

2022 – 2023 Catalog



Published: June2022

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

# Allied Career Training Institute

890 Main Street  
Suite 100  
Sanford, ME 04073  
Tel: (207) 850-1107  
Fax: (207) 850-1127  
www.actisme.com

## Programs Offered

Massage Therapy

Professional Medical Assistant

## Hours of Operation

**Monday – Thursday**  
8:00am – 7:00pm

**Friday**  
9:00am – 5:00pm

**Saturday**  
9:00am – 12:00pm

## License

This campus is licensed by:

State of Maine Department of Education  
23 State House Station  
Augusta, ME 04333

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# Welcome

Congratulations on your decision to continue your education! This is your first step of your new journey and we are honored to be part of your future success. Allied Career Training Institute believes that education should encompass the cultivation of dignity and positive self-esteem as well as the development of new skills. Our dedicated staff is committed to the students and community we serve to encourage and empower students to reach their future potential and achieve their lifelong personal and professional goals as they seek academic, vocational and personal advancement.

The campus employs instructional methods that are designed for a variety of learning styles that will encourage the development of the student's intellectual, analytical and critical thinking capabilities. We encourage active participation by the students in group discussions, projects and hands on skill practice. Our courses are designed to prepare students to successfully enter into the competitive job market, and encourages students to become involved in a professional organization that promotes their professional skills.

Allied Career Training Institute strives to provide excellence in education by hiring experienced faculty and staff; maintaining a facility that fosters and is conducive to educational growth and is a pleasant and safe environment; provide tutoring, personal and academic advising to help students successfully complete their programs of study. The campus will offer Career Services to graduates and help them navigate the process of securing and maintain employment.

The administration, staff and faculty look forward to assisting you in attaining your career goals. We hope you enjoy your educational experience while at Allied Career Training Institute. Behind these doors amazing things happen every day!

Sincerely,

Jennifer R. Marchese  
Chief Executive Officer & Campus President

## History & Mission Statement

### History

Allied Career Training Institute was founded by Evolution Education Group, LLC, a creative group of four individuals who have a passion for providing educational opportunities to the community that will allow them personal and professional growth and advancement.

Evolution Education Group, LLC has a vested interest in offering career training education and other various programs to build a stronger community and provide local employers with skilled employees.

The owner's longevity in the community and excellent reputation with local employers are two of the reasons why an education from Allied Career Training Institute has opened its doors of opportunity for its future graduates.

**ALLIED**  
CAREER TRAINING INSTITUTE

### Mission Statement

Allied Career Training Institute is committed to excellence in education by providing quality instructor led distance and on-site education, realistic laboratory experience, and hands on experiences in field appropriate facilities. Allied Career Training Institute enables students to develop professional skills, behaviors and reliability that is the foundation necessary to successfully gain entry-level employment and that a student can build upon for personal success and future growth.

Through the combination of professional faculty, focused support services, and modern well equipped facilities, Allied Career Training Institute strives to foster pride, dignity and self-respect in its student body. Fundamental to its mission is the emphasis on individual advising and guidance.

The faculty and staff seek to empower students with industry specific knowledge, which will gain them both the respect and means of rewarding self-support. Allied Career Training Institute

provides students with a solid educational foundation on which to build their future professional development.

## **Institutional Objectives**

- Provide innovative and relevant curricula that meet the current standards of the industries we serve. And will students to qualify to licensure/registry exams, where required.
- Provide an environment that will foster academic and personal development, which will encourage students to complete program requirements and graduate.
- Help students develop proper work habits, professional attitudes, and increased confidence to improve their lives economically and professionally.
- Provide a clean, attractive and well-managed facility including qualified faculty and a committed staff that is focused on student success.
- Assist graduates in securing entry-level positions that will lead to fulfilling their career objectives and personal growth.
- Provide business, industry, government, and professionals with well-trained personnel.

To assist students in achieving their objectives, Allied Career Training Institute maintains a creative and innovative group of faculty and staff members who are chosen for their specialized skills. Students are sure of receiving personal attention in classes where communication between student and teacher, as well as between student and student, may flourish. Emphasis on individual growth is an essential part of our educational program.

## **General Information**

### **Statement of Legal Control**

Allied Career Training Institute is owned by Evolution Education Group, LLC; and is a registered Limited Liability company registered in the Commonwealth of Maine. Jennifer R. Marchese is the Chief Executive Officer and Campus President.

### **Licensing & Accreditation**

The campus is licensed by the State of Maine Department of Education located at 23 State House Station Augusta Maine 04333.

Allied Career Training Institute is currently not an accredited institution by an independent third-party for external conformity against recognized standards. The campus fully intends to initiate this voluntary activity when it is eligible to so in 12 months from the date of the first incoming class. At this time Allied Career Training Institute is not approved to participate in Title IV or VA funding for student financial aid needs. However the institution is able to offer in house financing and alternative loan options.

## Facility Descriptions & Locations

The Sanford campus is located in the heart of this small city, in the historic Mid-Town Mall just off the Route 109 and Washington Street intersection in Sanford, Maine. We are situated about thirteen miles west of Exit 19 of the Maine Turnpike. Just 30 minutes south from Portland, ME, and 30 minutes north of Portsmouth, NH the location is easy to locate and navigate for a seamless commute.

Adjacent to Gateway Park where on warm days, you might find students having a picnic on the lawn by the water falls. There are many local eateries, coffee shops and a bakery to have lunch or pick up a snack.

Our facility includes two medical assisting clinical labs, four lecture classrooms, a massage clinic, a student library. Our campus environment affords students the opportunity to develop a practical, working knowledge of the equipment and materials they will likely be using on the job using a variety of program and industry related equipment.

The campus has an open concept lunchroom for dining with dedicated microwaves and a refrigerator for student use. There are lockers available to students to store their belongings.

The student massage clinic is comprised of four individual client bays and one private room. The massage clinic is open to the public, and serves as a hands-on training facility for our massage therapy students during their internships.

The medical assistant laboratories are equipped with equipment including a software enabled EKG system, outpatient medical equipment, phlebotomy models, hands on practice supplies for all laboratory classes, as well as other technology and equipment used in the healthcare field.

## Learning Resource Center

The institution maintains and develops information, resources, and services that support the educational goals of students, faculty, and staff. These resources include a collection of books, professional journals and periodicals, audiovisuals, digital information access, computer workstations, and other materials.



Because resource skills are an integral part of a student's academic achievement, students receive instruction in resource skills and procedures. The development of resource skills is strengthened by research components built into the Institution's curriculum.

## **Statement of Non-Discrimination / Non-Harassment Policy**

Allied Career Training Institute considers students, employees, and applicants for admission or employment, and those seeking access to programs on the basis of individual merit. The School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes as required by law (including Title IX of the Education Amendments of 1972)

The school's policy is consistent with federal, state, and local regulations governing non-discrimination and harassment including, but not limited to Title IX of the Education Amendments of 1972 (as amended). Title IX of the Education Amendments of 1972, and its implementing regulations, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Allied Career Training Institute seeks to maintain a safe learning and working environment. To that end, the school prohibits Sexual Misconduct, which includes Sexual or Gender-Based Harassment, Sexual Assault, and Sexual Exploitation. Conduct which is also prohibited is Relationship Violence, Stalking, and Retaliation against an individual for making a good faith report of conduct prohibited under Title IX. These prohibited forms of conduct are unlawful, undermine the character and purpose of the school, and will not be tolerated.

The Campus President is designated as the School's Title IX Coordinator to coordinate compliance with this policy. Please contact your Campus President to raise concerns or file a complaint. All grievances or complaints will be responded to within ten (10) business days and will be handled directly and equitably.

Please note that submitting a false report or providing false or misleading information in bad faith or with a view to personal gain in connection with an incident is prohibited and subject to disciplinary sanction. This does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate. The School is committed to protecting the privacy of people involved in a report under this policy. With any report or complaint, the School will make reasonable efforts to protect the privacy interests of



## **Why choose Allied Career Training Institute?**

### **Continuous Enrollment**

Program enrollment is on-going, and new students are able to start programs of study at the start of each academic term, with some limitations for class sizes (too many or too few enrollments may delay the start of classes). This allows students the opportunity to start programs every five weeks for day classes and 10 weeks for evening classes.

### **Competence with Confidence**

At Allied Career Training Institute, success by student competence in mastering the curriculum material or skill. Courses are designed to help both instructor and student monitor their performance. Students are tested for their understanding of the subject matter before advancing to the next course. Knowledge and skills are presented in appropriate time blocks that builds level-by-level, so that students achieve competence and confidence as each one is developed. Through our unique system, students will succeed with confidence, knowing that they are truly competent in the areas they have mastered.

### **Instruction**

The student/teacher ratio for the Allied Career Training Institutes programs is 20:1 in all lecture courses, 20:1 in all laboratory courses.

The classroom size for the Allied Career Training Institutes holds a maximum of 20 students. Due to current guidelines as proposed for safety in social distancing in efforts to prevent the spread of COVID 19 and its variants limitations on occupancy may be in effect as required by CDC protocols.

### **Measurement of Instruction**

The unit of measurement of instruction is semester credits. One semester credit equals a minimum of 15 clock hours classroom (lecture/didactic), or 30 clock hours of laboratory, or 45 clock hours of internship/externship. A clock hour is defined as 60 consecutive minutes of which a minimum of 50 minutes is dedicated to instruction.

## **Delivery of Curriculum Instruction Hybrid Format**

Both programs will have classes that can be delivered in an on ground and or online format. These classes are identified on the course outlines with asterisks. Both formats will be instructor led and are not self-directed. The Institution's online platform is Populi and is supported by a large farm of Web servers configured redundantly to generally assure uninterrupted, around-the-clock operation. All online classes are taught by the same qualified instructors that deliver on ground instruction as well. The attractively designed class pages encourage student involvement and interaction, and the system facilitates text-based class discussions based on instructor commentaries, readings, Web field trips, and other course work.

The Institution's online course is actually a specialized Internet-based application presented to both the students and the instructor. Unlike traditional classroom instruction, which often relies on improvisation driven by a desire to cover the material, The Institution's online courses are fully developed and realized before the first lesson ever takes place which allows the student to participate in real time with the active online instructor. Every assignment and activity in a course has been planned, selected, and evaluated in light of the course's specific learning outcomes.

