

STUDENT CATALOG
2026 - 2027

Healthcare Training Institute

Effective Date: March 16, 2026

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MISSION

It is the mission of the Healthcare Training Institute to provide quality education for our students. We specialize in training healthcare careers such as Patient Assistant Technician, Diagnostic Medical Sonography, Patient Care Technician, Medical Assistant Technician, Medical Billing/Coding Specialist, and Certified Nurse Aide. General basic computer training is also taught as it relates and complements each healthcare discipline area.

We offer quality training on current equipment and are committed to offering our students the training available. Our professionals promote strongly effective skills in communication, leadership, professionalism, and ethics as they do for teaching competencies in the hardcore materials. We also cover basic knowledge in medical jurisprudence as it relates to the healthcare environment. We are very eager to accomplish our mission in the most effective manner.

Disclaimer: Please take note that the school does not represent itself with statements such as, but not limited to, its equipment is state-of-the-art or employment related to the course of study is guaranteed upon course completion. Any suggestions or promises to the contrary should be brought immediately to the attention of Shehta Abudalal, Administration Director or Joy Crowley, Operations Manager. **Failure to voice any such concerns within three business days subsequent to signing the contractual agreement will be summarily dismissed.**





School History



The Healthcare Training Institute was established at 1961 Morris Avenue, Union, NJ in 1997 by Dr. Shehta Abudalal and Dr. Bashir Mohammad. Original programs offered were: Medical Assistant Technician, Diagnostic Medical Sonographer, EKG Technician, Phlebotomy Technician, and EKG/Phlebotomy Technician (COMBO). Due to the school's success and growth over the years, the institution moved three buildings down from its original location in September 2000, in order to accommodate additional/future growth, accredited by the ACCSC in May 2003 and also approved by the US Department of Education. The institute expanded its student lounge to accommodate the student's population and increase comfort, food space, in January 2016 located at 1967 Morris Ave. In March 25, 2025, school added a Dental Assistant Technician program.

STUDENT RESPONSIBILITY FOR CATALOG AND GRADUATION REQUIREMENTS:

- As a prospective student or current student at HTI, you are expected to thoroughly read and understand the contents of the official academic catalog, including any published addenda that are designated as part of the current catalog. This document outlines essential policies, procedures, academic standards, program requirements, and institutional expectations that directly affect your educational experience and progress toward graduation.
- Please note that lack of awareness or misunderstanding of the catalog's contents does not exempt you from compliance. All students are held accountable for adhering to the requirements and policies outlined therein, regardless of whether they have reviewed the catalog.
- In addition, it is your responsibility to stay informed about the most current graduation requirements for your specific program of study. These requirements may evolve over time due to curriculum updates, accreditation standards, or regulatory changes. Regular review of program materials, consultation with academic advisors, and engagement with institutional communications will help ensure that you remain on track for successful program completion.

HEALTHCARE TRAINING INSTITUTE RESERVE THE RIGHTS TO MAKE CHANGES IN PROGRAM AND POLICY CHANGES:

- HTI is committed to maintaining quality, relevant, and responsive educational programs. To ensure alignment with evolving industry standards, regulatory requirements, and institutional goals, HTI reserves the right to make changes to its organizational structure, academic policies and procedures, instructional materials, equipment, and curriculum offerings as needed. These adjustments may be implemented to enhance educational outcomes, improve operational efficiency, or comply with New Jersey DOE/DOL, accrediting and licensing bodies.
- In certain cases, when class size and curriculum compatibility allow, HTI may combine cohorts or course sections to foster enriched learning environments. This approach supports collaborative instruction, peer engagement, and efficient resource utilization while maintaining the integrity of program objectives.
- All students are expected to remain informed of the policies, procedures, and academic requirements outlined in the official Catalog and any applicable Student Handbooks. These documents serve as authoritative references for institutional expectations, and students are responsible for reviewing updates and adhering to all published guidelines throughout their enrollment.

Emergency Preparedness Information (EPI):

Please refer to disclosure section on the school website for Emergency Preparedness Plan at www.htinj.edu 24/7. You can also get a hard copy EPI at school or PDF copy through email.

ADMINISTRATORS & STAFF

The Healthcare Training Institute is operated by Dr. Shehta D. Abudalal and by Dr. Bashir Mohammad, dedicated leaders in adult education at all levels and co-founders of Healthcare Training Institute.

School Administration & Staff	
Name	Position
Administration	
Shehta Abudalal, MD.	Administration Director
Bashir Mohammad, MD.	Director of Education
Staff	
Ms. Joy Crowley	Operational Manager
Ms. Vanessa Chance	Admission Rep
Ms. Tonya Quade	DMS Program Director
Mr. Qazi M. Haq	Bursar
Mr. Mathew Dolan	Financial Aid Counselor
Mr. Ashkan Safavi Sohi	Register/IT Specialist
Mr. Ror Fischer	Senior Admission Rep
Ms. Madline Frenson	Ultrasound Clinical Coordinator
Ms. Erica Ronchetti	Media Network Director
Ms. Kayla Giammanco	Receptionist

Instructors		
Name	Medical Biller Instructors	Subject
Ms. Jackie Fernandez	CMB/MBC.	Medical Billing and Coding Specialist
Name	Lead Instructors	Subject
Dr. Q. Azhar	M.D.	MA/ PCT/MBCS/EKG/Phlebotomy/Rx
Name	Senior Instructors	Subject
Dr. Sulafa Edani	M.D.	MA/ PCT/MBCS/EKG/Phlebotomy/Rx
Name	Junior Instructors	Subject
Ms. Madline Frenson	DMS Instructor	Diagnostic Medical Sonography
Ms. Ozlem Akil	DMS Instructor	Diagnostic Medical Sonography
Ms. Denise Mundo	CDA/RAD/EFDA	Dental Assistant Technician
Ms. Krystle Zayas	CMA Instructor	MA/ PCT/MBCS/EKG/Phlebotomy/Rx
Ms. Tonya Quade	DMS Instructor	Diagnostic Medical Sonography
Name	Ultrasound Lab Instructors	Subject
Ms. Shanu Pundit Shah	DMS/Lab	Diagnostic Medical Sonography
Ms. Guadalupe Elghoul	DMS/Lab	Diagnostic Medical Sonography
Ms. Nora Gawwrow	DMS/Lab	Diagnostic Medical Sonography
Ms. Michel Camacho	DMS/Lab	Diagnostic Medical Sonography
Name	CNA Instructors	Subject
Edna Fameux Bundu	RN	Certified Nurse Aide

SCHOOL CALENDAR:

