



# Aguilas International Technical Institute

7520 West Waters Ave, Suite 19,  
Tampa, FL 33615  
(813) 871-2407



## Course Catalog 2021-2022

Volume 18

Effective: July 1st, 2021

Print Date: July 1st, 2021

For more information visit us online  
[www.agmedtech.com](http://www.agmedtech.com)



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding the institution may be obtained by contacting the Commission at 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684. Aguilas International Technical Institute is currently licensed (#4530) by The Commission for Independent Education, The Florida Department of Education as an independent post-secondary adult education center.

Contents	
Statement of History and Ownership.....	7
Names of Officers .....	7
Mission Statement.....	7
Vision .....	7
Commitments .....	7
Listing of approvals, licensure, and/or memberships .....	7
Listing of Accrediting Agencies .....	7
Academic Calendar .....	7
Listing of Administrative Staff .....	7
Listing of Active Faculty Member .....	8
Academic Policies and Procedures .....	8
Admissions Requirements & Procedures .....	8
Required Documentation for Enrollment.....	8
Educational Programs Offered .....	9
Program Title: Home Health Aide.....	9
Home Health Aide Program Objective .....	9
Home Health Aide Program Schedule Breakdown.....	9
Home Health Aide Program Description .....	9
Home Health Aide Program Delivery: Residential.....	9
Home Health Aide Program Cost Breakdown: .....	9
Home Health Aide Course Breakdown .....	9
Home Health Aide Course Description .....	10
Program Title: Medical Assisting .....	11
Medical Assisting Program Objective .....	11
Medical Assisting Program Schedule Breakdown .....	11
Medical Assisting Program Description.....	11
Medical Assisting Program Delivery: Residential .....	11
Medical Assisting Program Cost Breakdown: .....	11
Medical Assisting Course Breakdown.....	12
Medical Assisting Course Description.....	12
Program Title: Pharmacy Technician .....	14
Pharmacy Technician Program Objective.....	14
Pharmacy Technician Program Schedule Breakdown .....	14
Pharmacy Technician Program Description.....	14
Pharmacy Technician Program Delivery: Residential .....	15
Pharmacy Technician Program Cost Breakdown:.....	15
Pharmacy Technician Course Breakdown .....	15
Pharmacy Technician Course Description .....	16
Program Title: Home Health Aide – Online Hybrid .....	17
Home Health Aide – Online Hybrid Program Objective .....	17
Home Health Aide – Online Hybrid Program Schedule Breakdown.....	17
Home Health Aide – Online Hybrid Program Description .....	17

Home Health Aide – Online Hybrid Program Delivery: Distant Learning / Hybrid .....	17
Program Title: Home Health Aide – Online Hybrid – Online Hybrid Cost Breakdown: .....	17
Home Health Aide – Online Hybrid – Online Hybrid Course Breakdown .....	17
Home Health Aide – Online Hybrid Course Description .....	18
Program Title: Medical Assisting – Online Hybrid .....	19
Medical Assisting – Online Hybrid Program Objective .....	19
Medical Assisting – Online Hybrid Program Schedule Breakdown .....	19
Medical Assisting – Online Hybrid Program Description .....	19
Medical Assisting – Online Hybrid Program Delivery: Distant Learning / Hybrid.....	19
Medical Assisting – Online Hybrid Program Cost Breakdown:.....	19
Medical Assisting – Online Hybrid Course Breakdown.....	20
Medical Assisting – Online Hybrid Course Description .....	20
Program Title: Pharmacy Technician – Online Hybrid.....	22
Pharmacy Technician Online Hybrid Program Objective .....	22
Pharmacy Technician Online Hybrid Program Schedule Breakdown.....	22
Pharmacy Technician Online Hybrid Program Description .....	22
Pharmacy Technician Online Hybrid Program Delivery: Distant Learning / Hybrid .....	23
Pharmacy Technician – Online / Hybrid Program Cost Breakdown: .....	23
Pharmacy Technician – Online / Hybrid Course Breakdown.....	23
Pharmacy Technician – Online / Hybrid Course Description.....	23
Programs Credentials .....	25
Facility Description .....	25
Program Delivery Method .....	25
Online Delivery Experience.....	25
Orientation .....	25
Course materials.....	25
Exams.....	26
Instructor Timely response.....	26
Attendance and Record Keeping .....	26
Externship.....	26
Lab Components.....	26
Lecture Component.....	26
Externship Component.....	26
Technical Requirements .....	26
Computer Requirements .....	26
Tablet devices.....	27
Internet Requirements .....	27
Zoom.....	27
View and print documents .....	27
Video.....	27
Orbund.....	27

Plugins .....	27
Technical Support .....	27
Standards of Academic Progress (SAP).....	27
SAP assessment point breakdown by program .....	28
Attendance/Pace of Progression Measure .....	29
Repeating a Course.....	29
Maximum Time Frame .....	29
SAP Appeal Procedure .....	30
SAP Warning .....	30
Grading & Testing Scale.....	31
Student Services .....	31
Tuition Breakdown .....	31
Cancellation Policy.....	31
Credit Completion Rate .....	32
Refund Policy .....	32
Class cancellation policies .....	32
Placement.....	32
Nondiscrimination Statement .....	32
Rules & Regulations.....	32
Program Language Disclosure .....	33
Language Disclaimer .....	33
Conditions for Dismissal .....	33
Weapons Policy .....	33
Background check disclosure .....	34
Pharmacy Technician:.....	34
Medical Assisting: .....	34
Home Health Aide: .....	34
Pharmacy Technician Online / Hybrid: .....	34
Medical Assisting Online / Hybrid: .....	34
Home Health Aide Online / Hybrid:.....	34
Advanced Placement & Credit for Experiential Learning .....	34
Credentialing .....	34
Anti-Hazing, Bullying.....	34
Transfer of Credit Policy .....	34
Continuing Education .....	34
Transfer Students .....	34
Transfers to Other Institutions.....	34
Clock Hour Definition .....	35

Transcripts .....35

Withdrawal from Programs .....35

Instructional Record/Repeat Coursework Policy.....35

Grievance.....35

Commission for Independent Education Grievance Policy .....36

Reinstatement and Appeal Process.....36

Academic Disciplinary Action Policy .....37

    Step 1 ..... 37

    Step 2..... 37

    Step 3..... 37

    Step 4..... 37

Academic Disciplinary Action Appeal Process .....37

    Step 1 – ..... 37

    Step 2 – ..... 37

    Step 3 – ..... 37

Copy Right Policy .....37

Student Records .....37

Financial Assistance .....38

Financial Obligation .....38

How to Apply for Federal Financial Assistance.....38

    Application..... 38

    Verification Process ..... 38

Fees.....38

    Registration: ..... 38

    Graduation:..... 38

    Transcripts: ..... 38

    Late payment:..... 38

    Interest: ..... 38

    Diploma Replacement: ..... 38

    Online / Hybrid: ..... 38

Externship Disclosure .....38

Ability to Benefit.....38

High School Diploma Policy .....39

Attendance Policy.....39

Bloodborne Pathogens and Infection Control Policy .....39

    Purpose:..... 39

    Responsibilities ..... 39

    Definition: ..... 39

    Training:..... 39

General Work Procedure:.....40

    Medical Waste:..... 40

    Engineering Controls: ..... 40

Hepatitis B (HBV) Vaccinations.....	40
Reporting: .....	40
Recordkeeping:.....	40
Business Office Hours .....	40
Appointments .....	40
Housing .....	40
Drop and Add & Registration Deadline Information .....	41
Electronic Signature.....	41
Course Numbering.....	41
Exam Schedules .....	41
School Holiday Schedule.....	41
Home Health Aide .....	42
Pharmacy Technician.....	42
Medical Assistant.....	42

## Statement of History and Ownership

Aguilas International Technical Institute was founded on October 7<sup>th</sup>, 2003 by Lucilla Puentes-Stewart who saw a need for quality health care programs and developed a training center in Tampa to offer training to Spanish speaking and English-speaking students who wished to enter the healthcare field. Aguilas International Technical Institute is an international institute because it serves Spanish speaking students from all over the world. All of our courses are taught in both Spanish and English so that students whose first language is Spanish can learn the didactics of the program while improving their English-language skills.

Mrs. Stewart was an immigrant from Cuba and has always aspired to have a center in the community that could be a source of support for fellow immigrants from all over the world and assist in their educational path. Mrs. Stewart has successfully maintained ownership of Aguilas International Technical Institute since opening its doors in 2003 and continues to be an active participant in every aspect of the institution.

## Names of Officers

Lucila Puentes-Stewart - President and Chief Executive Officer

## Mission Statement

To provide excellent education that truly prepares our students for success.

## Vision

Aguilas International Technical Institute will provide high-quality education that prepare students for tomorrow's workforce in an environment where all student feels valued and respected.

## Commitments

Aguilas International Technical Institute core values is its commitment to excellence, integrity, Learning, community and service provided to its students.

## Listing of approvals, licensure, and/or memberships

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

The continuing education classes offered at Aguilas International Technical Institute are not licensed by The Florida Commission for Independent Education. For further information, please contact The Commission for Independent Education: [www.fldoe.org/cie](http://www.fldoe.org/cie).

## Listing of Accrediting Agencies

Aguilas International Technical Institute has an institutional accreditation by the Accrediting Bureau of Health Education Schools (ABHES). 777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043, Phone (703) 917-9503

## Academic Calendar

See insert for the most current and up to date academic program calendar and program time lines. This can also be found in school student portal Orbund. Student enrollment is available any time before the first day of the program start date. Registration should be completed 3 business days prior to the first day of class. A late registration form can be completed and submitted to student services for approval. Holiday and school closure date can be found on the last page of the catalog.

## Listing of Administrative Staff

Name	Title	Contact Information
Lucila Puentes-Stewart	President & CEO	<a href="mailto:admin@agmedtech.com">admin@agmedtech.com</a>
Janelle Stewart	School Director / Programs Supervisor / Externship Coordinator	<a href="mailto:jstewart@agmedtech.com">jstewart@agmedtech.com</a>
Irmarié Virella	Admissions Representative	<a href="mailto:ivirella@agmedtech.com">ivirella@agmedtech.com</a>
Milena Soto	Office Manager	<a href="mailto:studentservices@agmedtech.com">studentservices@agmedtech.com</a>
Denia Sepulveda	Admissions Representative	<a href="mailto:dsepulveda@agmedtech.com">dsepulveda@agmedtech.com</a>
Carlos Lozano	Faculty Director	<a href="mailto:calozano69@yahoo.com">calozano69@yahoo.com</a>
Deisy Aviles Rodriguez	Front Desk	<a href="mailto:drodriguez@agmedtech.com">drodriguez@agmedtech.com</a>
Kirsys Medina Polanco	Admissions Representative	<a href="mailto:kmedina@admedtech.com">kmedina@admedtech.com</a>
Lilísbél Hernández	Executive Liaison / Student Services	<a href="mailto:lhernandez@agmedtech.com">lhernandez@agmedtech.com</a>



## Listing of Active Faculty Member

All faculty members are adjunct unless noted otherwise.

Faculty Member	Course(s) Taught	Degree/Diploma Held & Awarding Institution
Lucila Puente Stewart	<ul style="list-style-type: none"> <li>Home Health Aide</li> </ul>	<ul style="list-style-type: none"> <li>BSN – International College of Health and Science</li> <li>Registered Nurse – Florida Board of Nursing</li> </ul>
Carlos Lozano	<ul style="list-style-type: none"> <li>Medical Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Patient Care Technician - Aguilas International Technical Institute</li> <li>Medical Assistant - Aguilas International Technical Institute</li> </ul>
Rosmary Revilla	<ul style="list-style-type: none"> <li>Pharmacy Technician</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor of Pharmacy Science- (Cuba) - Central University of Las Villas</li> <li>Certified Billing and Coding Specialist - Aguilas International Technical Institute</li> <li>Registered Pharmacy Technician</li> </ul>
Raquel Ampudia	<ul style="list-style-type: none"> <li>Home Health Aide</li> </ul>	<ul style="list-style-type: none"> <li>BSN - Sacred Heart University of Puerto Rico</li> <li>Registered Nurse – Florida Board of Nursing</li> </ul>
Roberto Ramirez	<ul style="list-style-type: none"> <li>Test Prep Classes</li> <li>In-service Classes</li> <li>Medical Assistant</li> </ul>	<ul style="list-style-type: none"> <li>EKG - Florida Registry of Electrocardiography Technician</li> <li>Medical Assistant - Florida Registry of Electrocardiography Technician</li> <li>Phlebotomy Technician - Florida Registry of Electrocardiography Technician</li> <li>Certified Nursing Assistant – Florida Board of Nursing</li> </ul>

## Academic Policies and Procedures

### Admissions Requirements & Procedures

The admissions process for Residential and online Hybrid programs will follow the same guidelines. Admissions process will begin with a meeting with one of our admissions representatives. Information is given according to the program of your choice and a school tour is conducted. Prospective students that wish to continue to enrollment will then start the completion of the enrollment documentation. All enrollment documentation must be the original copies and completed at the school. Before a student is given a seat in any class, all their enrollment documentation must be completed. No qualified prospect may be excluded from enrollment based on age, race, gender, color, religion, disability, sexual orientation, or marital status. All financial aid applicants must be regularly enrolled students to receive any financial assistance. New prospect and transfer students should contact the Admissions Office.

#### Step 1 – Initial Enrollment

- Complete enrollment application and all required enrollment documents.
- Complete tour of the school
- Bring in your High School Diploma or GED – Please note Home Health Aide does not require a high school diploma or GED
- Sign up for new student orientation.

#### Step 2 – Eligibility

For programs that are 300 clock hours or more all enrolling students must have a valid High School Diploma or GED from an approved institution. For students that are bringing this documentation in from another country their transcripts and diploma must be evaluated and translated by a Florida approved agency. For a listing of these agencies please contact the main office.

### Required Documentation for Enrollment

- Valid identification (Expired identifications will NOT be accepted)
- High School Diploma or GED (Pharmacy Technician or Medical Assisting ONLY)
- Academic transcript and/or official transcript (if receiving credit)
- Copy of any certificates or licenses (if indicated)
- Program disclosure form
- Background Check (Pharmacy Technician Residential or Online Hybrid and Medical Assistant Residential or Online Hybrid ONLY, it is encouraged that Home Health Aides complete their background check for it for employment purposes.)
- Rules and regulations disclosure

All students who have met the admission criteria will be admitted on a space-available basis, based upon when all requirements were met. A student may be accepted for admission to a program any time before a new course starts. The school catalog is available online and each student receives a paper copy or an electronic version when he or she enrolls into a new program at Aguilas International Technical Institute.

AGUILAS INTERNATIONAL TECHNICAL INSTITUTE, Inc. (AITI) admits applicants without regard to race, color, disability, religion, sex, sexual orientation, marital status, age or national origin.

