1. Meet AHI's general admission requirements
2. Prospective Students must achieve a minimum TEAS score of 42, HEAT score of 54, or provide proof of completed bachelor's degree or higher. For the Practical Nursing program, students must achieve the score prior to starting PN 105.

AHI reserves the right to deny admission to any applicant for the following reasons:

a) Not having proof of High School diploma and/or its equivalent (GED).
b) Does not meet the entrance testing scores needed to enter the program.
c) Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, or teaching of the program.

Emergency Medical Technician Admission Requirements

An applicant must fulfill the following requirements to be enrolled as a regular student in the Emergency Medica Technician program:

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July I, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance
4. Meet AHI's technical requirements.

AHI reserves the right to deny admission to any applicant for the following reasons:

a) Not having proof of High School diploma and/or its equivalent (GED).
b) Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, or teaching of the program.

Student must be at least 18 years of age upon graduation. Those students starting class under 18 years of age must submit proof of parent/guardian consent.

Test of Essential Academic Skills (TEAS)

TEAS is a computerized reading, mathematics, and language basic skills exam, which takes approximately three hours to complete. The TEAS is offered by appointment only. To gain admission to the Practical Nursing or Associate of Science in Nursing Program, a student must meet the admissions standards. Students who choose to take the TEAS and are not successful in the first attempt of the test will have another opportunity to take the test. No more than two attempts of the TEAS will be allowed in a one-year period when administered at AHI.

TRANSFER OF CREDIT

The school will accept transfer of credits on an individual basis. Students can only transfer in a maximum of 75% of clock/credit hours needed to complete the program. At least 25% of the program must be completed at the Institute. Transfer students must have an official transcript, and the evaluation and decisions will be made by American Healthcare Institute. The school from where the student requested the transfer must be recognized by the Florida Department of Education or an accredited institution. Students must also have a minimum grade of a "C" to achieve transfer of credit for any particular class or a minimum of a "B" to transfer in an Associate of Science of Nursing Core course.

Transfer of credit is always up to the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by the receiving institution. Students wishing to transfer from AHI to another institution will need to review that institution's policy as we do not guarantee transfer of credit.

Also, please know that when it comes to Satisfactory Academic Progress Transfer credits that are accepted by AHI are included in the calculation of the Maximum Timeframe.

TRANSFER OF CREDIT BY EXAMINATION

AHI will grant credit for College Level Examination Program (CLEP) scores meeting the minimum requirements as listed in the chart below. Students must complete the CLEP exam and submit the official certified scores to the registrar prior to beginning the program. CLEP scored in lieu of course completion will not be accepted once the student begins attending the program unless special approval is given by AHI administration. CLEP scores must have been earned within the last 5years.

Students are responsible for the cost of the CLEP exam and can register at http://clep.collegeboard.org. Once passing scores are received by the registrar, the course will be noted as completed on the student's academic record and appropriate financial tuition credit will be applied. A revision of the enrollment agreement may be required upon acceptance of exam scores.

The following courses are eligible for transfer of credit by examination:

Course	Semester Credit Hours	CLEP Exam Name	Min. Score Required
English Composition	3	College Composition	50
College Algebra	3	College Algebra	50
General Psychology	3	Introductory Psychology	50
Human Growth & Development	3	Human Growth and Development	50

RE-ENROLLMENT

Students who voluntarily withdraw from a program may re-enroll for the next available program. To re-enroll, a student must follow the required admissions procedures. If a student has been dismissed from the program for any reason, they must appeal that decision with Student Services. Final determination related to reentry will be at the sole discretion of the school.

LICENSURE DISCLOSURES

Licensure for Practical & Registered Nurse by Examination

The requirements for licensure by examination include:

- Graduation from a Florida approved or accredited nursing education program.
- Graduation from a nursing program that has been issued an NCLEX code by NCSBN.
- Graduation from a nursing education program that is approved or recognized by the jurisdiction in which it is based and that has been issued an NCLEX code by the National Council of State Boards of Nursing (NCSBN).

Licensure Disclosure for Emergency Medical Technician

The EMT program is designed to prepare students to apply for applicable licensure in Florida. The educational requirements for a license or certification in another state may vary. Students are eligible to sit for the National Registry certification testing upon successful completion of the EMT program. To become Florida trained EMT, you must pass the NREMT cognitive exam in order to be eligible for state licensure.

Licensure Disclosure for Cardiac Ultrasound and Vascular Ultrasound

The cardiac ultrasound program is designed to meet and exceed the minimum clinical clock hour requirements as recommended by Cardiovascular Credentialing International (CCI). Students are prepared to successfully pass the Registered Cardiac Sonography (RCS) exam conducted by CCI.

The vascular ultrasound program is designed to meet and exceed the minimum clock hour requirements as recommended by Cardiovascular Credentialing International (CCI). Students are prepared to successfully pass the Registered Vascular Specialist (RVS) exam conducted by CCI.

GRADING SYSTEMS

Grades are based on class work, written examinations, and evaluation of skills and clinical. If you have difficulty maintaining progress, you will receive individual counseling. The grading scale is as follows:

Diploma Grading System (Excluding Practical Nursing and Emergency Medical Technician)

The following value system is used for grading purposes:

Grade	Passing Marks	Point Value	Description
A	90% - 100%	4	Excellent
B	80% - 89%	3	Good
C	70% - 79%	2	Average
D	60% - 69%	1	Passing*
F	59% - Below	0	Failure
P	- - - - - - - - -	N/A	Pass
R	- - - - - - - - -	N/A	Retake
I	- - - - - - - - -	N/A	Incomplete
W	- - - - - - - - -	N/A	Withdrawal
WF	- - - - - - - - -	0	Withdrawal/Fail
NS	- - - - - - - --	N/A	No Show
T	- - - - - - - - -	N//A	Transfer Credit
L	- - - - - - - - -	N//A	Leave of Absence

***D grades are not a passing grade for all diploma programs. Refer to course description for minimum grade required for course completion**

Emergency Medical Technician Grading System

The following value system is used for grading purposes:

Grade	Passing Marks	Point Value	Description
A	90% - 100%	4	Excellent
B	80% - 89%	3	Good
F	79% - Below	0	Failure
P	- - - - - - - - -	N/A	Pass
I	- - - - - - - - -	N/A	Incomplete
W	- - - - - - - - -	N/A	Withdrawal
WF	- - - - - - - - -	0	Withdrawal/Fail
NS	- - - - - - - --	N/A	No Show

Practical Nursing Diploma Grading System

The following value system is used for grading purposes:

Grade	Passing Marks	Point Value	Description
A	90% - 100%	4	Excellent
B	80% - 89%	3	Good
C	76% - 79%	2	Average
F	75% - Below	0	Fail
P	- - - - - - - - -	N/A	Pass
R	- - - - - - - - -	N/A	Retake
I	- - - - - - - - -	N/A	Incomplete
W	- - - - - - - - -	N/A	Withdrawal
WF	- - - - - - - - -	0	Withdrawal/Fail
NS	- - - - - - - --	N/A	No Show
T	- - - - - - - - -	N//A	Transfer Credit
L	- - - - - - - - -	N//A	Leave of Absence

Associate Degree Grading System

The following value system is used for grading purposes:

Grade	Passing Marks	Point Value	Description
A	90% - 100%	4	Excellent
B	80% - 89%	3	Good
C	70% - 79%	2	Average*
D	60% - 69%	1	Failure
F	59% - Below	0	Failure
P	- - - - - - - - -	N/A	Pass
R	- - - - - - - - -	N/A	Retake
I	- - - - - - - - -	N/A	Incomplete
W	- - - - - - - - -	N/A	Withdrawal
WF	- - - - - - - - -	0	Withdrawal/Fail
NS	- - - - - - - --	N/A	No Show
T	- - - - - - - - -	N//A	Transfer Credit
L	- - - - - - - - -	N//A	Leave of Absence

* C is not a passing grade for Nursing Core courses

CONDUCT

Expected behavioral conduct for training at American Healthcare Institute is the enhancement of professionalism. Prospective employers seek employees of integrity, commitment, advocacy, reverence, and stewardship of individuals who will be a positive addition to their organization. Learning to communicate, listening, coping with stress, problem solving, participates in teamwork, self-discipline, and appropriate dress code are expected standard of conduct required of all students on campus and at clinical sites

Students must behave off school premises in a manner that reflects favorably upon their association with the school. Therefore, all students must obey all federal, state, and local laws. If any student fails to comply with these requirements, to the school's satisfaction, the school may, in its sole discretion, suspend or terminate the student. Students must treat the school's equipment and facilities with proper care and concern. Any student who intentionally or carelessly defaces or damages any school property (as determined by the school) will be subject to disciplinary action and may be held liable for repair or replacement of such property.

Any student who is terminated for violating this conduct section may petition Student Services, in writing, for reentry into the next available class of the student's program. Final determination related to reentry will be at the sole discretion of the school.

Smoking, Food and Beverage

To protect the health and safety of all persons, no smoking is allowed in the school - designated smoking areas will be addressed during orientation. Food and beverages are only allowed in the designated areas. No food or beverages are allowed in the classrooms, skills laboratories, or library at any time.

Student Agreement

Students are expected to comply with all policies, procedures, and regulations of American Healthcare Institute. It shall be your responsibility to receive, become thoroughly familiar with, and adhere to any expectations and policies as outlined in the most recent printing of:

a) School Catalog
b) American Healthcare Institute Lecture, Laboratory, and Clinical Schedule
c) American Healthcare Institute Program Objectives and Syllabi
d) American Healthcare Institute Student’s Rights and Responsibilities
e) Student Confidentiality Statement

It is the student’s responsibility to engage in behaviors that will lead to the successful attainment of all course objectives and competencies. This includes adhering to all information outlined in the Student Catalog. It is the responsibility of the Institute and the program instructors to direct, assist, and encourage the student in the successful attainment of all course objectives and the fulfillment of Program competencies. This includes administering and enforcing all information outlined in the catalog as well as providing appropriate didactic, laboratory, and clinical instruction; conducting periodic evaluations (testing) of progress; and informing students of that progress.

Dress Code

Dress Code (All Programs Except EMT)

Students enrolled in any program at AHI, except for EMT due to specific uniform requirements, will be provided with one set of blue scrubs at no additional cost. Students may purchase additional scrubs from the school at their own expense.

1. During lecture, pre-assignment, and laboratory classes, the student will wear AHI scrubs.
2. Students enrolled in the program must have the appropriate uniform during clinical hours which includes:

    a. Blue Scrub Uniform with logo of AHI.
    b. Skin tone conservative underwear, neutral in color with no discernible patterns.
    c. Plain white undershirt (no pictures, prints, lettering, patterns on the front or back).
    d. All white, clean leather medical professional shoes or white sneakers (no clogs, heels, shower shoes, or color sneakers etc.)
    e. Student picture identification badge.

3. Hair must not touch the collar of the uniform, and styling must be professional and appropriate. Wigs must comply with the above. No fancy combs or barrettes are permitted. No unusual, unnatural hair colors.
5. Students will be permitted to wear plain band rings only; rings with stones will not be permitted. One set of simple post earrings will be permitted (one post in each lower ear lobe); no hoop or dangling earrings will be permitted. Bracelets and or necklaces will not be permitted. Hats and/or sunglasses are not permitted.
6. Fingernails will not extend beyond the fingertips. Clear un-chipped nail polish may be worn. No artificial or acrylic nails/tips are allowed.
7. A white long sleeve T-shirt with no pictures, prints, lettering, or patterns on the front or back may be worn under the uniform top for warmth.
8. Students shall practice appropriate personal hygiene and grooming. Students failing to practice appropriate personal hygiene and grooming will be dismissed from class/lab or clinical until behavior is corrected. The student will be considered absent for the day(s) as a result of inappropriate personal hygiene and a clinical grade of "U" assigned for the day(s).
9. Strong fragrant colognes and perfumes must not be worn.
10. Makeup should be natural looking. No excessive make-up should be worn.
11. Facial hair must be clean and neatly trimmed.
12. Chewing gum is strictly prohibited in the lab/clinical setting.

Students who do not abide by the dress code could be sent home and receive an absence for the day.

EMT Dress Code

Students enrolled in the EMT program must purchase uniforms before the start of class. Students have the freedom to use any vender they choose to purchase their uniform as long as it meets the requirements listed below. The cost for the uniforms may vary and is the responsibility of the student.

1. The uniform required for EMT students consists of:
    a. AHI EMT polo
    b. Navy Blue BDU pants
    c. Black belt
    d. Black duty boots
    e. Black socks
2. When students are in uniform, they must follow the guidelines below:
    a. Uniforms must be clean, well-maintained and ironed
    b. Appropriately fitted (not too-tight or too-loose); fit must be conservative so as not to be revealing in nature
    c. Cannot be altered in appearance (embroidery, patches, etc.)
    d. Cannot be worn outside of AHI EMT student experiences

e. Undergarments must not be readily visible
f. Students must always wear their AHI student badge and/or facility-specific badge.
g. If a long sleeve shirt is desired, it must be solid navy blue or black and worn underneath the AHI polo shirt.

3. Student general appearance should be as follows:
   a. Good hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be professional
   b. Hair must be neatly trimmed. The only facial hair allowed is a neatly trimmed moustache
   c. Visible tattoos must be covered while at clinicals or rides.
   d. Body piercing: one small stud permitted per ear; no other visible piercings are allowed
   e. Jewelry: wedding/commitment bands only; dangling earrings are not permitted; single, simple necklace is permissible as long as it does not extend over uniform (certain jewelry may not be permitted in certain clinical sites such as psychiatry)
   f. Nails: clean, short (not beyond tip of finger); clear, unchipped, uncolored nail polish; no nail décor/jewelry, artificial or acrylic nails, overlays, gels, etc.
   g. Hair: must be neat and trimmed, off the collar, away from the face and secured (must not fall forward when bending over); securing devices must be simple/non-ornamental, preferably matching the hair color. No headbands, wraps, bows, scarves or bandannas.
   h. Make-up is to be applied tastefully and must be natural looking. No excessive make up should be worn.

Required Clinical Equipment

• Stethoscope
• Penlight
• Bandage scissors
• Black pen
• Protective eyewear

*Required Clinical Equipment is the responsibility of the student. AHI does not sell these products.

Code of Conduct

1. Acceptable quality of work and mature behavior are expected from you.
2. Students are required to follow the policies of American Healthcare Institute, as outlined in American Healthcare Institute Students' Rights and Responsibilities from the Student Catalog.
3. American Healthcare Institute takes a very strong stand against academic misconduct. Academic misconduct such as giving and/or receiving unauthorized aid during a test or other assignment, not reporting another student who is observed cheating in any way or knowingly plagiarizing any material will result in disciplinary action including potential program dismissal.
4. Students are expected to deal in a positive manner with all individuals while on campus and/or in the clinical facility.
5. Student will be seated prior to the start of class.
6. If you wish to make a statement or ask a question, raise your hand and wait until recognized by the Course Instructor.
7. The Course Instructor will determine the length of each break. You are expected to return promptly to the classroom by the end of each break.
8. Cellular phones, and/or personal communication devices must be on "vibrate" to prevent class disruptions. During class times, (lecture, laboratory, clinical) the use of electronic communication devices for the purpose of "text messaging" communication is not permitted. In the event a student is caught using these devices, the student will be asked to leave the class for the duration of the day.