***Summer and Winter Breaks do not apply to externship students**

School Holidays

Holiday	Dates	Holiday	Dates
New Year's Day	January 01, 2027	Independence Day	July 03, 2026
Martin Luther King Day	January 18, 2027	Labor Day	September 07, 2026
President's Day	February 15, 2027	Columbus Holiday	October 12, 2026
Memorial Day	May 25, 2026	Thanksgiving Day	November 26, 2026
Juneteenth	June 19, 2026	Christmas	December 25, 2026
Christmas Break	Dec 24, 2026, to Dec 31,2026*	Summer Break	July 27 to Aug 07, 2026*

TERM START DATES

Summer Term: March- July 2026

Fall Term: September 2026

Winter: January 2027

PROGRAMS OFFERED

Long-term Programs (Clock Hours)

Program	Clock Hours	
Medical Billing & Coding Specialist	900 Hours	
Medical Assistant Technician	900 Hours	
Patient Care Technician	900 Hours	
Dental Assistant Technician	900 Hours	

Long-term Program (Credit Hours)

Program	Clock Hours	Outside work Clock Hours	Semester Academic Credit Hours
Diagnostic Medical Sonography	2250	150	75.5

Short-term Program (Clock Hours)

Program	Clock Hours
Certified Nurse Aide	90 Hours



CLASS SCHEDULES

Daytime Classes

Monday – Thursday: 8:15 am - 2:45 pm

Monday – Friday: 8:15 am - 2:45 pm

Break: 10:20 am - 10:40 am & 12:40 pm - 1:00 pm

Evening Classes

Monday - Thursday: 6:00 pm - 9:30 pm

Breaks: 7:40 pm - 8:00 pm

Friday/Saturday Classes:

9:00 am - 3:00 pm

Breaks: 10:20 am - 10:40 am & 12:40 pm - 1:00 pm

PROGRAM START/END DATES

MEDICAL ASSISTANT TECHNICIAN	MON, TUE, WED, THU & FRI	8:15AM – 2:45PM	May 05, 2026	June 11, 2027
MEDICAL ASSISTANT TECHNICIAN	MON, TUE, WED & THU	6PM – 9:30PM	May 18, 2026	January 21, 2028
PATIENT CARE TECHNICIAN	MON, TUE, WED, THU & FRI	8:15AM – 2:45PM	May 05, 2026	June 11, 2027
PATIENT CARE TECHNICIAN	MON, TUE, WED & THU	6PM – 9:30PM	May 18, 2026	January 21, 2028
DIAGNOSTIC MEDICAL SONOGRAPHY	MON, TUE, WED & THU	8:15AM – 2:45PM	June 22, 2026	June 24, 2027
MEDICAL BILLING & CODING SPECIALIST	MON, TUE, WED & THU	6PM – 9:30PM	May 18, 2026	January 21, 2028
CERTIFIED NURSE AIDE	MON, TUE, WED & THU	6PM – 9:30PM	April 06, 2026	June 25, 2026
Dental Assistant Technician	MON, TUE, WED, THU & FRI	8:15AM – 2:45PM	April 13, 2026	April 16, 2027

Program Completion Time

Program	Normal Length in Months			
	AM *	PM	AM**	F/S
Medical Billing & Coding Specialist	13.5	21	15	-
Medical Assistant Technician	13.5	21	15	-
Certified Nurse Aide *(1)	2.0	2.0	-	-
Patient Care Technician	13.5	21	15	-
Diagnostic Medical Sonography	24	38	-	-

Program	Maximum Time Frame in Months			
	AM *	PM	AM**	F/S
Medical Billing & Coding Specialist	20.25	31.5	22.5	-
Medical Assistant Technician	20.25	31.5	22.5	-
Patient Care Technician	20.25	31.5	22.5	-
Dental Assistant Technician	20.25	31.5	22.5	-
Diagnostic Medical Sonography	36.0	57.0	-	-
Certified Nurse Aide *(1)	3.0	3.0	-	-

NOTES ON PROGRAM COMPLETION PERIODS

*Under certain circumstances, program completion may be extended by as much as 50% more than the normal program length.

- (1) Subject to schedule provided by clinical site.

* Each program/course may vary in length depending on the course. Observed holidays may cause program completion dates to vary. Each school day is 6.5 instructional hours in length for morning classes, and 3.5 hours for evening classes.

Note: Break is not included in Certified Nurse Aide Program

AM*-Programs Didactic offered Monday through Friday-New Schedule

AM**-Programs Didactic offered Monday through Thursday-Old Schedule

PM-Programs Didactic offered Monday through Thursday only.

F/S- (Friday/Saturday) Classes
Each school day is 6 instructional hours in length.

POLICIES & PROCEDURES

School Policies

Admission Requirements/Procedures:

Applicant(s) may register for courses 9:30 AM – 7:00 PM Monday through Thursday and 9:00 AM – 4:00 PM Fridays & Saturdays. Applicant(s) can register by mail or in person by filling out Candidate Questionnaire form as long as they bring the following required documents to the admission representative before class start:

- A. All applicant(s) must be at least eighteen (18) year of age before the first day of class.
- B. Identification (driver’s license or birth certificate or passport or social security card)
- C. All applicant(s) must have ONE of the following credentials; either High School Diploma or GED, or higher. Healthcare Training Institute does not accept home schooling Diploma.
- D. Original Foreign High School Documents must be translated into English and certified as the equivalent of high school diploma in United States by outside evaluating agency (Educated Choices, LCC).
- E. All applicant(s) must complete Registration (Application) Form before proceeding to admission interview.
- F. The admissions requirements for Hybrid applicants are identical to those for residential applicants.
- G. All applicant(s) must agree to terms of Student Enrollment Contract before signing it.
- H. A Media Assessment Test will be given to prospective students in order to determine if they have the necessary media skills for hybrid program, unless they have taken any of their required prerequisites admission courses through an online platform
- I. Admission to the Diagnostic Medical Sonography (DMS) program requires a minimum score of 16 on the SLE-Q examination, effective October 2026.

Please read this table carefully:

Program	Required Educational Credentials	Other Documentation(s) requirement(s)
Medical Billing /Coding Specialist	High School Diploma or GED	Not required
Patient Care Technician	High School Diploma or GED	Not required
Certified Nurse Aide	High School Diploma o GED	2 Step Mantoux PPD administered and read before the first day of class. Criminal Background Check Required
Medical Assistant Technician	High School Diploma or GED	Not required
Diagnostic Medical Sonography	High School Diploma Or GED College level Algebra, Statistics or higher mathematics course AND College level English or communications AND General college level physics and/or radiographic physics AND Human Anatomy and Physiology I and II	Three Reference Letters

- I. All individuals interested in attending the school are required to meet with an authorized representative of the institution for a personal interview. At that time, the enrolling student will complete all required forms, tour the facilities and pay the \$25 application fee for MAT, PCT, MBCS, and CNA. The \$75 registration fee will be paid once the applicant meets all prerequisites of one of the applicable programs. A \$50 application and \$175 registration fees are required for Diagnostic medical Sonography program. The school will determine an applicant's eligibility on the basis of educational background and personal interview.
- J. All applicants must meet with School Official for 2nd Interview after the initial interview with Admissions Representative

K. All DMS Applicants must be interviewed by DMS program Director before they are accepted into DMS program.

Late Admissions:

Students may be accepted for entrance into the new classes for a period of two weeks following the start of all classes except for DMS class at the discretion of the School Director. Students, however, must make up the missed lessons with his/her instructor or an assigned instructor before next module starts.