**IMPORTANT NOTICE:** Pursuant to Section 456.0635, Florida Statutes, you are being notified that effective July 1, 2009, health care boards or the department shall refuse to issue a license, certificate, or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Convicted or plead guilty or nolo contendere to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

Some of the boards, or the department where there is no board, are in the process of updating questions on licensing applications. Please continue to use the application, as it currently appears online until rules are adopted that will allow the department to replace these applications with updated versions.



## Educational Programs Offered

### Program Title: Home Health Aide

#### Home Health Aide Program Objective

Students who successfully complete the program will be prepared for entry-level employment as a Home Health Aide, performing aide-level skills for patients of various ages and conditions in the patient's own home setting. Student interaction will include both a theory and a hands-on approach. Students will receive ample time completing a theory portion based on our textbooks and curriculums. The level of occupation for this training is as a Home Health Aide. Students that complete the program successfully will graduate and receive a "Home Health Aide" diploma. This training is intended for students wanting to work as a Home Health Aide in the field. In order to complete this program, students must successfully complete the following courses: HHA101, HHA102, BBP101 and CPF101 as well as meet the hour's necessary as set forth in the program outline.

#### Home Health Aide Program Schedule Breakdown

Total Number of Weeks	Contact Hours	Tentative Weekly Program Schedule Breakdown
4 Weeks	75 Clock Hours	Morning Shift: (Mon-Fri) 9:00am to 1:30pm (w/ 30 min. break) Evening Shift: (Mon-Fri) 5:30pm to 9:30pM Please Note: *See Individual Course Syllabi*

#### Home Health Aide Program Description

Students receive both the didactic knowledge and clinical skills necessary to care for patients in the home setting. Providing physical and emotional support to patients is taught, along with communication skills, legal and ethical responsibilities, human needs, home environment maintenance, nutritional support, emergency procedures, personal care, assisting with ADL's, observation and recording, simple household management, and employability skills. Infection control, vital signs measurement, CPR and First Aid are vital components of the program. Ample opportunity to become proficient in the skills necessary is provided in the lab setting.

#### Home Health Aide Program Delivery: Residential

**Entrance /Admission Requirements:** Students must be at least 17 years of age or older. Students less than 18 years of age must have a parent or legal guardian provide signature of consent. Student must have a completed all required enrollment forms and have paid all tuition and fees.

#### Home Health Aide Program Cost Breakdown:

<b>Tuition Cost</b>	\$750	This is the total cost of your classes. Tuition includes cost of class, exit exam and lab fees.
<b>Registration / Enrollment Fee</b>	\$100.00	This is due at enrollment.
<b>Books and Supplies</b>	\$40.00	This is your textbook cost.
<b>Any Other Costs</b>	NA	Not included in tuition: Background check, uniform.
<b>Total Program Cost</b>	\$890.00	Total cost after paying all tuition, textbook and registration fees.

\*\*Enrollment and book fees are not refundable\*\*

Exception: Enrollment cancellations within (3) business day after enrollment, but prior to entering program will result in full refund.

#### Home Health Aide Course Breakdown

Course Number	Course Title	Theory Clock Hours	Laboratory Clock Hours	Clinical Hours
<b>HHA 101</b>	Home Health Aide Core	23	0	0
<b>HHA 102</b>	Home Health Aide Lab	0	40	0
<b>BBP 101</b>	HIV/AIDS, Bloodborne Pathogens & OSHA	4	0	0
<b>CPF 101</b>	CPR /First Aid	0	8	0
<b>Total Program Clock Hours Equal 75</b>		<b>27</b>	<b>48</b>	<b>0</b>

## Home Health Aide Course Description

Course Number	Course Title	Course Description
<b>HHA 101</b>	Home Health Aide Core	<p>This course is the first class our Home Health Aide students will complete. This program will introduce students to the theory and basics of a home health aide care and responsibilities. Basic Anatomy and some physiology will be included in the course along with some medical terminology.</p> <p><b>Total Clock Hours: 23</b>  <b>Pre-requisite: None</b></p>
<b>HHA 102</b>	Home Health Aide Lab	<p>This course will introduce of Home Health Aide students to the lab components of the program. They will learn basic skills that all Home Health Aides will need to master in order to be successful while on the job. They will also review safety skills and some basic career skills.</p> <p><b>Total Clock Hours:40</b>  <b>Pre-requisite: HHA 101</b></p>
<b>BBP 101</b>	HIV/AIDS, Bloodborne Pathogens & OSHA	<p>This class is deemed a continuing education class. Students must complete this course in all of our programs and successful completion will serve as continuing education credit. Students will review theory for HIV/AIDS, Blood Borne Pathogens while in the health care settings and OSHA compliance. A "Completion of Hours certificate will be awarded at the end of the course. This course will reflect a "Pass "or "Fail "grade on student's transcripts.</p> <p><b>Total Clock Hours:4</b>  <b>Pre-requisite: None</b></p>
<b>CPF 101</b>	CPR /First Aid	<p>This class is deemed a continuing education class. Students must complete this in all of our programs, and this will serve as continuing education credit. Students will review the mechanics of CPR and First Aid for Adults. A CPR and First Aid card of completion will be given at the end of this course. This course will reflect a "Pass "or "Fail "grade on student transcripts.</p> <p><b>Total Clock Hours:8</b>  <b>Pre-requisite: None</b></p>

## Program Title: Medical Assisting

### Medical Assisting Program Objective

#### Program Goal:

The Program is composed of 5 individual components. Students receive both the didactic knowledge and clinical skills necessary to work in the administrative and/or clinical settings. This program is designed to teach students the skills necessary for employment in the modern medical facility. A qualified medical assistant would be capable of performing a wide range of duties with a variety of technical detail thus helping the physician in many clinical situations. Upon successful completion of this course, students will receive a diploma and will be eligible for the clinical Medical Assistant national certification through the National Health Career Association (NHA).

Student interaction will include both a theory and a hands-on approach. Students will receive ample time completing a theory portion based on our textbooks and curriculums. The level of occupation for this training is as a medical assistant. This training is intended for students wanting to work as a Medical Assistant in the health field. In order to complete this program, students must successfully complete the following courses: CS101, EKG101, PHLE101, AMT101, MA101, MA102, MA103, BBP101 and CPF101 as well as meet the hours necessary as set forth in the program outline.

### Medical Assisting Program Schedule Breakdown

Total Number of Weeks	Contact Hours	Tentative Weekly Program Schedule Breakdown
53 Weeks	1060 Clock Hours	Morning Shift: (Mon-Fri) 9:00am to 1:30pm (w/ 30 min. break) Evening Shift: (Mon-Fri) 5:30pm to 9:30pm Please Note: *See Individual Course Syllabi*

### Medical Assisting Program Description

Students who successfully complete the program will be prepared for entry-level employment as medical assistants performing many administrative duties, including answering telephones, greeting patients, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping, as well as clinical duties including taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination, collecting and preparing laboratory specimens or performing basic laboratory tests on the premises, disposing of contaminated supplies, and sterilizing medical instruments, instructing patients about medications and special diets, preparing and administering medications as directed by a physician, authorizing drug refills as directed, telephone prescriptions to a pharmacy, drawing blood, preparing patients for x rays, performing electrocardiograms, removing sutures, and wound care procedures.

### Medical Assisting Program Delivery: Residential

**Entrance /Admission Requirements:** Students must be at least 17 years of age or older. Students less than 18 years of age must have a parent or legal guardian provide signature of consent. Student must have a completed all required enrollment forms and have paid all tuition and fees. Student must have a High School Diploma, GED or equivalent. All students are required to complete a background check and TB test prior to beginning externship hours.

### Medical Assisting Program Cost Breakdown:

<b>Tuition Cost</b>	\$10,600.00	This is the total cost of your classes. Tuition includes cost of class, exit exam and lab fees.
<b>Registration / Enrollment Fee</b>	\$100.00	This is due at enrollment.
<b>Books and Supplies</b>	\$550.00	This is your textbook cost.
<b>Any Other Costs</b>	\$165.00	Not included in tuition: Background check, uniform. (state exam)
<b>Total Program Cost</b>	\$11,415.00	Total cost after paying all tuition, textbook and registration fees.

\*\*Enrollment and book fees are not refundable\*\*

Exception: Enrollment cancellations within (3) business day after enrollment, but prior to entering program will result in full refund.

## Medical Assisting Course Breakdown

Course Number	Course Title	Theory Clock Hours	Laboratory Clock Hours	Clinical Hours
CS 101	Intro to the Circulatory System	40	0	0
EKG 101	Introduction to Electrocardiograph	50	10	0
PHLE 101	Introduction to Phlebotomy Theory and Lab	100	80	0
AMT 101	Anatomy, Physiology & Medical Terminology	80	0	0
MA 101	Medical & Clinical Assistant Theory	150	0	0
MA 102	Medical & Clinical Assistant Laboratory	150	123	0
MA 103	Medical & Clinical Assistant, Clinical & Career Development	100	0	165
BBP 101	HIV/ADS, Bloodborne Pathogens & OSHA	4	0	0
CPF 101	CPR /First Aid	0	8	0
<b>Total Program Clock Hours Equal 1060</b>		<b>674</b>	<b>221</b>	<b>165</b>

## Medical Assisting Course Description

Course Number	Course Title	Course Description
CS 101	Intro to the Circulatory System	<p>This class introduces the student to all the circulatory systems, medical terminology and functions. It prepares the student to see a more advanced anatomy in their next classes.</p> <p>This class must be completed before EKG101, PHLE101, AMT101, MA101, MA102 and MA103.</p> <p><b>Total Clock Hours: 40</b> <b>Pre-requisite: None</b></p>
EKG 101	Introduction to Electrocardiograph	<p>This residential course will introduce a systematic approach to the interpretation of basic electrocardiogram (EKG) and dysrhythmias. Basic A&amp;P of the cardiovascular systems, including autonomic innervations, the conduction systems, and the depolarization of the cardiac cell will be discussed. Holter and 12 lead EKG will be performed in the laboratory setting.</p> <p><b>Total Clock Hours: 60</b> <b>Pre-requisite: CS 101, PHLE 101</b></p>
PHLE 101	Introduction to Phlebotomy Theory and Lab	<p>This residential course provides students with an introduction to sterilization and disinfection procedures. Theory and practice of techniques by veni-punctures and skin punctures. The major topics include A&amp;P of the cardiovascular system, selection of the tube type for various blood tests, possible interfering procedures and ricks factors. Theoretical concepts and principals of waited test in microbiology, viruses, bacteria, parasites, urinalysis and the urinary systems, clinical chemistry, proteins, enzymes, lipids, hematology with emphasis on their relationship to various diseases states. Students will perform various lab procedures and will perfect their skills.</p> <p><b>Total Clock Hours: 180</b> <b>Pre-requisite: CS 101</b></p>
AMT 101	Anatomy, Physiology & Medical Terminology	<p>In this course the student will dive into the fundamentals of A&amp;P and Medical Terminology. They will review each body component and the medical terminology that goes with it. Students take this in preparation for the core classes of both Patient Care Technician and Medical Assistant.</p> <p><b>Total Clock Hours: 80</b> <b>Pre-requisite: PHLEB 101, EKG 101</b></p>
MA 101	Medical & Clinical Assistant Theory	<p>Students are introduced to basic Medical Assisting skills including general front office procedures, as well as reaffirmation and the opportunity for application of concepts already learned in previous foundational classes.</p> <p><b>Total Clock Hours: 150</b> <b>Pre-requisite: PHLE 101, EKG 101, AMT 101</b></p>

<b>MA 102</b>	Medical & Clinical Assistant Laboratory	<p>Students build on the knowledge acquired in MA101 and transition into learning about clinical back office procedures. This course has didactic as well as kinesthetic components in both the classroom and the laboratory setting. Topic include review of administrative duties and the basics of billing and coding with electronic record keeping.</p> <p><b>Total Clock Hours: 373</b>  <b>Pre-requisite: MA101</b></p>
<b>MA 103</b>	Medical & Clinical Assistant, Clinical & Career Development	<p>During this class, students will review career development skills such as resume building and job interview skills BEFORE they are sent off to clinical. The program will conclude with this course and the successful completion of clinical hours with a "Pass" or "Fail "on student's transcripts.</p> <p><b>Total Clock Hours:165</b>  <b>Pre-requisite: MA102</b></p>
<b>BBP 101</b>	HIV/ADS, Bloodborne Pathogens & OSHA	<p>This class is deemed a continuing education class. Students must complete this course in all of our programs and successful completion will serve as continuing education credit. Students will review theory for HIV/AIDS, Blood Borne Pathogens while in the health care settings and OSHA compliance. A "Completion of Hours certificate will be awarded at the end of the course. This course will reflect a "Pass "or "Fail "grade on student's transcripts.</p> <p><b>Total Clock Hours: 4</b>  <b>Pre-requisite: None</b></p>
<b>CPF 101</b>	CPR /First Aid	<p>This class is deemed a continuing education class. Students must complete this in all of our programs, and this will serve as continuing education credit. Students will review the mechanics of CPR and First Aid for Adults. A CPR and First Aid card of completion will be given at the end of this course. This course will reflect a "Pass "or "Fail "grade on student transcripts.</p> <p><b>Total Clock Hours: 8</b>  <b>Pre-requisite: None</b></p>

## Program Title: Pharmacy Technician

### Pharmacy Technician Program Objective

Students who successfully complete the program will be prepared for entry level employment as a Pharmacy Technician, Pharmacy technicians typically do the following: take from customers or health professionals the information needed to fill a prescription, count tablets and measure amounts of other medication for prescriptions, compound or mix medications, such as preparing ointments, package and label prescriptions, accept payment for prescriptions and process insurance claims, do routine pharmacy tasks, such as answering phone calls from customers. Upon completion of the program the graduate will be eligible to sit in for their national examination and will also receive a Florida Pharmacy Technician license.

Student interaction will include both a theory and a hands-on approach. Students will receive ample time completing a theory portion based on our textbooks and curriculums. The level of occupation for this training is as a Pharmacy Technician. This training is intended for students wanting to work as a Pharmacy Technician in the health field. In order to complete this program student must complete successfully the following courses: PHT101, PHT102, PHT103, PHT104, BBP101 and CPF101 as well as meet the hours necessary as set forth in the program outline.

