



Student Catalog

Volume IV, December 2019

Effective for 2019-2020 Academic School Year

Campus Location:

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PASCO

MEDICAL TRAINING

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Licensure

Pasco Medical Training holds an Annual license issued by the Commission for Independent Education, Florida Department of Education. License No.5770. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Suite 1414, Tallahassee, FL 32399-0400, Toll free telephone number: (888) 224-6684.

Statement of Purpose

Pasco Medical Training provides students with an effective and cost-efficient education in Allied Health programs. Our instructors and programs focus on our students' success and experience. We provide our students with access to experienced faculty that prepare for real-world positions within the healthcare field. At Pasco Medical Training we aim to confer the knowledge, ability and discipline our students require to contribute to the success and well-being of the patients they serve.

Facility

Our facility is located at 12029 Majestic Blvd Suite 1, Hudson, FL, 34667. It is a 3,755-square ft. facility which consist of 4 spacious classroom/labs, a Learning Resource Center, and clinical skills labs that consists of three homecare semi-electric beds, three wheelchairs, three life-like mannequins, portable ECG machine, ultrasound machine and other modern medical equipment and supplies used in the home, hospital, medical office and facility settings. Our Learning Resource Center consists of reference books and (8) computers with internet access, as well as program specific simulation software. In accordance with 6E-2.004 (8), F.A.C our learning resource area includes easily accessible standard reference works such as a current unabridged dictionary, a thesaurus, and recent editions of handbooks appropriate to the curriculum. Students and instructors may utilize the resources area and information services as an integral part of the learning process. A continuous assessment will take place montly to insure all learning resources and information services are current and beneficial to all students and instuctors.

Information for New Students

Pasco Medical Training encourages all prospective students and/or parents to tour our school. Our administrative staff maintains an "open door" policy.

Welcome to Pasco Medical Training

At Pasco Medical Training our students come first. Whether you are just graduating high school, working in the profession or ready for a mid-career change, we are here to help you meet your professional goals. We strive for academic excellence by offering small, flexible, and affordable specialized classes that maximize your learning potential.

Board Members

Robert G. Swain, Jr. MBA – President, Secretary, and Treasurer

Pasco Medical Training is owned by Pasco Medical Training, Inc., which is a for-profit, Florida corporation.

Administration

Administrator.....
Director of Academics.....
Financial Director.....
Director of Admissions.....
Student Services.....
Student Ombudsman.....

Robert G. Swain, Jr. MBA
Lyna Rumbarger BS, ACS,RDCS, RCCS, RDMS, FASE
Robert G. Swain, Jr. MBA
Robert G. Swain, Jr. MBA
Robert G. Swain, Jr. MBA
Robert G. Swain, Jr. MBA

Faculty (Faculty members are Adjunct or Part-Time)

Faculty Member	Awarding Institution	Programs of Instruction
Lyna Rumbarger, BS, ACS, RDCS, RCCS, RDMS, FASE	Bachelor of Science, Biology/Chemistry from Lebanese American University in Beirut.	Patient Care Technician

Orientation

Orientation is mandatory for all new students and is scheduled on an individual basis. See admissions personnel to schedule your appointment.

Admissions Process

The first step to enrolling at Pasco Medical Training is to apply. An admissions application is readily available at our admissions office. The admission process starts when the admissions form and non-refundable application fee is received.

If you have any questions about the application process, please contact our director of admissions in person, by phone, or by email for further information.

Diploma Students - Admissions Policy

1. **Application for admissions-** All students must submit the application with a nonrefundable registration fee of \$50 (The registration fee will be applied to remaining student balance once admitted.) The application is available at the admissions office.
2. **New student orientation (mandatory)** - All new diploma-seeking students must schedule an orientation with our admissions advisor, where you will learn about Pasco Medical Training's program and policies. Students may contact the admissions office in person or by phone to schedule an orientation.
3. **Registration-** At the registration appointment, the admissions office will review your test scores (if applicable) and provide detailed information about the chosen program. Call the admissions office for registration dates and deadlines. Separate payments are required for course fees and/or books, if available, on campus. VISA, MasterCard, cash, personal check, and money order are accepted methods of payment.

Allied Health Diploma program entrance requirements:

Patient Care Technician

1. 18 Years Old.
2. High School Diploma or GED.
3. Basic Physical Exam, including Negative TB Skin Test or Negative Chest x-ray. (\$75.00)
4. Level II/State Fingerprinting
5. American Heart Association BLS/AED (Active)

**additional requirements may be necessary to comply with specific sites

Limitation on Employability

Graduates of the Pasco Medical Training must understand that employers often require background checks and physical exams. Certain criminal offences (e.g. child/elder abuse or felony drug offenses) and some health and/or physical limitations may limit or eliminate a graduate's employability.

Enrollment of Ability to Benefit Student

A prospective student must be at least 18 years old at time of enrollment. The minimum criteria and requirements are specific to each program.

Student Admissions Contact Information

Phone: (727) 378-4356

Email: info@pascomedicaltraining.com

Services for Students with Disabilities

Pasco Medical Training is an equal access school and does not discriminate against persons with disabilities. In compliance with Title II of the Americans with Disabilities Act (ADA), Pasco Medical Training makes every reasonable effort to accommodate persons with disabilities. If you require special services or accommodation because of a disability, please contact Pasco Medical Training. The school requires documentation of a student's disability before providing special accommodations. Students with a documented disability may be eligible for a reasonable course substitution for any admission. Students must properly document that their failure to meet a requirement is directly related to the disability and that the substitution does not constitute a fundamental alteration in the nature of the program. To initiate the process, you must provide the necessary disability documentation, which will be presented to the administrator. The administrator will review the application before approval/denial. There are limitations in career fields that pertain to certain disabilities. The various requirements for these fields may disqualify a student from or performing in their selected field of practice.

Admission of Transfer Students

Pasco Medical Training may accept transfer credits from licensed and/or accredited providers for Programs 600 hours or greater. Transcripts must be provided by the student and reviewed prior to awarding transfer credit. Residency requirements apply.

Record Retention Policy

All records will be kept for a minimum of 1 year for all applicants who were not accepted, records will be kept permanently for all admitted students.

Leave of Absence Policy

Pasco Medical Training requires students to provide a written, signed, and dated request for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent the student from providing a prior written request, Pasco Medical Training may grant the student's request for a leave of absence, if Pasco Medical Training documents its decision and collects the written request at a later date.

Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

- No more than 180 combined days of leaves of absence are permitted in a twelve-month period.
- The twelve-month period referenced in these provisions starts on the first day of the first leave.

A Leave of Absence can only be requested for the following reasons:

- Medical/ Health.
- Personal Emergency

Any student wishing to take a leave of absence must submit a written request that includes:

- Reason for which the Leave of Absence is being requested.
- Anticipated date of return on the LOA form.
- Student signature

All LOA requests should be submitted to: Pasco Medical Training 12029 Majestic Blvd Suite 1 Hudson FL 34667

Transfer of Credits

Transfer ability of credit is at the discretion of the accepting institution, it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Allied Health Academic Programs

Patient Care Technician Diploma(600 Hours) – Page 8

The coinciding credential will be awarded upon satisfactory completion of the program. A grade-point average of no less than 2.0 or "C" must be achieved to receive a diploma. Only courses that are part of the program are included in computing the program GPA for diploma programs. To earn a diploma, a student must achieve the required score.