Policy and Procedure for Dental Assistant Technician Program:

Admission Requirements/Procedures for Dental Assistant Technician Only

Applicant(s) may register for courses 9:30 AM – 7:00 PM Monday through Thursday and 9:00 AM – 4:00 PM Fridays & Saturdays. Applicant(s) can register by mail or in person by filling out Candidate Questionnaire form as long as they bring the following required documents to the admission representative before class start:

- a) All applicant(s) must be at least eighteen (18) years of age before the first day of class.
- b) Identification (driver's license or birth certificate or passport or social security card)
- c) All applicant(s) must have ONE of the following credentials; either High School Diploma or GED, or higher. Healthcare Training Institute does not accept home Schooling Diploma/ Transcript.
- d) Original Foreign High School Documents must be translated into English and certified as the equivalent of high school diploma in United States by outside evaluating agency (Educated Choices, LCC).
- e) All applicant(s) must complete Registration (Application) Form before proceeding to admission interview.
- f) All dental applicant(s) must have good moral character.
- g) All applicant(s) must agree to terms of Student Enrollment Contract before signing it.
- h) All individuals interested in attending the school are required to meet with an authorized representative of the institution for a personal interview. At that time, the enrolling student will complete all required forms, tour the facilities and pay the \$25 application fee. The \$75 registration fee will be paid once the applicant meets all prerequisites of the applicable program. The school will determine an applicant's eligibility on the basis of educational background and personal interview.
- i) All applicants must meet with School Official for 2nd Interview after the initial interview with Admissions Representative.

Program	Required Educational Credentials	Other Documentation(s) Requirement(s)
Dental Assistant Technician	High School Diploma or GED	Criminal Background Check Required. A letter of Good Moral Character.

Admission Denial Reason for Dental Assistant Program:

The applicant will be denied admission into Dental Assistant program if one of the following criteria is exist:

- 1-Applicant is not 18 years old.
- 2- Applicant has not HSD or GED or Equivalency of HSD.
- 3- Applicant has a positive criminal background check.
- 4- Applicant must have not a good moral character.

ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAM:

- A. The admissions requirements for Hybrid applicants are identical to those for residential applicants.
- B. Media Assessment Test will be taken by admitted students in order to have the skills of how to use the online learning platform (media) for hybrid programs. To qualify for enrollment in a hybrid program, students must achieve a minimum overall score of 50, and at least 10 points in each section of the assessment. The Media Assessment Test consists of four sections, each targeting essential technical skills required for success in a hybrid learning environment.
- C. Admitted students must have a bandwidth speed of at least 1 Mbps upload speed and download speed. Students may test their bandwidth speed using <http://speedtest.net>.
- D. Admitted students must have his/her own computer or device with a web browser that is compatible with accessing the following website: www.htinj.edu.
- E. For each hybrid course, instructor and students will have real-time live throughout the scheduled day through media.
- F. Students experiencing technical difficulties can email to info@htinj.edu and HTI team will resolve any technical issues.
- G. The admissions standard for hybrid applicants is same as the residential program admission and is stated in the School Catalog.
- H. Once a student is enrolled to the MAT or PCT or MBCS or DMS Program, the student is provided with a secure email address such as xx@htinj.edu. A hybrid student is also provided with a secure ID and password to access Canvas.
- I. The tuition for hybrid courses is identical to that of residential courses.
- J. The Hybrid student is required to use a computer or mobile phone (either at school or home) connected to the Internet to access Canvas. Canvas will work with any device or hardware with the following web browsers:
 - Latest Microsoft Internet Explorer
 - Latest Apple Safari
 - Latest Chrome from Google
- K. Both Hybrid and residential students have access to online research databases, such as LIRN to conduct online research.

Note: The Media Assessment Test requirement may be waived for applicants who submit documentation verifying successful completion of prerequisite or other coursework delivered through an online learning platform prior to applying to the hybrid program at Healthcare Training Institute.

DELIVERY METHODS:

Admitted student has a choice to attend the program as one of following choices:

Face-to-Face (In-Person/Residential): Both student and faculty member are meeting at school premises for the didactic and lab session.

Hybrid: This method includes both face-to-face (residential) and online instructional delivery. HTI uses the Learning Management System called Canvas for online instruction.

Advanced Status/Transfer Clocks (Credits) Hours from Other Agencies:

Healthcare Training Institute can accept previous educational clock hours (credits) from an accredited school or state approved institution or college towards an appropriate program after review by Healthcare Training Institute's administrative staff. Previous educational training must meet Healthcare Training Institute's course/program curriculum requirements, comparability, applicability, and prerequisites. Accordingly, a prospective student must request an official transcript be sent to the school before the start of the program. If the transcript is approved for the section(s) of course/program, the student will not need to attend the specific section(s) of course/program, and the transferred

credits will be converted into clock hours per formula one semester credit hour is equal to 45 units. The section(s) will be listed as transfer clock hours (TCH) only on the student transcript and the timeframe in which to complete the course will be shortened. Since these courses will not carry grades, they will not be included in the GPA calculation. These courses will only be applied toward graduation requirements. The transfer student can transfer maximum number of credit hours to the current program from the other school or institution with a minimum of a C (2.0 GPA) or better for the transferable credits according to Transfer of Credits chart below. For example, if a transfer student wishes to attend the Medical Assistant Technician program of 900 clock hours at HTI, the student can transfer up to maximum of 165 clock hours provided they carry at least a 2.0 GPA. An additional 735 clock hours will be earned at HTI. Please refer to Transfer of Credits Chart for details. Additional documentation such as course descriptions, syllabi, and academic catalogs may be necessary to evaluate whether the transferred course is equivalent to the course(s) required for the completion of the current program. Re-entry students will be awarded credit for prior successfully completed section of the student's program, which must be documented by grade and attendance. **However, a HTI graduate can apply all credits of didactic section(s), earned at HTI, toward another program within five years from the date of completion, where the credits earned from hands- on need to be reevaluated within two years after the date of completion to apply. Any credit earned over five years old must be evaluated through written exam.**

NOTE: Advanced Status/transfer clocks (credits) hours from other agencies do not apply to Diagnostic Medical Sonography program. However, if a prospective student has already earned their ARDMS SPI certification within the last three years or, is a current RDMS in Abdominal or OB/GYN, they will be exempt from DMS 230 Ultrasound Physics' didactic classes. DMS 230 Physics' lab attendance is mandatory.