Following enrollment, students will have access to the following support services:

- Orientation to the campus
- Orientation to the on-ground and digital classrooms

## **Technology and Equipment Requirements for Digital Instruction**

To enroll in a program with a digital instruction component, you must have access to a computer with the following minimum requirements.

### **Hardware:**

- A PC running a Microsoft Windows operating system (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X with the operating system's minimum requirements for processor, memory, and hard drive (See the Microsoft or Apple website for minimum requirements)
- At least 10.0 GB of free hard-drive space (additional space may be needed for multimedia files)
- A 1024x768 monitor with a 16-bit or greater video card (24-bit preferred)

- A DVD-ROM drive or CD-ROM

A sound card with speakers and microphone (for selected courses)

**Software:**

- A Microsoft Windows® operating system (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X
- Microsoft Office 2003 or a more recent version
- A current antivirus and antispyware application that is updated regularly
- Internet Explorer 7.0 or a more recent version, or Firefox 3.013 or a more recent version
- Adobe® Reader® 8.0 or a more recent version (free download)
- Adobe® Flash Player 10.0 or a more recent version (free download)
- Sun Java 2 SDK (Java 1.5) or a more recent version for PC (free download)
- Classic Java (MRJ 2.2.5) or a more recent version for Mac (free download)
- AOL Instant Messenger (free download)

**Internet/E-mail:**

- An Internet service provider (ISP)
- A dedicated, reliable 128 Kbps or faster
- An Internet connection
- An e-mail address and account will be issued to all students for use within their courses.

Some courses have additional software and hardware requirements.

## **Student Verification Policy**

### **I. Verification**

A. Throughout the program, the Institution will verify that a student who completes digital sessions is the same student who participates in on-ground sessions for the course.

- Student attendance is recorded face-to-face during the on-ground portion of the program.
- Students are provided with a secure login and password for the student portal that must be changed every 180 days.
- Final exams and major tests are taken in a proctored environment at the campus.

B. There are no additional charges or fees associated with the verification of student identity.

### **II. Privacy**

A. In order to protect the privacy of the student, the Institution uses a secure process for providing students with their student portal login credentials.

- A system-generated e-mail is sent to the student's personal e-mail account. This e-mail contains the student's private login credentials for the student portal.
- If no personal e-mail account exists for the student, the student portal account is provisioned by a member of the Admissions Department. Once the account is created, the Admissions Department provides the student with the login credentials. The student is then advised to change his or her password to ensure that the credentials are private.
- The student is advised to keep his or her login information in a secure place.

B. The only individuals who have access to the digital classroom are the students in the class, instructors, and academic administrators.

## Admissions

### Basic Requirements

To qualify for admission into any certificate-training program, applicants must successfully complete the initial interview process and receive a positive recommendation from the school's Admissions Advisor and either the Program Director or the Campus President.

Basic Admissions Requirements:

- A minimum age requirement of 17 and in possession of a High School Diploma or GED. (Veterans must provide a copy of their high school diploma or GED equivalent.) Allied Career Training Institute will only accept an attestation of High School or GED completion for admittance under extreme circumstances when all other avenues to obtain proof have been exhausted.
- An admissions interview
- Professional Medical Assistant students must celebrate their 18th birthday prior to the start of externship
- \$25.00 application fee
- Basic command of the English language
- Completed the required admissions documents and sign the enrollment agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age)

- Professional Medical Assistant applicants are required to have their Medical Form completed by a physician prior to the start of clinical classes.

## Admissions Examination

Allied Career Training Institute requires all entering students to have an assessment of their levels of learning. The Wonderlic Scholastic Level Exam (SLE) identifies an individual's capacity for learning, as well as the ability to apply knowledge.

Minimum Passing Scores:

Massage Therapy 15

Professional Medical Assistant 13

## Acceptance

Upon completion of the required documents for admission, the applicants are notified in writing of their acceptance and anticipated start date of classes.

## Procedures for the Enrollment of Students with Special Needs

Allied Career Training Institute does not make preadmission inquiries regarding whether applicants have a disability. Allied Career Training Institute programs do not have requirements that screen out people with physical or mental handicaps or learning disabilities. If an applicant has an obvious disability such as mobility, sight or hearing impairment, the applicant will be given the institution's confidential disability declaration form and voluntarily disclose the disability. No applicant is required to do this.

The only instance when the institution may impose screening criteria is when admission presents a clear safety risk to self or others and these criteria are based on actual risk assessment, not stereotypes or assumptions. The Campus President is responsible for the determination of risk and decision for admission. Every student accepted into a school program has the opportunity to voluntarily and confidentially disclose/declare a handicap/disability/special need(s) and as result, allows for disability verification and resulting appropriate academic accommodations. These accommodations can occur through a combination of school, governmental, public and private, voluntary and confidential services available to them.

In order to accommodate students with physical handicaps, Allied Career Training Institute Sanford campus is equipped with ramps at the entrance into the building and throughout the first level. These students will also be scheduled to take all coursework on the first level of the school.

## **Felony Disclosure**

Please be advised that if you have been convicted of a felony, you may not be eligible for certain clinical experiences, externships, internships, licensure or certifications associated with our educational programs. Those with non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

## **Equal Opportunity & Affirmative Action Policy**

Allied Career Training Institute is committed to a policy of equal opportunity and nondiscrimination in relation to race, religion, sex, age, national origin, marital status, sexual orientation, or disabled status.

## **Transfer Credit Policy**

### **Transfer of Credit from an Institution other than an Allied Career Training Institute program**

Like other higher education institutions, Allied Career Training Institute may accept credits from other schools or colleges as long as the institution is recognized by the US Department of Education. The Prospective students may be granted transfer credit up to 25% of the total program credits from an outside institution.

- A. The Director of Education at the school will review transcripts to determine what hours/credits, if any, will be granted. This determination must be made before the student starts.
- B. The student must submit:
  - a. Official Transcript (signed with the school seal)
  - b. A catalog of the institution, which describes the courses for which transfer hours/credits is sought.



- C. Hours/credits will be considered for transfer hours/ credits toward graduation if the following criteria are met prior to starting school:
- a. Official transcript and catalog with course descriptions are reviewed.
  - b. Course is adjudged equivalent in content, hours and credits.
  - c. A Grade Point Average (GPA) of 2.0 (C) or better was achieved.
  - d. Course was completed no more than 5 years prior to date of request
  - e. All courses transferred from another institution will be marked with a "T"

## Notes for Credit Transfers

- A. Students will be charged on a pro-rata credit for tuition based on number of hours remaining in the program.
- B. Any courses for which a student requests transfer credit must have been completed within the past 5 years.
- C. Students may appeal the transfer credit decision by writing to Allied Career Training Institutes Director of Education at:

Allied Career Training Institute  
890 Main Street Suite 100  
Sanford, ME 04073

## Transfer of Credit from Allied Career Training Institute

The school makes no representation or guarantee regarding transfer of credits to other institutions. Acceptance of transfer credit is always at the sole discretion of the receiving institution. Students who wish to continue their education at another institution should check the policy of that institution regarding transfer credits. In the event a student is considering transferring to a new institution the school will provide guidance and assistance. This may include a review of charges and financial aid refunds, as well as providing transcripts, applicable syllabi, and catalogs. This is the standard transfer-of-credit procedure.

## Tuition Payment Options

Allied Career Training Institute is not approved to participate in TIV Federal Grant or Loan funding or Veterans Educational benefits including GI Bill and Post 911. A payment plan can be arranged between the student and the campus depending on the student's need.

## Third Party Payers

Organizations may sponsor students by authorizing the payment of tuition and fees. Students must submit to the campus a letter of authorization or a purchase order from the sponsoring organization at the time of registration. Bills will be forwarded to the appropriate organization. Payments from the organization will be due and payable in 30 days.

## Other Options

Tuition Payment Plans: A tuition deposit of 25% is required by the first day of class. Two plans are available for paying the balance of tuition.

1. Full payment of tuition on or before the date classes start.
2. Payment of tuition balance in monthly installments.

Information regarding tuition payment plans is included in the application procedure as part of the Financial Services interview.

## Tuition & Fees

A complete listing of the current programs and course tuition and fees is included in this catalog. Payments may be made in the form of a personal check, a certified check, a money order, or a bank check. Visa, MasterCard and Discover may also be used to pay tuition. A student whose training is being paid for by a governmental program or other funding source must provide a letter of authorization from the funding source. Books and materials will not be issued until all fees are paid. Students enrolling in any of the career training programs are expected to pay for tuition and materials according to the prearranged payment plan agreed upon at the time of enrollment. If students are unable to meet their financial obligations, provisions for late payment may be set up at the discretion of the Campus President. All outstanding student account balances must be paid in full prior to graduation or upon termination. Certificates of graduation or completion will not be issued to the student until all outstanding monies are paid. Delinquent accounts that prove not to be collectible may be submitted to a collection agency for processing.

## Cancellation and Refund Policy

### Tuition & Other Charges - Period of Obligation

Following the start of classes, the institution will establish a ledger of tuition and other charges incurred by the student, as shown on the front side of the enrollment agreement. Tuition charges, as outlined below, will be applied in one or more parts called periods of obligation, depending on the length of the program. The period of obligation set by the school is 450 instructional hours. Programs less than 450 hours will have tuition charged in full in one part, while programs longer than 450 hours but equal to or less than 900 hours will have tuition charges applied across two periods of obligation, while programs greater than 900 hours will have tuition charges spread across three or more periods of obligation depending on how many

450-hour periods are needed. The institution, for the sake of clarity, will create a ledger card detailing the entire cost of the program with each period of obligation clearly marked so that the students can understand and verify the full and complete cost of the program as shown on the front side of this agreement.

For the benefit of the student the institution will secure financial aid or complete financial planning to cover all periods of obligation. The student is obligated to pay the charges attributed to the period of obligation at the beginning of each period of obligation unless other financing arrangements have been made. By way of an example, a program with tuition costs of \$9,100 that is 910 hours in length will have three periods of obligation. The first two periods of obligation will be 450 hours in length, and appear on the ledger card as \$4,500 charges, while the last period of obligation will be 10 hours in length and cost \$100. By way of an example, if a student attending a 900-hour program was scheduled for 450 hours of classes and began the 451st hour, the student would be obligated for tuition charges relating to the first and second period of financial obligation.