PASCO
MEDICAL TRAINING

***Patient Care Technician**

Replaced Effective January 1, 2020 we will no longer be accepting students into this Program (See Patient Care Technician)

Program Objective: To provide theory/didactic and hands-on training in preparing students for entry-level positions as patient care technicians. Student will also be eligible to challenge the Florida Certified Nursing examination.

Program Description: This Program is designed to prepare students for employment as advanced cross-trained nursing assistants (Patient Care Technician), expanding the transitional role of the nursing assistant. The Patient Care Technician program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge. Graduates attain the skills needed to prepare for further education and careers in the Health Science career cluster. This program focuses on broad, transferrable skills and stresses understanding and demonstration of the following elements of the health care industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Credential Awarded: Diploma

Clock Hours: 600

Program Length: 20 Weeks

Class Hours	390
Lab Hours	90
Externship Hours	120

Course Number	Course Title	Clock Hours
HC 101	Healthcare Core	75
HC 102	Communications Legal and Ethical Responsibilities	71
HC 103	HIV/Aids Blood Bourne Pathogens	04
ANP 104	Anatomy and Physiology 1	45
ANP 105	Anatomy and Physiology 2	45
EKG 106	Basic Electrocardiographic Techniques	75
PHL 107	Basic Phlebotomy Techniques	75
PCT 108	Patient Care Skills (Lab)	90
PT EXT	Externship	120
Total Clock Hours		600

PASCO
MEDICAL TRAINING

Patient Care Technician (Diploma 600 Hr 28Wks)

The Patient Care Technician (CPCT/A) program is designed to prepare students for employment as a cross-trained healthcare professional expanding the traditional role of nursing assistant. The PCT will be trained in Healthcare Administration, Phlebotomy, EKG, in addition to challenging the FL Certified Nursing Exam. The program offers a sequence of courses that provide the flexibility to adapt to many different healthcare environments while delivering coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge. Graduates attain the skills needed to be prepare for a career in patient care and the fundamentals to continue their academic success at the next level.

Providing theory, didactic and hands-on training preparing students for entry-level positions as a Certified Nursing Assistant (FLCNA), Patient Care Technician (CPCT/A), EKG Technician (CET), Monitor Tech, Unit Secretary/Monitor Tech, Phlebotomy Technician (CPT). Prepare and sit for the NHA National Certification Exam for Phlebotomy, EKG and Patient Care Technician in addition to the Florida Certified Nursing Assistant Exam.

Course Number	Course Title	Clock Hours
HCA 101	Introduction to Health Services Administration	90
BIO 105	Fundamentals of Anatomy and Physiology	90
HCP 222	Skills Lab for Nursing Assistants/Clinicians	90
HCP 210	Basic Phlebotomy Techniques	60
HCP 210L	Basic Phlebotomy Techniques LAB	30
HCP 220	Patient Care Technician I	60
HCP 220L	Patient Care Technician I LAB	30
HCP 230	Basic Electrocardiography Techniques	60
HCP 230L	Basic Electrocardiography Techniques LAB	30
HCP 297	Externship (OR)	60
HCP 298	Supervised Clinical (OR)	60
HCP 299	Internship	60
	Total Program Hours	600

Special Program Requirements:

Must Pass the FL Certified Nursing Assistant Exam Prior to assignment to Externship/Supervised Clinical

Course Descriptions

HCA 101 (90 Clock Hours)

Introduction to Health Services Administration - This course provides an introduction to the principles of health services administration. Emphasis is placed on health policy, planning, marketing, current health problems, health care services, bioethical decisions and personnel. (HC 101 & HC 102)

Prerequisites: None

BIO 105 (90 Clock Hours)

Fundamentals of Anatomy and Physiology - The study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. The course includes: biological and chemical foundations; cellular structure and dynamics; tissues; organ systems, integumentary, skeletal, muscular, digestive, respiratory, cardiovascular, lymphatic, endocrine, reproductive, urinary systems and nervous systems. (ANP 105 & ANP 105)

HCP 210 (60 Clock Hours)

Basic Phlebotomy Techniques - is designed to provide practical knowledge of the responsibilities and work practices for a Phlebotomy Technician (PT) providing the knowledge necessary for successful completion of a Phlebotomy Technician (PT) certification examination and employment as a Certified Phlebotomy Technician (CPT). (PHL107)

Prerequisites: None

HCP 210L (30 Clock Hours)

Phlebotomy Technician Laboratory - is designed to provide practical laboratory support for concepts covered in HCP 210 Phlebotomy Technician Theory.

Prerequisites: None

HCP 222 (90 Clock Hours)

Skills Lab for Nursing Assistants/Clinicians – Hands on Skills necessary to be successful in any healthcare environment.

Prerequisites: None

HCP 230 (60 Clock Hours)

Basic Electrocardiographic Techniques – This course is designed to prepare the students to sit for the EKG Technician national credentialing exam. The course reviews cardiac anatomy and physiology, covers the use and maintenance of Electrocardiography equipment, electrophysiology and the conduction system, axis determination, identification of normal and abnormal waveforms and rhythms, patterns of infarction and various conduction abnormalities. It also covers ambulatory monitoring, stress testing and telemetry.

Prerequisites: None

HCP 230L (30 Clock Hours)

Basic Electrocardiographic Techniques Laboratory – This course offers hands-on use and maintenance of Electrocardiography equipment. It covers EKG acquisition technique, recognition of artifacts, identification of normal and abnormal rhythms and patterns, and basic calculations derived from EKG tracings.

Prerequisites: None

HCP 297 (60 Clock Hours)

Externship – Clinical hours to be taken as the last class in a program performed at an affiliate site approved as an education partner under the supervision of a site administrator.

Prerequisites: Completed all classes and labs

HCP 298 (60 Clock Hours)