DEFINITION OF A CREDIT HOUR

Scale of conversion

1 Clock Hour Didactic = 2 units

1 Clock Hour Externship = 1 unit

1 Clock Hour Supervised Lab = 1.5 units

1 Clock Hour Outside Work = 0.5 units

Outside Work: Students are required to complete work outside of scheduled school hours. These assignments will include, but not limited to, the Project Presentation, Reading Assignments, research assignments, Portfolio, Flash card, writing Assignments, and Preparation for the Final Review, and SDMS Journal Case Studies. These assignments are mandatory and must be completed in a timely manner to meet the program objectives and receive full credit for the course. All outside classroom work will be assessed and graded as to complete course and program objectives.

Transfer of Clock hours/Credits chart (Maximum Transfer of Clock hours/Credits to Programs Table)	
Maximum Transfer Credit Hours	To Applied Program
Up to 18% (165 Clock Hours)	Patient Care Technician (900 clock hours)
Up to 20% (165 Clock Hours)	Medical Assistant Technician (900 clock hours)
Up to 25% (165Clock Hours)	Medical Billing and Coding Specialist (900 clock hours)

Note: Transfer credits do not apply to CNA and DMS Programs.

Note: HTI does not award credit based on assessment of an incoming student's learning experience.

Financial Aid Eligibility

In order for students to be eligible for and to receive Financial Aid, they must abide by certain policies. Students are cautioned; however, since federal regulations and statutes change frequently, these policies are subject to change without notice.

In general, students may be eligible for or continue to receive Federal Aid if he or she:

1. Is accepted into one of the financial aid eligible programs (MA, PCT, MBCS, DMS)
2. Is a citizen of the United States or eligible non-citizen, such as permanent residents of the U.S. (possessing an alien registration, Form I-551). Other individuals who may be eligible for aid are those possessing a conditional permanent residency (I-551C) or an I-94 Arrival-Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations: "Refugee," "Asylum Granted," "Indefinite Parole, or Cuban-Haitian Entrant." Students with an F1 or F2 student visa, or J2 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations) are, by definition, in this country on a temporary basis and are not eligible to receive any assistance. Documentation of permanent residency status may be required in order to receive financial aid.
3. Is making continual satisfactory progress in his or her course of study and maintains both a passing grade and a continual 90% attendance rate. * N/A to DMS
4. Is not in default on a prior federal loan.
5. Is not in arrears with respect to a refund or repayment to any student aid program.

*In the DMS program 100% of course hours must be complete prior to the start of the next course.

Students who do not meet the requirements stated in section 3 (above) will be placed on Financial Aid Probation. Continued dereliction will result in the student being placed on Financial Aid Suspension and thus ineligible for any future financial aid consideration.

Applying for Financial Aid

In order to apply for student financial aid such as grants and loans from the federal government, eligible students are required to submit a Free Application for Federal Student Aid (FAFSA). You must submit the FAFSA (or the shorter Renewal FAFSA) every year that you will be seeking financial aid.

While the FAFSA is available in both paper and electronic formats, it is highly recommended that you complete the on-line version at <http://www.fafsa.ed.gov>, or by scheduling an appointment with the financial aid personnel who can also provide you with the paper version. The electronic version is generally more accurate thereby enabling you to receive your Student Aid Report (SAR) quicker provided you supply a valid e-mail address. It is recommended that, prior to completing the FAFSA, both you and your parents (if you are a dependent) obtain individual U.S. Department of Education Personal Identification Numbers (PINs) at <http://www.pin.ed.gov>. PINs are required in order to electronically "sign" the FAFSA. In order for your financial aid information to be provided to Healthcare Training Institute, you must identify HTI by utilizing Title IV School Code 038033.

Upon receipt of the SAR, you should review it carefully, provide any requested information or documentation and make any necessary corrections in accordance with the instructions. The financial aid officer can assist you in submitting the changes to the federal processor. Remember to retain a copy of the SAR for your records. After your file has been reviewed and financial aid eligibility (if any) determined, the financial aid representative will provide you with estimated offer of financial aid.

Verification Requirements

All students that are selected by the Department of Education or the school for verification will be required to provide additional documentation which demonstrates the accuracy of the data which was previously submitted on the financial aid application. Students will be allowed 10 days to provide the information once it is requested. Failure to complete the verification process will result in the cancellation of financial aid which has been awarded.

For additional information for financial aid programs or questions, please contact the financial aid office at (908) 851-7711 Ext. 108.

Possesses one of the following:

- 1) A High School Diploma, 2) a General Educational Development Certificate (GED), 3) a State certificate received by a student after the student has passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma, 4) an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree, or, 5) the student has completed a secondary school education in a home school setting that is treated as a home school or private school under State law and has obtained a home school completion credential, or, if State law does not require a home school student to obtain a home school credential, the student has completed a secondary school education in a home school setting that qualifies as an exemption from compulsory school attendance requirements under State law.

Estimate Offer Letter (EOL) Acknowledgment:

This Estimate Offer Letter ("EOL") provides a preliminary estimate of tuition costs associated with the academic program. The dollar amount stated herein is subject to change at any time during the course of the program due to various factors, including but not limited to changes in personal financial status, institutional personnel decisions, and updates to the student's tax return information. The institution does not have control over such changes and therefore cannot guarantee the accuracy or stability of the estimated amount. Loan disbursements reflected in the student ledger may differ from the originally requested loan amounts due to mandatory origination fees deducted by the lender. The institution will make reasonable efforts to apply for financial aid and loans based on the student's financial profile and dependency status at the time of application. However, the institution does not guarantee approval, disbursement, or sufficiency of such aid. The student remains solely responsible for the full payment of tuition and fees, regardless of financial aid eligibility or award status. All outstanding balances must be paid in full prior to the commencement of the externship.

Student Financial Responsibility and Acknowledgment

I, the undersigned student, acknowledge and agree to the following:

1. **Payment Schedule:** I understand that all charges for the applicable payment period are due in advance. I request permission to pay my tuition according to the schedule outlined in this EOL, which will assist me in budgeting and managing my educational expenses.
2. **Financial Aid Determination:** I understand that only authorized governmental agencies and lenders can determine the exact amount of financial aid for which I may be eligible. No representative of the institution has guaranteed that I will receive the amounts indicated in any financial aid package.
3. **Estimated Balance:** I understand that the net balance due is an approximation and may change based on the actual amount of financial aid received or earned.