9. Cellular phones and/or personal communication devices are not permitted during any testing.
10. Cellular phones and/or personal communication devices are not permitted during clinical rotation hours.
11. The use of laptop computers for program-related activities is permitted during lecture presentations and laboratory activities/ exercises.
12. If the student needs to use the restroom during class, the student may quietly excuse self.
13. The following conditions constitute grounds for disciplinary action up to and including dismissal from the program:
    a) Academic dishonesty
    b) Failure to satisfy health examination requirements or criminal background check
    c) Failure to satisfy minimum course objectives and program competencies with the minimum percentage score as outlined in the catalog or course syllabi.
    d) Failure to comply with the procedures outlined in the catalog
    e) Failure to practice safe patient care.
14. The student must notify the School Administration if you change your address or phone number.
15. Any injury or exposure that occurs during a scheduled lecture, laboratory and/or clinical class must be reported to the instructor IMMEDIATELY!
16. Students may only park in designated student parking areas.
17. You may not carry a gun, knife, or other weapon while in lecture, lab, or clinic. Violation of this rule will result in immediate dismissal from the program. Students in possession of a firearm on campus or at school sponsored activities will be automatically suspended for a period of up to one year.

In the event of a student's non-compliance with American Healthcare Institute's policies and procedures regarding academic, conduct and/or attendance, the faculty and administrative staff will utilize procedures to help the student to regain the compliance status.
The procedures to be utilized are:
a) Interview with the student to address and assess the specific situation.
b) Advising.
c) Counseling.
d) Probation.

Other disciplinary actions will be taken if the issue where the student is not maintaining compliance persists. After the probationary period, a thorough analysis of the situation will be made. The actions taken could be temporary or permanent suspension.

Code of Academic and Clinical Conduct

As students are involved in clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:
- Advocate for the rights of all clients.
- Maintain client confidentiality. (HIPAA).
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in healthcare by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
- Collaborate with the academic faculty and clinical staff to ensure the highest quality of client care.
- Refrain from performing any technique or procedure for which the student has not been approved.

• Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
• Abstain from the use of substances in the academic and clinical setting that impair judgment.
• Strive to achieve and maintain an optimal level of personal health.
• Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

The actions expected of all faculty and all students reflect the values, rules, and practices of healthcare.

These must be demonstrated throughout each course and throughout the program. Deviations will result in a failing clinical grade, and/or withdrawal from the program.
All students are expected to:

- Follow policies and guidelines, program, and the affiliating agency.
- Treat others with respect.
- Provide patient care only when the instructor is on the premises.
- Maintain personal appearance according to program policies.
- Report promptly to the clinical area and clinical conferences.
- Notify the instructor and unit personnel prior to being late or absent.
- Attend all clinical sessions.
- Report to instructor and assigned staff member when coming on and leaving the clinical area.
- Prepare for clinical experiences by collecting patient data and researching and developing a preliminary plan of care.
- Cooperate with others on the health care team.
- Report all pertinent information, including abnormal findings, to the clinical instructor and staff member or designated person.
- Participate in pre- and post- conference and share learning experiences with others.
- Accept responsibility for assignment (e.g. complete assignment, complete own work, perform ongoing chart review for changes).
- Seek instructor's guidance before performing new or invasive procedures, administering a medication, or when changes occur in the patient's status.
- Apply knowledge from previous courses.
- Practice nursing using legal/ethical principles that demonstrate cultural sensitivity.

Chain Of Command

1. Any student having course problems must first approach the appropriate instructor. If the student feels the problem was not resolved appropriately, the student should then make an appointment to see the Program Director.
2. Any student failing to follow this "chain of command" as stated will be sent back to the initial instructor until the procedure has been followed

Exposure Procedure

American Healthcare Institute is committed to providing a safe learning environment and adhering to health and safety regulations. In the event of an exposure during clinical rotations, the student will seek immediate care according to the assigned clinical or training facility's Handbook. After care is provided, the student must notify the Program Director. The student must also complete an incident report on campus as soon as possible after the exposure occurs and meet with the Program Director to complete all required documentation.

Drug-Free Policy

For the protection and welfare of all students and staff, the school has established the following drug-free policy. All students are hereby notified:

1. That the unlawful manufacture, distribution, possession, or use of a controlled substance in the school is prohibited;
2. That violations of this prohibition will result in discharge or other appropriate actions;
3. That as a condition of enrollment, each student agrees that he/she will abide by the terms of the above statement, and will notify the Campus Director of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction;
4. All employees and students must certify that, as a condition of enrollment, employment, he/she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education;
5. This policy is in compliance with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989.

CLINICAL ROTATION DISCLOSURE

American Healthcare Institute makes every effort to respect student choices for clinical rotations. However, our clinical site placements are completely dependent upon hospitals making sites available to us. When hospitals change or deny our placements, we must be flexible and make alternative assignments. All students must be prepared for clinical rotations that can be re-scheduled to any day of the week (Sunday-Saturday), and any time of the day or evening. Students are not guaranteed a particular site, day of the week, time frame, or faculty member until the first day of the clinical rotation. American Healthcare Institute will notify students as soon as we know that clinical courses must be rescheduled to another day, time, place, or instructor.

Clinical sites may change requirements such as more frequent health testing, additional drug screens, or additional background checks with little notice. Because of the continuously changing requirements, American Healthcare Institute reserves the right to change, alter or modify the requirements for students entering any clinical site at any time during their enrollment in the program. If a student is out of compliance with the clinical site to which they are assigned, he or she may have to sit out the term, if an alternate site is not available. Students will be notified in writing via email of any changes in clinical requirements at the earliest possible time.

MEASUREMENT OF ACADEMIC PROGRAMS

The school measures all its academic programs in terms of clock hours or semester credits.

A “clock hour” means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. Estimated hours spent on out-of-class activities will be defined in more detail by the course syllabus and are not applicable to the total clock hours of the program.

The institute follows the Carnegie rule when it comes to semester credit hour offerings.

(1) Credit Hour Lecture = 15 Clock Hours

(1) Credit Hour Lab = 30 Clock Hours

(1) Credit Hour Clinical = 45 Clock Hours

The CGPA is a weighted average calculated by multiplying the clock hours for each course by the grade point equivalent received for that course, summing the results, and dividing that sum by the total credit hours attempted. Students must achieve a CGPA of 2.0 or above to be eligible for graduation from the diploma programs except for Emergency Medical Technician (EMT). Students in EMT must achieve a CGPA of 3.0 or above and a 2.75 to be eligible for graduation from the associate degree.

Satisfactory Academic Progress

To remain in good standing, the student must maintain at least a cumulative grade point average of 70% or a C. Written numeric grade reports for each subject will be provided to students by the second school day after the completion of the course or module. A student achieving a cumulative grade point average below 70% at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic warning.

The institution must monitor student's academic progress in their program of study. Students who are not meeting the minimum satisfactory academic progress (SAP) standards will be subject to sanctions. Evaluation periods for measurement of Satisfactory Academic Progress are as follows

Diploma Programs

Satisfactory progress is based on clock and/or credit hours completed and is checked at the end of each term/payment period during the program. At the end of each term/payment period of the program, the student must have a minimum of a 2.0 CGPA or higher.

At each evaluation, satisfactory academic progress is checked. If the student is not maintaining the grade point average as previously specified, the student will be put on a warning period for the next four courses, at the end of which time the student should have raised his/her average to the minimum standard. If the student was unable to raise his/her CGPA, after the warning period, he/she will be placed on academic probation.

Students must progress through the program at a specific minimum pace to ensure that the student does not exceed 150% of the published clock/credit hours. At each assessment point for satisfactory academic progress, students will be required to have successfully completed (passed) a minimum of 67% of the total number of clock/credits hours attempted up to that point in time.

Practical Nursing – 1350 clock hours
Payment period 1 = 345 clk. hrs. - Minimum of 2.0 GPA
Payment period 2 = 825 clk. hrs. - Minimum of 2.0 GPA
Payment period 3 = 1275 clk. hrs. - Minimum of 2.0 GPA
Payment period 4 = 1350 clk. hrs. - Minimum of 2.0 GPA

Medical Assistant Program –915 clock Hrs.
Payment period 1 = 330* clk. hrs. - Minimum of 2.0 GPA
Payment period 2 =615* clk. hrs. - Minimum of 2.0 GPA
Payment period 3 = 915 clk. hrs. - Minimum of 2.0 GPA
*Clock hours at end of payment period may vary based on student schedule.

Medical Billing and Coding Specialist- 930 clock hours/ 37 credit hours
Payment period 1 = 16 cr. hrs. - Minimum of 2.0 GPA
Payment period 2 = 31 cr. hrs. - Minimum of 2.0 GPA
Payment period 3 = 37 cr. hrs. - Minimum of 2.0 GPA

Emergency Medical Technician- 300 clock hours
Payment period 1 = 300 clk. hrs. - Minimum of 3.0 GPA

Cardiac and Vascular Ultrasound- 1678 clock hours
Payment period 1 = 474 clk. hrs. - Minimum of 2.0 GPA
Payment period 2 = 1052 clk. hrs. - Minimum of 2.0 GPA
Payment period 3 = 1678 clk. hrs. - Minimum of 2.0 GPA

Associate of Science in Nursing

In order to demonstrate SAP toward completion of the Nursing (ASN) Program, a student must maintain the required CGPA and must progress through the program at a specific minimum pace to ensure that the student does not exceed 150% of the published length of the Nursing Program ("Maximum Timeframe").

SAP is evaluated at the end of every semester to reestablish a student's eligibility to continue for the next semester. The following abbreviations are used throughout this policy:

- (SAP) Satisfactory Academic Progress
- (CGPA) Communitive Grade Point average

There are two standards that must be met:

The qualitative standard for each program requires a student to achieve a minimum CGPA for each semester. A semester is a fifteen-week period which includes two consecutive terms, except for the Core program semesters where courses are the full length of the semester. To demonstrate satisfactory progress toward completion, a student must maintain a specific cumulative grade point average. For the Associate of Science in Nursing program, when evaluated at the end of each semester, a student must achieve the CGPA listed in the diagram below at the end of the corresponding semester:

Semester(s) Attended	GPA Requirement
Semester 1	2.00
Semester 2	2.12
Semester 3	2.21
Semester 4	2.75
Semester 5	2.75
Semester 6	2.75

The quantitative standard requires students to complete the Nursing Program within the Maximum Timeframe of the program. Transfer credits that are accepted by the institute for credit toward the Nursing Program are included in the calculation of the Maximum Time Frame. The required minimum

pace of completion percentage (Completion Rate) is derived by dividing the number of earned credits by the number of credits attempted. In this calculation, transfer credits are counted as both attempted and earned credits. Students must successfully maintain a Completion Rate of at least 67% by the end of the first Semester and maintain a 67% minimum Completion Rate in all following semesters.

The courses withdrawn during the add/drop period are not included in the Completion Rate as either attempted or completed credits. However, if a student withdraws from a course after the add/drop period has expired, the credits for that course will be included as credits attempted in the Completion Rate.

Failure to Maintain SAP

If a student does not meet the minimum SAP standards, the student will be placed on a warning status for the following term.

- If at the end of the warning term, the student meets the minimum SAP standards, the student will be returned to active status. A student may not have two consecutive warning terms.
- If the minimum SAP standards are not achieved by the end of the warning term. The student will need to submit an appeal to be placed in a probation status.
- If the student does not appeal or their appeal is denied, they will be dismissed from the program.
- If the student's appeal is approved, they will be placed on academic probation.

The student will be notified in writing of each change in their SAP status.

Academic Probation

Students enrolled in AHI programs must maintain a minimum academic grade point average during the probation period. Students placed on academic probation will be placed on an academic plan. Failure to meet the standards indicated on the academic plan will result in dismissal from the program/school. Students may appeal the dismissal by following the student appeals procedure outlined in this catalog.

Remedial Work and Repeated Courses

The school does not offer remedial work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study.

Nursing Course Repeat Policy

A course in which a letter grade of "C", "D", or "F" for Associate Nursing core courses, and Practical Nursing courses, has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of cumulative grade point average (CGPA) at AHI.

All repeated courses, including withdrawals from repeated courses, affect satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits. Students will have two attempts to pass their nursing courses. No course may be repeated more than once. If a student attempts the same course two times and is unsuccessful, they will be dismissed from the institution.

The student may request the opportunity to appeal a dismissal; the student must submit a written request to Student Services. Students who repeat a course for which they have received a letter grade of "C" "D", or "F", must notify the Registrar's Office for recalculation of their cumulative GPA. A course in which a passing grade has been earned may not be repeated for grade average purposes. Courses may not be repeated for grade average purposes after graduation.

Attendance Policy

The school's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

Though regular and punctual attendance to scheduled classes is expected, the school understands that emergencies and unforeseeable life situations occur that may lead the student to miss class. If a student misses a class or clinical, the hours recorded for the absence will be the number of hours listed on the schedule. If a student is not on an approved leave of absence and is absent more than 14 consecutive days, the student will be dismissed.

A record of attendance is kept for each student as a part of the student's permanent records. Student records are available to students upon request.

Tardiness

Students must come to class on time. Late arrivals may be excused at the discretion of the instructor. Tardiness is defined as arriving more than five (5) minutes after the start of a regularly scheduled class. Once a student has three (3) unexcused late arrivals, the student must be formally counseled. A counseling session will determine what actions should be taken by the student to reduce tardiness. Three (3) or more unexcused late arrivals will be marked as an absent.

Make-up Policy

Students are expected to attend all scheduled hours and complete all coursework for each class in their program. Make-up work must be arranged between the student and the instructor. All make-up work must be completed within the current module.

Students who are absent due to extenuating circumstances on scheduled exam days may have the opportunity to make up the exam. However, if approved, the individual instructor has discretionary grading authority and may choose to deduct points off the exam for the student's absence on the scheduled exam day. A student making up an exam may be given an alternate version of the exam that was originally given in class.

End of Course Testing Policy

At the end of every Associate of Science in Nursing core course, students will be required as part of their grade to take a proctored test and receive the course minimum score to move onto the next semester. If the student is not successful in the first attempt of the test, they will have another opportunity to take the test within 14 days. If a student is not successful in passing the exam on the second attempt, they will have to repeat the course, if it allows within the course repeat and SAP policy.

End of Program Testing Policy

At the end of the Associate of Science in Nursing program students will be required to take a proctored test and receive the published minimum score to graduate from the program. If the student is not successful in the first attempt of the test, they will have another opportunity to take the test within 14 days. If a student is not successful in passing the exam on the second attempt, they will have to repeat the course if it allows within the course repeat and SAP policy.