## **Institutional Refund & Cancellation Policy**

The school will provide a full refund of all monies paid if the student cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of signing it. If the student pays any fees in advance of the first class session, and if the 72-hour cancellation privilege period has passed, and if the student decides not to attend the program by not showing for classes, or if the enrollment is rejected by the school, the school will refund all monies paid less the application fee.

If it becomes necessary for the class to be canceled or delayed prior to the start of classes, the student will have the option of accepting the delay and joining the next scheduled class start or requesting a full refund of all monies paid, including non-refundable application fee.

In the event of withdrawal by the student after expiration of the 72 hour cancellation privilege or dismissal by the school, the school shall retain the application and registration fees, the non-refundable cost of the textbooks required by the classes attended and issued to and used by the student, and a prorated portion of tuition and laboratory fees/ other, based upon the last day of attendance and the number of program hours the student was scheduled for through the last day of attendance.

The pro-ration is calculated as follows, from the last date of attendance:

- A. If the departure from the program occurs during the first week of class or 7 calendar days, tuition charges withheld will not exceed 10 percent of the stated tuition to a maximum of \$500.00.

- B. After the first week of class and through 60 percent of the period of financial obligation, charges retained will not exceed a pro-rata portion of tuition for the training period completed, plus 10 percent of the unearned tuition for the period of training not completed, up to a maximum of \$1,000.00. After 60 percent of the period of financial obligation is completed, the school may retain the full tuition for this period of obligation.
- C. For subsequent periods of financial obligation, charges retained will not exceed a pro-rata portion of tuition charged for the period of obligation. The proration is based on the number of hours scheduled through the students last day of attendance divided by the total number of hours in the period of obligation. After 60 percent of the period of financial obligation is completed, the school may retain the full tuition for this period of obligation. Students are responsible for full payment for any previously completed periods of obligation.

We will return refunds within 45 days of date of determination of withdrawal or cancellation. Students must complete a Student Withdrawal Request, which is available at the front desk.

The date of determination used for withdrawal or cancellation will be:

1. Withdrawal
  - a. Date the school received notification from a student of their intent to withdraw, or
  - b. The last date of attendance, if student is dismissed or expelled by school, or
  - c. 14 days following last day of attendance in the event the student has not communicated their intent to withdraw and has failed to attend classes for 14 consecutive days.
2. Cancellation - In the case of a cancellation of enrollment due to a failure to attend or class delay or cancellation request, the date of notification or originally scheduled start date is used, whichever is sooner.

The tuition charges will be attributed on the basis of periods of financial obligation, as stated above, which is equivalent to 450 hours of training or the balance of training hours remaining in the program if less than 450 hours. In no case will the period of obligation for students extend more than 12 months, and in most cases the period of financial obligation (450 training hours) will be between 15 and 40 weeks in length.

## **Academic Policies**

### **General Student Information**

All students are expected to behave in the professional and courteous manner that is expected in a business environment. Fellow students, instructors and administrative personnel should be treated respectfully.

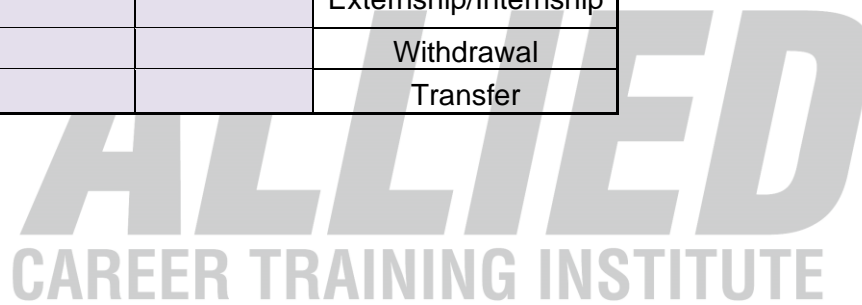


## **Grading**

Students are graded to evaluate their progress in terms of proficiency expected as employees within their respective fields. Grades may be determined through homework, class work, tests, quizzes, attendance, and final examinations. Students are evaluated at the end of each grading period by their course instructor. All course grades are recorded in the student academic record. Students are provided a printed report of grades at the end of each course. Students may request a grade report at any time from the Education Department and request a status report for current courses from the instructor.

Letter grades are assigned numerical equivalents so that each student's progress may be reflected in terms of a grade point average (GPA). The GPA is a weighted average calculated by multiplying the term credit hours for each course by the grade point equivalent received for that course, summing the results, and dividing the sum by the total term credit hours. Grades, grade point equivalents, and sample GPA calculations are as follows:

Grade	Percentage Equivalent	Grade Point Equivalent	Explanation
A	93-100	4.0	
A-	90-92.99	3.7	
B+	87-89.99	3.3	
B	83-86.99	3.0	
B-	80-82.99	2.7	
C+	77-79.99	2.3	
C	73-76.99	2.0	
C-	70-72.99	1.7	
D+	67-69.99	1.3	
D	63-66.99	1.0	
D-	60-62.99	0.7	
F	0-59.99	0.0	
R**			Repeated Course
S			Satisfactory Externship/Internship
W			Withdrawal
T			Transfer



## Graduation Requirements

Students enrolled in all programs are awarded certificates upon successful completion of all program and graduation requirements. Program and graduation requirements are as follows:

1. Must have successfully completed all program courses and externship/internship and earned the required total number of credit hours for the program (i.e., students who receive a course grade of "F" for any course must repeat and pass the applicable course)
2. Must have a minimum cumulative GPA of 2.0
3. Must have attended a minimum of 80% of their overall program scheduled hours
4. Returned all resource materials borrowed from the school

5. Fulfilled all financial obligations to the institution prior to graduation unless previous satisfactory arrangements of have been made
6. Attend an Exit Interview with faculty and staff

## **Leave of Absence**

Allied Career Training Institute does not have a leave of absence policy.

## **Withdrawal**

Fourteen (14) consecutive days of absence resulting in interruption of training will result in the student being automatically dropped from the program. The student may request to reenter at a later date. Students will meet with their academic advisor to discuss the impact of their attendance and ability to complete the program in a timely manner financial aid awards. The student may return to the program at a later date with the approval of the Campus President. An interview, educational assessment, and possible written test will occur to determine at what point in the program a student might reenter. If it is determined that the amount of learning lost while being away from study requires a student to repeat a prior course, then the student will be provided with this information prior to restarting classes.

## **Re-Entry into the Same Program**

To re-establish eligibility to return to school a student must apply for re-admission and receive the approval of the Campus President.

## **Re-Entry into a New Program**

When a student re-enters to begin a program other than the one he/she was in when originally dismissed, the student enters as a "new" student with the exception of courses that transfer to the new curriculum. Transfer of credits will be limited to courses with grades of "C" or above. When calculating the student's projected graduation date and minimum requirements to finish within 1.5 times the projected program graduation date, the amount of time used before dismissal will be included. Only one curriculum change will be permitted.

## **Student Returning Within 180 Days from Their Last Date of Attendance**

A student who returns to school within 180 days to the same program will not be charged any additional fees. Also, they will not be responsible for any tuition increase that may have occurred.

Students who return to the same program at the same school campus within 180 days are considered to be in the same payment period they were in at the time of the withdrawal for purposes of student awards. The student retains his or her original eligibility for that payment period.

## **Student Returning After 180 Days from Their Last Date of Attendance**

If a student returns to the same program after 180 days, or transfers into a new program at the same school campus, or transfers to a different school campus, then the student starts a new payment period for purposes of calculating their program costs and financial aid. The institution treats the credits remaining in the program as if they are the student's entire program. Also, the student will have their earned hours reevaluated to determine the amount of hours that are transferable upon re-enrolling. The student will be responsible for a new enrollment fee, lab fee, books and supplies fee and any increase in the tuition. See the Campus President for additional information regarding the school's re-enrollment policy and procedures.

## **Appeal & Reinstatement**

Students who are terminated may appeal the school's decision through the appeal process. A written request should be submitted to the Campus President outlining the desire to appeal the decision with a complete, thorough description of any mitigating circumstances or conditions that should be considered by the school administration. Students who choose not to appeal termination decisions may apply for reinstatement no earlier than 30 days from the date of withdrawal. All students who are reinstated may be accepted conditionally. Students who were previously dismissed for violation of attendance standards must maintain a minimum attendance rate of 90% for the first two consecutive weeks of the new enrollment period in order to remain in school. Students who were dismissed for unsatisfactory grades must have at least one satisfactory grade posted upon completion of the first academic term of the new enrollment.

## **Satisfactory Academic Progress (SAP) Policy**

### **Process Overview & Responsibilities**

Satisfactory Academic Progress (SAP) standards apply to all students at the institution. Allied Career Training Institute employs proactive strategies for effective instruction, advisement, tutoring and intervention that effectively support each student's academic achievement and advance students toward their career goals. Students are expected to maintain Satisfactory Academic Progress (SAP) and progress toward graduation. Students will be advised and



graded at regular intervals to keep them informed of their individual progress and areas of their education that may need immediate attention for successful outcomes.

The Director of Education is responsible for calculating SAP for each enrolled student according to the SAP standards outlined in this policy. The Director of Education and Campus President will review calculated SAP for each student to determine eligibility for continuation in the student's respective program.

## Same As or Stricter Than

Allied Career Training Institute employs an early intervention plan aimed at helping students achieve their best. To that end, the Education Department monitors academic success at the end of each term and intervenes as appropriate to assist students at risk of not meeting SAP standards. Students who are at risk are evaluated at the end of each term and are counseled by the Education department. The Education department works with at risk students to develop an academic plan. At risk students must be placed on an Individual Plan for Academic Success (IPAS) that will help them achieve the standards necessary to meet SAP standards by their next official evaluation point. Official SAP calculations are evaluated only to coincide with the evaluation points outlined in the SAP policy.

The SAP policy is applied to all students regardless of receipt of Title IV Financial Aid. Students must maintain SAP to:

- Remain in their enrolled program
- To be eligible for graduation

## Qualitative Measure

Students are expected to maintain a cumulative grade point average (CGPA) of at least 2.0 at the midpoint of each academic year and at graduation.

## Quantitative Measure

Students are expected to complete their program within 150% of the published length of the program. Quantitative progress is measured at the midpoint of each academic year.

## Credit Hour

An example would be a Medical Assistant program that awards 40 credits; the maximum number of credits a student can attempt and still graduate is 60 based on 150% of the program.