4. **Tuition Obligation:** Regardless of financial aid status, I am responsible for paying the full tuition and fees by the assigned due dates. If I do not qualify for or receive the types and amounts of financial aid listed, I remain liable for the entire tuition amount.
5. **Withdrawal or Dismissal:** If I withdraw, discontinue, or am dismissed from the program, this payment schedule becomes void. My account will be adjusted according to the tuition refund policy outlined in my Student Enrollment Contract, and any remaining balance will be due immediately in full.
6. **Loan and Gift Aid Terms:** I understand that any aid designated as a **LOAN** must be repaid according to the terms of my Master Promissory Note. Aid designated as a **GRANT** or **SCHOLARSHIP** is considered gift aid and does not require repayment.
7. **Loan Cancellation Rights:** I understand that I have the right to cancel all or part of my loans within 14 days of being notified of a disbursement. I agree to contact the Financial Aid Office for assistance with this process.
8. **Loan Adjustment Requests:** If I choose to accept less than my full loan eligibility, I may request an increase in my loan amount at any time prior to the end of the loan period.

SCHOOL RESERVES THE RIGHT TO CHANGE STARTING DATES OR ALTER HOURS AND OR DAYS OF ATTENDANCE OR CANCELS THE SCHEDULED PROGRAM:

All course schedules are subject to changes in starting dates or **alter hours and or days of attendance without any change to tuition cost. The school also reserves the right to** decide not to offer a scheduled program when there are not sufficient enrollments. In such cases, all money will be refunded. Any monies paid to HTI more than the sum due to HTI by a student who cancels, withdraws, or discontinues training, will be refunded within forty-five (45) calendar days of date of determination. Change of start date requests by students must be in writing. Application and Registration fees may only be carried over for the next class start only. After that start date, application and registration fees are required again.

Notice for Credit Hour Offering:

As of November 9, 2015, Healthcare Training Institute adopted a clock hour format for Medical Assistant Technician, Patient Care Technician, Medical Billing and Coding Specialist, Diagnostic Medical Sonography, and the Medical Billing Specialist programs.

As of May 18, 2016, Diagnostic Medical Ultrasound Technologist is offered in Semester Credit Hours.

As of effective May 20, 2019, Medical Assistant Technician, Patient Care Technician, Medical Billing and Coding Specialist, will be offered with 180 Hours of Externship.

As of June 16, 2017, Diagnostic Medical Ultrasound Technologist changed to Diagnostic Medical Sonography.

Leave Of Absence Policy (LOA) for PCT, MAT, MBCS, and DAT Programs

A student will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. A written request for a leave of absence must be submitted to the Registrar or Director of Education.
2. The request must have the date that the student will begin the leave of absence, and the expected date of return to class. No LOA may exceed 180(one hundred eighty) days within any 12-month period or one academic year or (February 2026 – February 2027). This will extend the completion and graduation date.
3. The Twelve months period referenced in these provisions starts on the first day of the first leave.
4. Leaves of absence will be honored within any consecutive twelve-month period or one academic year or (February 2026 – February 2027). Should leave extend beyond the mandatory twelve-month period; the student may be permitted to re-enter under a new contract. If the student is unable to re-enter within the stipulated twelve-month period and fails to contact the school, their contract will be terminated, Students who are terminated by the school remain fully responsible for any remaining balances after any applicable refund and/or return calculations have been finalized.
5. Re-entry to class is dependent on the program's schedule. If a student returns to class after an LOA, they may need to repeat certain parts or sections of the program that were interrupted by their absence. As a result, this may extend the official anticipated graduation date. Therefore, the original expected graduation date will be updated to a new anticipated graduation date that accounts for the length of the interrupted LOA. A student who returns from LOA must sign a Student Enrollment Contract Addendum that reflects the new anticipated graduation date while maintaining the original tuition fee.
6. Student must be in good academic standing and up to date with his/her payments with School at the time of taking LOA.
7. If the student does not return on stated date of end of LOA or does not contact the school on or before the return date on LOA, the student will be considered either dismissed or withdrawn as of student's last day of attendance, and any refund will be calculated from that date. The determination date of the withdrawal date is the end date of the LOA or the date the student notifies school that he/she will not be returning, whichever is earlier. This policy may affect any grace periods relative to federal student loan repayments. If a student does not return to active class attendance, the student considered withdrawn, and the grace period begins on the student's last day of attendance before the approved Leave of Absence. If a student who withdrew due to a Leave of Absence (LOA) wishes to return to their original program, within 180 days of Last Day of Attendance, must sign a Student Enrollment Contract Addendum with updated Anticipated Graduation Date. A student wishing to return after 180 days from LDA, a New Enrollment Agreement is initiated with new Start Date/Graduation Date and the current updated tuition fee, provided that the school still offers the original program.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their education goals. It is the student 's responsibility to make payment in full or make payment arrangements for the outstanding balance of tuition owed to the school at time of leave. A payment plan can be made to suit the students' situation so that the financial burden is not too much upon return to school. Because tuition costs and syllabi may change with each new term, it will be necessary to meet with the administration before returning to class. It is noted that a student may be granted more than one LOA if unforeseen circumstances arise such as:

- ◆ Documented medical emergencies affecting the student or a member of the student's immediate family or extreme financial hardship for student or family or private personal issues.
- ◆ Military service requirements or jury duty.
- ◆ These conditions are provided that the LOA does not exceed 180 days within a 12-month period or one academic year or (February 2026 – February 2027).
- ◆ Preparation for Externship Site: A student may be granted Leave of Absence (LOA) due to circumstances beyond their control. These may include pending completion of a physical examination, clearance of a criminal background check, or awaiting acceptance by an externship site.

Note: ACKNOWLEDGEMENT OF RETURNING TO CLASS AFTER BEING ON LOA OR WITHDRAWN:

I acknowledge that I am no longer on the original program track and may experience delays in progression. I understand that I may need to wait for the appropriate course section to resume or temporarily pause interruption in my studies sequences to next sequence to complete my program, provided I remain within the program's designated pacing and maximum completion timeframe.