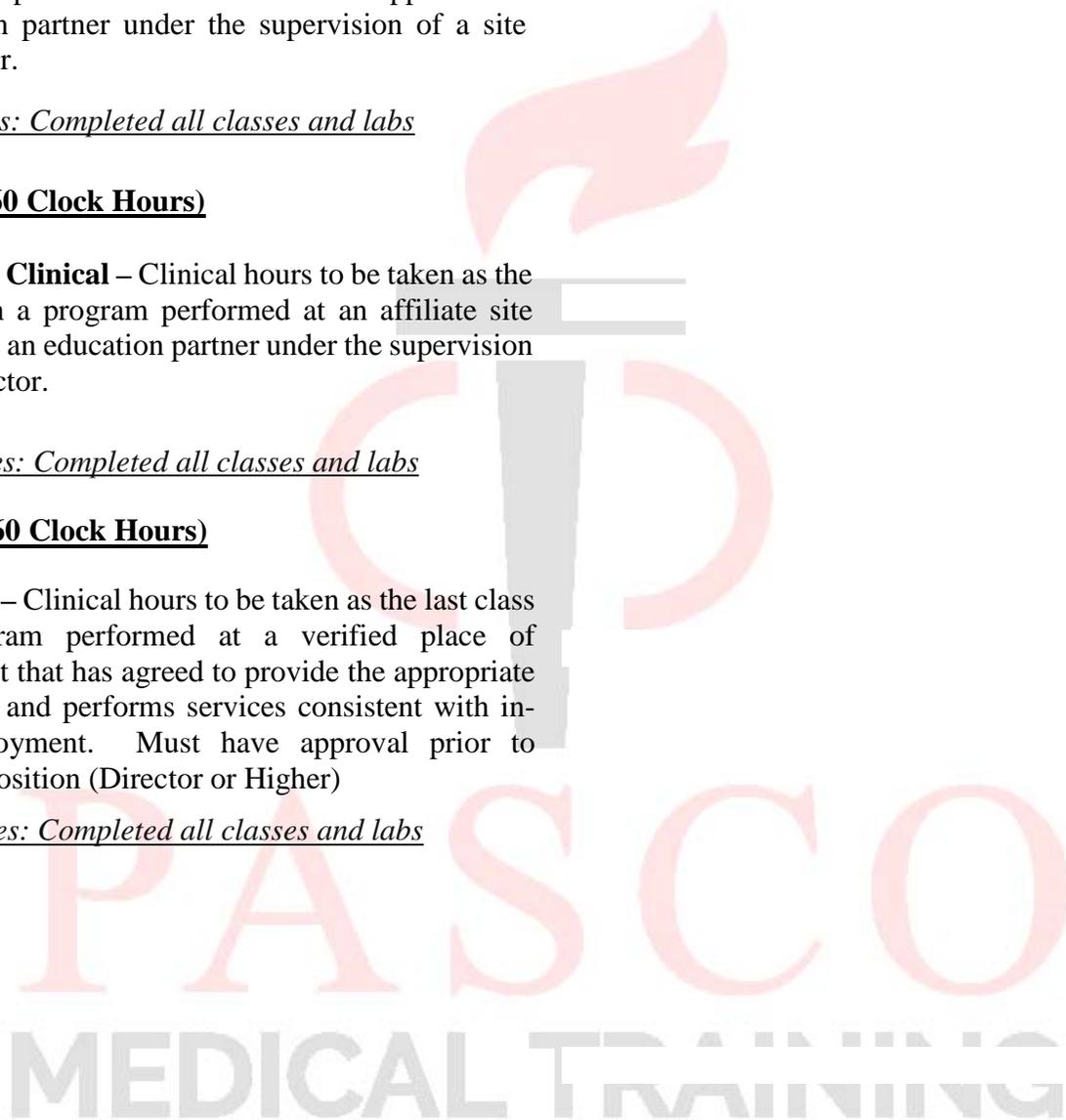
Supervised Clinical – Clinical hours to be taken as the last class in a program performed at an affiliate site approved as an education partner under the supervision of an instructor.

Prerequisites: Completed all classes and labs

HCP 299 (60 Clock Hours)

Internship – Clinical hours to be taken as the last class in a program performed at a verified place of employment that has agreed to provide the appropriate evaluations and performs services consistent with in-field employment. Must have approval prior to accepting position (Director or Higher)

Prerequisites: Completed all classes and labs



Legacy Course Descriptions No longer Offered after January 31, 2020(January 2017- December 2019)

<p><u>Course Number and Title:</u> HC 101 Healthcare Core <u>Programs:</u> Patient Care Technician <u>Clock Hours:</u> 75 (40 Lecture; 35 Practical) <u>Prerequisites Required:</u> None</p> <p><u>Description:</u> This course is designed to introduce students to the measures and procedures necessary to promote safety in healthcare through a study of OSHA standards. It provides a study of the signs, types, and reporting guidelines for domestic violence. Cardiopulmonary Resuscitation (CPR), basic first aid, AED, HIPAA, and HIV/AIDS guidelines are presented and incorporated. Job skills are provided to prepare students for entry into the allied health profession. Students will be able to develop lifelong learning techniques. (</p>	<p><u>Course Number and Title:</u> HC 102 Communications Legal and Ethical Responsibilities <u>Programs:</u> Patient Care Technician, <u>Clock Hours:</u> 71 (50 Lecture; 21 Practical) <u>Prerequisites Required:</u> None</p> <p><u>Description:</u> This course is designed to introduce students to appropriate methods of communicating in the medical field. Areas such as verbal and nonverbal skills, patient assessment, proper medical terminology and use of abbreviations, and phone techniques are discussed and practiced along with written and electronic processes used in patient record keeping. Review of confidentiality in all forms of communicating in the healthcare arena is presented. Personal characteristics necessary for successful communication skills will be addressed. Discussion of the Patient Bill of Rights, legalities in documenting, legal regulations, ethical behavior, negligence, liability, advanced directives, and informed consent are included.</p>
<p><u>Course Number and Title:</u> HC 103 HIV/Blood Borne Pathogens <u>Programs:</u> Patient Care Technician <u>Clock Hours:</u> 04 hours lecture <u>Prerequisites Required:</u> None</p> <p><u>Description:</u> This course is designed to introduce students to infection prevention methods. Standard and special precautions, personal protective equipment, and how infection spreads are also included.</p>	
<p><u>Course Number and Title:</u> ANP 104 Anatomy and Physiology I <u>Programs:</u> Patient Care Technician <u>Clock Hours:</u> 45 <u>Prerequisites Required:</u> None</p> <p><u>Description:</u> This course is designed to provide students with knowledge of the human body system that is necessary to understand the functions of the human body. Topics covered include the structure and function of the human body, cells and tissues, organs, and the integumentary, skeletal, muscular, nervous, senses, and endocrine systems. Medical terminology related to each body system is also included.</p>	<p><u>Course Number and Title:</u> ANP 105 Anatomy and Physiology II <u>Programs:</u> Patient Care Technician <u>Clock Hours:</u> 45 <u>Prerequisites Required:</u> None</p> <p><u>Description:</u> This course is designed to provide students with knowledge of the human body system that is necessary to understand the functions of the human body. Topics covered include the structure and function of the blood and blood components, the circulatory system, lymphatic system and immunity, respiratory system, digestive system, nutrition and metabolism, urinary system, fluids and electrolyte balance, acid-base balance, reproductive system and growth and development. Medical terminology related to each body system is also included.</p>
<p><u>Course Number and Title:</u> EKG 106 Basic Electrocardiographic Techniques <u>Programs:</u> Patient Care Technician <u>Clock Hours:</u> 75 (45 Lecture; 30 Practical) <u>Prerequisites Required:</u> None</p>	<p><u>Course Number and Title:</u> HHA 101 Communication skills for the home health aide <u>Programs:</u> Home Health Aide <u>Clock Hours:</u> 6 <u>Prerequisites Required:</u> None</p>