Quantitative progress is calculated by dividing the cumulative number of credit hours the student has completed by the cumulative number of credit hours attempted. For transfer students, credits accepted for transfer towards the student's program will count towards both the credit hours earned and credit hours attempted categories. Pace is measured at midpoint of each academic year as follows:

- Upon completion of half the credit or clock hours and weeks in an academic year (whichever is greater), cumulative pace must be equal to or greater than 67%
- Upon completion of the remaining credit or clock hours and weeks in the remainder of the academic year or remaining portion of a program, cumulative pace must be equal to or greater than 67%

## Evaluation Periods

To ensure that students are making sufficient progress both quantitatively and qualitatively, SAP is officially evaluated at each midpoint and end of each academic year.

Outside of the formal SAP calculations, students are academically evaluated at the midpoint of each academic term and are provided grades at the end of each academic term. An academic term, as defined elsewhere in this catalog, is generally 5-6 weeks during the Day shift and 10-12 weeks during the Evening shift.

## Failure to Maintain Satisfactory Academic Progress

Upon determination that a student has not met the SAP requirements, they will be assigned one of three statuses. In all cases, these students will need to meet with an academic advisor to discuss their IPAS plan.

### Warning Status

Students who fail to meet either the qualitative or quantitative standards outlined above at the first evaluation point of an academic year will be automatically placed on warning status for the remainder of the academic year. The student will receive notification of this status and will be encouraged to meet with the Director of Education to discuss their IPAS plan.

### SAP Not Met

Students who do not meet the SAP benchmarks for a second consecutive evaluation will be placed in a "SAP Not Met" status. The student must meet with the Director of Education and/or Campus President within 7 days to avoid potential dismissal from their program.

## **SAP Probation**

Students in a “SAP Not Met” status will be notified in writing and given the opportunity to appeal.

## **Appeals**

Students may appeal a determination they are not making SAP to the Director of Education and or Campus President to account for mitigating circumstances (i.e. family member’s death, illness etc.). To be eligible for an appeal, the Education Department must determine that the student will be able to meet SAP standards by the end of the academic year and develop a IPAS plan which, if followed ensures the student will be making SAP by the specified point in time. Students who successfully appeal a SAP determination will be placed on SAP probation and will remain eligible for aid for the remainder of the academic year. Students who do not successfully appeal remain ineligible for aid. Students may only appeal once per program.

Students must submit a written appeal to the Director of Education and or Campus President within 7 calendar days after the beginning of the term. The Director of Education and or Campus President will respond to all appeals within 7 days of receipt of a request for SAP appeal. As with any Professional Judgment decision, appeals are only considered on a case-by-case basis, to account for unusual circumstances.

## **Documentation**

As with any use of Professional Judgment, adequate documentation is critical. A student who appeals must submit information explaining why he or she failed to meet SAP Standards, and what has changed in his or her situation which will allow him or her to make SAP by the next evaluation point.

## **Academic Success Plans – Re-Establishment of SAP**

Students who successfully appeal a determination that he or she is not meeting SAP standards must work with the Director of Education and or Campus Director to develop an Individual Plan for Success. Academic Success plans must be developed on a student-by-student basis and designed in such a way that, if followed, the student will be meeting SAP standards by the next evaluation period. Plans may be as simple as a mathematical calculation that specifies the percentage of coursework the student must complete or as detailed as a course by course plantoward certificate completion.

## **Regaining Eligibility**

A student not making SAP may re-establish eligibility for aid and SAP by meeting qualitative and quantitative components of the SAP policy.

## **Categories of Students**

All students enrolled are required to meet the standards of the SAP policy to remain in their enrolled program.

## **Impact of Grades Failing Grades**

Grades of F are counted as hours attempted but not achieved and have a 0.00 value toward GPA. Repetitions of courses are counted as hours attempted. However, both the original credit hours and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage. A student may only fail and repeat the same course once unless there are extenuating circumstances that prevent the student from successfully completing the course. Extenuating circumstances will be determined by the Campus Director and the VP of Accreditation and Regulatory Affairs. Repeated courses may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

## **Withdrawals/Incompletes**

Withdrawals are counted as attempted but not achieved. A student must withdraw from the entire program; a student cannot withdraw from a course. Students who withdraw from a program before the end of the term will be given a grade of "W". Allied Career Training Institute does not assign "Incomplete" grades to individual classes. When the student is given permission to reenter the program, the determination is first made that the student will complete the program within the 150% timeframe. When a student reenters the program with less than a 2.0 CGPA, he/she will be put on Academic Advisement.

## **Audited Courses/Review Classes**

Students auditing courses and/or reviewing classes will not earn a grade. Audited courses and review classes are not counted as hours attempted or achieved and are not graded.

## **Completion of Certificate Requirements**

A student who has completed all of the coursework for his or her diploma or certificate but has not received the diploma or certificate may not be eligible to receive further additional funding for that program from outside resources.

## **Transfer/Proficiency Credits**

Transfer and Proficiency credits, will be counted as hours attempted and hours earned, but will not be counted in the CGPA.

## **Remedial/Non-Punitive Grades**

The school does not offer remedial classes or classes with non-punitive grades.

The school does not offer extended enrollment.

## **Student Conduct Policy**

Student conduct addresses two separate though equally important and mutually inclusive aspects of character, behavior, attitude and actions: Personal Behavior and Academic Integrity. Allied Career Training Institute has established, published standards regarding student conduct; and, as such, reserve the right to suspend or involuntarily withdraw a student from program participation for failure to maintain the standards of academic progress, failure to attend classes regularly and punctually, breach of school rules and regulations, and for cause/action that Allied Career Training Institute deems putting at risk the safety and wellbeing of any individual and/or the school/ student population at large. The Campus President reserves the right at all times to immediately dismiss a student(s) from the premises if their actions, behaviors or presence is determined to be a threat to the safety, physical, and/or emotional well-being of others; and, to take measures necessary to assure the continued safety/well-being of the school population. Those dismissed from the premises for gross misconduct violation of conduct policy are immediately on five day suspension while communication (verbal and written; interviews and notifications to involved parties) and assessment of the event(s) and its/their impact occur. Identification, intervention and action/resolution for violation of policy are stated as follows:

### **Standards of Student Conduct**

Student conduct in the classroom and the school must be professional. Some unacceptable behaviors include (not a comprehensive list):

1. All forms of dishonesty including, cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the institutions documents.
2. Theft, deliberate destruction, damage, misuse, or abuse of the institution property or the private property of individuals associated with the institution.
3. Inappropriate or profane behavior that causes disruption of teaching, administration, disciplinary proceedings, or other institution activities.
4. Being under the influence of alcoholic beverages or controlled substances on institution or externship/internship, clinical or fieldwork property, including the purchase, consumption, possession, or sale of such items.

5. The use of any tobacco products including electronic devices in the institutions buildings and eating or drinking in the classrooms, or any location other than designated areas.
6. Failure to comply with institution officials acting within the scope of their employment responsibilities.
7. Bringing animals onto institution or externship/internship, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as a classroom subject.
8. Bringing children into the laboratory areas of the campus. The institution does not provide childcare and cannot assume responsibility for children's health and safety.
9. Failure to comply with emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official institution publications but announced as an administrative policy by an institute official or other person authorized by the Campus President/Chief Executive Officer of the institution.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the institutions property or externship/internship, clinical, or fieldwork property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or the institution.
13. Copyright Infringement (including unauthorized distribution of copyrighted materials)
14. Improper use of e-mail and internet access.
15. Failure to comply with federal software piracy statues forbidding the copying of licensed computer programs.
16. Inappropriate use of pagers, cellphones, or other electronic devices. All electronic devices must be place on "silent mode" while in the classroom.
17. Audio or video recording of any class or lecture offered at the institution or externship/internship, clinical or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
18. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
19. Rape, including acquaintance rape and/or sexual assault, in any form.
20. Unauthorized presence in, or forcible entry into the institution,
21. All forms of gambling,
22. Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

Students in violation of standards of personal behavior will face the following repercussions:

## **1<sup>st</sup> Offense: One Day Suspension**

With regard to student personal conduct, a staff member has the right to dismiss, immediately, a student engaging in the aforementioned behaviors. The student will be suspended from school for the remainder of the day. Any tests, quizzes, or homework assignments due in classes missed for reasons of suspension will receive "0" grades and will not be allowed to be made up. Should the student refuse to comply with the suspension and, therefore, attend classes for the rest of the day, he or she will not receive attendance credit for those applicable classes and will receive "0" grades for the tests, quizzes, or homework assignments. The staff member who dismissed the student will submit an incident form to the Campus President who will further investigate the incident. Upon the student's return to school on the following day, the Campus President will meet with the student, discuss the incident, come to a final resolution of the matter, and have the student sign a completed incident report which will become part of the student's permanent file. Should it be discovered through investigation that the student's conduct was not in violation of standards, the student will be allowed to make-up any tests, quizzes, or homework assignments for grades and will receive attendance credit for the hours missed during their suspension.

## **2<sup>nd</sup> Offense: Two Day Suspension**

The student will be suspended from school for the remainder of the day and the next full day of scheduled classes. Any tests, quizzes, or homework assignments due in classes missed for reasons of suspension will receive "0" grades and will not be allowed to be made up. As with any matter resulting in suspension, the staff member who dismissed the student will submit an incident form to the Campus President who will further investigate the incident. Upon the student's return to school, the Campus President will meet with the student, discuss the incident, come to a final resolution of the matter, and have the student sign a completed incident report which will become part of the student's permanent file. Should it be discovered through investigation that the student's conduct was not in violation of standards, the student will be allowed to make-up any tests, quizzes, or homework assignments for grades and will receive attendance credit for the hours missed during their suspension.

## **3<sup>rd</sup> Offense: Five Day Suspension**

Five day suspension with possible involuntary withdrawal from program participation. The consequence of suspension described above applies for a period of the next five scheduled classdays from time of the incident.

## **Gross Misconduct: Immediate Five Day Suspension**

Those unacceptable behaviors/actions numbered 5-11 are considered gross misconduct and constitute an automatic five day suspension with potential involuntary withdrawal from the program upon investigation. Investigation is communication both verbal and written and interviews with all involved parties; and assessment of the event(s) and its/their impact. On conclusion of the five day suspension period, the student will be notified of the decision of continued participation or involuntary withdrawal.