Leave Of Absence Policy (LOA) for DMS Program only:

- 1- A written request for a leave of absence must be submitted to the Registrar or Director of Education.
- 2- Student must be in good academic standing and up to date with his/her payments with School at the time of taking LOA.
- 3- As a DMS student, you are expected to start and end with the same cohort within an allotted time. In an instance where a DMS student is absent for an extended period that may hinder the student from graduating with their cohort, the student will be required to withdraw from the program and apply for re-entry with another cohort.
- 4- A thirty-day leave of absence may be granted due to pregnancy or illness and will be determined on a case-to-case basis.
- 5- If the student does not return on stated date of end of LOA or does not contact the school on or before the return date on LOA, the student will be considered either dismissed or withdrawn as of student's last day of attendance, and any refund will be calculated from that date. The determination date of the withdrawal date is the end date of the LOA or the date the student notifies school that he/she will not be returning, whichever is earlier. This policy may affect any grace periods relative to federal student loan repayments. If a student does not return to active class attendance, the student considered

withdrawn, and the grace period begins on the student's last day of attendance before the approved Leave of Absence. If a student who withdrew due to a Leave of Absence (LOA) wishes to return to their original program, within 180 days of Last Day of Attendance, must sign a Student Enrollment Contract Addendum with updated Anticipated Graduation Date. A student wishing to return after 180 days from LDA, a New Enrollment Agreement is initiated with new Start Date/Graduation Date and the current updated tuition fee, provided that the school still offers the original program.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their education goals. It is the student's responsibility to make payment in full or make payment arrangements for the outstanding balance of tuition owed to the school at time of leave. A payment plan can be made to suit the student's situation so that the financial burden is not too much upon return to school. Because tuition costs and syllabi may change with each new term, it will be necessary to meet with the administration before returning to class.

Note: ACKNOWLEDGEMENT OF RETURNING TO CLASS AFTER BEING ON LOA OR WITHDRAWN:

I acknowledge that I am no longer on the original program track and may experience delays in progression. I understand that I may need to wait for the appropriate course section to resume or temporarily pause interruption in my studies sequences to next sequence to complete my program, provided I remain within the program's designated pacing and maximum completion timeframe.

Note: Leave Of Absence Policy (LOA) is not applicable to Certified Nurse Aide program due to its short duration.

Code of Conduct (for Residential and Hybrid students):

The following list identifies unacceptable conduct that will not be tolerated at the school. A student who engages in such misconduct is subjected to up to one-week class suspension or termination from the program at the sole discretion of the school. Please note that maintaining a respectful and peaceful environment is crucial for the well-being of the school community. Furthermore, maintaining honesty and integrity in all interactions with the institution is crucial to ensure a fair and trustworthy academic environment. Examples of misconduct include;

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and written communication and physical acts.
2. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
3. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery or alteration or use of institution documents of identification with intent to defraud.
4. **Representation Dishonesty** involves providing false information to the institution through various deceptive means. This includes:
 - a) **Forgery:** Creating fake documents or altering existing ones.
 - b) **Misuse of Documents or Records:** Tampering with official documents or records.
 - c) **Falsifying Statements:** Providing false information in written or oral form.
 - d) **Submission of False Identification:** Using fake identification to deceive the institution.

5. **Mental or Bodily Harm to Self** refers to actions that cause or have the potential to cause harm to one. This includes:
- Intentional Infliction of Mental Harm:** Deliberate actions that cause psychological distress or suffering.
 - Intentional Infliction of Bodily Harm:** Deliberate actions that cause physical injury or pain to oneself.
6. **Mental or Bodily Harm to Others** refers to any conduct that causes or has the potential to cause harm to another individual. This includes:
- Intentional Harm:** Behavior that deliberately inflicts mental or bodily harm on another person.
 - Attempted Harm:** Behavior that attempts to inflict mental or bodily harm on another person.
 - Threats of Harm:** Causing another individual to believe that the offender may cause mental or bodily harm to them.
 - Sexual Misconduct:** Any inappropriate behavior of a sexual nature.
 - Demeaning or Degrading Acts:** Actions that demean or degrade another individual.
 - Coercion:** Forcing an individual to inflict mental or bodily harm on another person.
7. Intentional disruption or obstruction of teaching research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
8. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
9. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
10. Failure to comply with directions of institutional officials acting in the performance of their duties.
11. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.
12. Attending school under the influence of alcohol or illegal drugs.
13. Insubordination or other disrespectful conduct.
14. **Disruption/Obstruction**—Obstructing or interfering with instruction within a physical or virtual classroom. This includes but is not limited to unprofessional communications, disruptive confrontation, harassing or intimidating behavior towards instructors or classmates, and inappropriate language or comments.
15. Discrimination involves treating individuals unequally based on aspects such as their race, color, gender, age, religion, national origin, marital status, sexual orientation, ancestry, political beliefs, ethnicity, abilities, socioeconomic background, or veteran status.
16. Stalking is a serious issue that involves behaviors directed at a specific person, causing them to experience fear. It can manifest in various forms, including:
- Non-consensual Communication:** This includes in-person communication, phone calls, voice messages, text messages, emails, instant messages, and social media interactions.
 - Surveillance:** Monitoring someone's activities without their consent.

- c) **Sharing or Posting Information:** Uploading pictures, personal information, or other content about the individual online.
 - d) **Unwanted Gifts:** Sending letters, gifts, or other items that are not welcomed.
 - e) **Other Undesired Communication:** Any form of contact that induces fear in the targeted person.
17. Conduct encompasses behaviors that disrupt the peace and order of the college environment. Here's a summary:
- a) **Disorderly, Lewd, or Indecent Conduct:** Actions that is inappropriate or offensive.
 - b) **Breach of Peace:** Disruptions that disturb the tranquility of the school premises or events.
 - c) **Aiding or Abetting Breaches of Peace: Helping others to cause disruptions.**
18. Disorderly Conduct includes, but is not limited to:
- a) **Unauthorized Recording:** Making audio or video recordings of any person on school premises without their prior knowledge or effective consent, especially if the recording is likely to cause injury or distress.

In addition, to above code of conduct I will obey all the following rules regarding **HTI Hybrid Program Conduct Code**

1. I understand that the Distance Education courses require great discipline and proactive participation in order to successfully complete the course.
2. I understand that technical difficulties will not be allowed as an excuse for incomplete assignment or course.
3. I will complete my own assignment and not plagiarize when submitting written answers or assignments.
4. I will use proper citation and references when copying content from other resources such as websites or books.
5. I will NOT share my username and password information to the Learning Management System.
6. I will log-in to Canvas on a weekly basis to review and complete weekly assignments on time.
7. I understand that HTI may monitor my activities online which can include audio and video monitoring for specific assignments.
8. If I am found violating any of this Hybrid Program Conduct Code, I will fail the course and may be terminated from the HTI immediately.
9. Students must comply with all Standards of Conduct and Academic Honesty as described in the School Catalog.

Conditions for Dismissal

A student may be dismissed from HTI for any of the following reasons:

1. Failure to meet his/her financial responsibility to HTI in a timely manner.
2. Failure to adhere to HTI's rules, regulations, policies and code of conduct.
3. Failure to attend 90% of scheduled hours of PCT, MA, & MBSP program, where C.N.A and DMS require 100% attendance.
4. Failure to maintain the minimum GPA of 2.0 (70%) in PCT, MA, & MBSP program, where minimum GPA for C.N.A is 75%. GPA for DMS is 80% mid-way of each course and at the end of each course.
5. Failure to achieve passing grades prior to the end of a Financial Aid Warning or probationary period.