Leave of Absence

A leave of absence shall not exceed 180 days. A student requesting a Leave of Absence must do so in writing to the Registrar. The letter must state both the reason for the Leave of Absence and the time required. The student will be notified of the decision in writing.
A student who does not return at the end of their Leave of Absence will be considered to have withdrawn from the program. Tuition charges for the time of attendance will be calculated according to the regular refund policy as published on the student's enrollment contract. If a student is on leave for medical purposes, the student must present a statement from his or her physician permitting return to school. Students may not exceed 180 days of Leave of Absence within any 12-month period.

DISMISSAL

A dismissed student has a right to appeal through the grievance procedure. American Healthcare Institute reserves the right to dismiss any student from the program for any of the following reasons:

- Failure to make satisfactory progress
- Not maintaining the minimum grade point average
- Not meeting financial responsibilities to the school
- Violation of probationary status

- Non-compliance of the rules and regulations of the school
- Engagement in any illegal or criminal act such as: possession of firearms and/or other weapons, theft, vandalism of school property, possession or use of drugs on school premises, or any other violation of state laws.
- Any conduct that brings discredit or embarrassment to the school

The Registrar will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the school's refund policy.

STUDENT COMPLAINT/GRIEVANCE POLICY

All grade disputes must be made within two weeks of the grade posting date. The student disputing the grade shall initially discuss the issue with the instructor. If the dispute is not resolved through dialogue between the instructor and the student, the student may contact the Program Director for assistance.

A student who has a complaint that is not grade-related shall submit the grievance, in writing, to the Administration. The Administration shall review the case and determine the appropriate decision to be taken. This decision shall be made within seven days, upon receipt of the student's written complaint.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Commission for Independent Education, Florida Department of Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 www.accsc.org | complaints@accsc.org A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx

CRIME AWARENESS POLICIES AND PROCEDURES

As part of its enrollment procedure, every potential student is informed of the school's conduct policy, as well as its campus security procedures and practices. This information is also reinforced at every orientation session conducted for new students. Students are encouraged to be responsible for their own security and the security of others by promptly reporting any crimes committed on campus of which they become aware. This includes Faculty, students, prospective students, and any other visitor that becomes witness to a crime. It is the school's policy to report all crimes committed on campus and public property to local law enforcement officials. Potential students, students, faculty, staff and all other school employees who are aware of a crime that has been committed on campus should report this crime to school officials and may do so confidentially. Under no circumstances does American Healthcare Institute tolerate violence of any kind on school premises including those of domestic violence, dating violence, sexual harassment, and stalking.

NON-DISCRIMINATORY POLICY

The school does not discriminate on the basis of sex, race, color, national origin, religious beliefs or political affiliations, in the administration of educational policies, job placement assistance and any other administered programs.

STUDENT SERVICES

Faculty and staff at the school, work along with the individual student to aid in making the duration of the program comfortable. All resources that are available to us are utilized to the fullest to assist the student in attaining his/her career goal. Student Services offers personal assistance and financial advising.

Advisement, Counseling, And Tutorials

1. The student must meet with their faculty advisor at least once a term to ensure appropriate registration and progression through the curriculum. Failure to meet with the assigned faculty advisor may result in the student's inability to advance to the next term of coursework.
2. The full-time faculty members have posted office hours for counseling and to provide academic assistance to students. Please call ahead and determine the faculty member's availability and schedule an appointment.
3. AHI can assist students in study skills and connecting students with available student support services.
4. Tutorial assistance is provided for students enrolled and is available through the Student Services Center.
5. Faculty may require that you attend counseling and/or a tutorial session.
6. Students are permitted and encouraged to utilize the Nursing Laboratory area to facilitate the practice and mastery of required competencies. During these practice sessions, the student must obtain authorization from the Program Director and sign in to be eligible to use the Nursing Laboratory area. During these practice sessions, the student must bring their Nurse Pack for the practicing and mastery of competencies. Hours for open lab will be posted.

Orientation

A new student is oriented to the school's facilities, policies and procedures prior to the start of the program. A new student will receive a written course outline and list of competencies required for successful completion of each course, no later than first class meeting.

Financial Advising

Payment plans may be customized as needed to help students meet their financial obligations to the school. Plans of payment will be designed so that the last payment is due on or before the issuing of diplomas. A non-refundable registration fee of $150.00 is required to be paid at the time of registration.

At time, loans services may be available for those who qualify. Students are responsible for understanding the terms and conditions of their loan. They must manage their loan directly with the lender. American Healthcare Institute or its members will not be liable for any loan default or any fraud with respect to this financial transaction. American Healthcare Institute will facilitate this process by collecting the necessary documents and application forms from the student to the lender through the Business Office Manager.

Placement Assistance Services

Career Services serves as a liaison between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industry. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught during and towards the end of each program.

- ✓ Preparing resumes
- ✓ Developing job interviewing skills
- ✓ Identifying job position openings
- ✓ Maintaining employment once hired
- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance may, in all probability and likelihood, be an entry-level position.

Academic Counseling

Faculty office hours will be noted in the appropriate course syllabus. Faculty members will be available a minimum of one hour each week to provide student counseling. Staff members will be available in the administration office during business hours. A student may contact either an instructor or the Program Director if one is in need of academic counseling services during business hours.

Emergency Preparedness Plan

American Healthcare Institute prepares an annual Emergency Preparedness Plan. This Plan is available in the student resource center and is provided upon request from Student Services staff or the Campus President.

STUDENT RECORDS

Permanent student educational records are maintained electronically for each individual student. American Healthcare Institute grants each student access to their information through a student portal. American Healthcare Institute requires written consent from the student for release of records in response to third-party request, unless otherwise required by law. The school provides and permits access to student and school records as required for any process initiated by the school or by the Commission for Independent Education. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration.

As current or former student of American Healthcare Institute, FERPA affords you certain rights regarding your education records. They are:

- The right to inspect and review your records. You may request to review your records by submitting a written request;

- The right to seek amendment of your records which you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. Requests for amendment of records must be in writing and must describe the specific portions of specific records that you wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;
- The right to restrict the disclosure of Directory Information; and
- The right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by American Healthcare Institute to comply with the requirements of FERPA.

Definition of Education Records

Education records are those records directly related to a student maintained by American Healthcare Institute or by a party acting for American Healthcare Institute.

Release of Education Records

Except as provided in FERPA or other applicable law, American Healthcare Institute will not disclose personally identifiable information from your education records unless you provide a written release containing:

1. What information is to be released
2. To whom the information is to be released
3. The purpose for which it is to be released
4. Your signature and the date signed

FACILITY AND EQUIPMENT

American Healthcare Institute is a Branch campus of PCI Health Training Center's Main campus located at 8101 John W Carpenter Freeway, Dallas, TX 75247. American Healthcare Institute is located at 5205 Greenwood Ave Suite 280. West Palm Beach, Fl 33407. The school is leased space of approximately 2,648 sq ft of space with approximately 1,200 sq ft of shared space. The space is divided into 4 classrooms, 2 labs, an administrative office, reception area, a small library, and a breakroom for students & staff. There is additional classroom space located at 927 45th Street, Suite 302, West Palm Beach, FL 33407 and consists of a floor plan covering 2,409 square feet. The facility includes four classrooms, one clinical laboratory, a small kitchen area, and one unisex bathroom. There are also additional restrooms available in the public hallway for student use. The school is fully air-conditioned to provide a comfortable learning environment. The small library with computers, dictionaries, thesaurus, and other learning materials. We use High fidelity manikins for the best learning experience. The facility and equipment used fully complies with all federal, state, and local ordinances and regulations, including requirements for fire safety, building Safety, handicapped access and health.

The training facilities are designed with the total learning and comfort needs of the students as the main focus.

- ✓ Our educational environment is created with lecture, demonstration/practice and testing.
- ✓ It is equipped with medical supplies required for demonstration in the relevant programs.
- ✓ The administrative offices are located on-site adding to the convenience for students.
- ✓ The classroom is equipped with multi-media technology.
- ✓ There is adequate parking for all students.
- ✓ Care of Facilities - We rely on all students, staff and guests to care for our facilities with pride.
- ✓ There is to be no eating or drinking in the classrooms.
- ✓ Kindly refrain from littering. Trash bins are provided for disposal of trash.

HOURS OF OPERATIONS

Day Classes	Monday - Thursday	9:00am - 1:00pm
Afternoon	Monday- Thursday	1:00pm – 5:00pm
Evening Classes	Monday - Thursday	6:00pm – 10:00pm
Administrative Offices	Monday - Thursday	8:30am - 6:00pm
	Friday	8:30am - 1:00pm

SCHEDULE OF TUITION

Schedule of Tuition Payments, Fees, and Charges

The current tuition costs, including fees and all other charges necessary for each course are:

Effective as of July 12, 2026.

Program Title	Registration Fee	Books and Supplies	Tuition	Total Cost
	Non-refundable	**Non-refundable**	**Refundable**	
Associate of Science in Nursing	$150.00	$2,220.00	$44,400.00 ($600.00/Credit Hour)	$46,770.00
Cardiac Ultrasound	$150.00	N/A	$29,000.00	$29,150.00
Vascular Ultrasound	$150.00	N/A	$29,000.00	$29,150.00
Practical Nursing	$150.00	$1,000.00	$19,550.00	$20,700.00
Medical Billing & Coding Specialist	$150.00	N/A	$15,035.00	$15,185.00
Medical Assistant	$150.00	N/A	$13,000.00	$13,150.00
Emergency Medical Technician	$150.00	N/A	$3,000.00	$3,150.00

Schedule of Tuition

For the diploma programs, tuition is charged by term. There is a registration fee of $150 that is non-refundable. The practical nursing program also has a $1,000.00 textbook fee that is non-refundable. See the chart below for a schedule of charges for the diploma programs.

Program	Term 1	Term 2	Term 3	Term 4	Total
Cardiac Ultrasound	$8,193.00 + $150.00 registration fee	$9,990.00	$10,817.00	N/A	$29,150.00
Vascular Ultrasound	$8,193.00 + $150.00 registration fee	$9,990.00	$10,817.00	N/A	$29,150.00
Practical Nursing	$5,738.00 + $150.00 registration fee +$1,000.00 technology fee	$5737.00	$4038.00	$4037.00	$20,700.00
Medical Billing & Coding Specialist	$6,063.00+ $150.00 registration fee	$6,062.00	$2,910.00	N/A	$15, 185.00
Medical Assistant	$5,800.00 + $150.00 registration fee	$5,800.00	$1,400.00	N/A	$13,150.00
Emergency Medical Technician	$3,000.00 + $150.00 registration fee	N/A	N/A	N/A	$3,150.00

For the associate degree, tuition is charged by the credit hour. For General Education courses, the charge is $300 per credit which is $9,000 for all General Education credits. For the Nursing Core classes, the tuition is $475 per credit which is $20,900 for all Nursing Core credits, which is a total of $29,900 for all tuition. Also, there is a registration fee of $150 and a $30 per credit textbook fee. Both fees are non- refundable.

STUDENT FINANCIAL AID

American Healthcare Institute is a participant in the student financial assistance programs supported by the U.S. Department of Education. These programs are designed to help applicants who have limited financial resources, provide funds in the form of grants and loans for students who would not otherwise be able to continue their education. Financial Aid is available for those who qualify.
Payment plans are available for students eligible for Title IV who choose to pay their balances in cash. Payment plans are also available to those students who do not qualify for Title IV.
Awards of student assistance described here are conditioned on the availability of funds and on the financial need of the applicant.

FINANCIAL AID PROCEDURES

New and continuing students will meet with a financial aid officer to assist with financial planning, discuss the students' options, rights, and responsibilities regarding financial aid.

Students must complete a Free Application for Federal Student Aid (FAFSA) to assist in determining funding eligibility. Once eligibility is determined, the students will be provided with financial assistance options, a cost estimate form indicating costs and expected funding, and students will sign an enrollment agreement.

American Healthcare Institute's Financial Aid Office will assist applicants in completing the necessary application forms, determining the amounts and types of assistance the applicant qualifies for and what supporting documentation may be required. If supporting documentation is required by the U.S. Department of Education for federal student aid, it is the student's responsibility to provide the school with any necessary documents before the aid may be awarded. Students may view their financial aid award via the school's online financial aid system.

Available Student Aid
Federal Pell Grant – The Pell Grant generally does not have to be repaid. Pell is awarded to students who have a financial need as determined by the U.S. Department of Education via the Free Application for Federal Student Aid (FAFSA) and must be reapplied for annually.

Federal Supplemental Educational Opportunity Grant (FSEOG) – FSEOG grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

William D. Ford Federal Direct Loan Program
Direct Loan programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. All student loans must be repaid. Payment begins 6 months after the student leaves the school or drops to less than half time status. Students must be enrolled at least half-time to be eligible for student loans. Students who choose to participate in the student loan program will sign a Master Promissory Note (MPN) and are required to complete entrance and exit counseling sessions.

Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans:

- *Direct Subsidized Loans* – Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school.

- *Direct Unsubsidized Loans* – Direct Unsubsidized Loans are available for eligible students to borrow for additional education costs. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Loan Program.

- *Direct Parent Loan for Undergraduate Students (PLUS)* – PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the *Direct Loan* Program.

Effective July 1, 2026, the federal One Big Beautiful Bill Act (OB3) implements significant changes to the Federal Direct Student Loan Program.

Under this federal law, Federal Direct Student Loan eligibility is no longer the same for all academic programs. Annual borrowing limits can now be determined by the student's specific program of study. As a result, the maximum amount a student may borrow through the Federal Direct Student Loan Program varies by each diploma program.

The maximum Federal Direct Student Loan eligibility for the institution's diploma programs is as follows:

- Medical Assistant Program: Up to $3,500.00
- Medical Billing & Coding Specialist Program: Up to $4,386.00

Actual loan eligibility is determined in accordance with federal regulations and is based on the student's eligibility, dependency status, enrollment status, remaining annual and aggregate loan limits, and other applicable federal requirements.

PROGRAM CANCELLATION AND REFUNDS

Should the student be terminated or cancel for any reason, all refunds will be made per the following refund schedule:

1. Cancellation must be made in person or in writing.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid with the exception of the registration fee.
4. The termination date for refund computation purposes is the last date of actual attendance by the student.
5. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
6. A student can be dismissed, at the discretion of the Campus Director, for insufficient progress, nonpayment of costs, or failure to comply with the rules.
7. If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.
8. For a student who is on a leave of absence, the termination date is the last date of attendance before the student left on the leave of absence.