## **Standards of Academic Integrity**

Academic integrity speaks to the character of the student as it pertains to one's honesty, hard work, and original individual efforts in all activities involved in the learning experience. Cheating and plagiarism are two common examples of lack of academic integrity. Students in violation of standards of academic integrity, as well as those caught assisting in the acts of such violation(s), will face the following repercussions:

### **First Violation:**

- Receipt of a violation notification that becomes part of a student's permanent record.
- Receipt of a "0" for the test, quiz, or assignment on which the cheating or plagiarism occurred.
- Two day suspension.

The student will meet with the Director of Education and Campus President prior to his or her suspension and return to school. These sessions will be documented.

### **Second Violation:**

Automatic termination from the program.

## **Copyright Infringement Policy**

Unauthorized distribution (downloading or uploading) of copyrighted material over the Internet, including peer-to-peer file sharing, is considered copyright infringement. Copyrighted material that may not be shared without authorization includes recorded music (often in the form of MP3 or MP4 files), movies, television shows, digital books, or magazines. Copyright infringement may subject a student to civil and criminal liabilities.

## **Intellectual Property Protection and Ownership**

The Institution respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.



## **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Eating & Drinking**

The consumption of food and beverages is only allowed in designated areas inside the campus. Only closed spill proof water bottles will be allowed in non-laboratory classrooms. There is absolutely no food or drink allowed in the clinical laboratory at any time or for any reason. Students with documented medical conditions requiring regulated eating/drinking habits must produce documentation to the Campus President prior to accommodation.

### **Cell Phone Usage**

The School strives to maintain an environment that is conducive to maximizing student learning. Cell phone usage/texting in the classroom is disruptive to that environment, and therefore is limited to the student lounge or outside of the building. Cell phones can be kept on silent or vibrate for emergency notification purposes only. Anyone caught texting during classroom time will be disciplined.

Students are encouraged to supply emergency contacts such as but limited to: daycares, babysitters, schools, etc. with the main line number to the school in case you have to be reached during the time you are here on campus. The Director of First Impressions will first attempt to locate you to come take the call and if unable to do will take a message and deliver immediately.

## Smoking Policy

The school maintains an anti-smoking policy in accordance to local ordinances that states no person shall smoke in any school, college or university. In addition smoking is not allowed at entrances of the building. The school has a designated smoking area that is marked and cigarette receptacles have been provided. There is to be no smoking in front of the building at any time.

## Online/Internet Usage Policy

Internet users enjoy certain rights and privileges, which include:

### Safety

To the greatest extent possible, students will be protected from harassment and unwanted contact. Users should not give out their home address, phone number, credit card information or passwords. However, making the Internet available carries with it the potential that users may encounter information that some have identified as controversial and of potential harm. Because information on the Internet appears, disappears, and changes, creating a “safe, professional environment” is impossible, and implying that it is being done is a disservice to students and staff. The focus of Allied Career Training Institute is to provide the understanding and skills in using the Internet in ways which are appropriate to the student’s educational and professional needs rather than on controlling the environment.

### Responsibilities

This policy applies to online use by students and staff within Allied Career Training Institute. The purpose for going online for students is educational and students will be allowed to use the system limited to academic assignments.

### Procedures

The student must have a signed online agreement on file. The student will show evidence of the need. The student must receive permission/assignment from a supervising instructor.

### Privilege

The use of Internet services is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The supervising instructor will deem what is inappropriate use and his/her decision is final. Internet usage at Allied Career Training Institute will be restricted to academic need. Much as a future employer will forbid personal use, Allied Career Training Institute also forbids personal use of the Internet by students and staff. Your non-academic related use of the Internet uses bandwidth that should be available for students and staff

involved with school related activity.

Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voice mail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

Audio or video recording of any class or lecture offered at the Institution or at its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.

## **Weapons Policy**

Dangerous instruments and deadly weapons, as more specifically defined by general statute of your state are clearly prohibited at Allied Career Training Institute. The school strictly prohibits possession or use of firearms, BB guns, air guns, knives, explosives, or other dangerous weapons.

## **Procedures to Report Criminal Actions & Emergencies**

All campus security and safety incidences should be reported to the school's administration. An incident report will be completed, documenting all criminal actions and/or emergencies,

describing the event and, in some cases, filing a police report. To report a crime or an emergency, contact the administration at your school. The administration reviews all reported violations of law and works with the local police in the reporting, investigation and prevention of violations of the law which may occur on the campus property.

## **Policies Concerning Law Enforcement**

Under the school's policy, security personnel (if applicable) who are not duly appointed law enforcement officers have no power of arrest, will not be armed and are forbidden to use force in any situation except in self-defense. Security (if applicable) and administrative personnel are authorized to request unidentified persons to identify themselves while on campus. Support from local police may be summoned by campus security or the administration by calling police at 911. All crimes are reported to the Campus President who, in turn, may call the local police if necessary.

## **Fire Protection System**

Tampering, damaging, or removing fire extinguishers, fire alarms or smoke detectors are strictly prohibited. Failure to evacuate or obstruction of fire exits is also prohibited. Students should immediately report any medical, criminal, or other emergency occurring on school premises to the school director or any other school employee. Upon receipt of any report of medical or criminal emergency, the school will obtain the services of medical or security professionals. In the event of a criminal emergency, the student may be required to confirm in writing the details of the criminal emergency reported. Students are encouraged to promptly and accurately report all crimes that occur on school premises or during any school activities to school officials and appropriate police agencies.

## **Legal Liability of the School**

The school is not legally liable for damages or loss of personal property or interruption of services due to weather or acts of God.

## **Health Emergency**

The administrator on duty will call for emergency help (911). The administrator in charge will stay with the student until emergency personnel arrive. The emergency personnel will make an assessment, and may recommend the student be transported to a hospital emergency room. If the student refuses, they must complete a waiver form provided by the emergency personnel. The administrator on duty will file an incident report, and will follow-up with the student.

## **Alcohol & Drugs**

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Institution provides a Drug-Free Schools and Workplace.

Allied Career Training Institutes' standards of conduct clearly prohibit the unlawful possession, use, sale, or distribution of alcohol and/or illicit drugs on its property, or as part of any school function. Should a student act in violation of this policy, disciplinary measures up to, and including dismissal from the school, and notification of appropriate law enforcement authorities, will ensue. In addition, if the student wishes to remain enrolled at Allied Career Training Institute, the student may be required to undergo professional counseling. Students who need help seeking treatment for a drug or alcohol abuse program can find resources at: <http://www.drugfree.org> or by phone at 1-855-DRUGFREE

## **Disciplinary Action Appeals**

Any appeal will be in writing to the parties involved throughout disciplinary progression; meetings will be arranged if necessary by those parties and attended by whoever deemed appropriate including counsel and senior executive leadership if warranted.

## **Attendance/Tardiness**

### **Importance of Attendance**

Allied Career Training Institute emphasizes the need for all students to attend classes on a regular and consistent basis. Knowledge and technical skills are best developed through being engaged in the learning environment and diligent practice and help develop the attitudes necessary to compete in the highly competitive job market. Allied Career Training Institute provides the environment, guidance, and continuous opportunities to learn and improve these through regular practice sessions. For this reason, all students are strongly urged to attend classes as scheduled. In order to successfully achieve the learning objectives of each course, satisfactory attendance is extremely important and required of all students. Student attendance records are maintained according to adherence to individual attendance schedules and become a part of each student's permanent file. As attendance and punctuality are of great concern to employers, students should always strive to maintain their schedule of attendance. A student should be punctual to class, come to class on a regular schedule, and submit their best work to the instructor. If potential employers contact the school for a reference, a good attendance record will certainly be in a student's favor when they apply for employment. Employers will pay as much for dependability as for ability to perform the required technical skills.

Absences will count from the first official day of classes and not from the first day the student attends. If a student starts a class late, time missed becomes part of the 14 consecutive calendar days and absence percentage. Absences such as military service, illnesses, work, and

personal or family-related emergency do not eliminate the absence from the student's record. Students may be allowed to make up work for these types of absences if the student followed the procedure to notify prior to their absence or lateness.

## **Attendance Policy**

Student attendance is measured in contact hours(measured in real time) and recorded on each student's individual attendance record. Students who find it necessary to miss any class may take advantage of makeup sessions that can be scheduled in advance with the instructor on a "first- come, first- serve" basis. A student must make-up all work no later than one week of the absence. To be eligible for makeup hours, a student must informthe school of his/her absence prior to the start of the first class scheduled for the day/evening school session.

## **Tardiness**

Attendance is recorded by deducting the amount of time a student misses from class. Students who are tardy or leave early will forfeit the actual time not attended. Students are expected to attend all classes as scheduled.

## **Punctuality**

Consistent punctuality is just as important as regular attendance. Employers want to hire skilled workers who are capable of fulfilling their responsibility of arriving at work on time. Any time a student finds that he or she must be late or miss a scheduled class, the student should show Allied Career Training Institute the same courtesy that he or she would show an employer if going to miss or be late to work;telephone the office as soon as possible.

## **Make-Up Policy**

We offer students the opportunity to schedule to make-up classes. To be eligible for make-up hours, a student must inform the school of his/her absence prior to the start of the first class scheduled for the day/evening school session. Students may only make-up 10% of each course total contact hours (found in course syllabus) and must provide acceptable documentation for the absence. Students will be assigned the number of make-up hours required and materials for work missed to be completed. The hours of absence being made up must be for valid documented reasons, which would include:

- court appearances
- doctor appointments
- illness of student or family member
- car trouble

The missed hours of class time will be made up during the school's established schedule for make-up.

Make-up time must be made up within one week of the absence. The Director of Education/Campus President is the only designated persons who can make an exception to this policy.

Procedure:

1. Without exception, the student must notify the school on the day of absence.
2. Upon returning to school, the student must see their instructors to get permission to make-up time. The absence hours will be discussed and documentation(court papers, doctor notes, etc.) must be presented.
3. The instructors complete the Make-Up Documentation Form including the assignment, outlining text material and research papers. If the student is going to take a test, the instructors will mark their name on the test and supply directions,if necessary, and leave the test with the make-up proctor.
4. Upon completion of the hour(s) of make-up, the make-up proctor will complete the proctor section of the Make-Up Documentation Form.
5. The proctor will then forward the completed Make-up Documentation Form and sign-in sheet to the Director of Education or Campus President for processing.

