



Student Catalog

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Effective for 2020-2021 Academic School Year

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Patient Care Assistant (Diploma 360 Hr 16Wks)

The Patient Care Assistant (CPCT/A) program is designed for students who have been or are currently in the healthcare industry to become cross-trained expanding the traditional role of nursing assistant. Providing the additional training to certify as a Patient Care Technician-Assistant and the option to certify as a Phlebotomy Technician and/or EKG Technician enhancing their current Certified Nursing Assistant's credentialing in order to improve marketability and expand opportunities. Graduates attain the skills needed to advance or make lateral moves within the healthcare profession and the fundamentals to continue their academic success at the next level.

Providing didactic and hands-on training preparing students for entry-level positions as, Patient Care Assistant(CPCT/A), Medical Receptionist, EKG Technician (CET), Monitor Tech, Unit Secretary, Medical Office Manager, Phlebotomy Technician (CPT), Lab Technician, Donor Services Technician, Phlebotomist. Prepare to sit for the NHA National Certification Exam for Patient Care Technician (CPCT/A).

Course Number	Course Title	Clock Hours
HCA 101	Introduction to Health Service Administration	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	30
	Total Program Hours	360

Special Program Requirements:

- Active Florida Certified Nursing Assistant License
- Active BLS/AED through the American Heart Association

Cardiographic Technician (Diploma 600 Hr 28Wks)

The Cardiographic Technician (CCT) program is designed to prepare students for employment in hospital cardiology departments, diagnostic cardiology laboratories, cardiology offices and outpatient care centers. The program offers a sequence of courses that provide training in Healthcare Administration, Electrocardiography, Cardiovascular Testing and an introduction to Echocardiography. Graduates attain the skills needed to prepare for a career in the healthcare profession 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 Cardiac Care Technician, Cardiographic Technician (CCT), EKG Technician (CET), Rhythm Analysis Technician (CRAT), Monitor Tech, Cardiology Office Assistant or Diagnostic Cardiology Laboratory Assistant.

Course Number	Course Title	Clock Hours
HCA 101	Introduction to Health Services Administration	90
BIO 105	Fundamentals of Anatomy and Physiology	90
HCP 230	Basic Electrocardiography Techniques	60
HCP 230L	Basic Electrocardiography Techniques LAB	30
HCP 240	Principles of Cardiovascular Testing	60
HCP 240L	Principles of Cardiovascular Testing LAB	30
HCP 250	Echocardiography I	60
HCP 250L	Echocardiography I LAB	30
HCP 260	Echocardiography II	60
HCP 260 L	Echocardiography II Lab	30
HCP 297	Externship (OR)	60
HCP 298	Supervised Clinical (OR)	60
HCP 299	Internship	60
	Total Program Hours	600

Special Program Requirements:

- Clinical Sites may have additional requirements specific to that site.

Phlebotomy Technician (Diploma 150Hr 8Wks)

The Phlebotomy Technician certificate program is designed to prepare students for employment as a Phlebotomist, Lab Tech, Dialysis Tech, Donor Services Technician, and Phlebotomist. The program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge. Graduates attain the skills needed to prepare for or expand career opportunities in Phlebotomy and the foundation to pursue academic success at the next level.

Course Number	Course Title	Clock Hours
HCP 210	Basic Phlebotomy Techniques	60
HCP 210L	Basic Phlebotomy Techniques LAB	30
HCP 297	Externship (OR)	60
HCP 298	Supervised Clinical	60
	Total Program Hours	150

Special Program Requirements:

- Clinical Sites may have additional requirements specific to that site.

PASCO
MEDICAL TRAINING

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

HCA 200 (60 Clock Hours)

Office Administration for Medical Assistants - course includes instruction in medical office procedures, record keeping, appointment scheduling, telephone skills, medical financial record management, patient billing, and coding procedures for insurance reimbursement.

Prerequisites: None

HCA 200L (30 Clock Hours)

Office Administration for Medical Assistants Laboratory - is designed to offer a simulated clinical environment using popular billing and chart management software currently utilized in the industry for HCA 200.