<p><u>Description:</u> This course is designed to blend theory with hands-on lab skills to prepare students for entry-level positions as EKG technicians. The course includes cardiac anatomy and physiology, medical terminology related to the cardiovascular system, the cardiac cycle, responding to cardiac emergencies, and the most common pharmacology medications used in the treatment of cardiovascular disorders and diseases. All aspects of EKG are introduced including equipment, performance, and interpretation.</p>	<p><u>Description:</u> This course is designed to introduce students to effective communication skills as well as barriers to communication and oral and written communication.</p>
<p><u>Course Number and Title:</u> HHA 102 <u>Legal and Ethical Responsibilities for Home Health Aide Programs:</u> Home Health Aide <u>Clock Hours:</u> 6 <u>Prerequisites Required:</u> None</p> <p><u>Description:</u> This course is designed to introduce students to the responsibilities and role of the Home Health Aide. The care team, care plan, chain of command, including legal and ethical aspects.</p>	<p><u>Course Number and Title:</u> HHA 103 <u>Physical Comfort and Safety Functions Specific to Home Health Aide</u> <u>Programs:</u> Home Health Aide <u>Clock Hours:</u> 6 <u>Prerequisites Required:</u> None</p> <p><u>Description:</u> This course is designed to instruct students in maintaining mobility, skin, and comfort through: positioning and alignment; transfers and ambulation techniques; preventing falls; assisting with range of motion exercises; proper skin care; comfort measures; and positioning devices.</p>
<p><u>Course Number and Title:</u> HHA 104 <u>Principal of Nutrition Specific to Home Health Aide</u> <u>Programs:</u> Home Health Aide <u>Clock Hours:</u> 6 <u>Prerequisites Required:</u> None</p> <p><u>Description:</u> This course is designed to instruct students to understand and assist clients with proper nutrition including: proper meal preparation; observing for signs of dehydration, fluid overload, and weight loss; preventing aspiration; and, assisting with special diets.</p>	<p><u>Course Number and Title:</u> HHA 105 <u>Principals of infection control specific to Home Health Aide</u> <u>Programs:</u> Home Health Aide <u>Clock Hours:</u> 6 <u>Prerequisites Required:</u> None</p> <p><u>Description:</u> This course is designed to introduce students to infection prevention methods. Standard and special precautions, personal protective equipment, and how infection spreads are also included.</p>
<p><u>Course Number and Title:</u> HHA 106 <u>Home Health Care Services (LAB)</u> <u>Programs:</u> Home Health Aide <u>Clock Hours:</u> 10 <u>Prerequisites Required:</u> None</p> <p><u>Description:</u> This course is designed to allow students to visually see, physically demonstrate, and observed the skills in reference to a Home Health Aide</p>	<p><u>Course Number and Title:</u> HHA 107 <u>Practical Application Skills (LAB)</u> <u>Programs:</u> Home Health Aide <u>Clock Hours:</u> 10 <u>Prerequisites Required:</u> None</p> <p><u>Description:</u> This course is designed to allow students to demonstrate, to the instructor, their knowledge and skills obtained.</p>
<p><u>Course Number and Title:</u> HHA 108 <u>Case Studies and Medication Assistance</u> <u>Programs:</u> Home Health Aide <u>Clock Hours:</u> 9 <u>Prerequisites Required:</u> None</p>	<p><u>Course Number and Title:</u> HHA 109 <u>Documentation</u> <u>Programs:</u> Home Health Aide <u>Clock Hours:</u> 8 <u>Prerequisites Required:</u> None</p>

<p><u>Description:</u> This course is designed to introduce students to different case studies and situations while also introducing methods in regard to Assisting with medications in the Home Health Field.</p>	<p><u>Description:</u> This course is designed to introduce students to practices and procedures specific to documenting and recording in regard to Home Health Aide.</p>
<p><u>Course Number and Title:</u> HHA 110 Medicare Standards <u>Programs:</u> Home Health Aide <u>Clock Hours:</u> 8 <u>Prerequisites Required:</u> None</p>	<p><u>Course Number and Title:</u> PCT 108 Patient Care Skills <u>Programs:</u> Patient Care Technician <u>Clock Hours:</u> 90 Clock Hours (30 Lecture; 60 Practical) <u>Prerequisites Required:</u> None</p>
<p><u>Description:</u> This course is designed to introduce students to Medicare Standards for the Home Health Aide</p>	<p><u>Description:</u> This course is designed to blend theory with hands-on lab skills to prepare students to perform all duties described for patient care technicians. The course includes vital signs, ambulation of patients, correct body mechanics, patient bedside care, and respiratory care.</p>
<p><u>Course Number and Title:</u> PHL 107 Basic Phlebotomy Techniques <u>Programs:</u> Patient Care Technician <u>Clock Hours:</u> 75 Clock Hours (45 Lecture; 30 Practical) <u>Prerequisites Required:</u> None</p>	<p><u>Course Number and Title:</u> PT EXT Externship <u>Programs:</u> Patient Care Technician <u>Clock Hours:</u> 120 Clock Hours <u>Prerequisites Required:</u> CNA</p>
<p><u>Description:</u> This course is designed to blend theory with hands-on lab skills to prepare students to collect, test, process, and prepare specimens. The course reviews basic anatomy and physiology and medical terminology with emphasis on the blood and circulatory system. All aspects of phlebotomy will be introduced including equipment, performance, and laboratory tests. A variety of waived tests will be introduced such as urinalysis, throat cultures, and point-of-care testing.</p>	<p><u>Description:</u> This course is designed to blend theory with hands-on lab skills to prepare students to perform all duties described for patient care technicians. The course includes vital signs, ambulation of patients, correct body mechanics, patient bedside care, and respiratory care.</p>

Academic Calendar of Classes for 2020

Program Start Dates are approximate and are subject to change.

Start Dates (4 Week Terms)
January 13 th , 2020
February 10 th 2020
March 9 th 2020
April 13 th 2020
May 11 nd 2020
June 8 th 2020
July 13 th 2020
August 10 th 2020
September 7 th 2020
October 5 th 2020
November 2 nd 2020
January 4 th 2021

*****Registration and orientation are ongoing and are scheduled by appointment*****

Holiday Schedule/No Classes

Martin Luther King Jr. Day	January 20, 2020
Presidents' Day	February 17, 2020
Spring Break	April 1 - 5, 2020
Memorial Day	May 25, 2020
Independence Day - Summer Break	July 6-10, 2020
Labor Day	September 7, 2020
Thanksgiving	November 23-27 2020
Winter Break	December 7, 2020 -January 1, 2020

PASCO
MEDICAL TRAINING

Grading

Pasco Medical Training uses the grading system shown below.

Letter	Grade		Grade point	Points per Course
A	4	Excellent	4.0	90-100
B	3	Good	3.0	80-89
C	2	Average	2.0	70-79
D	1	Poor	1.0	60-69
F	0	Failure	0.0	59 or below
Other Grade Designations		Definition		
TC	Transfer Credit Awarded		I	Incomplete
Pass	Satisfactory Completion		Fail	Unsatisfactory Completion
WA	Administrative Withdrawn		W	Withdraw Passing
WF	Withdraw Failing			

Standards of Academic Progress

1. All students will be evaluated for academic progress **at the end of each completed course**. In determining academic progress, each student will be reviewed by the academic director officer in effort to ensure the student's scores, attendance and participation are in compliance with minimum SAP standards. Students must maintain a 2.00 cumulative grade-point average for all hours attempted.
2. Students must complete their selected program within the specific program time allotted. Student must show continual progress toward completion.
3. Attendance must follow established class policies.
4. Students withdrawing from a class may reschedule for the next available class. Incomplete classes will affect the cumulative grade-point average. Repeated courses will erase the previous grade. Non-credit courses are not counted toward the grade-point average. Remedial courses or non-punitive (pass/fail) grades will not affect grade-point average.