## **Family Educational Rights & Privacy (FERPA)**

Under the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. Part 99), students are provided with certain rights associated with their education records. These rights include the right to inspect and review the student's education records; the right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; and the right to file with the Department of Education a complaint pursuant to 34 C.F.R §§ 99.63, 99.64 concerning alleged failures by Harris School of Business to comply with the requirements of FERPA.

FERPA also provides students with the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA does not require such consent. FERPA allows schools to disclose education records containing personally identifiable information without student permission to the following third parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interests. School officials are defined as those persons employed by ACTI in an administrative or academic position (including faculty and staff), whose position requires access to the records to fulfill their job responsibilities;
- Other schools to which a student is transferring or  
Already enrolled;

- Specified officials or representatives of the school for audit or evaluation purposes (such as auditors or attorneys);
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- The disclosure is information designated as “directory information.” For these purposes, “directory information” includes the student’s Name, Address; Telephone listing; Email address; Photograph; Program of study; Dates of attendance; Enrollment status; Degrees, honors and rewards received; and the most recent educational agency or institution attended;
- Accrediting organizations;
- Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- Appropriate parties in the case of certain violations of school policy and/or state and federal law; and
- Federal, State, and Local authorities pursuant to specific federal and state laws, including but not limited to, the Department of Veteran Affairs and the Internal Revenue Service in compliance with the Taxpayer Relief Act.

Students have the right to refuse to permit the school to designate any or all of the information defined above as “directory information” by submitting a request in writing to the Allied Career Training Institute.

Students who wish to examine their academic files may make an appointment with the Director of Education to do so. A student has the right to challenge and request correction of any item in the student’s education record. Such requests must be made in writing and sent to the Director of Education or Campus President for consideration.

FERPA is administered by:

Family Compliance Office  
 United States Department of Education  
 400 Maryland Avenue,  
 SW Washington, D.C. 20202-5920



## **Student Services**

### **Advising**

Student advising and support services are an important part of the Allied Career Training Institute community. At Allied Career Training Institute, this vital function is provided by individuals in the Education, Career Service and Financial Aid departments as well as the members of the faculty and includes academic, attendance, financial aid and/or career advising.

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the appropriate agencies within the community.

### **Academic Advising**

Students who may be experiencing academic challenges are advised to contact the Education Department.

### **Tutoring**

Students who need extra assistance because of academic difficulties may arrange tutoring through the Education Department.

## Student Council

Students have the opportunity to participate in the Student Council, organizing in-school and extracurricular events. The administration and faculty encourage participation in the student council and provide support and guidance when necessary. Students who are interested should ask the Director of Education how to become involved.

## Student Responsibilities

Students accepted into an academic program of study at the Institution have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and an explanation by the Institution of all fees and financial obligations.
7. Students have the right and responsibility to participate in course and instructor evaluations and to give constructive criticism of the services provided by the Institution.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship/practicum, clinical, and lab settings, and to abide by the policies of the Institution.

10. Students are expected to conduct all relationships with their peers, Institution staff and faculty, and anyone with whom they come into contact at externship/practicum/clinical/fieldwork sites, with honesty and respect.
11. Students are to comply with directions by Institution faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

## Externship & Internship

Externships are required in all programs offered at Allied Career Training Institute with the exception of the Massage Therapy program which contains an internship. The purpose of the externship is to provide students with the opportunity to apply skills and gain valuable experience in an allied health environment. Externships provide hands-on experience and opportunities, which may lead to employment after graduation. Students generally are scheduled for the externship prior to the start of their last term.

**\*\*Due to scheduling, evening students will be required to fulfill externship/internship requirements during a day externship/internship.\*\***

Externships/Internships are scheduled during the Externship facilities' hours of operation and may not be the school's normal hours of operation during the day (Night externships are not possible). Externships are non-paid. The Career Services Department coordinates and schedules the externship. The Education Department and Career Services Department are available to provide information regarding the externship process for all students. Students must be in good standing financially before going on an externship/internship or participating in the massage practicum. Students must have a grade point average (GPA) of at least a 2.0 along with an 80% overall attendance, and all courses must be successfully completed before starting an externship. Students must also return parking passes, if applicable. The completion of all externship/internship hours is required for graduation.

The Institution may have program-specific eligibility requirements. Students should talk to their advisors regarding these.

Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. This documentation must be submitted prior to a student's first day at his or her externship/practicum, clinical, or fieldwork site. The required documentation may vary by program and by externship/practicum, clinical, or fieldwork site. In some cases, this documentation may be required before a student can be assigned to the site. Delay in providing

this documentation may delay or prevent a student's assignment to externship/practicum, clinical or fieldwork rotations and progression in the program.

Many programs require an orientation and/or preparation class prior to students being placed at an externship/practicum, clinical, or fieldwork site. Additionally, many programs require a certification exam preparation class at the conclusion of the program. Where required, these classes must be successfully completed in order to graduate from the program.

During externship/practicum, clinical, or fieldwork training, students are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure, dismissal from the program, and failure to graduate.

Externship/practicum, clinical, or fieldwork hours may be scheduled during the day and are typically full-time, Monday through Friday. This will require night students to complete externship/practicum, clinical, or fieldwork hours during the day. Night hours are rarely available; therefore, students must not count on the possibility of working in the evening and may be required to make arrangements to complete the externship/practicum, clinical, or fieldwork during daytime work hours. Successful completion of the externship/practicum, clinical, or fieldwork is a requirement of graduation.

Because situations may develop within a particular organization outside the Institution, scheduling issues may result in an occasional delay between the end of classes and the beginning of an externship/practicum, clinical, or fieldwork experience.

All externship/practicum, clinical, and fieldwork sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided. Students may be required to go to more than one site to complete their externship/practicum, clinical, or fieldwork hours.

The Institution maintains affiliation agreements with a variety of facilities to provide students with externship/practicum, clinical, or fieldwork opportunities. Students should be aware that some facilities may have additional requirements that must be met prior to placement. If a student has a particular interest in a facility with which the Institution is not affiliated, the student may bring this to the attention of the Externship Administrator or Program Director so the site may be evaluated.

Students may arrange the days or times of externship/practicum, clinical, or fieldwork only with written permission from the Institution. If a student is absent from his or her site or training, both the site and the Institution must be informed by the student.

The externship/practicum, clinical, or fieldwork facility will submit evaluations of the student's performance based on the standards set by the Institution. Students must satisfactorily complete the externship/practicum, clinical, or fieldwork assignment and submit an approved verification of time completed in order to graduate. To complete the externship/practicum,

clinical, or fieldwork in the time allowed, students may have to increase the number of hours spent on site beyond those normally required during classroom training. All required hours for externship/practicum, clinical, or fieldwork must be completed.

A reassignment of the externship/practicum, clinical, or fieldwork training will be evaluated on a case-by-case basis and may result in additional charges. Any costs associated with drug testing for externship/practicum, clinical, or fieldwork requirements are the responsibility of the student. If an externship/practicum, clinical, or fieldwork is required for a program, it must be successfully completed in order to graduate from that program.

## Physical Examination

All Medical Assistant students are required to provide the following health care information prior to entering any clinical laboratory classes:

- Physical/health examination, completed and signed by a qualified healthcare provider
- Proof of immunizations:
  - TB within the past 12 months prior to the start of clinical classes
  - Measles, Mumps, Rubella (MMR)
  - Varicella (chickenpox), proven immunity by vaccination or disease
  - Tetanus within the past 10 years
  - Hepatitis B vaccine series: 1st vaccine needs to be administered prior to the start of clinical II. Hepatitis B can be waived but externships sites may refuse a student who does not obtain the Hepatitis B series.
  - COVID-19 Series

Students may also be required, in accordance with clinical/externship site requirements, to provide an updated health exam, immunization or titer at any time during the course of the program. Flu vaccines may also be required by some clinical/externship sites. Random drug screens are sometimes required by externship sites.

## Protect Yourself against Hepatitis B

In order to handle blood or blood products, students will eventually need a series of three injections, which will protect them from contracting the Hepatitis B virus. Since injections are administered in a time series, students should consider starting the series soon after the start of the program. Although the school has not yet made these injections an entrance or pre-externship requirement, it will behoove students to get the series so the externship and/or employment options will not be limited. Should students have difficulty finding a physician to administer the series; your campus will be able to provide you with several referrals.

## **CORI/SORI & Drug /Alcohol Statement**

Externship and employment agencies/companies may require a Criminal/Sexual Offender Records Information (CORI or SORI) check; the externship site may decline the student's application for externship. In addition, students may be required to participate in drug and alcohol screening as part of the externship process.

## **Career Services**

The Career Services Department assists all eligible graduates in securing employment within their fields of study by providing employment referrals and training on career search techniques. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Through a comprehensive Career Development effort, students are instructed on how to conduct an effective career search. Topics include goal setting, resume and cover letter writing, informational interviewing, networking, career search methods, interviewing techniques and follow-up. The Career Services department works closely with the Career Development instructors to ensure those students are given the most updated career information and are properly prepared for their career search. Prior to graduation, all students are required to complete an exit interview with the Career Services Department. While the exit interview is mandatory prior to graduation, all students are encouraged to meet with Career Services early and often throughout their program to discuss individual career strategies and objectives. Some of the services available to graduates include:

- Resume and cover letter writing assistance
- "Mock" interviews
- Employment referrals
- Individual career guidance throughout the careersearch.

Records are maintained on all graduates and surveys of alumni are used to assist with updating and improving curricula. The resources of the Career Services Department are available to students and graduates in good standing. Communication and cooperation are necessary for an effective career search. Graduates are encouraged to contact Career Services on a weekly basis to review their individual career search. While the Career Services Department will do

everything it can to assist graduates in finding employment, graduates should remember that this is only one resource. A successful career search incorporates several resources for developing employment opportunities. Therefore, graduates should seek interviews and opportunities on their own in addition to efforts with Career Services. The resources of the Career Services Department are available to all alumni throughout their careers. Allied Career Training Institute cannot promise or guarantee employment to any student or graduate.

## **Resource Center**

The Resource Center contains volumes and current periodicals related to general studies and specialized program areas. All reference materials and resources within the center are used to supplement classroom texts and materials. There are also desktop computers with internet access and printers for student use.