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)

Prerequisites: None

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 240 (60 Clock Hours)

Principles of Cardiovascular Testing – This course reviews normal cardiac anatomy and physiology, emphasizes cardiovascular hemodynamics and principles of flow. It covers cardiac embryology and congenital defects, symptoms and signs of cardiovascular disease, methods of evaluation of cardiac function, electrocardiography and phonocardiography in cardiovascular disease, basic principles of chest X-ray, cardiac catheterization and nuclear cardiology, in addition to exercise and pharmacologic stress testing protocols and ambulatory monitoring.

Prerequisites: None

HCP 240L (30 Clock Hours)

Principles of Cardiovascular Testing Laboratory – This course offers hands-on practice of cardiac auscultation, electrocardiography, pulse oximetry, and obtaining blood pressure. It teaches identification and recognition of cardiovascular abnormalities from various evaluation methods.

Prerequisites: None

HCP 250 (60 Clock Hours)

Echocardiography I– This course is designed to offer an introduction to cardiac ultrasound imaging. It covers the basics of ultrasound instrumentation, and image acquisition, cross-sectional anatomy of the cardiovascular system and imaging of normal cardiovascular anatomy, in accordance with the

transthoracic echocardiography views and nomenclature recommended by the American Society of Echocardiography.

Prerequisites: None

HCP 250L (30 Clock Hours)

Echocardiography I Laboratory - This course offers hands-on cardiac ultrasound scanning of normal cardiovascular anatomy, in accordance with the transthoracic echocardiography views and nomenclature recommended by the American Society of Echocardiography. It covers 2D, M-mode, Color Flow and Doppler techniques.

Prerequisites: None

HCP 260 (60 Clock Hours)

Echocardiography II– This course is designed as a continuation to cardiac ultrasound imaging. It covers an in depth understanding of ultrasound instrumentation, and image acquisition, cross-sectional anatomy of the cardiovascular system and imaging of normal cardiovascular anatomy, in accordance with the transthoracic echocardiography views and nomenclature recommended by the American Society of Echocardiography.

Prerequisites: HCP 250

HCP 260L (30 Clock Hours)

Echocardiography II Laboratory - This course offers hands-on cardiac ultrasound scanning of detailed cardiovascular anatomy, in accordance with the transthoracic echocardiography views and nomenclature recommended by the American Society of Echocardiography. It will expand on 2D, M-mode, Color Flow and Doppler techniques.

Prerequisites: HCP 250L

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



Academic Calendar of Classes for 2020-2021

Program Start Dates are approximate and are subject to change.

Start Dates (4 Week Terms)
July 27 th 2020
August 24 rd 2020
September 14 th 2020
October 12 th 2020
November 16 th 2020
January 11 th 2021
February 8 th 2021
March 8 th 2021
April 12 th 2021
May 10 th 2021
June 7 th 2021
July 12 th 2021

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

Holiday Schedule/No Class

Labor Day	September 7, 2020
Thanksgiving	November 23-27 2020
Winter Break	December 14, 2020 -January 8, 2021
Martin Luther King Jr. Day	January 18, 2021
Presidents' Day	February 15, 2021
Spring Break	April 5 - 9, 2021
Memorial Day	May 31, 2021
Labor Day	September 6, 2021
Summer Break	July 5-9 2021
Labor Day	September 6, 2021
Thanksgiving	November 22-26 2021

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.)

Diploma Programs	Tuition	Books & Lab Supplies	Registration Fee	Total
Patient Care Technician (CPCT/A)	\$3600	Included	\$50	\$3650
Medical Administrative Assistant (CMAA)	\$3600	Included	\$50	\$3650
Cardiographic Technician (CCT)	\$3600	Included	\$50	\$3650
Patient Care Assistant (CPCT/A)	\$1995	Included	\$50	\$2045
Phlebotomy Technician (CPT)	\$999	Included	\$50	\$1049
Non-Diploma Student per class	\$600	Included	\$50	\$ 650

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), Certified Cardiographic Technician, Certified Rhythm Analysis Technician and Patient Care Technician/Asst (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 payment options for students enrolling in Diploma Programs. We do not participate in US Department of Education Title IV funding or any government subsidized loans or PELL grants.

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 not impact 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 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.

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. 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 Prometric 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.

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.