Good Standing: A student is in good academic standing when the requirements listed above are met.

Academic Warning: A student will be placed on academic warning at the end of a course for four weeks when the standards outlined above have not been met. The student may repeat the class if needed at the prevailing rate for tuition and fees.

Academic Probation: A student will be placed on academic probation for an additional four weeks for Patient Care Technician program and 4 days for the HHA program for not meeting the standards outlined for a second time during the course of study.

Academic Dismissal: If the student does not meet the conditions and approval of the administrator, after being placed on Academic Probation, the student will be dismissed from the school for one class cycle. A student is eligible to reapply for admission after the dismissal period by filing a formal appeal to the administrator.

Academic Appeal: A student may appeal an Academic Withdrawal. The student must file the appeal in writing to the school director. The student appeal must include the reasons for which the student failed to meet SAP and what has changed that will allow the student to meet SAP criteria by the end of the term. If the appeal is approved, the student will be allowed to continue their coursework for the next term. A student is only permitted to appeal SAP Warning once during their program.

5. The Commission for Independent Education (Tel.: (888) 224-6684) is the final contact if issues cannot be resolved.

Student Grievance Procedures

1. Students should first attempt to resolve grievances locally and informally through discussion with the following campus officials, in the order listed:
 - a. Instructor (for course-related matters) Note: See Item 3 below.
 - b. Director of Admissions

Each official, upon becoming aware of an issue or concern, shall investigate the circumstances (to include interviews with the individuals involved where necessary). If unable to resolve the problem, the official will refer the matter to the next higher level of responsibility, as indicated above.

2. If the issue is not settled within 5 working days, it shall be referred in writing to the administrator who shall resolve the matter within 5 business days.

Pasco Medical Training does not discriminate on the basis of race, gender, age, disability, religion, or national origin. To ensure continued compliance in this area, Pasco Medical Training has designated a diversity officer who serves as the point of contact for complaints alleging discrimination on the basis of any of the above areas.

Responsibilities include the receipt of complaints about non-compliance with federal or state regulations, appropriate investigation of complaints to determine the proper school office or officials to whom the matter should be referred, assistance to the grievant in referring the complaint to the appropriate office or official for action, and follow-up on interim and final disposition of the complaints. These functions shall not replace the established grievance procedures for students or employees.

The Commission for Independent Education (Tel: (850) 245-3200 or toll free (888)224-6684) is the final contact if issues cannot be resolved.

Code of Conduct and Disciplinary Policy

I. Code of Conduct

In accordance with Florida statutes 240.319(3)(b), F.S., no Pasco Medical Training student may participate in any activities that are disruptive to the normal, peaceful, and orderly operation of an institution of higher learning.

The following acts of misconduct are prohibited at or on campus, and/or at any school-sponsored or school-affiliated activity or event. All formal complaints alleging a violation of this Pasco Medical Training policy shall be subject to the student disciplinary procedures established, "Code of Student Conduct and Student Disciplinary Policy" and "Student Disciplinary Procedures." Any student found to have committed an act of misconduct may be disciplined in accordance with this Pasco Medical Training rule. If the student is suspected of violating a state or federal law, the incident may be reported to the appropriate law enforcement agency.

A. Level I Offenses

The following acts of misconduct are Level I Offenses. Potential sanctions for Level I Offenses may include any combination of the following sanctions: written warning, temporary loss of privileges, written reprimand, monetary restitution, and/or work/service restitution.

- A.1 All students/faculty are prohibited from unlawfully manufacturing, distributing, dispensing, selling, possessing, or using alcohol or controlled substances on school property. No alcohol or drugs shall be consumed on the school property at any time for any reason. Do not report for class under the influence of alcohol, narcotics, hallucinogenic drugs, nor any other illegal mind-altering substance;
- A.2 Attempted or actual theft of and/or damage to property of the school or property of a member of the school community or other personal or public property, the total value of which does not exceed \$100;

- A.3 Conduct that is disorderly, lewd, or indecent; breach of peace; aiding, abetting, or procuring another person to breach the peace; and use of indecent or abusive language;
- A.4 Gambling, including unlawful games of chance for money or anything of value and the sale, barter, of other disposition of a ticket, order, or any interest in a scheme of chance by any name;
- A.5 Unauthorized or fraudulent use of the school name, seal emblem, nickname, or motto;
- A.6 Unauthorized use of school property;
- A.7 Disruption or interference with teaching, administration, disciplinary proceedings, or other school functions, activities, or operations;
- A.8 Violation of a Pasco Medical Training rule, a county ordinance or a federal or state misdemeanor offense involving no bodily injury to any person;
- A.9 Unauthorized entry into and/or occupancy of school facilities, including unauthorized possession, duplication, or use of keys to any school facility;
- A.10 Trespassing on school grounds;
- A.11 Conspiracy or solicitation to commit an unlawful act or to violate any school rule;
- A.12 Failure to comply with the directions of school officials or law enforcement officers acting in the performance of their duties;
- A.13 Participation in a campus demonstration or unauthorized assembly that disrupts the normal operations of the school and infringes on the rights of other members of the school community; leading or inciting others to disrupt scheduled activities in any campus area: or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
- A.14 Permitting another to use his or her school identification card, impersonating another, or misrepresenting being authorized to act on behalf of another;
- A.15 Knowingly instituting a false charge against another.

B. Level II Offenses

The following acts of misconduct are Level II Offenses. Potential sanctions for Level II Offenses include any combination of the following: written warning, temporary loss of privileges, written reprimand, monetary restitution, work service restitution, probation, and/ or permanent loss of privileges.

- B.1 Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or conduct that threatens or endangers the health and safety of any person;
- B.2 Use, possession, sale, attempted sale, barter, exchange, gift or distribution of narcotics or other controlled substances except as expressly permitted by law;
- B.3 Attempted or actual theft of and/or damage to school property or property of a member of the school community or other personal or public property, the total value of which equals or exceeds \$100;
- B.4 Acts of dishonesty, including, but not limited to:
 - a. Cheating, plagiarism, or other forms of academic dishonesty,
 - b. Furnishing false information to a school official or faculty member,
 - c. Forgery, alteration, or misuse of any school document, record, or instrument of identification;
 - d. Tampering with the election of any school-recognized student organization;
- B.5 Hazing, defined as any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization, for which the acts do not result in bodily injury to any person;
- B.6 Violation of a county ordinance or federal or state misdemeanor offense law that results in minor bodily injury;

- B.7 Violation of a federal or state felony offense law;
- B.8 Theft or abuse of computer time, including but not limited to:
 - a. Unauthorized entrance into a file to intentionally damage, disable, or impair computing or telecommunications equipment or software,
 - b. Acquisition or use of software that does not adhere to applicable software licenses and copyright laws or is not consistent with school computer-use policies,
 - c. Introduction of viruses or other destructive software in school computer facilities,
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or school official,
 - e. Use of computing facilities to send obscene or abusive messages,
 - f. Use of computing facilities to interfere with the normal operation of the school computing systems;
- B.9 Illegal or unauthorized possession of fireworks or chemical agents.
- B.10 A second violation of any Level I Offense by the same student.