## **National Certification**

All students are encouraged to obtain national certifications if available; however, Allied Career Training Institute makes no representation with regard to the likelihood of job placement, salary, or industry wide certification of its graduates. Ask your school for more information.

## **School Cancellations**

In the event of inclement weather, cancellations or late openings students will receive an email and text notification. The information will also be announced through the television channels listed below.

Channel 6 (WCSH) or [www.wcsh6.com](http://www.wcsh6.com)

Channel 9 (WMUR) or [www.wmur.com](http://www.wmur.com)

Channel 13 (WGME) or [www.wgme.13](http://www.wgme.13)

The decision to cancel school or delay opening will be made by 6:00 am. Missed time because of inclement weather will be made up on Fridays for all students.

## **Grievance Procedure**

To afford full consideration to student complaints and concerning any aspect of the programs, facilities, or other services offered by or associated with the institution. This grievance procedure is intended to provide a framework within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems. Students are encouraged to communicate their concerns fully and frankly to members of the

faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation.

Meeting with the Campus President, any member of management or your faculty, and discussing the situation will usually resolve almost every student problem or complaint. However, should students be unable to resolve any grievance to their satisfaction, they should submit a written description of the situation to the appropriate campus addressed:

Campus President  
Allied Career Training Institute  
890 Main Street  
Suite 100  
Sanford, ME 04073

The description should be very clear and concise including the nature of the problem, date of occurrence, name(s) of the parties involved (staff, other students, etc.), copies of any pertinent information regarding the problem and evidence demonstrating that prior effort was expended to resolve the situation. The student must sign the written grievance. Every effort will be made to resolve the grievance at this point. Within 10 business days of receipt of the request for arbitration, a written decision on the grievance report will be sent to the student.

Additionally, if the complaint is not resolved after exhausting Allied Career Training Institutes grievance procedure, the student may file a complaint with the Maine Department of Education, Complaint Investigator 23 State House Station Augusta, ME 04333-0023 or [jonathan.braff@maine.gov](mailto:jonathan.braff@maine.gov).

ALLIED  
CAREER TRAINING INSTITUTE





# Programs Of

# Study



## **Massage Therapy**

**750 Hours – 37.0 Semester Credits**

**25 Weeks – Day Full Time (30 Hours per Week)**

**50 Weeks – Night Part Time (15 Hours per Week)**

**Program Description:** The program is 750 hours of theory, hands on skill practices, and internship practicum. It includes supervised instruction in the body's system, anatomy and physiology, kinesiology, massage and bodywork assessment, and pathology. Students will also receive instruction in business, law and ethics and CPR with First Aid certification. This certificate program prepares students to obtain licensure with the State of Maine for entry-level positions in wellness and personal services; promoting, maintaining, or restoring health and well-being in a spa or medical clinic environment.

**Opportunities:** The state licensed profession continues to offer opportunities for graduates in healthcare settings, chiropractic offices, physical therapist offices, and in spas and bodywork clinics.

Course		Lecture Hours	Lab Hours	Extern Hours	Semester Credits	Prerequisites
110CD	Career Development	30			2	
110CPR	CPR & First Aid American Heart Association		20		0.5	CoReq:231INT
110MLE	Medical Law & Ethics ***	30			2	
110PSY	Psychology of Success ***	30			2	
201APA	Anatomy & Physiology Fundamentals ***	60			4	
202APA	Anatomy & Physiology: The Body Complete ***	60			4	201APA
202MTH	The Art of Massage	30	30		3	
203MTHC	Complementary Bodyworks	30	30		3	
204MTH	Seated Massage		30		1	
205MTH	Assessments, Care Plans & Special Populations	30	30		3	
210MTH	Kinesiology & Myology I	30			2	
211MTH	The Business of Massage Therapy		30		1	
212MTH	Kinesiology & Myology II	45	15		3.5	
213PAT	Pathology	45	15		3.5	
231INT	Internship			130	2.5	All Courses
		420	200	130	37	

\*\*\* Denotes classes that are available in online format\*\*\*

**Medical Assisting**  
**900 Hours – 44.0 Semester Credits**  
**30 Weeks – Day Full Time (30 Hours per Week)**  
**60 Weeks – Night Part Time (15 Hours per Week)**

**Program Description:** The program is 900 hours and is designed to provide the student with a strong foundation in patient care, procedures and theory, medical office administration, and communication skills necessary for thorough, successful integration into any medical office.

**Opportunities:** Medical Assistants perform a wide array of clinical, clerical, and human relation functions that ultimately contribute to fostering within a patient a sense of confidence in the operation of the medical office.

Course		Lecture Hours	Lab Hours	Extern Hours	Semester Credits	Prerequisites
101CS	Computer Software Application & Skills ***	30	30		3	
101EHR	Introduction to Electronic Health Records	30	30		3	101CS
101MLE	Medical Law & Ethics ***	30			2	
101MOP	Medical Office Procedures	30	30		3	
101PSY	Psychology of Success ***	30			2	
102MA	MA Clinical Fundamentals	30	30		3	
102MT	Medical Terminology ***	60			4	
203MED	Anatomy & Physiology Fundamentals ***	60			4	
204CLIN	MA Clinical Procedures	30	30		3	102MA
205MED	Anatomy & Physiology II	30			2	203MED
305MED	Anatomy & Physiology III	30			2	203MED
305PHAR	Pharmacology	30	30		3	102MT, 203MED
306MA	Lab Techniques and Certification Review	30	30		3	102MA
306MCS	Medical Computer Skills	15	15		1	101CS, 102MT
307CD	Career Development	30			2	101CS
308PRO	Professionalism & CPR	15	5		1	
401EXT	Externship			160	3	All Courses
		510	230	160	44	

\*\*\* Denotes classes that are available in online format\*\*\*

# Course Descriptions



## **Massage Therapy**

110CD Career Development  
2.0 Credits/30 Hours  
Lecture: 30 Hours

This course is designed to teach students techniques to assist them in their search for employment. This course teaches students how to go about job searches in the most organized, systematic and effective ways, utilizing readily available tools. The course builds on personal skills and qualities, teaching the students how to market themselves. During this course, students will go through exercises that extract their own personal qualities and abilities and help them decide on their career objective, create a resume, and search for employment.

### **110CPR AHA CPR & First Aid**

**0.5 Credits/20 Hours**

**Laboratory: 20 Hours**

Basic skills in this clinical lab teach students theoretical knowledge of basic lifesaving skills. The student will be able to perform CPR and First Aid.

Co-requisite: 231INT

### **110MLE Law & Ethics for Massage Therapist**

**2.0 Credits/30 Hours**

**Lecture: 30 Hours**

This course is designed to acquaint Massage Therapy students with law and ethics for the field of massage therapy as directed by the American Massage Therapy Association and the National Certification for Therapeutic Massage and Bodywork. Many aspects of the therapeutic relationship will be covered in this course; including, but not limited to dual relationships, bartering, and sexuality and its appropriateness.

### **110PSY Psychology for Success**

**2.0 Credits/30 Hours**

**Lecture: 30 Hours**

This course introduces the student to the study of behavior and the factors that influence it. Students apply basic concepts of psychology to the field of massage therapy. Upon completion of this course the Massage Therapy student will understand emotional release from clients and appropriate practitioner responses. Self-esteem and self-image issues will be discussed relating to positive personal projection within the field of massage therapy.

### **201APA Anatomy & Physiology Fundamentals**

**4.0 Credits/60 Hours**

**Lecture: 60 Hours**

This course gives the student an understanding of the anatomy and physiology of the human body. Students will review structural units, chemistry of living things, cells, tissues and membranes, integumentary system, skeletal system, muscular system, central nervous system, peripheral and autonomic nervous system, and special senses.

## **202APA Anatomy & Physiology: The Body Complete**

**4.0 Credits/60 Hours**

**Lecture: 60 Hours**

This continuation of anatomy gives the student further understanding of the anatomy and physiology of the human body. Massage Therapy students will review the following main topic areas: endocrine system, hematology, cardiovascular system, circulation, and lymphatic system.

Prerequisite: 201APA

## **202MTH The Art of Massage Therapy**

**3.0 Credits/60 Hours**

**Lecture: 30 Hours**

**Laboratory: 30 Hours**

This course focuses on appropriate body mechanics for the massage therapist to prevent self-injury, preparation for massage, equipment, supplies, professional environment, positioning and draping.

## **203MTHC Complementary Bodyworks**

**3.0 Credits/60 Hours**

**Lecture: 30 Hours**

**Laboratory: 30 Hours**

This course will offer an advanced review of systems of structured touch including connective tissue bodywork (myofascial release), neuromuscular (trigger point therapy), hydrotherapy, and lymphatic massage.

## **204MTH Seated Massage**

**1.0 Credits/30 Hours**

**Laboratory: 30 Hours**

This course explores the theory, practice, and business of seated massage.

## **205MTH Assessments, Care Plans, & Special Populations**

**3.0 Credits/60 Hours**

**Lecture: 30 Hours**

**Laboratory: 30 Hours**

This course teaches the student how to perform an assessment, develop an individual care plan, and record clinical progress. This course also examines ways that the massage professional can help clients with special needs. Topics include sports massage, infant and child massage, prenatal massage, geriatric massage, medical massage, and massage for

physically challenged individuals.

### **210MTH Kinesiology & Myology**

**2.0 Credits/30 Hours**

**Lecture: 30 Hours**

This course will serve as an introduction to the anatomical, physiological, and neuromuscular principles of human movement with practical application for massage therapy assessment and clinical practice. This course explores the structures and movements of the shoulder and upper extremities. Also covered are the biomechanical theory and the practice of linear and rotary motion, center of gravity and equilibrium.

### **211MTH The Business of Massage Therapy**

**1.0 Credits/30 Hours**

**Laboratory: 30 Hours**

This course will provide specific information for those wishing to develop a massage business and strategies for successful career planning and development.

### **212MTH Kinesiology & Myology II**

**3.5 Credits/60 Hours**

**Lecture: 45 Hours**

**Laboratory: 15 Hours**

This course will serve as an in depth analysis of the anatomical, physiological, and neuromuscular principles of human movement with practical application for massage therapy assessment and clinical practice. This course explores the structures and movements of the lower extremities, the spinal column and thorax, and the biomechanical theory and practice of linear and rotary motion, center of gravity and equilibrium.