WITHDRAWAL AFTER COMMENCEMENT OF CLASSES:

Effective July 1, 2025

Institutional Refund Diploma Level Policy: (MA, PN, MBCS, CU, VU, EMT)

a. Student may cancel enrollment in person, by electronic mail, in writing, or by school determination.

b. The school charges tuition and fees on a term basis at the start of each term.
c. Withdrawal after attendance has begun through 20% completion of the term will result in a pro rata refund computed on the length of time between the term start date and the last date of attendance within the term/payment period. The pro rata refund policy takes effect as of the first day of attendance.
d. Withdrawal after completing more than 20% of the term will result in no refund and the student will be responsible for the full cost of tuition for the current term's billable charges.
e. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation. All refunds will then be made within 30 days after the date of determination of the cancellation or termination date.
f. Rejection – An applicant rejected by the school is entitled to a refund of all monies paid, which must be refunded within 30 days of the rejection determination.

Institutional Refund Associate Degree Policy:

AHI will refund tuition paid by a student in the following manner:
a. Students who withdraw during the 7-day add/drop period will receive a 100% refund of all monies paid for tuition, fees, and supplies (excluding the nonrefundable registration fee). The add/drop period only applies to the first semester of enrollment, continuing students will be responsible for 100% of tuition charges for classes with attendance beyond the first three (3) days of the semester.
b. Students who attend beyond the 7-day add/drop period will be responsible for 100% of the tuition and fee charges for the period of enrollment (semester).
c. The Withdrawal Date for refund computation will be one of the following:
    a. The date Withdrawal/Cancellation Form signed by Student.
    b. The date of withdrawal for unsatisfactory progress.
    c. The date of withdrawal for excessive absences will be the last date of attendance.

METHODS OF PAYMENT

[ ] Full payment at time of signing enrollment agreement.

[ ] Registration fee at the time of signing enrollment agreement with balance paid prior to program start date.

[ ] Registration fee at time of signing enrollment agreement with balance paid prior to graduation.

NOTE: For Schools offering a payment plan with four or more payments the federal boxes or vertical listing must be included on the contract. **(ENTER N/A or LINE THROUGH if not applicable)**

ANNUAL PERCENTAGE RATE %	FINANCE CHARGE	AMOUNT FINANCED The dollar amount the credit provided to you Or on your behalf.	TOTAL OF PAYMENT The amount you will have paid after you have made all Payments as scheduled.	TOTAL SALES PRICE The total cost of your purchase on credit including your down payment of
$	$	$	$	$
YOUR PAYMENT SCHEDULE WILL BE:				

NUMBER OF PAYMENTS	AMOUNT OF EACH PAYMENT	WHEN PAYMENTS ARE DUE
		Beginning on ____/____/____ and on the same day each (check one) _____ weekly or _____ bi-weekly thereafter

(Any late fee payments and conditions thereof must be disclosed on the enrollment agreement and in the catalog)

All prices for program are printed herein. Contracts are not sold to a third party at any time.

There are no carrying charges, interest charges, or service charges connected or charged with any of these programs unless stated.

TERMINATION DATE

The termination date for refund computation purposes is the last date of actual attendance by the student.

Refunds will be made within 30 days of termination or receipt of Cancellation Notice.

A student can be dismissed, at the discretion of the Campus Director, for insufficient progress, nonpayment of costs, or failure to comply with the rules.

If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.

For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so.

WITHDRAWALS

Any student wishing to officially withdraw from the school must notify the Campus Director in person or in writing. A student who missed school for 14 consecutive days will be considered unofficially withdrawn.

To determine unofficial withdrawal, the school monitors student attendance daily. The withdrawal date will be the last date the student attends class. In the case of a student not returning from an approved Leave of Absence, the withdrawal date will be the earlier of the dates the student notifies the institution s/he will not be returning or the first date the student was to return from leave but did not. All accounts are subject to the school's refund policy based on the withdrawal date.

PROGRAM DESCRIPTIONS

Associate of Science in Nursing (ASN)

74 Semester Credits: 6 semesters, 24 months

Program Description

This degree program focuses on wellness of self and others, technical nursing skills across the life span in acute care facilities, long-term care facilities and the community environment, critical care concepts, and professional development. Upon graduation, the student is awarded an Associate's of Science in Nursing and is eligible to take the National Council Licensure Exam (NCLEX-RN) to become a Registered Nurse (RN) and subsequently seek employment in the field. The program is

approved through the Florida State Board of Nursing. The nursing program at American Healthcare Institute is committed to providing the best education for students seeking an Associate Degree in Nursing. The program is designed to provide educational and clinical experiences leading to employment in beginning positions as Registered Nurses in hospitals or comparable facilities.

Program Objectives

Upon completion of the Associate of Science in Nursing (AS) program, graduates will be prepared to utilize critical thinking, the nursing process, and evidence-based practice to deliver safe, high-quality, patient-centered care that optimizes outcomes; collaborate effectively within interprofessional teams to ensure coordination and continuity of care across the lifespan in diverse healthcare settings from prevention through end-of-life; apply quality data and metrics to benchmark and improve care delivery; integrate culturally competent decision making through clear communication, collaboration, and mutual respect for patients, families, and the care team; incorporate legal and ethical principles while demonstrating professionalism, lifelong learning, consensus building, and constructive conflict resolution; and employ current healthcare technologies to reduce error, communicate essential information, educate patients and colleagues, and accurately document care

Course Outline

Course #	Course Title	Credits	Course Type	Modality
HAP101	Human Anatomy & Physiology I	3	General Education	Online
HAP101L	Human Anatomy & Physiology I Lab	1	General Education	Online
ENG101	English Composition I	3	General Education	Online
CAL101	College Algebra	3	General Education	Online
MBI101	Microbiology	3	General Education	Online
MCB101L	Microbiology Lab	1	General Education	Online
EON101	Elements of Nutrition	3	General Education	Online
HAP201	Human Anatomy & Physiology II	3	General Education	Online
HAP201L	Human Anatomy & Physiology II Lab	1	General Education	Online
HGD101	Human Growth & Development	3	General Education	Online
SPC201	Speech	3	General Education	Online
GPY101	General Psychology	3	General Education	Hybrid or Ground
NUR1100	Pharmacology I	2	Core Nursing	Hybrid or Ground
NUR1000	Fundamentals of Nursing	3	Core Nursing	Hybrid or Ground
NUR1000LC	Fundamentals of Nursing Lab	1	Core Nursing	Hybrid or Ground
NUR1000C	Fundamentals of Nursing Clinical	2	Core Nursing	Hybrid or Ground
NUR1200	Med Surg Nursing Lecture I	6	Core Nursing	Hybrid or Ground
NUR1200C	Med Surg Nursing Clinical I	3	Core Nursing	Hybrid or Ground
NUR1200LC	Med Surg Nursing Lab I	1	Core Nursing	Hybrid or Ground
NUR2200	Pharmacology II	2	Core Nursing	Hybrid or Ground
NUR2400	Med Surg Nursing Lecture II	3	Core Nursing	Hybrid or Ground

NUR2400C	Med Surg Nursing Clinical II	1	Core Nursing	Hybrid or Ground
NUR 2300	Maternal-Pediatric Nursing Lecture	4	Core Nursing	Hybrid or Ground
NUR2300C	Maternal-Pediatric Nursing Clinical	2	Core Nursing	Hybrid or Ground
NUR2300LC	Maternal-Pediatric Nursing Lab	1	Core Nursing	Hybrid or Ground
NUR2500	Psychiatric Nursing	3	Core Nursing	Hybrid or Ground
NUR2500C	Psychiatric Nursing Clinical	1	Core Nursing	Hybrid or Ground
NUR2900	Nursing Leadership	3	Core Nursing	Hybrid or Ground
NUR2900C	Nursing Preceptorship/Practicum Clin.	3	Core Nursing	Hybrid or Ground
NUR2999	Nursing Capstone	3	Core Nursing	Hybrid or Ground
TOTAL:		**74**		

Associate of Science in Nursing Program Ojectives:

The following program objectives are designed for an Associate Degree in Nursing (ADN) program and incorporate elements from the Educational Competencies of the ADN Nurse, Quality and Safety Education for Nurses (QSEN).

By the end of the program students will be able to

1. Create care plans with patients and their families as decision-makers in their care, ensuring treatment plans are compassionate, coordinated, and include patients' needs, goals, and beliefs (QSEN competency Patient-Centered Care).
2. Contribute to a positive and collaborative team environment that promotes open communication, shared accountability, and quality patient care (QSEN competency Teamwork and Collaboration).
3. Provide effective care that combines evidence-based practices and patient preferences (QSEN competency Evidence-Based Practice).
4. Analyze and interpret data from the electronic health records to identify trends, variations, and potential areas for improvement patient outcomes (QSEN competency Quality Improvement and Informatics).
5. Promote patient safety by ensuring accuracy in medication administration, documentation, and following established safety protocols (QSEN competency Safety). These EPSLOs provide a framework for the ADN program curriculum and student learning. Assessment strategies should be aligned with these outcomes to ensure graduates possess the knowledge, skills, and attitudes necessary for successful entry into the nursing profession and passing the NCLEX-RN exam.

Graduation Requirements

The student must comply with the following requirements in order to receive an Associate of Science in Nursing Degree.

1. Meet all financial obligations incurred with the institution.
2. Successfully pass all required courses within the program.
3. Have an overall cumulative GPA of 2.75 or higher.

After meeting academic and financial requirements, a student will be awarded an Associate of Science Degree in Nursing. The student needs to apply and pass NCLEX in order to fully practice as a Professional Nurse.

Class Size:

All students are taught by individualized instruction. The average student ratio is 25:1 for any lecture session.

Course Descriptions for Associate of Science in Nursing Program

HAP101: Human Anatomy & Physiology I
Credits: 3
Clock Hours: 45
Prerequisites: None
This course provides the student with a basic understanding of the structures and functions of the human body, as well as common disorders with each body system to include but not limited to cells, skeletal system, tissues, and organs. **A minimum grade of "C" is required to pass this course.**

HAP101L: Human Anatomy & Physiology I Lab
Credits: 1
Clock Hours: 30
Prerequisites: None
This course is designed to support, amplify and clarify the materials presented in the theory class BSC2085 through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely. **A minimum grade of "C" is required to pass this course.**

ENG101: English Composition I
Credits: 3
Clock Hours: 45
Prerequisites: None
This course gives emphasis to functional grammar, paragraph development, vocabulary building and enrichment reading. The course is designed to improve student's basic writing skills using principles of standard written English. Students writing will also show correct and consistent forms, correct pronoun case, clear pronoun references, and complete sentences. **A minimum grade of "C" is required to pass this course.**

CAL101: College Algebra
Credits: 3
Clock Hours: 45
Prerequisites: None
This course is designed to develop the concepts needed for college algebra and pharmacology using graphs and applications to motivate students and provide real-world examples. This course covers the solution of systems of linear equations, exponents and polynomials, factoring, rational expressions, functions and quadratic equations. **A minimum grade of "C" is required to pass this course.**

MBI101: Microbiology
Credits: 3
Clock Hours: 45
Prerequisites: None
This course is an introduction to microbiology emphasizing principles of basic morphology, physiology, modes of transmission, biochemistry, and genetic mechanisms. This includes a survey of representative types of microorganism and the role of pathogenic organisms in causing diseases and infections. **A minimum grade of "C" is required to pass this course.**

MCB101L: Microbiology Lab
Credits: 1
Clock Hours: 30
Prerequisites: None
This course is designed to support, amplify and clarify the materials presented in the theory class MCB2010L through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely. **A minimum grade of "C" is required to pass this course.**

EON101: Elements of Nutrition
Credits: 3
Clock Hours: 45
Prerequisites: None
This course surveys the principles necessary to promote optimum nutrition throughout the human life cycle. Consideration is given to the informed evaluation of areas of controversy as well as the influence of socioeconomic and culture on nutritional practices. **A minimum grade of "C" is required to pass this course.**

HAP201: Human Anatomy & Physiology II
Credits: 3
Clock Hours: 45
Prerequisites: BSC2085, BSC2085L
This course is a continuation of Anatomy & Physiology I. BSC2086 is an introduction to the structures and functions of the human body to include the endocrine system, circulatory system, respiratory system, GI system, urinary system, reproductive system and genetics. **A minimum grade of "C" is required to pass this course.**

HAP201L: Human Anatomy & Physiology II Lab
Credits: 1
Clock Hours: 30
Prerequisites: BSC2085, BSC2085L
This course is designed to support, amplify, and clarify the materials presented in the theory class BSC2086 through demonstrations and exercises utilizing chart, models, tissues, and organs, as well as typical laboratory equipment. The laboratory topic content shall follow the theory class closely. **A minimum grade of "C" is required to pass this course.**

HGD101: Human Growth & Development
Credits: 3
Clock Hours: 45
Prerequisites: None
This course is a study of the development of the individual from conception through adulthood. Theories and factual content underlying current thinking and research are examined, as well as the processes and influences affecting the developing person. The focus is on biological, social, emotional, and intellectual aspects across the lifespan, and individual application is emphasized. **A minimum grade of "C" is required to pass this course.**

SPC201: Speech
Credits: 3
Clock Hours: 45
Prerequisites: None
This is a survey course in the basic principles of oral communication. It includes the study of the use of the body and voice, the speaker-listener relationship, and preparation and delivery of platform speeches. This course aims to acquaint students with aspects of various sub-areas of the discipline Communication, such as interpersonal, nonverbal, organizational, public speaking, and group communication. Additionally, its purpose is to enhance self-confidence, develop oratorical skills, and those of interviewing, critical thinking skills, leadership skills, as well as improve the way students think and behave. **A minimum grade of "C" is required to pass this course.**

GPY101: General Psychology
Credits: 3
Clock Hours: 45
Prerequisites: None
Introduction to psychology as applied to human behavior including research methods, physiological factors, learning, motivation, emotions, personality, adjustment, stress, psychological disorders, and therapies. These principles will be applied to the human experience. Additionally, history and the development of psychology are also discussed. **A minimum grade of "C" is required to pass this course.**

NUR1100 Pharmacology
Credits: 2
Clock Hours: 30
Prerequisites: All General Education Courses
In this course, students will develop knowledge in pharmacology, according to specific categories. This course will demonstrate accurate occupational math and metric conversions for proper medication administration. Students will apply hands on, when utilizing a PDR, drug handbooks, and other drug references to identify a drug classification, dosages, side effects, and contraindications. Students will demonstrate their knowledge as well as identify and define common abbreviations that are accepted in prescription writing, and understand the legal aspects of writing a prescription, including federal and state laws. **A minimum grade of "B" is required to pass this course.**

NUR1000 Fundamentals of Nursing
Credits: 3
Clock Hours: 45
Prerequisites: All General Education Courses
The Fundamentals of Nursing course provides students with theoretical knowledge and foundational concepts related to nursing practice. Students will be introduced to the basics of health and wellness, and the nursing process. The focus of this course is to discuss nursing roles, compare the various health care delivery systems, describe the types of nursing theories, importance of research, culture and ethnicity, developmental theories, critical thinking in nursing practice, managing patient care, ethics, values, and legal implications in nursing practice, communication, patient education, documentation and informatics, patient safety, spiritual health, nurses role in loss, death and grief, stress and coping, activity and exercise, fluid, electrolyte and acid-base balance, pain management, skin integrity, wound care, and care of the surgical patient. This course will also discuss how to conduct a nursing assessment, develop a nursing diagnosis, plan nursing care, implement a nursing care plan and evaluate patient outcomes. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology. **A minimum grade of "B" is required to pass this course.**