C. Level III Offenses

The following acts of misconduct are Level III Offenses. The potential sanctions for Level III Offenses include any combination of the following: temporary loss of privileges, written reprimand, monetary restitution, work/service: restitution, probation and permanent loss of privileges, suspension (including specific conditions for readmission), and expulsion (no readmission permitted).

- C.1 Illegal or unauthorized use of firearms, explosives, or other weapons or dangerous materials;
- C.2 Any action that causes or attempts to cause a fire or explosion, including bomb threats, or any intentionally false reporting of a fire, any tampering with safety devices, or the failure to leave school buildings during a fire alarm;
- C.3 The denial of services or access to activities to an individual because of his or her race, religion, age, national origin, gender, marital status, or disability;
- C.4 Battery or physical abuse of any person resulting in bodily injury;
- C.5 Sexual assault in any form, including attempted or acquaintance rape, exploitive behavior, obtaining sexual favors through psychological coercion, attempts to embarrass or intimidate, or attempts to obtain sexual favors through the inducement of alcohol or chemical drugs;
- C.6 Any Level I Offense or Level II Offense that results in death or bodily injury to any person;
- C.7 A second violation of any Level II Offense by the same student;
- C.8 A third violation of any Level I Offense by the same student.

II. Disciplinary Policy

All allegations of violations of the Code of Student Conduct as established pursuant to this Rule shall be investigated and determined in accordance with procedures established by the school, "Student Disciplinary Procedures," and published in the School Handbook. The procedures established shall, at minimum, ensure that the student has an opportunity to be heard before a final determination regarding any allegations hereunder and shall provide the opportunity for appeal. Further, these procedures shall detail the reputing and investigative process to be followed by school officials and the student. The administration shall be authorized to provide for the immediate, temporary imposition of sanctions in appropriate circumstances.

Academic Dishonesty: Cheating and Plagiarism

To clarify possible misunderstandings, Pasco Medical Training's faculty and staff have developed some definitions and examples of two types of academic dishonesty: cheating and plagiarism. Cheating is the giving or taking of information or material for the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade.

Plagiarism, or literary theft, is appropriating the literary composition of another person, including parts, passages, or language of that writing, and passing off the appropriate material as one's own. Plagiarism is the failure to give proper credit or citation to one's source(s) of information. It includes the failure to use conventional methods of documentation for material quoted or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student.

Some examples of cheating and/or plagiarism include, but are not limited to, the following:

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student during a test or having another person assume one's identity during a test;
5. Changing answers on a previously graded test to have a grade revised;
6. Stealing examination materials;
7. Copying material, either exactly or in essence, and not providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either electronic or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing research papers;

As with other violations of student conduct (see "Code of Conduct and Disciplinary Policy" section), cheating and/or plagiarism may result in disciplinary action. Refer to "Disciplinary Procedures."

Tuition

(Tuition is subject to change. Please see admissions advisor for current tuition. Students currently enrolled will not be subject to tuition increases.)

Course	Tuition	Books & Lab Supplies	Registration Fee	Total
Patient Care Technician (CPCT/A)	\$3600	Included	\$50	\$3650

Fees and Expenses

All fees are subject to change. Consult with the admissions director for current fees. Additional costs associated with certification exams are program specific including National Certification Exams for Phlebotomy(CPT), EKG(CET), Medical Assistant (CMAA) and Patient Care Technician (CPCT/A) in addition to the state administered Certified Nursing Assistant state exam. Some certification exams are optional but recommended.

Program Fees

A registration fee is due upon registration for each program (a three-business day grace period is allotted for registration refund). The balance of fees must be paid on the first day of class, unless a previous arrangement has been made with the Office of Admissions. Fees may be paid by cash, check, money order, VISA, or MasterCard.

Payment and Financial Obligations

Pasco Medical Training accepts cash, check, and money order, as well as Visa and MasterCard credit/debit cards for payment of tuition, fees, books and other expenses. All financial obligations owed to Pasco Medical Training must be paid when due. A delinquent student account is sufficient cause to prevent future registration for classes at the school, issuance of a diploma to which the student may otherwise be entitled, release of transcripts to the student or a third party on the student's behalf, or the release of grades for current course work.

If an employer is paying a student's tuition and fees through direct payment to the school, the student should bring a letter of authorization, signed by the employer, to the office. Pasco Medical Training will not accept a letter of authorization that is contingent on the student achieving a passing grade or completing the course or a letter that states that the employee will be reimbursed for his/her fees.

Students at Pasco Medical Training should know and understand their responsibilities regarding the payment of financial obligations. The following summarizes a student's basic financial responsibilities:

1. A student is ultimately responsible for the payment of his/her tuition, fees, books, and any other expenses incurred while attending Pasco Medical Training, irrespective of any financial assistance provided by parents, relatives, or others.
2. A student who owes money to the school will have his/her academic and financial records placed on a hold status until the past-due amount is paid in full. If a student's record is on hold, the student will not be able to register for future classes, receive his/her grades, have his/her transcript released, or receive any diploma to which he/she may be otherwise entitled.

Financial Aid

Pasco Medical Training offers financing to those students who qualify. We do not participate in US Department of Education Title IV or any government subsidized loans or grants of any sort.

Program Refund and Cancellation Policy

Pasco Medical Training reserves the right to determine that a program or course postponement, cancellation, or facility closure is in its best interest. Affected students shall be notified as follows:

Program or Course Postponement: In the event of program or course postponement, student notification shall:

- Be made by telephone and/or email (as appropriate).
- Contain an anticipated date for resumption of the program or class.
- Contain a provision for the student to delay attendance or receive a refund of tuition and appropriate fees. The refund shall be paid within 30 days of receipt of the refund request.

Students who choose to delay their attendance shall be provided additional notification by telephone and email (as appropriate) of the date when the program or course is expected to resume (if/when that date has been finalized).

Program or Course Cancellation: In the event of program or course cancellation, student notification shall:

- Be made by telephone and/or email (as appropriate).
- Contain a provision for the student to receive a full refund of tuition for that course as well as program and appropriate fees. The refund shall be paid within 30 days of receipt of written refund request.

Temporary Closure of Facility: In the event of a temporary closure of a facility, the institution shall **first** notify the Commission for Independent Education. Student notification of temporary closure of a facility shall:

- Be made by telephone, email (as appropriate), and USPS.
- Contain a date when the facility is scheduled to reopen.
- Contain a provision for student to delay attendance and receive a refund of tuition and appropriate fees. The refund shall be paid within 30 days of receipt of the student's written request for a refund.
- Contain a provision for weekly notification of progress leading to the facility reopening.
- Contain the name and complete contact information for: Pasco Medical Training's administrator, Bob Swain (Tel.: (727) 378-4356).