### **213PAT Pathology**

**3.5 Credits/60 Hours**

**Lecture: 45 Hours**

**Laboratory: 15 Hours**

This course will present an introduction to the mechanisms of health and disease, the scientific basis for mind/body wellness.

### **231INT Internship**

**2.5 Credits/130 Hours**



**Internship: 130 Hours**

Prerequisite: All Courses

This course provides students with supervised clinical massage therapy, client assessment and record keeping theory and practice.



# Medical Assisting

## **101CS Computer Software Applications & Skills**

**3.0 Credits/60 Hours**

**Lecture: 30 Hours**

**Laboratory: 30 Hours**

This course is designed to give the student the skills to understand the working knowledge of computers. How the operating system functions as the foundation of all computers. Learn how to prepare word processing documents, and manipulate worksheets for professional presentations. Keyboarding exercises will be given to obtain a minimum of 35 WPM by the completion of this course. Ten key exercises will be included.

## **101EHR Introduction to Electronic Health Records**

**3.0 Credits/60 Hours**

**Lecture: 30 Hours**

**Laboratory: 30 Hours**

This course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the EHR for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an EHR specialist is and how important they are in the job market today.

Prerequisite: 101CS

## **101MLE Medical Law & Ethics**

**2.0 Credits/30 Hours**

**Lecture: 30 Hours**

This course acquaints students pursuing the health and legal professions with issues involving medicine, law, and ethics.

## **101MOP Medical Office Procedures**

**3.0 Credits/60 Hours**

**Lecture: 30 Hours**

**Laboratory: 30 Hours**

This course provides students with administrative knowledge and interpersonal skills necessary to function as supervisors in office environments.

**101PSY Psychology of Success****2.0 Credits/30 Hours****Lecture: 30 Hours**

This course introduces students to the concepts of self-assessment and self-esteem. It is meant as a guide for making the changes necessary in the students' own lives to facilitate success in their chosen careers.

**102MA MA Clinical Fundamentals****3.0 Credits/60 Hours****Lecture: 30 Hours****Laboratory: 30 Hours**

Medical Clinical Lab begins to further the student's theoretical knowledge and their skills in a clinical laboratory setting. Topics in this course will include: surgical asepsis, minor office surgery, medical asepsis and infection control including OSHA and CLIA guidelines, safe behavior in clinical settings, charting and medical history, physical measurements and vital signs, and assisting with physical examinations.

**102MT Medical Terminology****4.0 Credits/60 Hours****Lecture: 60 Hours**

This component provides the Allied Health student with a comprehensive background of medical root words, prefixes and suffixes. The course gives further instruction on body structure, colors, anatomical planes and regions. The course also provides the Allied Health student with a study of medical terms for the following body systems: integumentary, musculoskeletal, and nervous systems.

**110CD Career Development****2.0 Credits/30 Hours****Lecture: 30 Hours**

This course is designed to teach students techniques to assist them in their search for employment. This course teaches students how to go about job searches in the most organized, systematic and effective ways, utilizing readily available tools. The course builds on personal skills and qualities, teaching the students how to market themselves. During this course, students will go through exercises that extract their own personal qualities and abilities and help them decide on their career objective, create a resume, and search for employment.

**203MED Anatomy & Physiology Fundamentals****4.0 Credits/60 Hours****Lecture: 60 Hours**

This course gives the student an understanding of the anatomy and physiology of the human

body. Allied Health students will review the following main topic areas: structural units, chemistry of living things, cells, tissues and membranes, integumentary system, central nervous system, peripheral and autonomic nervous system, special senses, and musculoskeletal system.

**204CLIN MA Clinical Procedures**

**3.0 Credits/60 Hours**

**Lecture: 30 Hours**

**Laboratory: 30 Hours**

This continuation gives the student further understanding of the theoretical knowledge and skills utilized in a clinical lab setting. Medical Assistant students will focus on the following main topic areas: medical specialty exams, EKG, venipuncture, and rehabilitative medicine.

Prerequisite: 102MA

**205MED Anatomy & Physiology II**

**2.0 Credits/30 Hours**

**Lecture: 30 Hours**

This continuation of anatomy gives the student further understanding of the anatomy and physiology of the human body. Allied Health students will review the following main topic areas: hematology, cardiovascular system, circulation, lymphatic and immunity systems, and respiratory system.

Prerequisite: 203MED

**305MED Anatomy & Physiology III**

**2.0 Credits/30 Hours**

**Lecture: 30 Hours**

This continuation of anatomy gives the student further understanding of the anatomy and physiology of the human body. Allied Health students will review the following main topic areas: endocrine system, urinary system, and reproductive system, and digestive system.

Prerequisite: 203MED

**305PHAR Pharmacology**

**3.0 Credits/30 Hours**

**Lecture: 30 Hours**

**Laboratory: 30 Hours**

This course expands the student's knowledge of origins, classifications, administration and uses of medications. The Allied Health student will review pharmaceuticals for the integumentary system, nervous system, emotional and mental disorders, eyes and ears, endocrine system, cardiovascular system, respiratory system, urinary system, reproductive system, and nutrition.

Prerequisite: 102MT, 203MED

### **306MA Lab Techniques/Certification Review**

**3.0 Credits/30 Hours**

**Lecture: 30 Hours**

**Laboratory: 30 Hours**

Medical Clinical Lab continues to further the students' theoretical knowledge of their skills in clinical laboratory procedures. Topics of this course will include medication administration, injections, blood cultures, other clinical simulations, respiratory system, digestive system, urinary system, and reproductive system. Students will also review for certification. A review of clinical skills is also included.

Prerequisite: 102MA

### **306MCS Medical Computer Skills**

**1.0 Credits/30 Hours**

**Lecture: 15 Hours**

**Laboratory: 15 Hours**

Computerized software: This component introduces and simulates situations using medical administrative software. Students are taught how to input patient information, schedule appointments, and handle billing. In addition, students produce various lists and reports and explore how to handle insurance claims both on forms and electronically.

Prerequisite: 101CS, 102MT

### **308PRO Professionalism**

**1.0 Credits/20 Hours**

**Lecture: 15 Hours**

**Laboratory: 5 Hours**

This course emphasizes the importance of self-management to maintain a successful career. Critical thinking skills will be sharpened as students will be required take part in interactive activities. This course will provide the students with the confidence necessary to apply the skills of a true professional in the work place. The additional component will include instruction in CPR for adult, child, and infant; orientation to the Automated External Defibrillator (AED), disease transmission and prevention including Universal Precautions, and Emergency First Aid procedures.

### **401EXT Externship**

**3.0 Credits/160 Hours**

**Externship: 160 Hours**

This course is designed for the allied health student to apply theory and clinical skills

learned in the classroom.

Prerequisite: All courses

## Schedule of Tuition & Fees

Program	Massage Therapy	Medical Assisting
Tuition	\$6,000.00	\$7102.00
1st Period of Obligation	\$3,687.50	\$4,788.50
2nd Period of Obligation	\$3,687.50	\$4,788.50
Application Fee	\$25.00	\$25.00
Registration Fee	\$150.00	\$150.00
Lab Fee/ Other	\$500.00	\$500.00
Estimated Cost of Books and Materials	\$700.00	\$1,800.00
<b>TOTAL</b>	<b>\$7,375.00</b>	<b>\$9,577.00</b>

CAREER TRAINING INSTITUTE

## Campus Academic Calendars

2022 Day	
Start Date	Graduation Date
750 Hours: MT	
9/12/2022	3/10/2023
10/17/2022	4/14/2023
11/21/2022	5/19/2023
900 Hours: MA	
9/12/2022	4/14/2023
10/17/2022	5/19/2023
11/21/2022	6/26/2023

2023 Day	
Start Date	Graduation Date
750 Hours: MT	
1/3/2023	6/23/2023
2/6/2023	7/28/2023
3/13/2023	9/1/2023
4/17/2023	10/6/2023
5/22/2023	11/10/2023
6/26/2023	12/15/2023
7/31/2023	1/26/2024
9/5/2023	3/1/2024
10/9/2023	4/5/2024
11/13/2023	5/3/2024
12/18/2023	6/14/2024
900 Hours: MA	
1/3/2023	7/28/2023
2/6/2023	9/1/2023
3/13/2023	10/6/2023

2023 Evening	
Start Date	Graduation Date
750 Hours: MT	
1/3/2023	12/15/2023
2/6/2023	1/26/2024
3/13/2023	3/1/2024
4/17/2023	4/5/2024
5/22/2023	5/10/2024
6/26/2023	6/14/2024
7/31/2023	7/19/2024
9/5/2023	8/23/2024
10/9/2023	9/27/2024
11/13/2023	11/1/2024
12/18/2023	12/6/2024
900 Hours: MA	
1/3/2023	3/1/2024
2/6/2023	4/5/2024
3/13/2023	5/10/2024

4/17/2023	11/10/2023
5/22/2023	12/15/2023
6/26/2023	1/26/2024
7/31/2023	3/1/2024
9/5/2023	4/5/2024
10/9/2023	5/3/2024
11/13/2023	6/14/2024
12/18/2023	7/19/2024

4/17/2023	6/14/2024
5/22/2023	7/19/2024
6/26/2023	8/23/2024
7/31/2023	9/27/2024
9/5/2023	11/1/2024
10/9/2023	12/6/2024
11/13/2023	1/10/2025
12/18/2023	2/14/2025

## Holiday Observance

The campus will observe the following holidays and break schedule. The campus will be closed to students, faculty and staff.

2022 Campus Holidays	
Thanksgiving	November 24-25, 2022
Christmas	December 26-30, 2022

2023 Campus Holidays	
New Year's Day	January 1, 2023
Martin Luther King Jr. Day	January 16, 2023
Good Friday	April 7, 2023
Memorial Day	May 29, 2023
Independence Day	July 3-4, 2023
Labor Day	September 4, 2023
Thanksgiving	November 23-24, 2023
Christmas	December 25-29, 2023



# Administration, Faculty & Staff

**Chief Executive Officer/Campus President** Jennifer R. Marchese

**Director of Education** Brian Vinciguerra

**First Impression Liaison/Administrative Assistant** TBD

**Career Services Advisor** TBD

**Admissions Advisor** TBD

**Allied Health Instructor** Marshall Perry

**Allied Health Instructor** TBD

**Allied Health Instructor** TBD