### Pharmacy Technician Program Schedule Breakdown

Total Number of Weeks	Contact Hours	Tentative Weekly Program Schedule Breakdown
33 Weeks	390 Clock Hours	Morning Shift:(Mon / Wed / Fri) 9:00am to 1:30pm (w/ 30 min. break) Evening Shift: (Mon / Wed / Fri) 5:30pm to 9:30pm Please Note: *See Individual Course Syllabi*

### Pharmacy Technician Program Description

Students receive both the didactic knowledge and clinical skills necessary to work as a Pharmacy Technician in the various pharmacy settings they also see employability skills. Pharmacy Technicians take from customers or health professionals the information needed to fill a prescription, count tablets and measure amounts of other medication for prescriptions, compound or mix medications, such as preparing ointments, package and label prescriptions, accept payment for prescriptions and process insurance claims, do routine pharmacy tasks, such as answering phone calls from customers. Pharmacy technicians work under the supervision of pharmacists, who must review all prescriptions before they are given to patients. If a customer's question is about the medication or health matters, the pharmacy technician arranges for the customer to speak with the pharmacist. Infection control, vital signs measurement, CPR and First Aid are vital components of the program. Ample opportunity to become proficient in the skills necessary is provided in the lab setting. Pharmacy technicians working in hospitals another medical facilities prepare a greater variety of medications, such as intravenous medications. They may make rounds in the hospital, giving medications to patients. Our program includes classroom study and clinical instructions that includes the following:

#### **Introduction to pharmacy and health care systems:**

- Confidentiality
- Patient rights and Health Insurance Portability and Accountability Act (HIPAA)

#### **Pharmacy Law:**

- Federal Law
- FL State Law
- FL State rules
- Pharmacy Technician FL rules and law

#### **Pharmaceutical- Medical Term, Abbreviations, and symbols:**

- Medication safety and error prevention
- RX and medication orders

#### **Records management and inventory control**

- Pharmaceutical supplies
- Medication labeling
- Medication Packaging and storage
- Controlled substances
- Adjudication and billing

#### **Interpersonal relations, communications, and ethics:**

- Diversity of Communications
- Empathetic Communications
- Ethics governing pharmacy practice
- Patient and caregiver communications

#### **Pharmaceutical calculations**

## Pharmacy Technician Program Delivery: Residential

**Entrance /Admission Requirements:** Students must be at least 17 years of age or older. Students less than 18 years of age must have a parent or legal guardian provide signature of consent. Student must have a completed all required enrollment forms and have paid all tuition and fees. Student must have a High School Diploma, GED or equivalent. All students are required to have completed and passed a background check prior to the first day of class.

## Pharmacy Technician Program Cost Breakdown:

<b>Tuition Cost</b>	\$3,600.00	This is the total cost of your classes. Tuition includes cost of class, exit exam and lab fees.
<b>Registration / Enrollment Fee</b>	\$100.00	This is due at enrollment.
<b>Books and Supplies</b>	\$350.00	This is your textbook cost.
<b>Any Other Costs</b>	NA	Not included in tuition: Background check, uniform.
<b>Total Program Cost</b>	\$4,050	Total cost after paying all tuition, textbook and registration fees.

\*\*Enrollment and book fees are not refundable\*\*

Exception: Enrollment cancellations within (3) business day after enrollment, but prior to entering program will result in full refund.

## Pharmacy Technician Course Breakdown

Course Number	Course Title	Theory Clock Hours	Laboratory Clock Hours	Clinical Hours
<b>PHT 101</b>	Pharmacy Practice Theory & Law Core	115	15	0
<b>PHT 102</b>	Medication Safety & Error Prevention Core	8	0	0
<b>PHT 103</b>	Pharmacology and Medical Core	80	0	0
<b>PHT 104</b>	Pharmacy Technical Clinical	0	0	160
<b>BBP 101</b>	HIV/ADS, Bloodborne Pathogens & OSHA	4	0	0
<b>CPF 101</b>	CPR /First Aid	0	8	0
<b>Total Program Clock Hours Equal 390</b>		<b>207</b>	<b>23</b>	<b>160</b>



## Pharmacy Technician Course Description

Course Number	Course Title	Course Description
PHT 101	Pharmacy Practice Theory & Law Core	<p>This residential course includes the didactic knowledge necessary to work in various pharmacy settings. The students will learn to take information needed to fill a prescription, count tablets, and measure amount of other medication for prescriptions, compounding or mixing medications, preparing ointments, package and label prescriptions, accept payment for prescriptions and process insurance claims, and do routine pharmacy tasks.</p> <p><b>Total Clock Hours: 130</b> <b>Pre-requisite: None</b></p>
PHT 102	Medication Safety & Error Prevention Core	<p>During this course the student will review OSHA laws. Medical errors and prevention and safety.</p> <p><b>Total Clock Hours: 8</b> <b>Pre-requisite: PHT 101</b></p>
PHT 103	Pharmacology and Medical Core	<p>During this course the student will review in depth pharmacy logy and medical terminology. Emphasis is placed in learning pharmaceutical names and common dosages.</p> <p><b>Total Clock Hours: 80</b> <b>Pre-requisite: PHT 102</b></p>
PHT 104	Pharmacy Technical Clinical	<p>In this class the student will be assigned a pharmacy and complete 160 hours of externship. While there the student will be responsible to maintain hour logs, competency checklists and will be able to hone in on their skills learned in class. The Pharmacy Technician program supervisor will be visiting the student while on externship weekly to ensure the student in completing all required competencies and time successfully.</p> <p><b>Total Clock Hours: 160</b> <b>Pre-requisite: PHT 103</b></p>
BBP 101	HIV/ADS, Bloodborne Pathogens & OSHA	<p>This class is deemed a continuing education class. Students must complete this course in all of our programs and successful completion will serve as continuing education credit. Students will review theory for HIV/AIDS, Blood Borne Pathogens while in the health care settings and OSHA compliance. A "Completion of Hours certificate will be awarded at the end of the course. This course will reflect a "Pass "or "Fail "grade on student's transcripts.</p> <p><b>Total Clock Hours: 4</b> <b>Pre-requisite: None</b></p>
CPF 101	CPR /First Aid	<p>This class is deemed a continuing education class. Students must complete this in all of our programs, and this will serve as continuing education credit. Students will review the mechanics of CPR and First Aid for Adults. A CPR and First Aid card of completion will be given at the end of this course. This course will reflect a "Pass "or "Fail "grade on student transcripts.</p> <p><b>Total Clock Hours: 8</b> <b>Pre-requisite: None</b></p>

## Program Title: Home Health Aide – Online Hybrid

### Home Health Aide – Online Hybrid Program Objective

Students who successfully complete the program will be prepared for entry-level employment as a Home Health Aide, performing aide-level skills for patients of various ages and conditions in the patient's own home setting. Student interaction will include both a theory and a hands-on approach. Students will receive ample time completing a theory portion based on our textbooks and curriculums. The level of occupation for this training is as a Home Health Aide. Students that complete the program successfully will graduate and receive a "Home Health Aide" diploma. This training is intended for students wanting to work as a Home Health Aide in the field. To complete this program, students must successfully complete the following courses: HHA101, HHA102, BBP101 and CPF101 as well as meet the hour's necessary as set forth in the program outline.

### Home Health Aide – Online Hybrid Program Schedule Breakdown

Total Number of Weeks	Contact Hours	Tentative Weekly Program Schedule Breakdown
4 Weeks	75 Clock Hours	Morning Shift:(Mon-Fri) 9:00am to 1:30pm (w/ 30 min. break) Evening Shift: (Mon-Fri) 5:30pm to 9:30pM Please Note: *See Individual Course Syllabi* <b>** Hybrid / Virtual Class, Competency / Lab on Campus</b> <b>** Courses are Synchronized: students will need to log on via Zoom during schedule class time.</b>

### Home Health Aide – Online Hybrid Program Description

Students receive both the didactic knowledge and clinical skills necessary to care for patients in the home setting. Providing physical and emotional support to patients is taught, along with communication skills, legal and ethical responsibilities, human needs, home environment maintenance, nutritional support, emergency procedures, personal care, assisting with ADL's, observation and recording, simple household management, and employability skills. Infection control, vital signs measurement, CPR and First Aid are vital components of the program. Ample opportunity to become proficient in the skills necessary is provided in the lab setting.

**\*\* Courses are Synchronized: student will need to log on via Zoom during schedule class time**  
**\*\* Hybrid/Virtual Class, Competency/labs on Campus**

### Home Health Aide – Online Hybrid Program Delivery: Distant Learning / Hybrid

*Entrance /Admission Requirements:* Students must be at least 17 years of age or older. Students less than 18 years of age must have a parent or legal guardian provide signature of consent. Student must have a completed all required enrollment forms and have paid all tuition and fees.

### Program Title: Home Health Aide – Online Hybrid – Online Hybrid Cost Breakdown:

<b>Tuition Cost</b>	\$750	This is the total cost of your classes. Tuition includes cost of class, exit exam and lab fees.
<b>Registration / Enrollment Fee</b>	\$100.00	This is due at enrollment.
<b>Books and Supplies</b>	\$40.00	This is your textbook cost.
<b>Any Other Costs</b>	NA	Not included in tuition: Background check, uniform.
<b>Total Program Cost</b>	\$890.00	Total cost after paying all tuition, textbook and registration fees.

**\*\*Enrollment and book fees are not refundable\*\***

Exception: Enrollment cancellations within (3) business day after enrollment, but prior to entering program will result in full refund.

### Home Health Aide – Online Hybrid – Online Hybrid Course Breakdown

Course Number	Course Title	Theory Clock Hours	Laboratory Clock Hours	Clinical Hours
<b>HHA 101</b>	Home Health Aide Core	23	0	0
<b>HHA 102</b>	Home Health Aide Lab	0	40	0
<b>BBP 101</b>	HIV/AIDS, Bloodborne Pathogens & OSHA	4	0	0
<b>CPF 101</b>	CPR /First Aid	0	8	0
<b>Total Program Clock Hours Equal 75</b>		<b>27</b>	<b>48</b>	<b>0</b>

## Home Health Aide – Online Hybrid Course Description

Course Number	Course Title	Course Description
HHA 101	Home Health Aide Core	<p>This course is the first class our Home Health Aide students will complete. This program will introduce students to the theory and basics of a home health aide care and responsibilities. Basic Anatomy and some physiology will be included in the course along with some medical terminology.</p> <p><b>Total Clock Hours: 23</b>  <b>23 hrs – Online</b>  <b>Pre-requisite: None</b></p>
HHA 102	Home Health Aide Lab	<p>This course will introduce of Home Health Aide students to the lab components of the program. They will learn basic skills that all Home Health Aides will need to master in order to be successful while on the job. They will also review safety skills and some basic career skills.</p> <p><b>Total Clock Hours:40</b>  <b>40 Hrs. – On Grounds</b>  <b>Pre-requisite: HHA 101</b></p>
BBP 101	HIV/AIDS, Bloodborne Pathogens & OSHA	<p>This class is deemed a continuing education class. Students must complete this course in all of our programs and successful completion will serve as continuing education credit. Students will review theory for HIV/AIDS, Blood Borne Pathogens while in the health care settings and OSHA compliance. A “Completion of Hours certificate will be awarded at the end of the course. This course will reflect a “Pass “or “Fail “grade on student’s transcripts.</p> <p><b>Total Clock Hours:4</b>  <b>4 Hrs – Online</b>  <b>Pre-requisite: None</b></p>
CPF 101	CPR /First Aid	<p>This class is deemed a continuing education class. Students must complete this in all of our programs, and this will serve as continuing education credit. Students will review the mechanics of CPR and First Aid for Adults. A CPR and First Aid card of completion will be given at the end of this course. This course will reflect a “Pass “or “Fail “grade on student transcripts.</p> <p><b>Total Clock Hours:8</b>  <b>4 Hrs – Online</b>  <b>4 Hrs – On Ground</b>  <b>Pre-requisite: None</b></p>

## Program Title: Medical Assisting – Online Hybrid

### Medical Assisting – Online Hybrid Program Objective

#### Program Goal:

The Program is composed of 5 individual components. Students receive both the didactic knowledge and clinical skills necessary to work in the administrative and/or clinical settings. This program is designed to teach students the skills necessary for employment in the modern medical facility. A qualified medical assistant would be capable of performing a wide range of duties with a variety of technical detail thus helping the physician in many clinical situations. Upon successful completion of this course, students will receive a diploma and will be eligible for the clinical Medical Assistant national certification through the National Health Career Association (NHA).

Student interaction will include both a theory and a hands-on approach. Students will receive ample time completing a theory portion based on our textbooks and curriculums. The level of occupation for this training is as a medical assistant. This training is intended for students wanting to work as a Medical Assistant in the health field. In order to complete this program, students must successfully complete the following courses: CS101, EKG101, PHLE101, AMT101, MA101, MA102, MA103, BBP101 and CPF101 as well as meet the hours necessary as set forth in the program outline.

### Medical Assisting – Online Hybrid Program Schedule Breakdown

Total Number of Weeks	Contact Hours	Tentative Weekly Program Schedule Breakdown
53 Weeks	1060 Clock Hours	Morning Shift: (Mon-Fri) 9:00am to 1:30pm (w/ 30 min. break) Evening Shift: (Mon-Fri) 5:30pm to 9:30pm Please Note: *See Individual Course Syllabi*  <b>** Hybrid / Virtual Class, Competency / Lab on Campus</b> <b>** Courses are Synchronized: students will need to log on via Zoom during schedule class time.</b>

### Medical Assisting – Online Hybrid Program Description

Students who successfully complete the program will be prepared for entry-level employment as medical assistants performing many administrative duties, including answering telephones, greeting patients, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping, as well as clinical duties including taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination, collecting and preparing laboratory specimens or performing basic laboratory tests on the premises, disposing of contaminated supplies, and sterilizing medical instruments, instructing patients about medications and special diets, preparing and administering medications as directed by a physician, authorizing drug refills as directed, telephone prescriptions to a pharmacy, drawing blood, preparing patients for x rays, performing electrocardiograms, removing sutures, and wound care procedures.

**\*\* Hybrid / Virtual Class, Competency / Lab on Campus**

**\*\* Courses are Synchronized: students will need to log on via Zoom during schedule class time.**

### Medical Assisting – Online Hybrid Program Delivery: Distant Learning / Hybrid

**Entrance /Admission Requirements:** Students must be at least 17 years of age or older. Students less than 18 years of age must have a parent or legal guardian provide signature of consent. Student must have a completed all required enrollment forms and have paid all tuition and fees. Student must have a High School Diploma, GED or equivalent. All students are required to complete a background check and TB test prior to beginning externship hours.

### Medical Assisting – Online Hybrid Program Cost Breakdown:

<b>Tuition Cost</b>	\$10,600.00	This is the total cost of your classes. Tuition includes cost of class, exit exam and lab fees.
<b>Registration / Enrollment Fee</b>	\$100.00	This is due at enrollment.
<b>Books and Supplies</b>	\$550.00	This is your textbook cost.
<b>Any Other Costs</b>	\$165.00	Not included in tuition: Background check, uniform. (state exam)
<b>Total Program Cost</b>	\$11,415.00	Total cost after paying all tuition, textbook and registration fees.

**\*\*Enrollment and book fees are not refundable\*\***

Exception: Enrollment cancellations within (3) business day after enrollment, but prior to entering program will result in full refund.