NUR1000C Fundamentals of Nursing Clinical
Credits: 2
Clock Hours: 90
Prerequisites: All General Education Courses
The Fundamentals clinical course builds on foundational concepts learned in theory and gives students the opportunity to utilize this knowledge and direct client care in a healthcare setting. Students will utilize foundational knowledge and skills to function within the three roles of nursing (provider of care, manager of care, and member of the profession) while working with clients, families, and/or groups along various stages of the health-illness continuum. A strong emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework will be evident. The curriculum also incorporates professionalism in the workplace, critical thinking, therapeutic communication, and pharmacology. **This is a Pass/Fail course.**

NUR1000LC Fundamentals of Nursing Lab
Credits: 1
Clock Hours: 30
Prerequisites: All General Education Courses
This Fundamentals of Nursing Lab introduces the application of the nursing process and assessment in bridging student's knowledge from theory to practice. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates threads of client teaching, therapeutic communication, and pharmacology. **This is a Pass/Fail course.**

NUR1200 Med Surg Nursing Lecture I
Credits: 6
Clock Hours: 90
Prerequisites: All General Education Courses, Fundamentals of Nursing, and Pharmacology I
This course introduces students to the nursing care of adults experiencing a variety of medical-surgical conditions across the health-illness continuum. This course covers basic pathophysiology, etiology of illness, communicable disease, disease transmission and prevention for commonly occurring medical-surgical conditions. The student will learn to apply the steps of the nursing process to achieve positive patient outcomes. The role of the nurse in preventative health measures, health promotion, and referral to community health resources, patient and family education, therapeutic and rehabilitative aspects will also be presented. The curriculum threads of client teaching, critical thinking, therapeutic communication, and pharmacology are also incorporated. **A minimum grade of "B" is required to pass this course.**

NUR1200C Med Surg Nursing Clinical I
Credits: 3
Clock Hours: 135
Prerequisites: All General Education Courses, Fundamentals of Nursing, and Pharmacology I
This course builds on the advanced concepts learned in NUR1200 and gives students the opportunity to utilize this knowledge and manage client care in a healthcare setting. The nursing process is utilized to guide the nurse on effective management of care for the adult medical-surgical patient. Students will utilize advanced knowledge and skills learned to function within the many roles of while working with clients, families, and/or groups along various stages of the health-illness continuum. A strong emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework will be evident. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology. **This is a Pass/Fail course.**

NUR1200LC Med Surg Nursing Lab
Credits: 1
Clock Hours: 30
Prerequisites: All General Education Courses, Fundamentals of Nursing, and Pharmacology I
This Medical Surgical Lab introduces the application of the nursing processes and assessment in bridging student's knowledge from theory to practice learned in NUR1200. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates professionalism in the workplace, critical thinking, therapeutic communication, and pharmacology. **This is a Pass/Fail course.**

NUR2200 Pharmacology II
Credits: 2
Clock Hours: 30
Prerequisites: All General Education Courses, Fundamentals of Nursing, and Pharmacology I
This course builds on what students have already learned in NUR1100 and is used as a continuance on what the student have learned thus far in their nursing courses. NUR2200 will enhance what the

students have learned in Pharmacology, Fundamentals, Psychiatric and Medical-Surgical nursing. Students will apply hands on, when utilizing a PDR, drug handbooks, and other drug references to identify a drug classification, dosages, side effects, and contraindications. Students will demonstrate their advanced knowledge as well as identify and define common abbreviations that are accepted in prescription writing, and understand the legal aspects of writing a prescription, including federal and state laws. **A minimum grade of "B" is required to pass this course.**

NUR2400 Med Surg Nursing Lecture II
Credits: 3
Clock Hours: 45
Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, and Pharmacology II
This course builds on what students have already learned in NUR1200 and is used as a continuance on what the student has learned thus far in their nursing courses. This course covers basic pathophysiology, etiology of illness, communicable disease, disease transmission and prevention for commonly occurring medical-surgical conditions. The student will learn to apply the steps of the nursing process to achieve positive patient outcomes. The role of the nurse in preventative health measures, health promotion, and referral to community health resources, patient and family education, therapeutic and rehabilitative aspects will also be presented. The curriculum threads of client teaching, critical thinking, therapeutic communication, and pharmacology are also incorporated. **A minimum grade of "B" is required to pass this course.**

NUR2400C Med Surg Nursing Clinical II
Credits: 1
Clock Hours: 45
Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, and Pharmacology II
This course builds on the advanced concepts learned in NUR2400 and gives students the opportunity to utilize this knowledge and manage client care in a healthcare setting. The nursing process is utilized to guide the nurse on effective management of care for the adult medical-surgical patient. Students will utilize advanced knowledge and skills learned to function within the many roles of while working with clients, families, and/or groups along various stages of the health-illness continuum. A strong emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework will be evident. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology. **This is a Pass/Fail course.**

NUR2300 Maternal – Pediatric Nursing Lecture
Credits: 4
Clock Hours: 60
Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, and Pharmacology II
The Maternal -Pediatric course introduces the nurse's role in health promotion and disease prevention for the pediatric population, childbearing mothers and childrearing families. Topics include women's health, nutrition, disease, disease prevention, childhood illnesses, the normal processes of childbearing, child development, as well as common childbearing. A strong emphasis on promoting healthy fetal growth and development, coupled with proper prenatal nutrition and care. Students will examine the role of the family in childbearing and the care of the child. This opportunity for further integration in a variety of settings will increase the student nurse's responsibilities as a provider of care, manager of care, and member of the multidisciplinary team. The curriculum incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology. **A minimum grade of "B" is required to pass this course.**

NUR2300C Maternal – Pediatric Nursing Clinical
Credits: 2
Clock Hours: 90
Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, and Pharmacology II
The Maternal/Child Nursing Clinical course provides learning experiences for nurses in providing care to the childbearing and childrearing family in a variety of settings. Students will utilize basic knowledge and skills to function within the many roles of nursing while working with clients, families, and/or groups in the childbearing and childrearing stages of life. This course focuses on the care of the bio-psycho-socio-spiritual childbearing and childrearing family using critical thinking, problem solving, delegation, and nursing process within an interpersonal and collaborative framework. The foundational knowledge needed to care for the childbearing and childrearing individual, family, and community includes physical and emotional aspects of nursing care, 50 integrating developmental, nutritional, and pharmacological concepts will be evident. Other essential concepts that will be presented include communication, safety, legal ethical issues, current technology, economics, humanities and biological, social and behavioral sciences. **This is a Pass/Fail course.**

NUR2300LC Maternal-Pediatric Nursing Lab
Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, and Pharmacology II
Credits: 1
Clock Hours: 30
This Maternal-Pediatric Lab introduces the application of nursing processes and assessment in bridging student's knowledge from theory to practice learned in NUR2300. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates threads of client teaching, therapeutic communication, and pharmacology. **This is a Pass/Fail course.**

NUR2500 Psychiatric Nursing
Credits: 3
Clock Hours: 45
Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, Pharmacology II, Med Surg Nursing II, and Maternal Pediatric Nursing.
The Psychiatric Nursing course introduces the nurse's role in the provision of evidence-based healthcare to individuals, families and groups experiencing mental health issues. The nursing process is utilized to guide the nurse on effective care of the psychiatric patient. Therapeutic modalities, ethical dilemmas, nutritional needs, and holistic health assessment are included. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology. **A minimum grade of "B" is required to pass this course.**

NUR2500C Psychiatric Nursing Clinical
Credits: 1
Clock Hours: 45
Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, Pharmacology II, Med Surg Nursing II, and Maternal Pediatric Nursing.
The Psychiatric Nursing Clinical course builds on concepts learned in theory and gives students the opportunity to apply this knowledge to direct client care in a psychiatric setting. Supportive foundational knowledge needed to meet the psychiatric needs of individuals, families, and communities are included. A strong emphasis on physical and emotional aspects of nursing care, integrating developmental, nutritional, and pharmacological concepts will be evident. The essential concepts of communication, safety, legal ethical issues, current technology, economics, humanities and biological, social and behavioral sciences are also presented. **This is a Pass/Fail course.**

NUR2900 Nursing Leadership
Credits: 3
Clock Hours: 45
Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, Pharmacology II, Med Surg Nursing II, and Maternal Pediatric Nursing.
This course is an introduction to nursing leadership and organizational management. Concepts introduced in this course are foundational to the program and include: Images of the nurse and nursing leaders, nursing as a discipline of knowledge, and nursing as a profession. This course will also culminate the nursing program and seek to prepare students for the National Council Licensure Examination (NCLEX-RN) and successful transition into employment as a Registered Nurse. Students will apply nursing philosophies, conceptual models, and theoretical principles learned throughout the program to both actual and perceived patient scenarios. **A minimum grade of "B" is required to pass this course.**

NUR2900C Nursing Preceptorship/Practicum Clinical
Credits:
Clock Hours: 135
Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, Pharmacology II, Med Surg Nursing II, and Maternal Pediatric Nursing.
The Preceptorship/Practicum clinical course which culminates the nursing program, seeks to prepare students for the National Council Licensure Examination (NCLEX-RN) and successful transition into employment as a Registered Nurse. Students will apply nursing philosophies, conceptual models, and theoretical principles learned throughout the program to both actual and perceived patient scenarios. Strategies to recognize and overcome testing anxiety as well as effective test-taking strategies are reinforced. Students will apply concepts of management, application of the nursing process, leadership, delegation, and supervision in caring for patients through in-depth learning experiences in selected site placements. **This is a Pass/Fail course.**

NUR2999 Nursing Capstone
Credits: 3
Clock Hours: 45
Prerequisites: All General Education Courses, Fundamentals of Nursing, Psychiatric Nursing, Pharmacology I, Med Surg Nursing I, Pharmacology II, Med Surg Nursing II, and Maternal Pediatric Nursing.
This course will culminate the nursing program and seek to prepare students for the National Council Licensure Examination (NCLEX-RN). Strategies to recognize and overcome testing anxiety as well as effective test-taking strategies are reinforced. Students will undergo a comprehensive in-class review including sample NCLEX-RN style questions, case studies, and various group interactions. **A minimum grade of "B" is required to pass this course.**

Practical Nursing Program (PN)

1350 Clock Hours: 4 Terms, 52 Weeks

Program Description

This program prepares graduates for employment as licensed practical nurses. The program includes but is not limited to theoretical instruction, clinical experience and clinical simulation in medical-surgical nursing, pharmacology and medication administration, geriatric and long-term care nursing, and obstetrical and pediatric nursing. Graduates are eligible to take the NCLEX-PN state board examination to become licensed practical nurses.

Course Outline

Course#	Course Title	Theory Clock Hours	Clinical Clock Hours	Total Hours	Modality
PN 101	Medical Terminology	45	0	45	Residential
PN 102	Introduction to Nursing	50	50	100	Residential
PN 103	Long Term Care Nursing Assistant	75	35	110	Residential
PN 104	Anatomy and Physiology	90	0	90	Residential
PN 105	Fundamentals of Nursing	80	80	160	Residential
PN 106	Pharmacology and Intravenous Therapy Skills	40	50	90	Residential
PN 107	Medical Surgical Nursing I	90	140	230	Residential
PN 108	Medical Surgical Nursing II	90	140	230	Residential
PN 109	Maternal Newborn Nursing	30	45	75	Residential
PN 110	Pediatric Nursing	30	45	75	Residential
PN 111	Mental Health Concepts	20	50	70	Residential
PN 112	Community Health	10	20	30	Residential
PN 113	Transition to Practice	20	25	45	Residential
TOTAL:		**670**	**680**	**1350**	

Practical Nursing Program Outcome Competencies:

- ✓ Demonstrate behaviors that comply with rules and statutes set forth in the Nurse Practice Act
- ✓ of the State of Florida.
- ✓ Apply nursing principles to meet the daily physical, social and psychological needs of the patient.
- ✓ Perform nursing measures with accuracy, safety and efficiency, consistent with current nursing concepts and practices in different health care settings.
- ✓ Function as a responsible member of the nursing team concerned with basic therapeutic, rehabilitative, and preventative care for persons of all ages and diverse cultures.
- ✓ Demonstrate professional competencies consistent with the practical nursing code of ethics.
- ✓ Demonstrate appropriate employability skills.
- ✓ Perform organizational skills in following the patient's plan of care in completing patient care assignments.
- ✓ Assist in the restorative care for patients with specific needs to reach their optimal level of independence.
- ✓ Demonstrate effective employability skills in work ethics.

Graduation Requirements

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

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the program.
3. Have an overall "C" GPA of 2.0 or higher.

After meeting academic and financial requirements, a student will be awarded a certificate of completion as a Practical Nurse. The student needs to apply and pass NCLEX in order to fully practice as a Practical Nurse.

Class Size:

All students are taught by individualized instruction. The average student ratio is 25:1 for any lecture session.