6. Providing false information to a school representative in connection with enrollment and/or attendance at HTI.
7. Intentionally damaging school property or equipment.
8. Fighting or inciting violence on school property/Excessive abuse of profanity
9. Receiving an unsatisfactory evaluation on weekly time sheets, from the clinical site.
10. Providing false information to the New Jersey Department of Health and Senior Services with respect to the Criminal Background Investigation will be grounds for immediate termination from the CNA program. However, the student will remain responsible for payment of tuition.
11. Failure to achieve passing satisfactory grade (evaluation) upon completion of the externship clinical rotation.
12. Dismissed by externship site for second time due to poor SAP, violation of code of conduct or clinical site code of conduct.
13. HTI Hybrid Program Conduct Code – Each Student will complete his/her own assignment and not plagiarize when submitting written answers or assignments. Students will NOT share their username and password information to the Learning Management System. If a student is found violating any of this Hybrid Program Conduct Code, he/she may be terminated from the course immediately and fail the course.
- 14. Repeated failure to obey the above-mentioned code of conduct.**
15. Dismissed due to “Third Offence” under the plagiarism policy.
16. If a DMS student fails a course, he/she may repeat it. If student fails a second time on the same course, he/she will be dismissed from the DMS program.
17. Not return from Leave of Absent on scheduled Return date.

NOTE: Any student who is terminated by HTI is obligated for tuition and fees in accordance with the refund policy as of the last day of attendance.

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:

Plagiarism Policy:

School emphasizes the importance of academic honesty and integrity. The student to academic integrity is summarized in the following commitments.

- Upholding honesty, moral integrity, trust, and respect.
- Academic work must reflect genuine effort and originality.

Plagiarism undermines the very basic principles of academic integrity and are subject to serious consequences. It's essential to uphold honesty and responsibility in all academic endeavors. The school has zero tolerance toward Plagiarisms.

Forms of Academic Dishonesty:

- a) **Plagiarism:** Deliberate or unintentional (Presenting someone else's work or ideas as your own without proper attribution or unpermitted collaboration; working with others without the instructor's approval, knowingly allowing others to cheat; Permitting another student to plagiarize or cheat from your work, using unauthorized advantages- Employing resources or methods not allowed by the instructor.
- b) **Self-Plagiarism:** Reusing one's previous work without proper citation.

- c) **Cheating:** Engaging in deceitful practices during exams or assignments or practical portfolio.
- d) **Distributing Exam Copies:** Sharing exam content.
- e) **Recording Exam Information:** Video/audio recording exam details.
- f) **Documenting Exam Questions:** Screenshots or documentation of exam questions/answers for sharing.
- g) **Passing off Others' Work:** Submitting someone else's work as one's own.
- h) **Aiding in Dishonesty:** Helping others commit any of these acts.
- i) **Compromising Student Identity:** Sharing login credentials to undermine identity integrity.
- j) **Furnishing False Information:** Providing incorrect or misleading information to college officials, faculty members, or offices.
- k) **Forgery or Alteration:** Tampering with any college document, record, or instrument of identification.

Consequences of Academic Dishonesty:

The consequences for academic dishonesty are quite serious and typically escalate with each infraction.

Here's a summary:

1. First Offense:

- a) Grade of zero for the exam or assignment where dishonesty occurred.
- b) Counseling by the course faculty member.

2. Second Offense:

- a) Grade of zero for the exam or assignment where dishonesty occurred.
- b) Escalation to the Program Director, Director of Education, or Administration Director.
- c) Counseling by the PD and DOE.
- d) Possible disciplinary actions, including potential dismissal from the program, at the discretion of the PD or DOE.

3. Third Offense:

- a) Dismissal or withdrawal from both the program and the school.
- b) All acts of academic dishonesty are recorded in the student's academic record.
- c) Students can appeal their dismissal/withdrawal following the grievance and appeals policy in the catalog.

Note: It's essential to maintain academic integrity to avoid these severe consequences.

Cheating or Attempting to Cheat Policy:

Cheating in an exam isn't limited to copying answers. It covers **any action that breaks the rules of the assessment or gives an unfair advantage**, whether intentional or not. Understanding the full range helps you avoid accidental trouble.

What is considered cheating in an exam

1. Using unauthorized materials

- a) Notes, textbooks, formula sheets, or "cheat sheets" when they aren't allowed
- b) Hidden notes on phones, calculators, water bottles, sleeves, etc.

2. Using electronic devices

- a) Phones, smartwatches, earbuds, calculators not approved by the instructor
- b) Accessing the internet, messaging apps, or stored files during the exam

3. Copying from another student

- a) Looking at someone else's paper
- b) Allowing someone to copy from you
- c) Sharing answers during the exam

4. Getting outside help

- a) Receiving answers from someone else during the exam
- b) Using AI, messaging, or online tools during a closed-book exam
- c) Having someone else take the exam for you

5. Sharing exam content

- a) Telling others what questions were on the exam
- b) Posting exam questions online
- c) Taking photos of the test

6. Impersonation

- a) Taking an exam for another student
- b) Having someone take it for you

7. Unauthorized collaboration

- a) Working with classmates on an exam that must be completed individually
- b) Discussing answers during a take-home exam if collaboration is not allowed

8. Accessing exam materials early

- a) Getting test questions before the exam without permission
- b) Hacking, guessing passwords, or finding hidden files

9. Altering graded work

- a) Changing answers after the exam and claiming the instructor misgraded it
- b) Submitting altered or forged documents

10. Violating specific instructor rules

- a) Every instructor or institution may have additional rules. Breaking those counts as cheating even if the action seems harmless.

- b) It only becomes a problem if you try to obtain restricted or confidential exam questions that the instructor is not allowed to share. If an instructor has a rule like "I cannot disclose exam content," then trying to get that information could be considered **attempting to cheat**.

COPYRIGHT POLICY:

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal

penalties, including imprisonment of up to five years and fines up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

Authentication Policy (Hybrid Programs)

1. ___ Students shall demonstrate honesty, integrity, and truthfulness in both words and actions.
2. ___ Being honest in the representation of all work as your own.
3. ___ Any other type of behavior will not be tolerated and may result in immediate termination from the program.
4. ___ Demonstrating integrity in quiz and exam testing.
5. ___ Being truthful in the completion of all clinical timesheets.
6. ___ Any other type of behavior will not be tolerated and may result in immediate termination from the program.
7. ___ Students should demonstrate professional language and behavior in both school and clinical externship sites and comply with the dress and safety codes of the site they are attending.
8. ___ Student should refraining from making derogatory comments about the following, but not limited to faculty, classmates, Healthcare Institute, clinical facilities, clinical supervisors, clinical equipment and the curriculum.
9. ___ All Final and Mid-term exams will be proctored and given at the school.