**PLEASE NOTE: Medical Assistant students must complete their 165 hours of clinical/externship to successfully complete their program. The externship site will be a pre-determined site that the externship coordinator will assign. For more information, please speak to either your program supervisor or the externship coordinator. All students are required to complete and pass a background check and TB test to begin externship hours.**

### Medical Assisting – Online Hybrid Course Breakdown

Course Number	Course Title	Theory Clock Hours	Laboratory Clock Hours	Clinical Hours
CS 101	Intro to the Circulatory System	40	0	0
EKG 101	Introduction to Electrocardiograph	50	10	0
PHLE 101	Introduction to Phlebotomy Theory and Lab	100	80	0
AMT 101	Anatomy, Physiology & Medical Terminology	80	0	0
MA 101	Medical & Clinical Assistant Theory	150	0	0
MA 102	Medical & Clinical Assistant Laboratory	150	123	0
MA 103	Medical & Clinical Assistant, Clinical & Career Development	100	0	165
BBP 101	HIV/ADS, Bloodborne Pathogens & OSHA	4	0	0
CPF 101	CPR /First Aid	0	8	0
<b>Total Program Clock Hours Equal 1060</b>		<b>674</b>	<b>221</b>	<b>165</b>

### Medical Assisting – Online Hybrid Course Description

Course Number	Course Title	Course Description
CS 101	Intro to the Circulatory System	<p>This class introduces the student to all the circulatory systems, medical terminology and functions. It prepares the student to see a more advanced anatomy in their next classes. This class must be completed before EKG101, PHLE101, AMT101, MA101, MA102 and MA103.</p> <p><b>Total Clock Hours: 40</b> <b>40 Hrs - Online</b> <b>Pre-requisite: None</b></p>
EKG 101	Introduction to Electrocardiograph	<p>This residential course will introduce a systematic approach to the interpretation of basic electrocardiogram (EKG) and dysrhythmias. Basic A&amp;P of the cardiovascular systems, including autonomic innervations, the conduction systems, and the depolarization of the cardiac cell will be discussed. Holter and 12 lead EKG will be performed in the laboratory setting.</p> <p><b>Total Clock Hours: 60</b> <b>50 Hrs – Online</b> <b>10 Hrs – On Ground</b> <b>Pre-requisite: CS 101, PHLE 101</b></p>
PHLE 101	Introduction to Phlebotomy Theory and Lab	<p>This residential course provides students with an introduction to sterilization and disinfection procedures. Theory and practice of techniques by veni-punctures and skin punctures. The major topics include A&amp;P of the cardiovascular system, selection of the tube type for various blood tests, possible interfering procedures and ricks factors. Theoretical concepts and principals of waited test in microbiology, viruses, bacteria, parasites, urinalysis and the urinary systems, clinical chemistry, proteins, enzymes, lipids, hematology with emphasis on their relationship to various diseases states. Students will perform various lab procedures and will perfect their skills.</p> <p><b>Total Clock Hours: 180</b> <b>100 Hrs – Online</b> <b>80 Hrs – On Ground</b> <b>Pre-requisite: CS 101</b></p>

<b>AMT 101</b>	Anatomy, Physiology & Medical Terminology	<p>In this course the student will dive into the fundamentals of A&amp;P and Medical Terminology. They will review each body component and the medical terminology that goes with it. Students take this in preparation for the core classes of both Patient Care Technician and Medical Assistant.</p> <p><b>Total Clock Hours: 80</b>  <b>80 Hrs – Online</b>  <b>Pre-requisite: PHLEB 101, EKG 101</b></p>
<b>MA 101</b>	Medical & Clinical Assistant Theory	<p>Students are introduced to basic Medical Assisting skills including general front office procedures, as well as reaffirmation and the opportunity for application of concepts already learned in previous foundational classes.</p> <p><b>Total Clock Hours: 150</b>  <b>150 Hrs - Online</b>  <b>Pre-requisite: PHLE 101, EKG 101, AMT 101</b></p>
<b>MA 102</b>	Medical & Clinical Assistant Laboratory	<p>Students build on the knowledge acquired in MA101 and transition into learning about clinical back office procedures. This course has didactic as well as kinesthetic components in both the classroom and the laboratory setting. Topic include review of administrative duties and the basics of billing and coding with electronic record keeping.</p> <p><b>Total Clock Hours: 273</b>  <b>150 Hrs Online</b>  <b>123 Hrs – On Ground</b>  <b>Pre-requisite: MA101</b></p>
<b>MA 103</b>	Medical & Clinical Assistant, Clinical & Career Development	<p>During this class, students will review career development skills such as resume building and job interview skills BEFORE they are sent off to clinical. The program will conclude with this course and the successful completion of clinical hours with a “Pass” or “Fail” on student’s transcripts.</p> <p><b>Total Clock Hours:265</b>  <b>100 Hrs – Online</b>  <b>165 Hrs – On Ground (Externship Site)</b></p> <p><b>Pre-requisite: MA103</b></p>
<b>BBP 101</b>	HIV/ADS, Bloodborne Pathogens & OSHA	<p>This class is deemed a continuing education class. Students must complete this course in all of our programs and successful completion will serve as continuing education credit. Students will review theory for HIV/AIDS, Blood Borne Pathogens while in the health care settings and OSHA compliance. A “Completion of Hours certificate will be awarded at the end of the course. This course will reflect a “Pass “or “Fail “grade on student’s transcripts.</p> <p><b>Total Clock Hours: 4</b>  <b>4 Hrs – Online</b>  <b>Pre-requisite: None</b></p>
<b>CPF 101</b>	CPR /First Aid	<p>This class is deemed a continuing education class. Students must complete this in all of our programs, and this will serve as continuing education credit. Students will review the mechanics of CPR and First Aid for Adults. A CPR and First Aid card of completion will be given at the end of this course. This course will reflect a “Pass “or “Fail “grade on student transcripts.</p> <p><b>Total Clock Hours: 8</b>  <b>8 Hrs – On – Ground</b>  <b>Pre-requisite: None</b></p>



## Program Title: Pharmacy Technician – Online Hybrid

### Pharmacy Technician Online Hybrid Program Objective

Students who successfully complete the program will be prepared for entry level employment as a Pharmacy Technician, Pharmacy technicians typically do the following: take from customers or health professionals the information needed to fill a prescription, count tablets and measure amounts of other medication for prescriptions, compound or mix medications, such as preparing ointments, package and label prescriptions, accept payment for prescriptions and process insurance claims, do routine pharmacy tasks, such as answering phone calls from customers. Upon completion of the program the graduate will be eligible to sit in for their national examination and will also receive a Florida Pharmacy Technician license.

Student interaction will include both a theory and a hands-on approach. Students will receive ample time completing a theory portion based on our textbooks and curriculums. The level of occupation for this training is as a Pharmacy Technician. This training is intended for students wanting to work as a Pharmacy Technician in the health field. In order to complete this program student must complete successfully the following courses: PHT101, PHT102, PHT103, PHT104, BBP101 and CPF101 as well as meet the hours necessary as set forth in the program outline.

### Pharmacy Technician Online Hybrid Program Schedule Breakdown

Total Number of Weeks	Contact Hours	Tentative Weekly Program Schedule Breakdown
33 Weeks	390 Clock Hours	Morning Shift:(Mon / Wed / Fri) 9:00am to 1:30pm (w/ 30 min. break) Evening Shift: (Mon / Wed / Fri) 5:30pm to 9:30pm Please Note: *See Individual Course Syllabi*  <b>** Hybrid/Virtual Class, Competency/Labs on Campus</b> <b>** Courses are Synchronized: student will need to log on via Zoom during schedule class time</b>

### Pharmacy Technician Online Hybrid Program Description

Students receive both the didactic knowledge and clinical skills necessary to work as a Pharmacy Technician in the various pharmacy settings they also see employability skills. Pharmacy Technicians take from customers or health professionals the information needed to fill a prescription, count tablets and measure amounts of other medication for prescriptions, compound or mix medications, such as preparing ointments, package and label prescriptions, accept payment for prescriptions and process insurance claims, do routine pharmacy tasks, such as answering phone calls from customers. Pharmacy technicians work under the supervision of pharmacists, who must review all prescriptions before they are given to patients. If a customer's question is about the medication or health matters, the pharmacy technician arranges for the customer to speak with the pharmacist. Infection control, vital signs measurement, CPR and First Aid are vital components of the program. Ample opportunity to become proficient in the skills necessary is provided in the lab setting. Pharmacy technicians working in hospitals another medical facilities prepare a greater variety of medications, such as intravenous medications. They may make rounds in the hospital, giving medications to patients. Our program includes classroom study and clinical instructions that includes the following:

#### Introduction to pharmacy and health care systems:

- Confidentiality
- Patient rights and Health Insurance Portability and Accountability Act (HIPAA)

#### Pharmacy Law:

- Federal Law
- FL State Law
- FL State rule
- Pharmacy Technician FL rules and law

#### Pharmaceutical- Medical Term, Abbreviations, and symbols:

- Medication safety and error prevention
- RX and medication orders

#### Records management and inventory control

- Pharmaceutical supplies
- Medication labeling
- Medication Packaging and storage
- Controlled substances
- Adjudication and billing

#### Interpersonal relations, communications, and ethics:

- Diversity of Communications
- Empathetic Communications
- Ethics governing pharmacy practice.
- Patient and caregiver communications

#### Pharmaceutical calculations

**\*\* Hybrid/Virtual Class, Competency/Labs on Campus**

**\*\* Courses are Synchronized: student will need to log on via Zoom during schedule class time**



## Pharmacy Technician Online Hybrid Program Delivery: Distant Learning / Hybrid

**Entrance /Admission Requirements:** Students must be at least 17 years of age or older. Students less than 18 years of age must have a parent or legal guardian provide signature of consent. Student must have a completed all required enrollment forms and have paid all tuition and fees. Student must have a High School Diploma, GED or equivalent. All students are required to have completed and passed a background check prior to the first day of class.

### Pharmacy Technician – Online / Hybrid Program Cost Breakdown:

<b>Tuition Cost</b>	\$3,600.00	This is the total cost of your classes. Tuition includes cost of class, exit exam and lab fees.
<b>Registration / Enrollment Fee</b>	\$100.00	This is due at enrollment.
<b>Books and Supplies</b>	\$350.00	This is your textbook cost.
<b>Any Other Costs</b>	NA	Not included in tuition: Background check, uniform.
<b>Total Program Cost</b>	\$4,050	Total cost after paying all tuition, textbook, and registration fees.

\*\*Enrollment and book fees are not refundable\*\*

Exception: Enrollment cancellations within (3) business day after enrollment, but prior to entering program will result in full refund.

### Pharmacy Technician – Online / Hybrid Course Breakdown

Course Number	Course Title	Theory Clock Hours	Laboratory Clock Hours	Clinical Hours
<b>PHT 101</b>	Pharmacy Practice Theory & Law Core	115	15	0
<b>PHT 102</b>	Medication Safety & Error Prevention Core	8	0	0
<b>PHT 103</b>	Pharmacology and Medical Core	80	0	0
<b>PHT 104</b>	Pharmacy Technical Clinical	0	0	160
<b>BBP 101</b>	HIV/ADS, Bloodborne Pathogens & OSHA	4	0	0
<b>CPF 101</b>	CPR /First Aid	0	8	0
<b>Total Program Clock Hours Equal 390</b>		<b>207</b>	<b>23</b>	<b>160</b>

### Pharmacy Technician – Online / Hybrid Course Description

Course Number	Course Title	Course Description
<b>PHT 101</b>	Pharmacy Practice Theory & Law Core	<p>This residential course includes the didactic knowledge necessary to work in various pharmacy settings. The students will learn to take information needed to fill a prescription, count tablets, and measure amount of other medication for prescriptions, compounding or mixing medications, preparing ointments, package and label prescriptions, accept payment for prescriptions and process insurance claims, and do routine pharmacy tasks.</p> <p><b>Total Clock Hours: 130</b>  <b>115 Hrs – Online</b>  <b>15 Hrs – Ground</b>  <b>Pre-requisite: None</b></p>
<b>PHT 102</b>	Medication Safety & Error Prevention Core	<p>During this course the student will review OSHA laws. Medical errors and prevention and safety.</p> <p><b>Total Clock Hours: 8</b>  <b>8 Hrs – Online</b>  <b>Pre-requisite: PHT 101</b></p>
<b>PHT 103</b>	Pharmacology and Medical Core	<p>During this course the student will review in depth pharmacy logy and medical terminology. Emphasis is placed in learning pharmaceutical names and common dosages.</p> <p><b>Total Clock Hours: 80</b>  <b>80 Hrs – Online</b>  <b>Pre-requisite: PHT 102</b></p>

<b>PHT 104</b>	Pharmacy Technical Clinical	<p>In this class the student will be assigned a pharmacy and complete 160 hours of externship. While there the student will be responsible to maintain hour logs, competency checklists and will be able to hone in on their skills learned in class. The Pharmacy Technician program supervisor will be visiting the student while on externship weekly to ensure the student in completing all required competencies and time successfully.</p> <p><b>Total Clock Hours: 160</b>  <b>160 Hrs – Ground (Externship Site)</b>  <b>Pre-requisite: PHT 103</b></p>
<b>BBP 101</b>	HIV/ADS, Bloodborne Pathogens & OSHA	<p>This class is deemed a continuing education class. Students must complete this course in all of our programs and successful completion will serve as continuing education credit. Students will review theory for HIV/AIDS, Blood Borne Pathogens while in the health care settings and OSHA compliance. A "Completion of Hours certificate will be awarded at the end of the course. This course will reflect a "Pass "or "Fail "grade on student's transcripts.</p> <p><b>Total Clock Hours: 4</b>  <b>4 Hrs - Online</b>  <b>Pre-requisite: None</b></p>
<b>CPF 101</b>	CPR /First Aid	<p>This class is deemed a continuing education class. Students must complete this in all of our programs, and this will serve as continuing education credit. Students will review the mechanics of CPR and First Aid for Adults. A CPR and First Aid card of completion will be given at the end of this course. This course will reflect a "Pass "or "Fail "grade on student transcripts.</p> <p><b>Total Clock Hours: 8</b>  <b>8 Hrs – Online</b>  <b>Pre-requisite: None</b></p>

**PLEASE NOTE:** Pharmacy Technician students must complete their 160 hours of clinical/externship to successfully complete their program. The externship site will be a pre-determined site that the externship coordinator will assign. For more information, please speak to either your program supervisor or the externship coordinator. All students are required to complete and pass a background check and TB test to begin externship hours

## Programs Credentials

Students must successfully complete all portions of the program prior to receive any certificate or diploma. Upon satisfactory completion of the program graduates will receive the following credentials.