Courses Descriptions for Practical Nursing

PN 101: Medical Terminology
45 Lecture Hours
Prerequisite: None
Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms of body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare. **A minimum grade of "C" (76%) is required to pass this course.**

PN 102: Introduction into Nursing
50 Lecture Hours 20 Clinical Simulation Hours 30 Clinical Hours
Prerequisite: None
This course focuses on use of nursing and related concepts by practical nurses as providers of care and members of discipline in collaboration with health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems. **A minimum grade of "C" (76%) is required to pass this course.**

PN 103: Long Term Care Nursing Assistant
75 Lecture Hours 10 Clinical Simulation Hours 25 Clinical Hours
Prerequisite: None
Nursing assistants make valuable contributions in providing health care. Nursing assistants are trained to care for people who are ill or need help in caring for themselves. The care given is always under the guidance and supervision of licensed health care providers such as nurses or physicians. The competencies needed to successfully complete the objectives for this course are identified from the skill standards produced by the Oklahoma Department of Career and Technology Education's Testing Division for the Health Certification Project of the Oklahoma State Department of Health using the DACUM process. Students may exit from the course after obtaining Long Term Care aid certification. **A minimum grade of "C" (76%) is required to pass this course.**

PN 104: Anatomy and Physiology
90 Lecture Hours
Prerequisite: None
Anatomy and Physiology for Practical Nursing is the study of the structures and functions of the human body. The areas studied will be an integration of biology and chemistry and will include but are not limited to: Organization of the Body; Chemical Basis for Life; Cells & Tissues; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood, Circulatory System; Lymphatic and Immune System; Respiratory System; Digestive System and Metabolism; Urinary System, and Reproductive System. The course may include laboratory experiences. **A minimum grade of "C" (76%) is required to pass this course.**

PN 105: Fundamentals of Nursing
80 Lecture Hours 20 Clinical Simulation Hours 60 Clinical Hours
Prerequisite: PN 101, PN 102, PN 103, and PN 104
This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer and discharge; pain, comfort and sleep; geriatric care; basic nutrition; mobility; care of the dying patient; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the practical nursing student developing critical thinking skills, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care. **A minimum grade of "C" (76%) is required to pass this course.**

PN 106: Pharmacology and Intravenous Therapy Skills
40 Lecture Hours 50 Clinical Hours
Prerequisite: PN 101, PN 102, PN 103, PN 104, and PN 105
This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan. This course is designed to give basic understanding of medications. Emphasis is on the importance of knowledge of drugs, their use and accuracy in administration. Legal implications and the role of the practical nurse in medication administration are included in this course. **A minimum grade of "C" (76%) is required to pass this course.**

PN 107: Medical Surgical Nursing I
90 Lecture Hours 40 Lab Hours 100 Clinical Hours
Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, and PN 106
The Medical Surgical I course addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular, Hematology and Immune. Adult Medical Surgical Clinical focuses on utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the PN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor. **A minimum grade of "C" (76%) is required to pass this course.**

PN 108: Medical Surgical Nursing II
90 Lecture Hours 40 Lab Hours 100 Clinical Hours
Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106, and PN 107
Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory: Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology. Advanced Adult Medical Surgical Clinical is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the PN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor. **A minimum grade of "C" (76%) is required to pass this course.**

PN 109: Maternal Newborn Nursing
30 Lecture Hours 30 Lab Hours 15 Clinical Hours
Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106 PN 107, and PN 108
Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum patient and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal patient and newborn as well as those with complications. The PN student will participate in the nursing care of the expected mother and the delivery of the infant.
The PN student will reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions of pregnancy and childbirth and provide the mother and newborn patient care labor, during delivery and post-partum. **A minimum grade of "C" (76%) is required to pass this course.**

PN 110: Pediatric Nursing
30 Lecture Hours 30 Lab Hours 15 Clinical Hours
Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106 PN 107, PN 108, and PN 109
Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric patients. The student will be able to relate normal growth and development, concepts of wellness and needs of the hospitalized child. The physical, emotional, social needs of the pediatric patient and their family will be explored. **A minimum grade of "C" (76%) is required to pass this course.**

PN 111: Mental Health Concepts
20 Lecture Hours 10 Lab Hours 40 Clinical Hours
Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106 PN 107, PN 108, PN 109 and PN 110
This course presents an introduction to Mental Health Nursing. The course provides an introduction into mental health care and prevalent mental health disorders. The practical/vocational nurse provides care that assists with promotion and support of the emotional, mental and social well-being of clients. Terms such as abuse/neglect, behavioral management, coping mechanisms, chemical dependencies, crisis interventions, cultural awareness, grief and loss, stress management, support systems will be covered. **A minimum grade of "C" (76%) is required to pass this course.**

PN 112: Community Health
10 Lecture Hours 20 Clinical Hours
Prerequisite PN 101, PN 102, PN 103, PN 104, PN 105, PN 106 PN 107, PN 108, PN 109 PN 110, and PN 111
This course provides the student with knowledge of the individuals, families, and community as well as the nursing implication of health maintenance. Students will study the various of Community Nursing in the hospital, community center, outpatient clinics as well as assisting in community health assessment. **A minimum grade of "C" (76%) is required to pass this course.**

PN 113: Transition to Practice
20 Lecture Hours 25 Clinical Hours
Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106 PN 107, PN 108, PN 109 PN 110, PN 111, and PN 112
This course provides concepts related to the transition from student licensed practical nurse. Leadership and delegation skills are enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of the PN in professional practice; a preceptor rotation assists in the completion of this transition. **A minimum grade of "C" (76%) is required to pass this course.**

Medical Assistant (MA)

915 Clock Hours: 3 Terms, 45 Weeks

Program Description

This is a health-related program. In this program, the student is prepared with the technical skills and practical training necessary for entry level positions as a Medical Assistant capable of performing a variety of duties with technical detail, helping the physician in many clinical situations.

Course Outline

Course#	Course Title	Theory Clock Hours	Clinical Clock Hours	Total Hours	Modality
MA – 101	Computer Skills and Office Procedures	90	0	90	Residential or Blended
MA – 102	Anatomy and Physiology	60	0	60	Residential or Blended
MA – 103	Medical Terminology	30	0	30	Residential or Blended
MA – 104	Physical Examination. Vital Signs	60	0	60	Residential or Blended
MA – 105	Microbiology, Sterilization, Infection Control, HIV/AIDS and OSHA	30		30	Residential or Blended
MA – 106	Electrocardiography	45	0	45	Residential or Blended
MA – 107	Phlebotomy	120	0	120	Residential or Blended
MA – 108	Minor Office Surgery	60	0	60	Residential or Blended
MA – 109	Administration of Medication	60	0	60	Residential or Blended
MA – 110	Urinalysis	30	0	30	Residential or Blended
MA – 111	Radiology	30	0	30	Residential or Blended
MA – 112	Patient's Examination and Procedures in Medical Specialties	90	0	90	Residential or Blended
MA – 113	Law and Ethics, Pre-Employment Skills / Work Maturity	30	0	30	Residential or Blended
MA – 114	Medical Lab & Practice	0	180	180	Residential or Blended
TOTAL:		**735**	**180**	**915**	

Medical Assistant Program Outcome Competencies:

- ✓ Demonstrate appropriate employability skills.
- ✓ Perform organizational skills in following the patient's plan of care in completing patient care assignments.
- ✓ Assist in the restorative care for patients with specific needs to reach their optimal level of independence.
- ✓ Demonstrate effective employability skills in work ethics.

Graduation Requirements

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

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the program.
3. Have an overall "C" GPA of 2.0 or higher.

Class Size:

All students are taught by individualized instruction. The average student ratio is 25:1 for any lecture session.

Courses Descriptions for Medical Assistant

MA - 101: Computer Skills and Office Procedures
90 Lecture Hours
This course prepares students to use computers. They will learn basic Windows concepts and functions. Provides students with a basic understanding of their duties and responsibilities in the administrative front office. The students also will learn the use of medical administrative software, simulates administrative situations commonly found in health care practices, input patient information, schedule appointments and handle billing. The students will also learn how to communicate with patients, families and coworkers, handling the telephone in a medical facility and whatever else is needed to apply communication skills. **A minimum grade of "D" is required to pass this course.**

MA - 102: Anatomy and Physiology
60 Lecture Hours
Introduction to the structure of the body. The skeletal and muscular systems. Control Systems: The Nervous and Endocrine systems. Introduction to the cardiovascular and lymphatic systems. The immunity system, systems related to food processing and elimination of wastes: the digestive, respiratory and urinary system. The reproductive system. Fluid and electrolyte balance. **A minimum grade of "D" is required to pass this course.**

MA - 103: Medical Terminology
30 Lecture Hours
This course introduces the students to the knowledge of medical terminology. Includes basic word structure and the use of medical and technical dictionary. Physical Examination. **A minimum grade of "D" is required to pass this course.**

MA - 104: Physical Examination. Vital Signs
60 Lecture Hours
This course explains the purpose of patient examination. List and describes areas in which the MA is responsible for recording information in the patient's chart and explains how to prepare patients for the physical examination. This course also reviews law and ethics and vital signs. **A minimum grade of "D" is required to pass this course.**

MA - 105: **Microbiology, Sterilization, Infection Control, HIV / AIDS and OSHA**
30 Lecture Hours
Definition of microbiology, the meaning and control of diseases and infections. The students will also learn of the definition of HIV/ AIDS minimum of 4 hrs. Received, and what necessary precautions are taken in the health fields. OSHA Standards. This course is also designed to assist the healthcare worker in understanding domestic violence and the mandates about domestic violence that involve healthcare workers. **A minimum grade of "D" is required to pass this course.**

MA - 106: **Electrocardiography**
45 Lecture Hours
Course details includes, blood path through the heart; the conduction system of the heart, components of the EKG cycle, Electrocardiograph standardization, the proper procedures for recording and mounting a standard 12 – lead electrocardiogram. **A minimum grade of "D" is required to pass this course.**

MA - 107: **Phlebotomy**
120 Lecture Hours
Learning the safety regulations used circulatory system and major organs of the body, composition of blood, puncture of the skin and blood collection, collecting blood specimens. Demonstrates the proper venipuncture procedures using the syringe and vacuum tube methods. 28 Medical Assistant Program Description continued… Explain the ABO and RH blood grouping system. Explain the structure and function of each component of blood and perform blood test. **A minimum grade of "D" is required to pass this course.**

MA – 108: **Minor Office Surgery**
60 Lecture Hours
Involves learning of surgical asepsis, instrumentation, insertion and removal of sutures, needles and types of bandages. **A minimum grade of "D" is required to pass this course.**

MA – 109: **Administration of Medication**
60 Lecture Hours
Course teaches classification of drugs based on preparation and on action, the prescription, preparation and administration of medication, intra-dermal, subcutaneous, and intramuscular injections. Application of heat and cold and ultrasound. **A minimum grade of "D" is required to pass this course.**

MA – 110: Urinalysis
30 Lecture Hours
This course describes the composition of the urine and terms relating to the urinary system, method of urine collection and physical, chemical and microscopic examination of urine. **A minimum grade of "D" is required to pass this course.**

MA – 111: **Radiology**
30 Lecture Hours
Introduction to Radiology. X – Ray machine. Fluoroscopy. Patients' positions at the time of taking X-Rays. Safety precautions at the time of taking radiographs. General procedures for the production of a radiography. **A minimum grade of "D" is required to pass this course.**

MA – 112: **Patient's Examination and Procedures in Medical Specialties**
90 Lecture Hours
This course introduces the student to the knowledge of the gynecologic examination, pediatric examination, proctoscopy and sigmoidoscopy, and nutrition and diet therapy. Structure of the eye and ear. Measuring near and distant visual acuity. Assessing color vision. Procedure for eye and ear instillation and irrigation. **A minimum grade of "D" is required to pass this course.**

MA – 113: **Law and Ethics, Pre-Employment Skills / Work Maturity**
30 Lecture Hours
Identify key differences between law and ethics, identify specific rights that patients have in relation to health care. Identify similarities and differences between public law and private law. Ethics and Laws in healthcare, explain the principles of negligence and malpractice. In this course also, the students will be assessed in making career decisions, using labor market information, preparing resumes, filling out job applications, interviewing, being punctual, maintaining regular attendance, demonstrating positive attitudes / behavior, presenting appropriate appearance, exhibiting good interpersonal relations, and completing tasks effectively. **A minimum grade of "D" is required to pass this course.**

MA – 114: **Medical Lab & Practice**
180 Externship Hours
Students are to come to the campus to learn hands-on how to work as a medical assistant. Students will need to showcase all skills learned in the program to ensure they have the ability to work in the field. **A minimum grade of "D" is required to pass this course.**

Emergency Medical Technician Diploma Program (EMT)

12 Semester Credits 300 Clock Hours: 1 Semester, 4 Months

Program Description

The Emergency Medical Technician (EMT) program adheres to the latest edition of the National Emergency Medical Services Education Standards and equips graduates with the knowledge, skills, and professionalism required for certification as an EMT. This program prepares students to practice out-of-hospital medicine under medical direction. Upon successful completion of the EMT program, which includes passing comprehensive written and practical exams covering all training and skills, as well as completing the general education component, students will be eligible to take the National Registry certification exam.

Course Outline

Course#	Course Title	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Credits	Total Hours	Modality
EMS1119C	EMT Lecture/Lab Combined	150	56	0	10	206	Residential
EMS1431	EMT Hospital/Field Combined	0	0	94	2	94	Residential
TOTAL:		**150**	**56**	**94**	**12**	**300**	

Emergency Medical Technician Program Objectives

The objective of the program is to prepare competent entry-level Emergency Medical Technicians by developing proficiency in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Emergency Medical Technician Program Outcome Competencies:

- ✓ Demonstrate a thorough understanding of the roles and responsibilities of an entry-level EMT.
- ✓ Exhibit the ability to think critically and act professionally, responding with appropriate urgency in emergency situations.
- ✓ Apply essential psychomotor skills effectively in various EMS settings.
- ✓ Display professionalism in the affective learning domain by upholding integrity, empathy, self-motivation, appearance, personal hygiene, self-confidence, communication, time management, teamwork, diplomacy, respect, patient advocacy, and cultural competence.
- ✓ Obtain certification in Basic Life Support (BLS) for healthcare providers.
- ✓ Show competence as team leaders in directing patient care.
- ✓ Demonstrate proficiency in using body substance isolation equipment.
- ✓ Exhibit knowledge of scene safety protocols for care providers, patients, and bystanders.
- ✓ Demonstrate an understanding of the human body, its functions, and how medications affect it.

Graduation Requirements

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

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the program.
3. Have an overall "C" GPA of 2.0 or higher.
4. Demonstrate competency in all required critical tasks, including passing a comprehensive final scenario.
5. Ensure all required paperwork, including the necessary number of patient contact reports, is submitted and verified by the EMS Program Director. This must be completed both at the end of the program and before the cumulative final.
6. Obtain final approval from both the EMS Program Director and Medical Director before registering for the State of Florida EMT Certification.

After meeting academic and financial requirements, a student will be awarded a certificate of completion as an Emergency Medical Technician. Students are eligible to sit for the National Registry certification testing upon successful completion of the EMT program. To become a Florida trained EMT, you must pass the NREMT cognitive exam in order to be eligible for state licensure.

Class Size:

All students are taught by individualized instruction. The average student ratio is 25:1 for any lecture session. The maximum class size is 30 students per session. Labs are no more than 6:1.

Courses Descriptions for Emergency Medical Technician

EMS1119C EMT Lecture/Lab Combined
10 credits/206 clock hours (150 theory clock hours, 56 lab clock hours)
This course introduces students to Emergency Medical Care through a combination of classroom theory and hands-on practice in a laboratory setting. It covers key topics such as the human body's structure, vital signs, the importance of patient history, AIDS, bloodborne pathogens, CPR, ventilation techniques, oxygen therapy, and patient situational control. Students will also learn to perform patient examinations and assessments. Additionally, the course addresses EMT-specific medication administration, as well as the management of bleeding, shock, and soft tissue injuries. *Corequisite(s): EMS1431* **A minimum grade of C or higher is required to pass this course. The lab portion is graded as a Pass/Fail**.