Additionally, in the event of a temporary facility closure, Pasco Medical Training shall post a notice on all facility entrances. The notice shall include:

- An explanation of circumstances surrounding temporary closure.
- An anticipated date that the facility is scheduled to reopen.
- The name and contact information for the institution's president or representative.
- Commission for Independent Education's contact information.

Should the student cancel or be terminated for any reason, all refunds will be made according to the following refund schedule;

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third day but before the first class will result in refund of all monies paid with the exception of the registration fee.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student.
7. Refunds will be made within 30 days of termination or receipt of the Cancellation Notice.
8. A student can be dismissed, at the discretion of the director, for insufficient progress, nonpayment of costs, disruption of class, or failure to comply with the rules.
9. Classes may be rescheduled or cancelled at the discretion of the director. If classes are cancelled, a full refund will be issued. All registrants will be notified in advance should this occur.

The Business Office issues refund checks only after the refund is authorized by the administrator. **All refunds to students will be reduced by or applied to any outstanding balance owed to the school.**

Tuition is due in full at the beginning of the program, unless other arrangements have been made with the school. A refund of the remaining balance will be issued if the student meets the following refund policies:

Refunds may be authorized only with sufficient documentation as follows:

1. Death of the student, or the death of an immediate family member of a student (spouse or children), as documented by the student or his/her estate, which prevents the student from completing the current program (a copy of a death certificate is required);
2. Illness, sickness, or accident of the student of such a severity or of a duration, as documented by a licensed physician, that precludes the student from completing the current program;

3. Mandatory military service, as necessitated by a declared national emergency, or authorized military call to action that prevents the student from completing the current program;
4. Program cancellation by the school;
5. Administrative or school error;
6. Other circumstances as may be approved by the administrator or a designee.

Appeals based on the above exceptions must be in writing and submitted to the office.

If the student's delinquent account has not been referred to a collection agency, the student should contact Pasco Medical Training's office. If the account has been referred to a collection agency, the student must contact the collection agency directly.

Grounds for Termination

A student enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic cost, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement.

Withdrawal Procedure /Satisfactory Academic

Students withdrawing from a class may reschedule for the next available class. Incomplete classes will affect the cumulative grade-point average. Repeated courses will erase the previous grade. Non-credit courses are not counted toward the grade-point average. Remedial courses or non-punitive (pass/fail) grades will not affect grade-point average.

Good Standing: A student is in good academic standing when the requirements listed above are met.

Academic Warning: A student will be placed on academic warning at the end of a class when the standards outlined above have not been met. The student may repeat the class if needed at the prevailing rate for tuition and fees.

Academic Probation: A student will be placed on academic probation for not meeting the standards outlined for a second time during the course of study.

Academic Dismissal: If, after being placed in on Academic Probation, a student does not meet the conditions and approval of the administrator, the student will be dismissed from the school for one class cycle. A student is eligible to reapply for admission after the dismissal period by filing a formal appeal to the administrator.

Delinquent Student Accounts

Outstanding balances owed to Pasco Medical Training that remain unpaid may be referred to a collection agency. If this occurs, the student may be responsible for both the amounts owed to the school and any fees assessed by the collection agency.

Student Services and Advising

Advising

Advisors are available to assist students and prospective students with academic, career, or personal matters on an appointment basis. Advisors also offer information about financing options and budgeting for your education.

These services are available on campus – day and evening – by appointment. Students with disabilities may also schedule an appointment. Students are encouraged to see an advisor before registration to obtain the maximum benefit from the advising opportunities.

Orientation

Students who wish to register at Pasco Medical Training for the first time and seek a diploma must schedule an appointment for an orientation session by contacting the office at the campus for scheduling an orientation session.

Appointments

Appointments are made following the orientation and are available during day, evening and weekend hours. Early advisement and registration help ensure the best selection of courses. During orientation, students receive important information about registering for the program, school withdrawal requirements, and a general overview of academic policies and procedures. Students also have the opportunity to ask questions and to get answers.

Job Placement

Pasco Medical Training will assist the student with employment but **cannot guarantee job placement**. Pasco Medical Training will provide, upon request, a printout of online job-search websites. The printouts will be updated weekly. Also, Pasco Medical Training will make the students aware of job opportunities made to the school from local employers.

Student Advisement

Pasco Medical Training is glad you are considering our school for your educational goals. Our mission is to ensure that you receive all the information you need to make quality decisions about your enrollment with us. Listed below are individuals who will be able to assist you with questions or concerns:

Bob Swain, Jr. - President/Administrator/Financial Director

Placement and retention rates will be reported regularly.

Area Campus Security

Upon request, local crime statistical reports are available at the front office and are updated on an ongoing basis.

Safety Rules and Regulations

1. All injuries, no matter how slight, (even if no medical treatment is necessary) must be reported to the school administration immediately. If any student/faculty is injured on the job and does not report occurrence to their supervisor, the school will not be responsible for any medical expense incurred to the employee.
2. Submitting false or fraudulent information when reporting an accident or injury is unlawful and will be cause for dismissal.
3. Fighting, horseplay and other misconduct are not permitted, nor shall threatening another student/faculty be tolerated.
4. Do not violate the direct orders of a supervisor relative to safety or health regulations unless you feel the direct order is in violation of any safety or health regulation. If this should occur, the student/faculty should notify the Safety Director immediately; otherwise, they will be subject to disciplinary action or discharge for failure to follow a direct order by their supervisor.
5. There are various warning signs posted throughout the school which must be obeyed, as they were prescribed for a particular hazard or purpose.

The following items pertain to personal protective equipment:

PPE:

You will be required to wear gloves, gowns, safety glasses, mono-goggles, or a full-face shield (whichever is deemed most appropriate), whenever there is a potential risk for contact with any blood or bodily fluids during the task you are performing both in the classroom, and during externship. All students are expected to follow standard precautions when performing these tasks.

CLOTHING:

All students/faculty must wear appropriate clothing at all times. Shirts and cuff less trousers are natural forms of personal protective equipment and should be worn at all times. Finger rings, loose jewelry, and torn clothing are hazardous and should not be worn.

PERSONAL PROTECTIVE EQUIPMENT MUST NOT BE RE-USED.

ALL PPE IS DISPOSABLE.

PPE SHOULD NOT BE USED IF RIPPED OR TORN OR NOT IN GOOD CONDITION.

6. Should any student/faculty member be observed violating any of these rules and/or regulations, they will be subject to disciplinary action or discharge.
7. Students/faculty are encouraged to inform supervisors when another student/faculty is endangering their safety.
8. All new students/faculty will be required to have a safety orientation prior to being allowed to start class or externship.
9. The orientation will be conducted by school administration.