Program Name	Credentials
Home Health Aide	Home Health Aide Diploma
Medical Assisting	Medical Assistant Diploma
Pharmacy Technician	Pharmacy Technician Diploma,
Home Health Aide Online Hybrid	Home Health Aide Diploma
Medical Assisting Online Hybrid	Medical Assistant Diploma
Pharmacy Technician Online Hybrid	Pharmacy Technician Diploma,
*** CPR, First Aid, HIV, Blood borne Pathogen are included in each program	

### Facility Description

The Aguilas International Technical Institute (**AITI**) campus is located near Town and Country Hospital in the Water Crossings Plaza at the corner of Waters and Hanley, a major thoroughfare in Tampa. The 7,700 square foot two one-story building is modern, convenient with ample off-street parking for students. Near the Veteran's Expressway, and located on a major bus route, the campus is easily accessible through Waters Ave and Hanley Road.

The campus consists of a reception area, twenty course rooms including specialized phlebotomy lab, two skills practice labs, a Pharmacy Technician Lab, and a Medical Assistant lab. The business offices, a computer library resource center, and a student break room. The library resource center is available for students and faculty. The suites for the school are dispersed throughout two separate buildings that are walking distance from each other in the same plaza. Student resources include a computer lab center, extra practice time available Monday to Friday from 2pm to 5pm as well as instructor tutoring available by appointment.

Aguilas International Technical Institute is a state-approved test site for the Nurse Assistant Competency Exam, an Approved American Safety and Health Institute Training Center, an approved test site for the National Health Career Association Phlebotomist, Patient Care Technician, Medical Assistant, and EKG Technician Certification exams (the Phlebotomy and EKG exams are for the MA and PCT students). Our Pharmacy Technician Diploma Program is approved by the Florida Board of Pharmacy.

## Program Delivery Method

### Residential

**Entrance /Admission Requirements:** Students must be at least 17 years of age or older. Students less than 18 years of age must have a parent or legal guardian provide signature of consent. Student must have a completed all required enrollment forms and have paid all tuition and fees. Student enrolling in the Medical Assisting or Pharmacy technician must have a High School Diploma, GED or equivalent. Students enrolling in the Medical Assisting Online / Hybrid or Pharmacy technician Online/ Hybrid program are required to have completed and passed a background check prior to the first day of class.

### Online/Hybrid

**Entrance /Admission Requirements:** Students must be at least 17 years of age or older. Students less than 18 years of age must have a parent or legal guardian provide signature of consent. Student must have a completed all required enrollment forms and have paid all tuition and fees. Student enrolling in the Medical Assisting Online / Hybrid or Pharmacy technician Online/ Hybrid must have a High School Diploma, GED or equivalent. Students enrolling in the Medical Assisting Online / Hybrid or Pharmacy technician Online/ Hybrid program are required to have completed and passed a background check prior to the first day of class.

Online / hybrid students must meet the technical requirements are listed on the technical requirement section in the catalog. The online /hybrid delivery is explained on the Online delivery Experience section of the catalog.

## Online Delivery Experience

### Orientation

Online and Hybrid class have an online experience that differs from a traditional in classroom experience.

All student enrolled in an online or Hybrid class will be responsible for attending an in-person orientation at the campus on the first day of class. During this orientation students will have the opportunity to interact with their instructor in person. During this first day orientation, online and hybrid students will receive their class materials such as the books required for the class. At this time the instructor will also go over the process of how to use zoom and orbund. The syllabus will also be discussed during this orientation and students will be made aware of the in-class dates where all students must be present to complete lab work.

### Course materials

Online and hybrid student will have the course materials such as the syllabus, test, and handouts available to them via Orbund for them to use.

## Exams

Students enrolled in our online or hybrid programs must be ready to visit our campus on mid and final exams since these exams must be proctored.

## Instructor Timely response

Students will be able to communicate with their instructor via email at any time and should expect a response within 24-48 hours.

## Attendance and Record Keeping

All class sessions for online and hybrid programs will be held via Zoom. Instructor will check attendance in the first 15 minutes of class and once again after the break. Students are responsible for logging on to their zoom class on time to receive full attendance.

## Externship

Online and hybrid student enrolled in any program with a required clinical experience will also be required to complete their total externship hours at an approved site by the school. Student will be assigned to clinical sites already in contract with Aguilas International Technical Institutes. Current clinical sites are within a 30-mile radius of the Tampa Campus. If online or hybrid student is located at a greater distance of the main campus, he or she may reach out to local clinical sites where they may complete their externship hours. Clinical site must first sign an Externship Agreement with Aguilas International Technical Institute and pass a competency checklist to ensure student will be attending a location where they will complete all the necessary competencies.

## Distance Learning Components

Students in Distance learning programs such as hybrid and online classes will also be required to attend mandatory class sessions in campus.

Program Name	Total hours	Virtual/online lecture/synchronized	In class on campus hand on training	Externship
Home Health Aide	75 clock hours	27 (36%)	48 (64%)	N/A
Pharmacy Technician	390 clock hours	207 (53%)	23 (6%)	160 (41%)
Medical Assistant	1065 clock hours	674 (63%)	221 (21%)	165 (16%)

## Lab Components

The lab components will be conducted in a traditional classroom and supervised by qualified instructors.

## Lecture Component

The lecture portion of the course will be delivered online/virtually. The virtual class is done with an instructor in real time with an instruction, the course is synchronized. Courses are synchronized and Zoom is used to deliver lectures. There are two cameras in each class so that student can see the instructor seated and standing. We will continue to use Orbund to track assignments, attendance, and grades. Our instructors have been trained in the use of Zoom and our administrators are able to enter instructor-led Zoom sessions to assess the quality of instruction. We have budgeted for the required Zoom licenses and created a program to train our incoming students in the use of Zoom.

## Externship Component

Students will be required to complete their clinical hours at a qualifying location approved by Aguilas International Technical Institute

## Technical Requirements

Students enrolled at Aguilas International Technical Institute in a hybrid or online course must meet the basic technology requirements to successfully participate in their course. Failure to meet these requirements may result in problems accessing the course materials and lectures.

## Computer Requirements

### Hardware:

Computer should have a minimum of 4GB of RAM and a minimum processor of 2GHZ. A Speakers and a microphone are required. These can be, USB plug-in, wireless Bluetooth, or built in. A webcam is also required. This can be a built-in, USB plug-in. Monitor should have a minimum size of 1024x600.

### Operating system:

Computer operating system must be Windows XP sp3 or newer, MAC OS X 10.6x or newer, or Linux- ChromeOS, iOS 5 or newer and/or Android 2.3 or newer.

### Software:

Microsoft Office 2016 or newer, Adobe Acrobat Reader, this can be obtained at <https://get.adobe.com/reader/>

### Supported Browser:

Recommended browsers include Firefox 27 or higher, Google Chrome 30 or higher, Internet Explorer 11 or higher, Safari 7 or higher. For all Internet Browsers, Disable Pop-up Blocker, Enable Cookies in Browser, Enable JavaScript

## Tablet devices

Students are allowed to use a tablet device to join Zoom meetings. Zoom supported devices included IOS, Android, Blackberry and surface pro 2 or higher with a Window 8.1 or higher.

If tablet PCs is running with Windows 10 it must be Windows 10Home, pro, or enterprise. S mode is not currently supported on Zoom. Tablet PCs only support desktop clients on zoom.

Cell phones are not allowed for zoom meetings or course work assignments.

## Internet Requirements

Student is responsible to have a reliable internet connection with a supported web browser.

Ethernet connection (LAN) or wireless adapter (Wi-Fi) with a minimum internet speed requirement is of 512kbps.

## Zoom

Student is responsible for downloading zoom prior to the first day of class and are also responsible for entering and navigating in the zoom platform prior to the first scheduled class.

## View and print documents

Students must be able to access .pdf files, and .doc files

## Video

Video may be sent to student using a Window Media Player, QuickTime or VLC Media Player or similar.

## Orbund

Enrolled student will automatically have a Orbund account assigned to them. Username and temporary password can be requested in the main office with your student service representative or admissions representative. Students will be responsible to access their accounts to view the course catalog, class syllabus, emails from classmates or instructors, grades and attendance. To visit your student portal visit

<https://server14.orbund.com/>

## Plugins

Students must have the most up to date flash plug in and must enable JavaScript.

## Technical Support

Students are encouraged to use our tech assistance. Students may call (813)871-2407 to speak with a technical support specialist. Students can also email [studentservices@agmedtech.com](mailto:studentservices@agmedtech.com) any questions and will be receive and email response withing 24-48 hours. In office technical support is available Monday to Friday from 9am – 5pm.

Common support include: Orbund password reset, zoom download assistance and Orbund navigation assistance.

## Florida Legal Residence Disclosure

Students enrolled in any residential or online/ hybrid program must legally reside in the state of Florida. Student is required to have a mailing address located within the state of Florida and they must provide it during the enrollment process. Licensing and credentialing requirement varies from state to state and additional training may be required if students live outside of Florida. Florida residency can be proven by providing a FL State ID, FL Driver's License, or a Mailing Address located withing the state of Florida.

Students must notify the office of student services if they decide to relocate to a different state during their enrolled program. Student service office can be reach by calling (813)871-2407 or emailing [studentservices@agmedtech.com](mailto:studentservices@agmedtech.com) or by visiting the office of student service Monday to Friday from 9am to 5pm. If student does relocate during their enrolled program students will be withdrawn from their program.

## Standards of Academic Progress (SAP)

All students must be making satisfactory academic progress at Aguilas International Technical Institute. Students shall be monitored for satisfactory academic progress at the midpoint for courses that are over 40 hrs. There are 3 components that all students must meet when evaluated: attendance/pace of progression, GPA, and maximum time frame measures. The standards are established to ensure that students are progressing towards an educational objective and complete a diploma within a reasonable time frame. If the standards are not met, student are volition of SAP policy. Students who are not meeting SAP requirements are notified through their Aguilas International Technical Institute Orbund accounts. Students who are meeting the SAP requirements do not receive notifications.

The standards of Satisfactory Academic Progress include the following components:

- Complete minimum cumulative credit hours attempted --- including all transfer credits
- Maintain a minimum cumulative grade point average of 20
- Complete the program in less than 150% of its normal duration. (Maximum Time Frame)

## *GRADE IDENTIFICATION AND RELATED IMPACT ON SAP ELEMENTS*

The following chart identifies each of the grades utilized by AGUILAS INTERNATIONAL TECHNICAL INSITUTE. The chart provides a summary of the overall grade percentage which constitutes each letter grade and the quality points associated with each grade. The chart also provides clarification of which grades are included in credits earned, credits attempted, the GPA calculation.

**A grade of 'C' or higher is required for successful course completion in the programs listed in the scale below**

### Grading Scale for Diploma Programs

Grade	Range	Destination	Quality Points
A	90%-100%	Outstanding	4
B	80% - 89%	Above Average	3
C	70% - 79%	Average	2
D	60% - 69%	Below Average	1
F	59% - Below	Failure	0
T	N/A	Transfer	N/A
C	N/A	Credit	N/A
W	N/A	Withdraw	N/A

### Standards of Academic Progress (SAP)

Students are expected to meet specific standards of satisfactory academic progress while working toward a diploma while enrolled at Aguilas International Technical Institute. Students enrolled in all diploma program will be evaluated for academic progress at the mid- point of each course. At the 50 % of completion of the course the student will receive notification that the progress report ready for viewing in our student management system “Orbund”. Students must maintain a 2.0 GPA in each course throughout their program.

### SAP assessment point breakdown by program

Course Name	Second SAP assessment 50%
CS 101	Total hours: 40 Mid-point a: 20 hours
EKG 101	Total hours: 60 Mid-point a: 30 hours
PHLE 101	Total hours: 180 Mid-point a: 90 hours
AMT 101	Total hours: 80 Mid-point a: 40 hours
MA 101	Total hours: 150 Mid-point a: 75 hours
MA 102	Total hours: 373 Mid-point a: 186 hours
MA 103	Total hours: 165 Mid-point a: 82 hours
PHT 101	Total hours: 130 Mid-point a: 65hours
PHT 102	NA
PHT 103	Total hours: 80 Mid-point a: 40 hours
PHT 104	Total hours: 160 Mid-point a: 80 hours
BBP 101	NA
CPF 101	NA
HHA 101	Total hours: 23 Mid-point a: 11 hours
HHA 102	Total hours: 40 Mid-point a: 20 hours

## Attendance/Pace of Progression Measure

### Quantitative Measure (Clock Hour Progression)

Students must complete 90% of clock hours attempted for their program. This equates to the following per program:

Course Name	Second SAP assessment 90%
CS 101	Total hours: 40 90% Completion point: 36
EKG 101	Total hours: 60 90% Completion point:54
PHLE 101	Total hours: 180 90% Completion point:162
AMT 101	Total hours: 80 90% Completion point:72
AMT 101	Total hours: 80 90% Completion point:72
MA 101	Total hours: 150 90% Completion point:135
MA 102	Total hours: 373 90% Completion point:336
MA 103	Total hours: 165 Externship: must complete the total 165 hours
PHT 101	Total hours: 130 90% Completion point: 117
PHT 102	Total hours: 8 90% Completion point:7
PHT 103	Total hours: 80 90% Completion point: 72
PHT 104	Total hours: 16 Externship must complete the total 160 hours
BBP 101	Total hours: 4 90% Completion point:4
CPF 101	Total hours: 8 90% Completion point: 7
HHA 101	Total hours: 23 90% Completion point: 21
HHA 102	Total hours: 40 90% Completion point: 36

## Repeating a Course

AITI allows a student to repeat a failed course once and only allow the grade of the reattempt to count towards the grade point average. A failed course is a course in which a student received an "For a D" The policy does not remove the previous grade but eliminates the effect of that grade on the cumulative GPA by removing it from the computation. The repeated course will be included in the attempted clock hours in calculating maximum timeframe to complete the course.

## Maximum Time Frame

The maximum time frame allowed for students to complete programs at Aguilas International Technical Institute is 150% of the normal program length set forth in our catalog.

Students who do not complete their programs within the specified time frame will be withdrawn from the program under SAP termination. They will have the option to reapply to a different diploma program at Aguilas International Technical Institute, but they may not re-enter the same program that they failed to complete in the specified time frame.



## ADDITIONAL GRADING DEFINITIONS AND IMPACT ON SATISFACTORY ACADEMIC PROGRESS

**A, B, C, D, and F:** Grades assigned to current students who complete the course. Letter grades are included in the GPA, Pace of Progress, and Maximum Time Frame calculations for Satisfactory Academic Progress. Incomplete is not a course grade used by Aguilas International Technical Institute. Courses in which students earn below a 2.0 or courses from which they withdraw must be repeated. The student must earn a 2.0 and attend 90% of the clock hours in a course to pass the course. Withdrawals and repeated courses count as attempted courses but not completed courses and place the student in jeopardy of not completing his or her program in the specified maximum time.

**TC = Transfer Credit:** Students transferring from another institution, or students who transfer to a different program, program version, or AGUILAS INTERNATIONAL TECHNICAL INSTITUTE location, may be eligible for credit for courses they have already taken. A grade of "TC" is given for a transferred course and included as credits attempted and credits earned, Maximum Time Frame and Pace of Progress when calculating SAP. External transferred courses must have a final grade of "C" or higher. Internally transferred courses must have a passing grade as defined by the academic program.