EMS1431 EMT Hospital/Field Combined
2 credits/94 clock hours (70 ride time clock hours, 24 hospital time clock hours)
This is the clinical component of the program, providing students with the opportunity to apply the knowledge gained in the theory and laboratory sessions to real-world patient care. It allows students to demonstrate competency in the skills learned in the lab. Students will be assigned to specific EMS providers and hospitals to complete the required number of field and clinical hours. During this time, students will work under the direct supervision of paramedic preceptors, nurses, and physicians. *Corequisite(s): EMS1119C* **This is a Pass/Fail course.**

Cardiac Ultrasound Certificate Program (CU)

1678 Clock Hours: 3 Terms, 52 Weeks

Program Description

The cardiac ultrasound program offers in-depth education that will enable students to produce accurate, high-quality echocardiography images required for entry-level employment. Residential classroom, hands on clinical experience, and professional development provide the opportunity to learn pathology related to sonography, demonstrate scanning techniques and protocols in the skills lab and clinical settings, and integrate lectures with clinical education. The cardiac sonographer performs sonography procedures in private physician offices, clinics, hospitals, and acute or long-term care facilities.
The cardiac ultrasound program is designed to meet and exceed the minimum clinical clock hour requirements as recommended by Cardiovascular Credentialing International (CCI). Students are prepared to successfully pass the Registered Cardiac Sonography (RCS) exam conducted by CCI.

Course Outline

Course#	Course Title	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Hours	Modality
CDU 110	Introduction to Ultrasound/Physics	88	0	0	88	Residential
CDU 102	Patient Care	41	0	0	41	Residential
CDU 103	Introduction to Echocardiography	108	0	0	108	Residential
CDU 104	Imaging Skills Lab	0	426	0	426	Residential
CDU 105	Advanced Echocardiography	189	0	0	189	Residential
CDU 106	Clinical Rotation	0	0	826	826	Residential
TOTAL:		**426**	**426**	**826**	**1678**	

Cardiac Ultrasound Program Outcome Competencies:

- ✓ Demonstrate entry-level scanning skills of the anatomy and surrounding structures.
- ✓ Demonstrate entry-level knowledge of cardiac and vascular protocols for the national registry
- ✓ exams.
- ✓ Demonstrate effective communication and interpersonal skills with patients and members of
- ✓ the health care team.
- ✓ Understand and provide basic patient care while functioning within recognized ethical and legal
- ✓ standards of the profession and employer.
- ✓ Demonstrate knowledge and understanding of gross human anatomy and sectional anatomy as
- ✓ it relates to the diagnostic cardiac or vascular ultrasound.
- ✓ Demonstrate knowledge and understanding of physiology, pathology, and pathophysiology as it
- ✓ relates to entry-level cardiac or vascular ultrasound.
- ✓ Demonstrate knowledge and understanding of acoustic physics, Doppler ultrasound principles,
- ✓ and ultrasound instrumentation.
- ✓ Demonstrate knowledge and understanding of the interaction between ultrasound and tissue
- ✓ and the probability of biological effects in clinical examinations.
- ✓ Document complete and accurate results of diagnostic data to facilitate physician's
- ✓ interpretation.
- ✓ Always employ professional judgment and discretion.

- ✓ Demonstrate compassion and empathy including moral and ethical responsibilities for effective
- ✓ interaction within the patient experience.
- ✓ Recognize the importance of, and employ, ergonomically correct scanning techniques.
- ✓ Maintain optimal functioning of equipment.
- ✓ Utilize these workplace skills in a variety of medical facilities.
- ✓ Meet the needs of the communities we serve, including graduates, employers, physicians, and
- ✓ the public.
- ✓ Successfully pass the RCS and RVS registry exams.
- ✓ Demonstrate knowledge of quality assurance, management techniques, and IAC
- ✓ echocardiography accreditation needs as a professional sonographer.
- ✓ Follow the approved ASE standards (www.asecho.org) and the Scope of Practice for the
- ✓ Ultrasound Professional (www.sdms.org)

Graduation Requirements

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

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the program.
3. Have an overall "C" GPA of 2.0 or higher.

Class Size:

All students are taught by individualized instruction. The average student ratio is 25:1 for any lecture session. The maximum class size is 30 students per session. Labs and clinicals are no more than 12:1.

Course Descriptions for Cardiac Ultrasound

CDU 110 - Introduction to Ultrasound/Physics
88 Lecture hours
This course includes ultrasound instrumentation properties of sound waves, propagation and interaction of ultrasound in tissue, static and real-time ultrasound imaging principles and artifacts, and instrumentation of real-time ultrasound imaging. Laws of conservation, properties of matter, properties of sound and light, current, Ohm's Law, frequency, physical principles, hemodynamics, Doppler physics, color imaging and artifacts, digital signal and image processing and bioeffects. **A minimum grade of "C" is required to pass this course.**

CDU 102 - Patient Care
41 Lecture hours
This course includes an overview of cardiac anatomy, physiology, medical terminology, pharmacology, basic diagnostic procedures, blood-borne pathogens, pathophysiology, and infectious diseases. It also includes how to interact with patients in a clinical setting as well as the topic of professionalism, characteristics of a healthcare professional, patient communication and critical thinking, legal and ethical issues, HIPPA, OSHA, and malpractice. **A minimum grade of "C" is required to pass this course.**

CDU 103 - Introduction to Echocardiography
108 Lecture hours
This comprehensive course will provide an overview of the basic principles of adult echocardiography, including the technique of performing cardiac ultrasound examinations. The standard measurements for each echocardiography discipline will be presented; normal anatomy, as well as cardiac pathology, will be emphasized.

Each component of the cardiovascular principles' examination outline will be presented. Major topics include anatomy and physiology, technique, Doppler, valvular heart disease, ischemic heart disease, diseases of the aorta, congenital heart disease, pericardial disease, hypertension, cardiomyopathies, and cardiac tumors. Instruction will be comprised of lectures, an ultrasound lab, and independent assignments. **A minimum grade of "C" is required to pass this course.**

CDU 104 Imaging Skills Lab
426 Lab hours
This course ensures the development of the student's scanning skills as well as the appropriate use of a protocol. Students begin training in the school's imaging lab during the first week of the program. Patient models are used exclusively to help students identify a variety of anatomies and indications. Students will be fully prepared to enter cardiac clinical rotations and perform studies independently. During this time, interrelationships with patients and staff, communication, cleanliness, initiative, efficiency, confidence, judgment, constructive criticism, learning from mistakes, professional growth, HIPAA compliance, patient mindfulness, and personal responsibility are practiced. **This is a Pass/Fail course.**

CDU 105 - Advanced Echocardiography
189 Lecture hours
Students will have an in-depth understanding of the cardiac cycle, cardiac anatomy and physiology, standard 2-D views, M-mode and real-time measurements, Doppler calculations, pathology and stress echocardiography, echo standards, advanced methods, 3-D, 4-D, tissue Doppler, cardiac resynchronization, and new technologies. This comprehensive, advanced course will be the final preparation for the registry exam. **A minimum grade of "C" is required to pass this course.**

CDU 106 - Clinical Rotation
826 Clinical hours
Students continue to practice skills after competency testing to ensure the refinement of their professional skills and gain independence and confidence. Students will be supervised and instructed in the clinical setting by the affiliate preceptors and sonographers. Through individualized instruction and evaluation, the student's clinical progress and competency will be measured by the school's clinical coordinator, instructor, affiliate preceptors, and sonographers. The school may at times request a student travel out of the city limits for a clinical externship. **This is a Pass/Fail course.**

Vascular Ultrasound Certificate Program (VU)
1678 Clock Hours: 3 Terms, 52 Weeks

Program Description
The program offers in-depth education that will enable students to produce accurate, high-quality vascular images needed for entry-level employment. Residential classroom, hands-on clinical experience and professional development will provide the opportunity to learn pathologic knowledge related to sonography, demonstrate scanning techniques and protocols in the skills lab and clinical settings, and integrate lectures with clinical education. The vascular sonographer performs procedures in private physician offices, clinics, hospitals, and acute or long-term care facilities. The vascular ultrasound program is designed to meet and exceed the minimum clock hour requirements as recommended by Cardiovascular Credentialing International (CCI). Students are prepared to successfully pass the Registered Vascular Specialist (RVS) exam conducted by CCI.

Course Outline

Course#	Course Title	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Hours	Modality
CDU 110	Introduction to Ultrasound/Physics	88	0	0	88	Residential
VSU 102	Patient Care	41	0	0	41	Residential
VSU 103	Introduction to Vascular Ultrasound	108	0	0	108	Residential
VSU 104	Imaging Skills Lab	0	426	0	426	Residential
VSU 105	Advanced Vascular Ultrasound	189	0	0	189	Residential
VSU 106	Clinical Rotation	0	0	826	826	Residential
TOTAL:		**426**	**426**	**826**	**1678**	

Vascular Ultrasound Program Outcome Competencies:

- ✓ Demonstrate entry-level scanning skills of the anatomy and surrounding structures.
- ✓ Demonstrate entry-level knowledge of vascular protocols for the national registry exam.
- ✓ Demonstrate effective communication, professional judgment, and discretion.
- ✓ Demonstrate understanding of basic patient care.
- ✓ Demonstrate knowledge and understanding of gross human anatomy and sectional anatomy as it relates to vascular ultrasound.
- ✓ Demonstrate knowledge and understanding of physiology, pathology, and pathophysiology as it relates to vascular ultrasound.
- ✓ Demonstrate knowledge and understanding of acoustic physics, Doppler ultrasound principles, and ultrasound instrumentation.
- ✓ Demonstrate knowledge and understanding of the interaction between ultrasound and tissue and the probability of biological effect in clinical examinations.
- ✓ Demonstrate knowledge of interpersonal relationships, including moral and ethical responsibilities for effective communication and empathy with and for the patient.
- ✓ Demonstrate ergonomically correct scanning techniques to prevent musculoskeletal injury.
- ✓ Demonstrate ability to utilize learned skills in a variety of medical facilities.
- ✓ Demonstrate ability to meet the needs of the communities we serve, including graduates, employers, physicians, and the public.
- ✓ Integrate knowledge and patient data to obtain optimum diagnostic results.
- ✓ Demonstrate effective interpersonal skills with patients and members of the health care team
- ✓ Provide care and empathy to promote patient physical and psychological well-being.
- ✓ Function within recognized ethical and legal standards of the profession and employer.
- ✓ Perform appropriate vascular diagnostic procedures with accuracy.
- ✓ Maintain optimal functioning of equipment.
- ✓ Demonstrate knowledge of quality assurance, management techniques, and IAC vascular accreditation needs as a professional sonographer.
- ✓ Follow the approved SVU Standards (www.svunet.org) and the Scope of Practice for the Ultrasound Professional (www.sdms.org)
- ✓ Successfully passed the RVS exam.

Graduation Requirements

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

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the program.
3. Have an overall "C" GPA of 2.0 or higher.

Class Size:

All students are taught by individualized instruction. The average student ratio is 25:1 for any lecture session. The maximum class size is 30 students per session. Labs and clinicals are no more than 12:1.

Course Descriptions for Vascular Ultrasound

CDU 110 - Introduction to Ultrasound/Physics
88 Lecture hours
This course includes ultrasound instrumentation properties of sound waves, propagation and interaction of ultrasound in tissue, static and real-time ultrasound imaging principles and artifacts, and instrumentation of real-time ultrasound imaging. Laws of conservation, properties of matter, properties of sound and light, current, Ohm's Law, frequency, physical principles, hemodynamics, Doppler physics, color imaging and artifacts, digital signal and image processing and bioeffects. **A minimum grade of "C" is required to pass this course.**

VSU 102 - Patient Care
41 Lecture hours
This course includes an overview of anatomy, physiology, medical terminology, pharmacology, basic diagnostic procedures, blood-borne pathogens, pathophysiology, and infectious diseases. It also includes how to interact with patients in a clinical setting as well as the topic of professionalism, characteristics of a healthcare professional, patient communication and critical thinking, and legal and ethical issues. **A minimum grade of "C" is required to pass this course.**

VSU 103 - Introduction to Vascular Ultrasound
108 Lecture hours
This basic comprehensive course will provide an overview of ultrasound and sound in general. It will explain ultrasound as an imaging technology using high-frequency waves to characterize tissue. It will cover how it is a useful and flexible modality in medical imaging and often provides an additional or unique characterization of tissues compared to other modalities. This course will also introduce vascular ultrasound, including an introduction of the arterial and venous system of the human body and an introduction to scanning the following vascular studies: carotid duplex, extremity arterial, extremity venous, abdominal aortic duplex, aortoiliac duplex, renal artery duplex and ABI (ankle-brachial index). **A minimum grade of "C" is required to pass this course.**

VSU 104 Imaging Skills Lab
426 Lab hours
This course ensures the development of the student's scanning skills as well as the appropriate use of a protocol. Students begin training in the school's imaging lab during the first week of the program. Patient models are used exclusively to help students identify a variety of anatomies and indications for testing. Students will be fully prepared to enter vascular clinical rotations and perform studies independently. During this time, interrelationships with patients and staff, communication, cleanliness, initiative, efficiency, confidence, judgment, constructive criticism, learning from mistakes, professional growth, HIPAA compliance, patient mindfulness, and personal responsibility are practiced. **This is a Pass/Fail course.**

VSU 105 - Advanced Vascular Ultrasound
189 Lecture hours
This all-encompassing course will provide an in-depth deep dive into the vascular anatomy of the human body, including cerebrovascular, intracranial, extremity arterial mapping, extremity venous mapping, and reflux and abdominal vasculature in relationship to the abdominal aorta, mesenteric and renal arteries/veins. This course will also be the final preparation for the registry exam. **A minimum grade of "C" is required to pass this course.**

VSU 106 - Clinical Rotation
826 Clinical hours
Students continue to practice skills after competency testing to ensure the refinement of their professional skills and gain independence and confidence. Students will be supervised and instructed in the clinical setting by the affiliate preceptors and sonographers. Through individualized instruction and evaluation, the student's clinical progress and competency will be measured by the school's clinical coordinator, instructor, affiliate preceptors, and sonographers. The school may at times request a student travel out of the city limits for a clinical externship. **This is a Pass/Fail course.**

Medical Billing & Coding Specialist Diploma Program (MBCS)
37 Semester Credits: 3 Terms, 58 Weeks

Program Description
The program offers training in the billing and coding field that includes general computer skills in industry standard software for correspondence, spreadsheets, and electronic health systems. Students learn communication skills, legal and ethical issues, basic anatomy and physiology as well as medical terminology. Once these basics are learned, the students will progress into the billing and coding processes for a variety body system functions learning the ICD Diagnostic Coding, CPT, HCPCS, and Evaluation and Management Systems.

Graduates are encouraged to sit for the Billing and Coding Specialist (CBCS) certification examination through the National Health Career Association (NHA) and/or the Certified Professional Coder (CPC) through the American Association of Professional Coders (AAPC).