Accident/Injury/Illness Reporting, Medical Services, and First Aid

1. In any accident or medical emergency requiring immediate help and/or first aid occurs, immediately call or send someone to call 911 to summon professional help.
2. Do not administer any first aid unless qualified to do so and then only if the injury is life threatening and only if wearing protective equipment (i.e. gloves, mask, etc.). Not wearing protective equipment not only puts you at risk or various diseases, but also places the victim at risk.
3. Keep the victim quiet and **do not** move them unless absolutely necessary, to prevent further injury. This is particularly critical if they have fallen or there is an indication of broken bones or any head or back injury. Moving a victim can cause additional injury.
4. When medical help arrives, remain to answer questions the medical personnel may have and to provide any pertinent information. Have the individual's emergency contact information handy to aid in any emergency information that should be known.
5. Any injury or illness requiring emergency medical assistance must be reported to the Safety Director as soon as possible.

Fire and evacuation exits are identified in the building and are to be used in emergencies.

In case of disaster, the president or other senior school official may cancel classes. Local radio stations will be asked to carry announcements regarding cancellations and/or re-openings in emergency situations.

Any emergency observed by a student should be reported immediately to the office.

In case of a personal emergency, school staff will try to contact the student. However, the school can assume no responsibility for making such contacts.

Health and Health Insurance Information

Pasco Medical Training does not provide health services. Furthermore, the school assumes no responsibility for medical treatment of its students. School personnel shall provide assistance to students only in obtaining emergency medical attention from independent medical providers.

Student Ombudsman

The vice president serves as the student ombudsman or student advocate for certain issues, limited to unresolved disputes concerning:

- a. Transfer or course-substitution credits
- b. Meeting of graduation requirements
- c. Access to program

The vice president is the appropriate contact after a student has attempted to resolve the issue with the appropriate school personnel and does not feel that proper procedures were followed. Students should contact the vice president in writing.

Pasco Medical Training Promise

Pasco Medical Training promises to provide:

- Education programs that prepare students for employment in current medical fields.
- School preparatory instruction and adult education to enhance and update the knowledge and skills of individuals.
- Services for students that enhance their opportunities for learning and success.
- Educational training that promotes and supports economic development and serves the community.
- Learning opportunities for cultural enrichment and personal development.
- An environment that fosters high ethical standards, openness, trust, respect, and fairness among all members of the school community.

School Catalog/Student Handbook

The School Catalog/Student Handbook is the official document that outlines the requirements and regulations relating to students, subject to changes approved by the administrator, president, and vice president. *It is the responsibility of each student to be aware of and understand these requirements and regulations.*

Student Rights and Responsibilities

Students have certain rights and responsibilities. It is very important that students refer to the following sections in this handbook: Student Conduct Requirements, Campus Security Information, Disciplinary Procedures, Student Grievance Procedures, and Student Ombudsman issues. These and other sections of the handbook will help clarify those rights and responsibilities. Additionally, the school works to ensure that as many school committees as possible include student representation. All students desiring to participate on a school committee should contact the Campus Office (Tel.: (727) 378-4356) to indicate their willingness to help.

Additional Information

General Education Development (GED) Preparation

Students without a high school diploma are encouraged to enroll in a GED Prep program, available in most high schools and adult education schools. The GED Prep program offers the opportunity to obtain the skills required to complete the GED test successfully and earn a state high school equivalency diploma.

Additional Assistance

Students receive assistance to enhance the probability of successful performance at the school level. For example, students are encouraged to assist and participate in practice seminars and access the multimedia labs. Instructors are always just a phone call away.

Glossary

Advising - Help from a professional staff member about program planning, course selection, and transfer requirements.

Application for Admission - The form that begins the education process at Pasco Medical Training. It results in a letter of admission for eligible persons, a prerequisite to orientation.

Diploma - A diploma is granted upon successful completion of program. Students entering a diploma program must have a standard high school diploma, GED, or successful completion of a competency test.

Catalog/Student Handbook - A document published annually containing the calendar, policies, procedures, regulations, programs, course descriptions, and a list of faculty and administrator names. May be modified during the academic year.

Counseling - A friendly conversation with a professionally trained staff member about educational goals, career choices, or personal concerns. Available to all students upon request.

Clock Hour - A unit of school work, defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GED Prep - Instruction designed to prepare students to pass the General Education Development (GED) exam. Instruction is offered in area high schools around the county.

Grade-Point Average (GPA) - A figure calculated by dividing the total number of quality points (A=4, B=3, etc.) by the total number of hours of credits attempted.

Multimedia area - This location houses books, periodicals, newspapers, Internet connections, career information, and reference materials to assist students in completing their academic program.

Registration - (Not to be confused with advisement). A process by which a student actually enrolls in a program by completing a registration form and submitting it to a Student Services advisor. *The student is enrolled officially only when all tuition and applicable fees are paid.*

Tuition - The cost of a program, plus any special course fees.

Transcript - (1) An official educational record sent directly from a high school or previous school to Pasco Medical Training's Records Office; (2) An official educational record sent directly from Pasco Medical Training to another school or to the requesting student. A signed request form from the student is required for a transcript to be sent from Pasco Medical Training.

International Student Admission

Pasco Medical Training faculty and staff welcome international students and believe that their experience at Pasco Medical Training will be academically, culturally, and socially rewarding. However, we do not accept students with F1 Visa requirements.

Student ID Cards

Any registered student enrolled and participating in a diploma program is eligible to receive a Pasco Medical Training Photo ID card. Student IDs are optional, but students must have a student ID, driver's license/state-issued ID card, or passport to check out multimedia materials. Students must provide tuition receipts showing they have paid their fees before a card will be issued. The card is valid for the academic year in which it is issued.

Student IDs are available at the office during posted hours. A replacement fee charge of \$10 will be assessed for each lost or damaged card, including those of employees.

Observance of Religious Holidays

In compliance with federal and state laws and Pasco Medical Training policies that forbid discrimination in the treatment of students on the basis of religion, the school makes reasonable accommodation for religious observances, practices, and beliefs. Such accommodation shall apply to admissions, class attendance, scheduling of examinations, and work assignments. No adverse or prejudicial effects shall occur to any student who avails himself or herself of the provisions of this Pasco Medical Training rule. Students who believe they have been unreasonably denied a benefit due to their religious beliefs or practices shall follow appropriate grievance procedures.

Grade Dissemination

Final grades are not mailed, but can be reviewed in the campus office.

School Attendance

Students must call in case of tardiness or absences. If ill more than three consecutive days, a note from a doctor is required. Students will also be called at their phone of record if they are absent. Students are assisted in any way possible to make it easier to attend school. Students must make up time if absence exceeds 20 percent of class time or they may be administratively withdrawn with a grade of “W,” subject to course withdrawal dates. Three tardies greater than 30 minutes into the class will count as an absence. Time missed may need to be made up depending on the point of progress of the particular class (for example, missing a test), otherwise it is the student’s responsibility to catch up on any notes/course work.

Learning Resource Center

The Learning Resource Center/Lab provides various media and assorted materials for instruction. NHA and Proetric testing, additional assistance for regular programs and to remedy educational deficiencies. Materials include textbooks, magazines, articles, dictionary, thesaurus, DVDs, and computers with access to the Internet. Books are available for check out Monday through Friday between 9am and 6pm.

Notes:

PASCO
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