**W = Withdraw:** This grade is assigned when a student is withdrawn from a course. In each instance, the original course and any attempts to repeat/retake a course will be included as credits attempted in the Maximum Time Frame and Pace of Progress calculations. For students who receive a "W" grade in a clinical/externship/practicum course, the activity may be reviewed, and upon approval, the hours may be transferred and credited.

**Proficiency Credits:** Aguilas International Technical Institute does not offer proficiency credits in its diploma programs.

**Non-credit Courses:** Aguilas International Technical Institute offers a variety of non-credit courses. None of these courses count toward completion of a diploma program.

**Remedial Courses:** Aguilas International offers a variety of non-credit remedial courses. None of these courses are part of its diploma programs.

**Non-Punitive Pass-Fail Grades:** All courses in Aguilas International Technical Institute's diploma programs are graded using the A, B, C, D, and F letter grade scale. Although some clinical skills are graded pass fail in diploma program courses, overall course grades are on the letter system described above.

**Reinstatement after SAP Termination:** *If* a student has been withdrawn from a program because he or she was not making satisfactory academic progress and, thus, would be unable to complete the program within 150% of its normal duration (SAP Termination), that student may petition Student Services for reinstatement.

The student may not enter the same diploma program at Aguilas International Technical Institute that he or she failed to complete in the required maximum time. He or she must select a different diploma program.

If the student's petition for reinstatement is accepted, Student Services will evaluate the student's transcript to see which courses can be counted toward requirements in the new diploma program.

A student accepted in a new program must still meet the same requirement to complete the new program within 150% of its normal duration and must still pass each course with a minimum of a C.

If the petition for reinstatement is denied, the student may appeal that decision to the Director of Aguilas International.

If the student chooses not to appeal or the appeal is denied, the student is not reinstated and may not take courses in any diploma program at Aguilas International Technical Institute.

## SAP Appeal Procedure

Students may appeal either a SAP warning or a SAP termination. The appeal must be made within five business days of the student receiving notice of the SAP warning or SAP termination. The appeal must be in writing and must be made to the Director of Aguilas International Technical Institute.

For appealing a SAP warning for an individual class, the student making the appeal must demonstrate that he or she has earned a C or better in the course and that he or she has attended 90% of the sessions in order to be successful.

For appealing a SAP warning for failure to make satisfactory progress, the student must submit a written course plan showing that he or she can complete the diploma program's requirements within the 150% maximum allotted time for the diploma program.

For appealing a SAP termination based on exceeding the maximum allotted time to earn the diploma, the student must submit a course plan showing that he or she can complete the diploma within 150% of the normal program time.

A student able to submit the above proof, in a form that is satisfactory to the Director, will have the warning or termination reversed. A copy of the appeal and decision will be kept in the student file and placed in Orbund. Regarding all SAP appeals, the decision of the Director is final.

## SAP Warning

A student who earns less than a 2.0 in any class required in a diploma program or a student who is not attending 90% of the class sessions at the midpoint of the class will receive a SAP warning through Orbund.

The student may exit SAP warning status for that class by bringing his or her grade up to a 2.0 or higher and by demonstrating that he or she is attending 90% or more of the class sessions.

In addition, SAP warnings are given to students who are not on pace to complete their diploma programs within the specified maximum allowed time. At the conclusion of each class, Student Services evaluates transcripts of each student enrolled in Aguilas International Technical Institute to determine if that student will complete his or her program within the maximum allowable time if he or she continues to satisfactorily complete courses at the current rate.

If the Student Services Representative determines that the student will not complete the program within the maximum allotted time, Student Services will give the student a SAP warning and meet with the student to develop a written action plan to get the student back on pace.

The student can exit this SAP warning by completing classes with a minimum of a 2.0 and within the required attendance parameters at a rate sufficient to finish the program in the allotted maximum allowable time. When a student hits this threshold, Student Services will remove the SAP warning.

If the student is not able to follow the action plan to get back on pace, he or she will continue to get SAP warnings at the midpoint and conclusion of each course and the action plan will be revised. He or she may continue in the program, so long as it is possible for the program to be completed within 150% of its normal duration. When Student Services determines that this is no longer possible, the student will be SAP terminated and withdrawn from the diploma program.

## Grading & Testing Scale

The following general guidelines apply to all our programs. Unless otherwise noted, the letter grade given on written exams, tests, quizzes, oral reviews and any other classroom related activity can be use in this grading scale:

<b>A = 90%-100%</b>	<b>P = Pass</b>
<b>B = 80%-89%</b>	<b>F = Fail</b>
<b>C = 70%-79%</b>	<b>W = Withdrew</b>
<b>D = 60%-69%</b>	
<b>F = 59%-below</b>	

If a student is absent during the session when an exam is given, he/she must arrange with the instructor to take the exam at a mutually agreeable time. The school or faculty member isn't required to provide make up exams, tests or quizzes. To complete a program successfully, students must earn a final average 70% or higher. In addition to passing written examinations, students must successfully demonstrate the manual skills and clinical performance required to complete a program and the competency checklists. The grade on these practical skills is either pass or fail and will count towards your final grade as 100% -Pass or 0% -Fail.

## Student Services

Aguilas International Technical Institute provides various student services. We offer academic advising, personal advisement, career services & placement assistance. Student services provides academic advising for student having difficulties attending classes or meeting academic benchmarks as well as career services for all upcoming graduates. Resume building, job interview skills and job search skills are covered under our career services and placement services. Student services also sets up career fairs and offers students assistance when applying for various jobs (i.e., online in our computer lab.) Student services are available to all students with disabilities and provide various options to assist the student during their time here at Aguilas International Technical Institute.

**\*\*Please Note: Aguilas International Technical Institute DOES NOT GUARANTEE EMPLOYMENT\*\***

## Tuition Breakdown

Each program page has a tuition breakdown per program. See individual program page.

## Cancellation Policy

1. Cancellation must be made in writing, either in person or by certified mail.
2. There will be a full refund of all monies paid, including the registration fee, if the applicant is not accepted by the School or cancels within 3 business days of enrollment.
3. Cancellation after the third (3rd) business day, but prior to start of course, will result in a refund of all monies paid less the \$100.00 registration fee.
4. In the event that a class is cancelled by the institution, students will receive a full refund, including the registration fee within 7 business days of the declared cancellation.
5. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rate refund computed on the number of hours completed to the total program hours.
6. Cancellation after completing more than 40% of the program will result in no refund and student will be continuing to be responsible for the full tuition.
7. Termination Date: The termination date (for refund computation purposes) is considered to be the last date of actual class attendance by the student unless earlier written notice is received.
8. Refunds will be made within 30 days following determination or receipt of cancellation notice.

## Credit Completion Rate

All AITI students must successfully complete 67% of credit hours attempted. This is the number of hours successfully completed compared to the number of hours attempted. This quantitative or incremental measurement will be a completion of two-thirds of all cumulative attempted credit hours.

## Refund Policy

Students who officially withdraw or cut-out of all classes during a semester will have their financial accounts reviewed to determine if adjustments to institutional fees should be made. (A student must withdraw from all classes in order to receive credit on tuition.) The institutional refund policy is applied to all students, without regard to academic classification or eligibility of Title IV student assistance. The policy is in compliance with the Federal Refund and Federal Pro-Rata guidelines.

1. Cancellation must be made in writing, either in person or by certified mail.
2. There will be a full refund of all monies paid, including the registration fee, if the applicant is not accepted by the School or cancels within 3 business days of enrollment. If the student, (or assigned legal guardian) cancels after the three (3) business days from signing the Enrollment Agreement, but before the program start date all monies will be refunded except the registration fee.
3. In the event that a class is cancelled by the institution, students will receive a full refund, including the registration fee.
4. Cancellation after the third (3rd) business day, but prior to entering program(s), will result in a refund of all monies paid less the registration fee.
5. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
6. Cancellation after completing more than 40% of the program will result in no refund.
7. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
8. Refunds will be made within 30 days following determination or receipt of cancellation notice.
9. The prorated amount of the tuition refunded to a student who has started a program but has not completed 40% of the program is determined by calculating the amount of clock hours the student has complete at the time of withdraw and charged at the per hour cost of the program. Plus, any non-refundable fees. If student has paid more than the calculated amount, student will be refunded any overpayment. If student has paid less than the calculated amount, student will owe that balance.
10. Refunds will be made in the form of a check and will be left in the financial aid office for students to pick up. Refund checks may be mailed at students request.
11. Non-refundable fees include:
  - Books and supplies
  - Registration fee

Appeals for refunds due to extenuating circumstances may be made in writing to School Director of Aguilas International Technical Institute 7520 West Water Avenue Suite 19 Tampa FL 33615. Any refund will be mailed to the student at the address of his/her record.

## Class cancellation policies

AITI reserves the right to cancel programs, up to three days prior to the start of any program, due to inadequate enrollment numbers. In the event a program/class is cancelled the student will receive a full refund of all monies paid including registration fees. This agreement constitutes a binding contract upon acceptance by the school. A certificate or diploma will be issued to each student who successfully completes their program and satisfies all requirements. Upon successful completion of the program, AITI will assist each graduate with job placement as requested, however the school doesn't guarantee employment.

## Placement

Aguilas International Technical Institute maintains contact with many prospective employers within the community. Additionally, AITI receives recruitment materials from employers throughout the country. These materials are displayed on a student services board. Upon successful completion of the program, Aguilas International Technical Institute, Inc. (AITI) will assist each graduate with job placement; however, the school does not guarantee employment or placement. There is no additional charge for job placement assistance. Aguilas International Technical Institute is required to maintain employment records for graduates of its job-preparatory programs. Students are encouraged to assist Aguilas International Technical Institute by providing employment information and follow-up data.

## Nondiscrimination Statement

Aguilas International Technical Institute does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age or disability in its programs, activities or employment practices. All possible accommodations will be made to assist students that need the help. Please see student services for more information on available accommodations.

## Rules & Regulations

1. School uniform is mandatory at all times.
2. Students must be in closed toe shoes at all times.
3. No food or drinks are permitted while in the classrooms or the lab.
4. No phone usage is permitted during class.
5. Breaks will be given to students throughout the day. If a student goes on break and is gone for more than the allotted time (5 minutes) the student will incur a tardy.
6. No smoking in, around or in front of the building at any time.

7. All students enrolled in a diploma program must wear their student ID.
8. Replacement ID's will be \$5.00
9. Gangs or gang like activity will not be tolerated.
10. Radios, I-pods, recorders, CD players, cameras and other electronics are not permitted while in class or in the lab.
11. No recording of any class is permitted at any time.
12. Three tardies equals one absence.

## Program Language Disclosure

Aguilas International Technical Institute may offer some classes within a program in Spanish for students that will benefit from learning the material in their native tongue. Notice will be given to all students about the schedule of these classes.

Completing a course or program in a language other than English may reduce employability where English is required.

## Language Disclaimer

Completing a course or program in a language other than English may reduce employability where English is required. Even though our classes are given in a bilingual format we always recommend for all our graduates to hone in on their English skills to help with their marketability.

## Conditions for Dismissal

Any conduct that reflects negatively on Aguilas International Technical Institute may result in dismissal from any school program and from the premises. Any violation of medical ethics of patient care or patient confidentiality will result in a meeting of the offending student, the Program Director, Program Instructor and/or Board of Directors. The meeting will determine the proper course of discipline or dismissal. Students may be disciplined or dismissed from a program for infractions including, but not limited to, these:

1. Misrepresentations on the application at enrollment for a Aguilas International Technical Institute program or on an application for financial assistance to pay program costs.
2. Cheating or plagiarism in any form
3. The use of profanity during the course, clinical or field externship.
4. Disruptive behavior in course, clinical or field externship.
5. Harassment of instructors or fellow students.
6. Inappropriate attire during clinical or field externship or use of Aguilas International Technical Institute name badge for purposes not related to course, clinical or field externships.
7. Breach of patient confidentiality or code of ethics
8. Falsification of any information on student records or evaluations.
9. Violation of absence/tardiness policies
10. Failure to meet minimum scholastic, clinical or field externship requirements as outlined in program policies.
11. Theft, misuse or vandalism of school or externship-site property.
12. Unprofessional conduct or derogatory language to/about the clinical site, fellow students, instructors or staff of Institution, or any outside clinical facility.
13. Drug or alcohol abuse- A student suspected of being impaired will be required to leave the premises and submit to a drug test performed at the student's expense. The student must bring the results of the test to the Director before he or she can rejoin the course. Attendance policy will still apply while the process is in progress.

**PLEASE NOTE: AITI is a DRUG FREE and WEAPONS free institution. There will be no tolerance for drugs or weapons of any kind on campus. Failure to abide by these rules will result in immediate termination from your program, expulsion from the school and possible criminal charges.**

## Weapons Policy

Weapons of any kind are forbidden anywhere on campus, including parking lots. Students are not to possess, handle, or transport weapons of any kind on school grounds or up to 500 yards from the school grounds or at any school-related activity.

Students violating this policy are subject to suspension, expulsion, and/or arrest.

Weapons include, but are not restricted to: box cutters, guns, knives, dirks, razor blades, ice picks, explosives, chains, pipes, brass knuckles, mace, tear gas or any mixture of chemicals intended for use as a weapon. This also includes dangerous instruments, toy guns or anything that resembles or could be considered a weapon.

If a weapon is seen or reported, law enforcement personnel will be called immediately, and the student will be subject to arrest and withdrawal from school. Individuals with concealed weapons permits are reminded that it is illegal to have a gun on school grounds, including locked in a vehicle parked in a school parking lot.

## Background check disclosure

**Pharmacy Technician:** Aguilas International Technical Institute requires all student enrolled in the Pharmacy Technician program to complete and pass a Level 2 ACHA background check prior to enrollment. If results are no eligible student will not be allowed to enroll or complete the program.

**Medical Assisting:** Students enrolled in Medical Assistant must complete and pass a Level 2 ACHA background check prior to starting externship hours. If results are no eligible student will not be allowed to complete the program.

**Home Health Aide:** There are no background requirements for Home Health Aide students however students are encouraged to complete a ACHA level 2 background for employment purposes.

**Pharmacy Technician Online / Hybrid:** Aguilas International Technical Institute requires all student enrolled in the Pharmacy Technician program to complete and pass a Level 2 ACHA background check prior to enrollment. If results are no eligible student will not be allowed to enroll or complete the program.

**Medical Assisting Online / Hybrid:** Students enrolled in Medical Assistant must complete and pass a Level 2 ACHA background check prior to starting externship hours. If results are no eligible student will not be allowed to complete the program.

**Home Health Aide Online / Hybrid:** There are no background requirements for Home Health Aide students however students are encouraged to complete a ACHA level 2 background for employment purposes.