Course Outline

Course #	Course Title	Credits	Clock Hours	Modality
MBC101	Computer Skills & Office Procedures	3.5	90	Residential or Full Distance
MBC102	Anatomy, Physiology, and Medical Terminology for Coders	4.0	90	Residential or Full Distance
MBC103	Coding Basics: ICD	2.5	60	Residential or Full Distance
MBC104	Coding Basics: CPT/HCPCS	2.5	60	Residential or Full Distance
MBC105	Medical Law & Ethics with HIPAA, OSHA, & Infection Control	1.0	30	Residential or Full Distance

MBC106	Electronic Health Records	2.5	60	Residential or Full Distance
MBC107	Coding for Systems: Integumentary & Musculoskeletal	2.5	60	Residential or Full Distance
MBC108	Coding for Systems: Digestive, Respiratory, Urinary, & Reproduction	2.5	60	Residential or Full Distance
MBC109	Coding for Systems: Cardiovascular, Lymphatic, and Blood	2.5	60	Residential or Full Distance
MBC110	Coding for Systems: Endocrine, Nervous, Auditory, and Ophthalmic	2.5	60	Residential or Full Distance
MBC111	Insurance and Reimbursement	2.5	60	Residential or Full Distance
MBC112	Coding for Radiology, Laboratory, and Surgical Procedures	2.5	60	Residential or Full Distance
MBC113	Career Preparation and Professionalism	1.0	30	Residential or Full Distance
MBC114	Medical Billing & Coding Capstone	5.0	150	Residential or Full Distance
TOTAL		**37**	**930**	

Medical Billing & Coding Specialist Program Outcome Competencies:

- ✓ The Medical Billing & Coding Specialist diploma program is designed to prepare students for entry-level employment in a medical facility as a valuable member of the healthcare administrative office team.
- ✓ Students will gain knowledge and skills in medical insurance, medical billing, medical coding, billing reimbursement, electronic medical records, and medical office support.

Graduation Requirements

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

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of credits required by the program.
3. Have an overall "C" GPA of 2.0 or higher.

Class Size:

All students are taught by individualized instruction. The average student ratio is 25:1 for any lecture session.

Course Descriptions for Medical Billing & Coding Specialist

MBC101: Computer Skills & Office Procedures This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course will provide students with a basic understanding of their duties and responsibilities in the administrative front office and how to communicate with patients, families and coworkers, handling the telephone in a medical facility and whatever else is needed to apply communication skills. **30 Lecture Hours, 60 Lab Hours. Prerequisite(s): None. A minimum grade of "C" is required to pass this course.**

MBC102: Anatomy, Physiology, and Medical Terminology for Coders Students will learn and identify the human anatomy and physiology needed to correctly code including the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous. This course also introduces the students to the knowledge of medical terminology and includes basic word structure and the use of medical and technical dictionary. **90 Lecture Hours. Prerequisite(s): None. A minimum grade of "C" is required to pass this course.**

MBC103: Coding Basics: ICD Students are introduced to the history and purpose of Medical Coding, basics concepts of coding, and the use of the ICD-10-CM. Upon completion of this course, students will be able to explain the development of the ICD-10-CM. The student will learn the format of the ICD-10-CM, identify the characteristics of the Alphabetic Index and the Tabular List. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102**. **A minimum grade of "C" is required to pass this course.**

MBC104: Coding Basics: CPT/HCPCS Students will be able to describe the development and indexing methodology for CPT and HCPCS, interpret coding guidelines and notes for CPT and HCPCS, interpret health care data to code and sequence procedure/service statements, case studies, and patient records. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102. A minimum grade of "C" is required to pass this course.**

MBC105: Medical Law & Ethics with HIPAA, OSHA, & Infection Control This course introduces legal and ethical issues that impact healthcare professionals. Laws and regulations related to the health care industry such as HIPAA, Patient Bill of Rights, and standard of care are addressed, and ethical and moral issues that healthcare professionals may encounter are presented. Students will learn about the transmission of disease, to recognize biohazards and the necessary infection control procedures and laboratory safety. **30 Lecture Hours. Prerequisite(s): None. A minimum grade of "C" is required to pass this course.**

MBC106: Electronic Health Records This course provides the framework for students to perform various chart related functions within the electronic health record (EHR). Students will learn the basic components, functions, and terminology essential to EHR systems. Students will learn how to complete tasks such as audits, entering data, and maintaining chart integrity. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102. A minimum grade of "C" is required to pass this course.**

MBC107: Coding for Systems: Integumentary & Musculoskeletal Students will use learned medical terminology and coding concepts applicable to the musculoskeletal and integumentary systems. The systems and related pathology are discussed and applied in coding assignments. Accurate coding procedures and techniques are learned and practiced. ICD-10-CM, CPT and HCPCS are discussed and utilized in coding cases. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104. A minimum grade of "C" is required to pass this course.**

MBC108: Coding for Systems: Digestive, Respiratory, Urinary, & Reproduction Students will use learned medical terminology and coding concepts applicable to the digestive, respiratory urinary, and reproductive systems. The systems and related pathology are discussed and applied in coding assignments. Accurate coding procedures and techniques are learned and practiced. ICD-10-CM, CPT and HCPCS are discussed and utilized in coding cases. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104. A minimum grade of "C" is required to pass this course.**

MBC109: Coding for Systems: Cardiovascular, Lymphatic, and Blood Students will use learned medical terminology and coding concepts applicable to the cardiovascular, blood and lymphatic systems. The systems and related pathology are discussed and applied in coding assignments. Accurate coding procedures and techniques are learned and practiced. ICD-10-CM, CPT and HCPCS are discussed and utilized in coding cases. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104. A minimum grade of "C" is required to pass this course.**

MBC110: Coding for Systems: Endocrine, Nervous, Auditory, and Ophthalmic Students will use learned medical terminology and coding concepts applicable to the nervous, auditory, ophthalmic and endocrine systems. The systems and related pathology are discussed and applied in coding assignments. Accurate coding procedures and techniques are learned and practiced. ICD-10-CM, CPT and HCPCS are discussed and utilized in coding cases. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104. A minimum grade of "C" is required to pass this course.**

MBC111: Insurance and Reimbursement This course focuses on health insurance and reimbursement, billing procedures used for physicians' charges, accounts receivable, and payable tasks. This course is designed to increase efficiency and streamline administrative procedures for healthcare insurance billing and reimbursement. Topics include documentation in the medical record, types of insurance, Medicare compliance polices related to documentation and confidentiality. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104. A minimum grade of "C" is required to pass this course.**

MBC112: Coding for Radiology, Laboratory, and Surgical Procedures Students will analyze the elements of coding in reporting radiology services, understand the Radiology terminology, and identify elements of the global procedure. Students will also learn the pathology and laboratory guidelines and understand the pathology and laboratory terminology. Students will identify and interpret codes in urinalysis, molecular pathology, hematology, immunology and other related codes. Students will learn the basics of coding for surgical procedures including the format and notes, analysis of the surgical package and interpreting elements of the surgical report. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104. A minimum grade of "C" is required to pass this course.**

MBC113: Career Preparation and Professionalism In this course also, the students will be assessed in making career decisions, using labor market information, preparing resumes, filling out job applications, interviewing, being punctual, maintaining regular attendance, demonstrating positive attitudes / behavior, presenting appropriate appearance, exhibiting good interpersonal relations, and completing tasks effectively. **30 Lecture Hours. Prerequisite(s): None. A minimum grade of "C" is required to pass this course.**

MBC114: Medical Billing & Coding Capstone Students will apply the practical knowledge learned throughout the program. The student will demonstrate knowledge and skills in insurance billing, reimbursement, general office procedures and coding. Emphasis is placed on accuracy and electronic application and preparation to sit for a medical coder certification examination. **30 Lecture Hours. 120 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104, MBC105, MBC106, MBC107, MBC108, MBC109, MBC110, MBC111, MBC112. A minimum grade of "C" is required to pass this course**

COURSE NUMBERING SYSTEM

The prefix represents the program code as follows:
All Gen Ed courses are coded to easily understand the course. For example AP101= Anatomy & Physiology I.
NUR= Professional Nursing courses
PN= Practical Nursing courses
MA= Medical Assistant courses
EMS= Emergency Medical Technician courses
CDU= Cardiac Ultrasound courses
VSU= Vascular Ultrasound courses
MBC= Medical Billing & Coding Specialist courses

SCHOOL HOLIDAYS

Holiday	2026	2027
Martin Luther King Day	January 19	January 18
Memorial Day	May 25	May 31
Independence Day	July 3	July 3
Labor Day	September 7	September 6
Veterans Day	November 11	November 11
Thanksgiving Day	November 26	November 25
Day after Thanksgiving	November 27	November 26
Christmas & New Year's Break	December 21, 2026-January 3, 2027	December 19,2027-January 2, 2028

*If a holiday falls on a Saturday, it will be observed on the Friday before. If a holiday falls on a Sunday, it will be observed on Monday.

Practical Nursing

Start Date	End Date
1/6/2025	1/17/2026
3/10/2025	3/21/2026
5/12/2025	5/23/2026
7/14/2025	7/25/2026
9/15/2025	9/26/2026
11/17/2025	11/28/2026
2/2/2026	2/13/2027
4/6/2026	4/17/2027
6/8/2026	6/19/2027
8/10/2026	8/21/2027
10/12/2026	10/23/2027
12/14/2026	12/23/2027

Medical Assistant

Start Date	End Date
1/21/2025	11/30/2025
2/17/2025	1/11/2026
4/7/2025	3/1/2026
5/12/2025	4/5/2026
6/9/2025	5/3/2026
7/7/2025	5/31/2026
8/25/2025	7/19/2026
9/29/2025	8/23/2026
10/20/2025	9/13/2026
11/10/2025	10/1/2026
12/1/2025	10/25/2026

Cardiac & Vascular Ultrasound

Start Date	End Date
9/15/2025	9/26/2026
2/2/2026	2/13/2027
6/8/2026	6/19/2027
10/12/2026	10/23/2027

Medical Billing & Coding Specialist

Start Date	End Date
7/14/2025	9/5/2026
8/25/2025	10/17/2026
10/6/2025	11/28/2026
11/17/2025	1/23/2027
1/12/2026	3/6/2027
2/23/2026	4/17/2027
4/6/2026	5/29/2027
5/18/2026	7/10/2027
6/29/2026	8/21/2027
8/10/2026	10/2/2027
9/21/2026	11/13/2027
11/2/2026	1/8/2028

AmHealth EMT & Nursing (A.S.) 2025 Academic Calendar				
Term Code	**Start Date**	**End Date**	**Break**	**Holidays**
Full Term	1/6/2025	4/26/2025	3/23/2025 - 3/30/2025 Spring Break	1/20/2025 - MLK Jr. Day
General Education-Term A	1/6/2025	2/22/2025		
General Education-Term B	3/3/2025	4/26/2025		

Term Code	**Start Date**	**End Date**	**Break**	**Holidays**
Full Term	5/5/2025	8/23/2025	6/29/2025 - 7/6/2025 Summer Break	5/26/2025 - Memorial Day
General Education-Term A	5/5/2025	6/21/2025		
General Education-Term B	7/7/2025	8/23/2025		

Term Code	**Start Date**	**End Date**	**Break**	**Holidays**
Full Term	9/2/2025	12/13/2025	11/27/2025 - 11/28/2025 Thanksgiving Break	9/1/2025 - Labor Day 11/11/2025-Veterans Day
General Education-Term A	9/2/2025	10/18/2025		
General Education-Term B	10/27/2025	12/13/2025		
Winter Break 12/14/2025-1/4/2026				

AmHealth EMT &Nursing (A.S.) 2026 Academic Calendar				
Term Code	**Start Date**	**End Date**	**Break**	**Holidays**
Full Term	1/5/2026	4/25/2026	3/15/2026 - 3/22/2026 Spring Break	1/19/2026 - MLK Jr. Day
General Education-Term A	1/5/2026	2/21/2026		
General Education-Term B	3/2/2026	4/25/2026		
Term Code	**Start Date**	**End Date**	**Break**	**Holidays**
Full Term	5/4/2026	8/22/2026	6/28/2026 - 7/5/2026 Summer Break	5/25/2026 - Memorial Day
General Education-Term A	5/4/2026	6/20/2026		
General Education-Term B	7/6/2026	8/22/2026		

Term Code	**Start Date**	**End Date**	**Break**	**Holidays**
Full Term	8/31/2026	12/12/2026	11/26/2026 - 11/27/2026 Thanksgiving Break	9/7/2026 - Labor Day 11/11/2026-Veterans Day
General Education-Term A	8/31/2026	10/17/2026		
General Education-Term B	10/26/2026	12/12/2026		
Winter Break 12/13/2026-1/3/2027				

AmHealth EMT & (A.S.) 2027 Academic Calendar				
Term Code	**Start Date**	**End Date**	**Break**	**Holidays**
Full Term	1/4/2027	4/24/2027	3/14/2027 - 3/21/2027 Spring Break	1/18/2027 - MLK Jr. Day 3/26/2027 - Good Friday
General Education-Term A	1/4/2027	2/20/2027		
General Education-Term B	3/1/2027	4/24/2027		

Term Code	Start Date	End Date	Break	Holidays
Full Term	5/3/2027	8/21/2027	6/27/2027 - 7/5/2027 Summer Break	5/31/2027 - Memorial Day
General Education-Term A	5/3/2027	6/19/2027		
General Education-Term B	7/6/2027	8/21/2027		

Term Code	Start Date	End Date	Break	Holidays
Full Term	8/30/2027	12/18/2027	11/25/2027 - 11/26/2027 Thanksgiving Break	9/6/2027 - Labor Day 11/11/2027 - Veterans Day
General Education-Term A	8/30/2027	10/16/2027		
General Education-Term B	10/25/2027	12/18/2027		
Winter Break 12/19/2027-1/2/2028				
AmHealth EMT & (A.S.) 2028 Academic Calendar				
Term Code	**Start Date**	**End Date**	**Break**	**Holidays**
Full Term	1/3/2028	4/22/2028	3/12/2028 - 3/19/2028 Spring Break	1/17/2028 - MLK Jr. Day
General Education-Term A	1/3/2028	2/19/2028		
General Education-Term B	2/28/2028	4/22/2028		

Term Code	Start Date	End Date	Break	Holidays
Full Term	5/1/2028	8/19/2028	7/2/2028 - 7/9/2028 Summer Break	5/29/2028 - Memorial Day
General Education-Term A	5/1/2028	6/17/2028		
General Education-Term B	6/26/2028	8/19/2028		

Term Code	Start Date	End Date	Break	Holidays
Full Term	8/28/2028	12/16/2028	11/23/2028 - 11/24/2028 Thanksgiving Break	9/4/2028 - Labor Day 11/10/2028 - Veterans Day
General Education-Term A	8/28/2028	10/14/2028		
General Education-Term B	10/23/2028	12/16/2028		
Winter Break 12/17/2028-1/1/2029				

CATALOG RECEIPT

I,_____ certify that I have received the most recent copy of

American Healthcare Institute Catalog.

By signing below, I also certify that I have reviewed the policies contained herein and understand that I am required to follow the policies, school rules and information in this catalog.

I also certify that I have been informed about the program payment Policy, academic, lab, and assignment responsibilities.

I understand that failure to comply with my scheduled payments, assignments, weekly assigned hours and academic responsibilities may cause my student status to be withdrawn from this program.

_____
Student Signature
Date

_____
Admission Representative
Date

5205 Greenwood Ave Suite 280
West Palm Beach, Florida 33407
Phone: (561)328-5979

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