**\*\*Not passing a background check may also affect or limit the student's employability in any program provided at Aguilas International Technical Institute. \*\***

## Advanced Placement & Credit for Experiential Learning

Aguilas International Technical Institute does accept advanced placement for Phlebotomy and EKG courses. Certification must be a National Certification and must be recognized in the state of Florida.

## Credentialing

Aguilas International Technical Institute highly encourages credentialing for the following program: Pharmacy Technician, Medical Assisting, students are responsible for paying for credentialing testing fees

## Anti-Hazing, Bullying

Aguilas International Technical Institute will not tolerate hazing or bullying of students by any employee of the institute or by any other student enrolled at the institute. Failure to be in compliance with this will result in program suspension.

## Transfer of Credit Policy

At the discretion of the Director, Aguilas International Technical Institute will consider accepting credits from other institutions licensed, accredited, or approved by agencies recognized by the United States Department of Education (USDOE) or Council for Higher Education Accreditation (CHEA) or Accrediting Bureau of health Education Schools (ABHES).

To transfer credits into any diploma program, Aguilas International Technical Institute will require an official transcript. Programs or portions of programs for which transfer credit is acceptable must be equivalent in content and requirements to those offered at Aguilas International Technical Institute. The final acceptance of any transfer credit will be at the discretion of the Program Director and will become part of the student's Aguilas International Technical Institute file. A student must complete 25% of the program hours at Aguilas International Technical Institute.

## Continuing Education

All Home Health Aide, Medical Assistant, Pharmacy Technician or state licenses must be renewed every two years. AITI offers continuing education courses to meet the requirements for renewal of these certificates

## Transfer Students

- Official transcripts from all previous colleges attend (regardless of whether or not financial aid was received) must be forwarded to the Office of Admissions. All credit hours attempted (including those for which grades of W, F, and P) that are received will be included as hours attempted.
- School accepted transfer credit will be subject to the same SAP standards as institutional credits.

## Transfers to Other Institutions

Aguilas International Technical Institute does not issue college credit. Acceptance of any credit/clock hours by another institution is at the complete discretion of the institution the student is transferring to. Aguilas International Technical Institute recommends the student to call the other institution first before withdrawing from class to ensure they will accept Aguilas International Technical Institute's clock hours.



## Clock Hour Definition

A clock hour refers to a 60-minute period with a minimum of 50 minutes of instruction. This can be theory, lab, clinical or externship time.

## Transcripts

A written transcript request signed by the student and a copy of a valid government issued picture ID should be submitted a minimum of two (2) weeks before the transcript is required. The full address of the person/place to which the transcript is to be sent must be included. There will be a \$5.00 fee per transcript requested. **(NOTE: All financial obligations to Aguilas International Technical Institute must be paid before transcripts will be released).**

## Withdrawal from Programs

Students withdrawing from the program are encouraged to attend an exit interview with the Program Director. A student absent without notification for three (3) consecutive days will be considered withdrawn from the program. The student's withdrawal date is the date he or she last attended class, unless earlier written notice is received. A student must not exceed absences of more than 10% of the total amount of the programs hours. See SAP for exact information on this policy.

## Instructional Record/Repeat Coursework Policy

A student's entire instruction record, all attempted passed transfer and Pearl River Community College coursework, will be evaluated to determine eligibility for financial aid regardless of whether or not the student has received financial assistance during prior enrollment periods. Remedial courses are included in the determination of Satisfactory Academic Progress.

Per federal regulations (34 CFR Section 668.2) repeated coursework that falls under the following conditions cannot be included in a student's enrollment status for Title IV Federal Aid Eligibility:

- Repeating a previously passed course more than once. A course is considered passed if the student receives a grade of D or better.
- Repeating a previously passed course due to failing other coursework
- Repeating a previously passed course for the sole purpose of gaining eligibility for Title IV aid.

Federal Title IV aid will be recalculated based on the student's adjusted enrollment status. This recalculated will applied regardless of whether a student received aid for previous course enrollments.

## Grievance

Students may file a grievance based on alleged violations of AITI's policy or campus regulations regarding student privacy rights; or discrimination based on race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer- related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services, or other discrimination as specified in campus regulations. The complained of actions must have resulted in injury to the student.

Student grievances may be based on the conduct of the institution, its employees, or third parties. Allegations of student misconduct in alleged violation of the Student Code of Conduct fall outside the scope of this grievance process. Allegations of student misconduct, including discrimination by another student, should be brought to the attention of the school director who oversees the student discipline process.

**Step 1: Filing a formal grievance** – If an informal resolution is unsuccessful or, if at any time during the informal process, the student does not want to pursue an informal resolution, the student may file a formal grievance with the school director at (813) 871-2407 or via email at [jstewart@agmedtech.com](mailto:jstewart@agmedtech.com).

When a formal grievance is filed, the School Director will assign a Complaint Resolution Officer (CRO), which may include a faculty member, administrators, or other staff. The School Director will ensure that individuals acting as CRO's have training in appropriate investigative methods, AITI's policy and regulations, and legal standards for determining whether discrimination occurred.

The formal grievance must be filed within sixty (60) days of the time at which the student knew or should be reasonably expected to have known of the alleged violation. When the violation occurs at the end of an academic quarter, a formal grievance may be filed within sixty (60) days of the beginning of the next academic quarter.

Student grievances must be in writing and signed by the student (or sent from the student's email address). Grievances must contain the student's postal address, email address, and telephone number (to the extent available), a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, a description of the facts supporting the grievance, whether informal resolution was attempted and completed, and the remedy or relief requested. It is the responsibility of the student grievant to update the CRO as to the appropriate address to use throughout the grievance process. Students who have filed a grievance regarding discrimination in campus activities or programs may also have civil law remedies available to them, including but not limited to, injunctions, restraining orders, complaints with federal or state agencies, or civil litigation.

**Step 2: Initial Review of the formal grievance** – The Complaint Resolution Officer (CRO) will review the grievance and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Policy on Student Grievance Procedure, and alleges facts which, if true, would constitute a violation of AITI's policy or campus regulation. The CRO shall complete the initial review of the grievance and notify the student in writing as to whether an investigation will begin, whether the grievance is incomplete, or whether the grievance will be dismissed within twenty (20) days of the receipt of the grievance in the School Director's office.

If the CRO determines that the grievance is incomplete, the student grievant will have ten (10) days from the date of the written notice to make the grievance complete (10 days includes weekends). If the student grievant fails to make the grievance complete, the grievance will be dismissed. If the CRO determines that the grievance is untimely, outside the jurisdiction, or does not allege facts describing a violation of AITI's

policy or regulation, the grievance will be dismissed

If a grievance is dismissed, the CRO will provide the student grievant with a written explanation of the basis for the dismissal. The student grievant will have ten (10) days from the date of the written notice to request an appeal of the dismissal from the School Director. The request for appeal must be in writing and explain why the student believes the dismissal was in error. The School Director will respond in writing within ten (10) days of the notice of appeal. If the dismissal is upheld, the decision is final. If the decision to dismiss is overturned on appeal, the grievance will be returned to the CRO for investigation per the procedures outlined below.

**Step 3: Investigation and Resolution** – The CRO will inform the respondent of the nature of the allegations and those factual details necessary to respond to the grievance. The CRO will protect the confidentiality of the student grievant and others to the maximum extent possible consistent with the law and AITI's policy, while according due process to any person alleged to have behaved in violation of campus policies or campus regulation.

The respondent must file a written response within fifteen (15) days of the receipt of the formal grievance. The response to the allegations shall:

- (1) Confirm facts alleged in the grievance;
- (2) indicate the extent to which the grievance has merit; and
- (3) indicate acceptance or rejection of any remedy requested by the grievant or outline an alternative remedial proposal.

The response to allegations shall be filed with the CRO, who will notify the student grievant in writing of the response.

The CRO will interview the grievant, the respondent, and any other individuals with knowledge or information relevant to the grievance. The CRO will also examine relevant documents, correspondence, and other evidence deemed necessary to investigate the complaint fully. Disclosure of facts to the student grievant, the respondent, and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.

If the student grievant or respondent will be assisted in the review by an advisor or support person, he or she must (1) provide the advisor's or support person's name and (2) sign a release authorizing the advisor or support person to view relevant materials and to accompany the grievance or respondent to pertinent meetings

At any time during the investigation, if necessary, the CRO will provide the student grievant with interim protections or remedies adequate to eliminate, prevent the occurrence of, and address the effects of discrimination. Failure to comply with the terms of interim protections may be considered a separate violation of the Policy on Student Grievances.

**Step 4: Findings**– The CRO's findings from the investigation shall be reported in writing to the School Director or designee no later than forty-five (45) days from the receipt by the CRO of the original formal grievance. The report shall contain findings of fact based on a preponderance of the evidence and shall include whether AITI's policy or campus regulation was violated, the factual basis for the determination, a recommended outcome of the grievance, a proposed make-whole remedy for the student grievant (if any), and/or final remedies to eliminate, prevent the recurrence of, and address the effects of discrimination (if any) or privacy violations for consideration by the School Director or designee, and proposed sanctions for the respondent (if any).

#### **Step 5: Retention of Records**

AITI shall retain all records pertaining to the investigation, findings, and any Administrative Review for a period of seven (7) years. Student records may be kept longer at the discretion of the School Director.

Explanations placed in the student records by an individual seeking to correct a record shall be retained as long as the contested portion of the record is retained.

**Step 6: Campus School Director / CEO Determination** – The CEO/School Director shall make a final determination on the report of finding(s) and recommendation within ten (10) days of the receipt of the report from the CRO's. The School Director will notify in writing the student grievant, advisor or support person to the student grievant (if any), the respondent, and the CRO's within five (5) days of making a decision. The written notice shall explain the basis for adopting, modifying, or overturning the findings and recommendation of the CRO, including, as applicable, whether a campus policy or campus regulation was violated, the factual basis for the determination, a proposed make-whole remedy for the student grievant (if any), final remedies to eliminate, prevent the recurrence of, and address the effects of discrimination (if any), and notification of the right to file an appeal with the CEO.

For disciplinary action against any AITI employee or student, the matter shall be referred to the appropriate disciplinary procedure.

## **Commission for Independent Education Grievance Policy**

If the student feels the dispute is not satisfactorily resolved after receiving written notification from the Board of Directors, the student has the right to bring the grievance to the Commission for Independent Education in Tallahassee by contacting the Florida Department of Education, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, (850) 245-3200 or toll free (888) 224-6684.

## **Reinstatement and Appeal Process**

Students who have been suspended from receiving the Title IV financial aid may appeal based on mitigating circumstances including but not limited to illness, injury, death of an immediate family member, undue hardships or other such circumstances beyond the student's control. To request an appeal, student must complete the Loss of Financial Aid Appeal form which is available in the Office of Financial Aid on your local campus. The following items must be submitted with the Loss of Financial Aid Appeal form to your local Office of Financial Aid.

An explanation of what has changed in the student's circumstances that will allow them to succeed.

- Documentation for any extenuating circumstances listed in the appeal. Such as but not limited to a letter from a doctor, an accident report, etc.



The student will be notified via their email and through the Orbund SIS student portal. If the student is reinstated, the student will be placed on financial aid probation. Appeals are limited to one per student except in extreme extenuating circumstances. Appeals will be granted for one semester only and the student will be reviewed for satisfactory academic progress before being granted financial aid for additional semesters. Because students must demonstrate “progress” in the GPA and completion rate, the minimum standards for students on probation are:

- If applicable, must follow the approved Academic/Graduation Plan
- Must meet the minimum cumulative GPA listed on the above charge by the end of the probationary term
- Must not receive any withdrawals, failing, or incomplete grades (‘W’s)
- Students who fail to meet the above standards at the end of the reinstated “Financial Aid Probation” semester will be placed on “Financial Aid Suspension” for future semesters.
- Financial aid suspension does not prevent students from attending AITI provided they are not on academic suspension.

## Academic Disciplinary Action Policy

All students are subject to disciplinary action including class suspension or expulsion if he or she is disrupting the campus or is violating Aguilas International Technical Institutes Rules and Regulations.

**Step 1** – An oral warning will be given to the student who is violating the code of conduct. Further disciplinary action may be taken if the student continues with the misconduct.

**Step 2** – Students will receive a written notice of violation of the student code of conduct. This written notice informs the students of the possibility of more severe disciplinary actions in the event of future infractions. A copy of this letter will be placed in the students file for record keeping.

**Step 3**– A formal written letter will be given to the student if further violations to the code of conduct is made. This includes but does not limit to: Student suspension from the program to be reinstated with the next available class and exclusion from participating on a specific activity. A copy of this letter will be placed in the students file for record keeping.

**Step 4** – Student will be removed from class or campus if he or she continues to break the code of conduct. Students may be suspended from the class or expelled from the school for a period lasting no more than a year. Before removing a student from class, the instructor must first make reasonable efforts to give the students oral and written notice for the proposed removal. If the student is under the age of 18, a parent or guardian must be notified. A written report must be made by the staff or faculty member taking disciplinary action on the student and it must be submitted to the school director for review. A copy of this letter will be placed in the students file for record keeping.

## Academic Disciplinary Action Appeal Process

Students can appeal the disciplinary action taken by the school by following the appeal process.

**Step 1** – Submit a formal letter of appeal to the student services department. The letter must include the following: students first and last name, date of birth, contact information, a brief description of the misconduct and the reason for the appeal. A copy of this letter will be placed in the students file for record keeping.

**Step 2** – Student services will evaluate the students request for appeal and will arrange a meeting between the school director, staff or faculty member taking disciplinary action on the students and the student service representative. The school director will decide if the students appeal is approved or if the disciplinary action taken will remain in place. The school director can opt to change, or disciplinary action taken.

**Step 3** – A meeting with the school director and student will be held and student will be informed if the appeal was approved or denied.

## Copy Right Policy

The Federal copyright law governs the duplication, distribution, use and display or performance

of all copyrighted materials, including printed matter, audiovisual materials, television programs, computer software and the Internet. Violation of the law can subject the violator to legal action by the copyright holder resulting in the levying of fines and/or compensatory damages.

Aguilas International Technical Institute shall operate in full compliance with the provisions of current copyright laws and Congressional guidelines. Employees and students are to adhere to all provisions of Title 17 Copyright Act of 1976. The purpose of copyright law is to promote creativity, innovation, and the spread of knowledge. The law does this by balancing the rights of both authors (copyright holders) and users.

## Student Records

All student records are the property of Aguilas International Technical Institute and are permanently on file at the Administration Office. Any student wishing to review his/her records may do so during the school office hours by contacting a student services representative. All requests must be in writing and the student must show a valid government-issued picture ID to review his/her files. Requests for copies of records must be made in writing. There will be a charge of \$1.00 per page for copies. The records of students who are dismissed from Aguilas International Technical Institute or denied admission to Aguilas International Technical Institute will remain on file permanently.

## Financial Assistance

Aguilas International Technical Institute does not currently provide any Financial Aid to its students.

Aguilas International Technical Institute provides information on a variety of financial assistant sources and payment options. Aguilas International Technical Institute also accepts major credit cards. Unless other arrangements have been made, a student who has not paid for a course or program shall not be allowed to attend the course or program. Aguilas International Technical Institute has an in-house finance option that allows a student to enroll and pay for their program with an installment agreement by providing flexible payment plans for students. A deposit is required to start the program with the installment plan. Please see the finance director for exact prices on our installment agreements. All students are charged the same tuition cost and fees related to their program. If a price reduction is offered due to a "discount or special" all students from that enrollment period are eligible to receive the price reduction. No price reduction shall be based upon method or timing of payment.

## Financial Obligation

Student are responsible for all payments to Aguilas International Technical Institute. Student who are not up to date with the payment plan stipulated in the finance contract may be withdrawn from the program.

## How to Apply for Federal Financial Assistance

### Application

Financial aid is awarded on an academic year basis (August to August) and students must reapply for financial aid each year. Students must complete the "Free Application for Federal Student Aid" (FAFSA) to determine eligibility for financial assistance. Students should read the instructions carefully before completing the application and answer all applicable questions. This application can be completed via the internet website: <http://www.fafsa.ed.gov> . \*\*Students and parents are required to apply for a FSA ID. Visit [www.fsaid.ed.gov](http://www.fsaid.ed.gov) and create a FSA ID.

### Verification Process

Each year the U.S. Department of Education selects a percentage of financial aid applicants for a process called verification. In addition, the Office of Financial Aid is required to review and to resolve any conflicting data provided on the Free Application for Federal Student Aid. This gives the Office of Financial Aid the authority to request certain documents such as parent and student IRS tax return transcripts, w-2 forms from employers, verification of untaxed income, proof of marital status, verification of number in household and in college, and other documentation as needed.

Applicants selected for the verification process should provide documentation in a timely manner as to expedite the awarding process.

## Fees

**Registration:** Enrollment fee for all programs is \$100.00

**Graduation:** student participating in graduation must pay the \$25.00 fee. This fee includes the student's admission to the graduation as well as two guests. If students wish to add more guest, they must pay \$5.00 for additional guests.

**Transcripts:** There will be a \$5.00 fee per original transcript requested. No charges for unofficial transcripts.

**Late payment:** Students will be charged a \$10 late fee for any late payment in accordance with their tuition installment promissory.

**Interest:** Students completing a tuition installment promissory will have up to a 10% interest charge after the minimum deposit. For specific information regarding a program please see the Finance Representative.

**Diploma Replacement:** There is a \$10 fee for any Diploma or certificate or In-service replacement

**Online / Hybrid:** Student enrolled on Online/Hybrid program do not have any additional fees.

## Externship Disclosure

Aguilas International Technical Institute will provide Clinical Sites location for Medical Assistant and Pharmacy Technician students. Clinical Sites hours are Monday to Friday 9am – 5pm. Students completing the Medical Assistant or Pharmacy Technician Program are required to complete a minimum of 20 hours per week. Student who do not compete their hours will be withdrawn from the program. Clinical site can be located within a 50-mile radius of the school's physical address, 7520 West Waters Ave Suite 19 Tampa FL 33615

## Ability to Benefit

Ability to Benefits references student who do not have a proof of high school diploma, Aguilas International Technical Institution does not admit (ATB) students in academic diploma program over 300 hours. (Pharmacy and Medical Assistant) Ability to benefit student may apply for academic diploma program under 300 hours. Ability to benefits can enroll in in-services and test prep programs.

## High School Diploma Policy

The evidence of high school graduation or its equivalent, except for high school students concurrently enrolled in another school, is supplied to an institution within 30 days after the student's first class or lesson begins, and as permissible may be a signed attestation of graduation.

The evidence or signed attestation of graduation must include the name of the high school attended, city, state, graduation year. The institution has the responsibility of having a policy at the campus level to verify the high school or program was approved by the applicable governing or state authority and accrediting body (recognized by the U.S. Secretary of Education or by the Council on Higher Education Accreditation), as applicable. Dual Enrollment agreements must be submitted for approval prior to implementation.

All students enrolled at Aguilas International Institute apply for programs of three hundred (300) or more clock hours must provide evidence of a high school graduation diploma, general equivalency diploma, or its equivalent. Institutions must maintain copies of students' high school graduation diplomas, general equivalency diplomas, official high school transcripts, or equivalent documentation or procedures, to qualify for this exception. (rules 6E-200.4(3) DOE)

## Attendance Policy

Each Aguilas International Technical Institute program has specific attendance requirements according to our standards of academic progress. However, all students are responsible for the didactics, externship requirements and laboratory skills covered in ALL scheduled courses. Students are responsible for material covered in lectures, reading assignments, practical sessions, testing sessions and clinical and field externships. It is very important that enrolled student attends each class session. Aguilas International Technical Institute bears no obligation to provide notes, outlines, makeup lectures, handouts, quiz or testing information, diagrams, instructions or sign-up sheets to the students who are absent during lectures or skills sessions.

The student is solely responsible for all information, materials and instructions given during the lecture. Regardless of the reason for the absence from class, the student will be held responsible for material presented and for reading assignments covered in any missed session. There are no excused absences. Early departures, course cuts, tardiness, etc. will be deducted as a full day from a student's attendance record. A student is not allowed to miss more than 3 days of the course hours in his/her particular program. Regardless of the amount of time a student misses, he or she must complete all requirements of the program to graduate. During clinical/externship hours a student cannot miss more than 3 days and MUST make up those days to complete their total amount of externship hours.

## Bloodborne Pathogens and Infection Control Policy

**Purpose:** Aguilas International Technical Institute has established this written exposure-control plan, in accordance with OSHA standard 29 CFR 1910.1030, for all employees who handle, store, use, process or dispose of potentially infected blood and blood products. This program includes requirements for personal protective equipment, engineering controls, housekeeping procedures, training, exposure reporting and recordkeeping.

**Responsibilities:** Aguilas International Technical Institute (nurse, physician, health & safety director) will manage the bloodborne pathogens exposure- control program, and maintain all records pertaining to it. Aguilas International Technical Institute management will ensure proper adherence to the program through periodic audits. The exposure-control plan will be reviewed and updated at least annually. The review process will include soliciting input from non-managerial employees.

**Definition:** Biological Hazard: Any viable infectious agent that presents a potential risk to human health. Bloodborne pathogens: Microorganisms that can cause diseases such as human immunodeficiency virus (HIV) and hepatitis B (HBV), which are spread through contact with infected blood or blood products. Medical Wastes/Infectious Wastes: Blood, blood products, bodily fluids, any waste from human and animal tissues; tissue and cell cultures; human or animal body parts removed by means of surgery or autopsy. Universal Precautions: Preventing exposure to bloodborne pathogens by assuming all blood and bodily fluids to be potentially infectious and taking appropriate protective measures.

**Training:** Aguilas International Technical Institute will provide training on bloodborne pathogens exposure, by a qualified medical professional, to any employee whose assigned job duties include first aid, HAZMAT response or custodial work (such as cleaning restrooms). All employees in affected jobs will receive training upon hiring, and yearly thereafter. The training will include:

- Company policy.
- Types and transmission of bloodborne pathogens.
- General safety rules.
- Universal precautions.
- Use of personal protective equipment (PPE).
- Medical waste disposal procedures.
- Post-exposure treatment and procedures.
- HBV vaccinations.

## General Work Procedure:

Aguilas International Technical Institute personnel must follow these procedures for controlling exposure to bloodborne pathogens:

- Supervisors must ensure that their employees are trained in proper work practices, universal precautions, the use of personal protective equipment, and proper cleanup and disposal techniques.
- Engineering controls will be examined and maintained on a regular schedule to ensure their effectiveness.
- The company will provide resuscitation equipment and other ventilation equipment to eliminate the need for direct mouth-to-mouth contact for employees whose jobs would require them to perform resuscitation.
- Do not eat, drink, smoke, handle contact lenses or apply cosmetics in areas where exposure to bloodborne pathogens is possible. Do not store food and drinks in refrigerators or cabinets where blood and other potentially infectious materials are stored.
- Wear disposable latex or vinyl gloves if:
  1. you have cuts, abrasions, chapped hands, dermatitis or similar conditions;
  2. you are examining a patient with an open skin wound and active bleeding;
  3. you are handling blood, blood products or body secretions.
- Wear gowns, aprons or lab coats whenever there is a possibility that bodily fluids could splash on an employee.
- Perform procedures involving blood and other potentially infectious materials in such a manner that will minimize splashing or spraying.
- Wear protective clothing if entering a laboratory or work area where potentially infectious materials are handled.
- Wash your hands as soon as possible after handling potentially infectious materials, and after removing protective clothing and equipment.
- Remove all protective equipment when leaving the work area and, if the equipment is contaminated, place it in a proper storage container for washing, decontamination or disposal.
- Remove contaminated clothing before entering other areas of the building or leaving the building.

**Medical Waste:** Separate all medical/infectious waste from other waste at the point of origin, and place (except for sharp objects) in double, disposable red bags with “Biohazard” and “Infectious Waste” labels. Place all ‘sharps,’ such as needles, scalpels, razor blades or broken glass, in puncture-proof, leak-proof, labeled or color-coded containers for proper disposal. Place all infectious waste in leak-proof bins or barrels marked “Biohazard” and “Infectious Waste.” These will be collected by a licensed infectious-waste removal company. Disinfect contaminated reusable equipment before washing for re-use. Decontaminate reusable glassware in a 1-to-9-bleach solution before rinsing and acid washing; then sterilize the glassware in an autoclave. Decontaminate floors and other surfaces with a 1:9 bleach solution as well.

**Engineering Controls:** Changes in technology that eliminate or reduce exposure to bloodborne pathogens will be incorporated when identified. Consideration and implementation of appropriate, commercially available, effective and safer medical devices are documented annually.

**Hepatitis B (HBV) Vaccinations:** Aguilas International Technical Institute will require hepatitis B vaccinations to employees who choose to be vaccinated. The company will document that it requires the vaccine, as well as the employees’ decision to accept or decline and the date of vaccination.

**Reporting:** Any employee who has suffered a cut, needle stick or mucous membrane exposure to another person’s bodily fluids, or who has been exposed to human blood and blood products, must report the incident immediately to the company (nurse, physician, health & safety director). An employee covered under this program, or an employee acting as a “Good Samaritan,” who has been exposed on the job to HIV, HAV, HBV or HCV will be tested at the time of exposure to determine if the virus has been transmitted. The employee will be re-tested at six weeks, 12 weeks and six months after exposure. All testings will be performed at company expense. The company will also contact the exposure source and request that that person to be tested. The testing for this person is not mandatory, however, and refusal will not affect his or her employment. Test results will be provided to source and exposed employees within five business days of their receipt. Confidentiality will be maintained for both the exposed employee and the exposure source during all phases of the post-exposure program.

**Recordkeeping:** Aguilas International Technical Institute will maintain all exposure reports, training and HBV vaccination records. OSHA requires that records be kept for the duration of employment, plus 30 years, except training records which must be kept for 3 years. Hepatitis B or HIV contracted on the job will be recorded on the OSHA 300 log as an illness. Exposure to bloodborne pathogens from contact with ‘sharps’ will be recorded on the OSHA 300 log if a doctor prescribes treatment with gamma globulin, HBV immune globulin or HBV vaccine.

## Business Office Hours

Monday through Friday

9:00AM – 6:30PM

Saturday (every other)

9:00AM -12:00PM Open by appointment ONLY

The office is closed every Sunday

## Appointments

An appointment is necessary to meet with a faculty or staff member outside of the scheduled course time. Call the front office at (813) 871-2407 during office hours to schedule an appointment. Appointments are sometimes required for enrollments, orientations and entrance exams. Appointments can be made via our website [www.agmedtech.com](http://www.agmedtech.com) or by calling the office.

## Housing

Aguilas International Technical Institute does not provide housing for students. It is strictly a commuter campus.

## Drop and Add & Registration Deadline Information

All registration should be completed 3 business days prior to the first day of class. A late registration form can be completed and submitted to student services. If allowed to register after the registration deadline the registration fee of \$115.00 is non-refundable.

Any student wishing to drop a class without it affecting the student's GPA will have 3 business days after the first day of class. Any student dropping or withdrawing from a class after that period will have a withdraw (W) or an incomplete (I) added to their permanent transcript. This may affect overall GPA.

**Add**- 7 business days PRIOR to the first day of class

**Drop**- 3 class contact days AFTER the FIRST day of class

## Electronic Signature

All enrollment documents are signed electronically. Electronic signature is a full first and last name or electronic pen signature. Any electronic signature is acceptable as an alternative to an original signature for documents that require signature or acknowledgement.

## Course Numbering

Each program has a course breakdown of each individual class within a program. These classes are numbered using the institutions specific numbering system. The first part of the numbering system is a letter code that identifies the program the class goes to. The numeric portion is in direct relation with the order in which a student will take the classes. See the course descriptions section in this course catalog for details on each class.

## Exam Schedules

Exam schedules vary by program. See the course syllabus for more information on exam schedules.

## School Holiday Schedule

(No class/school closed) 2021– 2022

January 1, 2021	Holiday Break
January 18, 2021	MLK Day
April 2, 2021	Good Friday
May 31, 2021	Memorial Day
July 4 and 5, 2021	Independence Day
September 6, 2021	Labor Day
October 11, 2021	Columbus Day/Faculty Planning Day
November 11, 2021	Veterans Day
November 25-26, 2021	Thanksgiving Break
December 20 - 31, 2021	Holiday Break
January 17, 2022	MLK Day
February 21, 2022	President's Day
April 15, 2022	Good Friday
May 30, 2022	Memorial Day
July 4, 2022	Independence Day
September 5, 2022	Labor Day
November 11, 2022	Veterans Day
November 24-25, 2022	Thanksgiving Break
December 24 – 31, 2022	Holiday Break

*The school is closed during the above holidays. School will also close for inclement weather. Call for updates*

## Class Schedule

### Home Health Aide

START	END	SCHEDULE
7/6/2021	8/5/2021	Monday through Thursday PM Only
7/19/2021	8/13/2021	Monday through Friday AM Only
8/16/2021	9/10/2021	Monday through Friday AM Only
8/16/2021	9/24/2021	Tuesday / Wednesday / Friday PM Only
9/20/2021	10/15/2021	Monday through Friday AM Only
9/28/2021	11/9/2021	Tuesday / Wednesday / Friday PM Only

### Pharmacy Technician

START	END	SCHEDULE
8/23/2021	1/14/2022	Monday – Wednesday – Friday AM and PM
11/29/2021	4/1/2022	Monday – Wednesday – Friday AM and PM

### Medical Assistant

START	END	SCHEDULE
07/26/2021	06/30/2022	Monday thru Friday AM and PM
08/02/2021	08/02/2022	Monday thru Friday PM Only