The authentication policy would be implemented if a student was found to have been dishonest in any of the above categories. During our live classes on zoom the students can be seen and heard so we can be pretty sure of their participation. Some of our quizzes are polling questions so the students we see on zoom are answering the questions. The study guides are completed with essay type answers and uploaded once completed, so it would be hard to plagiarize, but if a student did copy from another student the instructor would pick up on it. The finals and midterms are given at school, and they are proctored to prevent any wandering eyes. Competencies must be completed for all protocols and procedures in a supervised lab so it would be very hard to cheat. The same for externship, protocols and procedures must be completed witnessed by an assigned supervisor of the department.

Sexual Harassment Policy:

Healthcare Training Institute believes it should foster a safe and supportive academic environment that is free of sexual harassment. The definition of sexual harassment is any unwelcomed sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature that is sufficiently severe as to alter a student's educational performance or that creates an intimidating, hostile or offensive educational environment. Students concerned with acts of Sexual Harassment are encouraged to meet with the appropriate administration, Office Manager, Director of Education, or Administration Director.

Anti-Discrimination Statement: Healthcare Training Institute does not discriminate based on race, color, religion, nationality/ethnic origin, gender and/or sexual orientation in the implementation of all educational

policies, admissions, and loan programs. All students are granted equal rights and privileges as they pertain to the available training programs.

Safeguards Policy:

Drug Free Policy:

Healthcare Training Institute maintains an active zero tolerance policy regarding the use, sale, manufacture, possession or conveyance of illicit drugs, marijuana or substances and/or alcoholic beverages on school premises. Any person deemed to be in violation of school policy in this matter will be subject to disciplinary action up to and including dismissal. Additionally, all unlawful incidents will be reported to the appropriate law enforcement authorities for prosecution

If alcohol or marijuana, or drugs are suspected as the cause of impairment, the student may be escorted for an immediate drug screen at their own expense, following the program's policy. The instructor will document the incident and report it to the DOE and program director. A copy of the incident report will be placed in the student's file

Crime Report:

Prior to October 1 each year Healthcare Training Institute, in compliance with the "Clery Act," publishes and distributes an annual campus security report which is broken down by specified types of crimes and campus disciplinary referrals.

Additionally, the School, in a timely fashion, will convey to the campus community notice of those crimes considered to represent a threat to students and/or employees. Examples include such crimes as arson, aggravated assault, homicide, robbery and sex offenses. Please see the display of campus crime and security report survey posted in the main office and student lounge.

WEAPONS:

While on the school's grounds or at school-sponsored activities, students, staff, faculty, and employees are prohibited from introducing, exhibiting, possessing, using, storing, buying or selling weapons, firearms, destructive devices or explosives.

Clinical Emergency Policy:

Students enrolled in allied health programs are solely responsible for all medical expenses resulting from illness or accidents during class, lab activities, or externship assignments. These costs must be covered through personal health insurance or out-of-pocket payment, as the school does not assume liability. To meet program requirements and respond to potential health incidents, students must maintain active health insurance. HTI and its affiliated sites reserve the right to seek immediate medical assistance for its students if necessary.

ADA (Americans with Disabilities Act) Policy:

Healthcare Training Institute does not discriminate against any student or applicant based on race, color, political affiliation or religion belief, veteran status, marital status, national/ethnic origin, gender and transgender and/or sexual orientation or disability in the implementation of all educational policies, admissions, Career Placement Program and loan programs. All students are granted equal rights and privileges as they pertain to the available training programs. Healthcare Training Institute is committed to providing a safe, healthy and nondiscriminatory school climate that fosters respect for all students and employees. Healthcare Training Institute welcomes students with disabilities. In accordance with the ADA, HTI is committed to making reasonable, appropriate, and effective modifications in policies, practices and procedures for all qualified individuals. These modifications may include, but are not limited to, tutoring, delivery modifications and examination schedules.

Healthcare Training Institute considers accommodation is reasonable when undertaking it would not cause the school to provide an academic adjustment that would alter or waive essential academic requirements, or fundamentally alter the nature of a service, program or activity, or result in incurring undue financial or administrative burdens in considering the institution's resources.

Student requests for accommodation must be made in writing to the Director of Education or Program Director. The student must also provide supporting documentation to the school to establish what nature of the disability and to help the schools work interactively with the student to identify appropriate services and provide the student with reasonable accommodation. The Healthcare Training Institute determines what reasonable accommodation it can offer to the student.

All students must meet HTI's entrance requirements as well as the technical standards of their program's profession, and an interview with the Program Director.

For more information on requesting ADA accommodation please contact the Student Services Office or the Director of Education or Program Director.

As per the Americans with Disabilities Act (ADA), graduates must be able to perform certain specific skills in order to care for patients safely and perform all the procedures that would be required in the work force.

ARDMS ADA Policy:

The American Registry of Diagnostic Medical Sonographers provides reasonable testing accommodations in compliance with the Americans with Disabilities Act (ADA). Under the ADA, a disability is a physical or mental impairment that substantially limits one or more major life activities. Having a diagnosed impairment does not necessarily mean that an individual is disabled as defined by the ADA, and not all disabilities require test accommodations.

Test accommodations are adjustments or modifications of standard testing conditions designed to allow candidates with disabilities to take the examination without compromising its validity, providing an unfair advantage to disabled candidates, or imposing undue burdens on ARDMS.

If you are an Applicant seeking accommodation, you must submit, along with your completed application:

1. An original letter dated within the past five years and typed on official letterhead, from a qualified physician or health provider who specializes in disability. This letter must document the disability and its severity, describe the applicant's limitation due to the disability, and state exactly what accommodation is

recommended. The letter must contain an original signature and the physician's or health professional's credentials.

2. An original, current, detailed, comprehensive medical evaluation/ report of the diagnosed disability from the physician or health professional, dated within the past five years; and
3. A completed ARDMS Special Accommodations Questionnaire which must be submitted each time you apply for examination.

DRESS CODE POLICY AT SCHOOL LAB/EXTERNSHIP SITE:

Uniform: Must be the light blue scrub shirt and scrub pants with the school emblem purchased from the school. The scrubs must fit correctly and cannot be too tight or too loose. Any shirt worn under uniform shirt must be solid white. Undershirt must be tucked in. Pants must come to ankles and must not touch the floor. Pants must be worn at the waist covering underwear.

Shoes: SOLID WHITE athletic or clinic shoes. Shoes must be all leather or other fluid impermeable material.

Jewelry: Only one ring and one bracelet or watch may be worn on each hand / wrist. Necklace must be worn under uniform. Only one earring is allowed in each ear. Only stud earrings can be worn and must be no larger than 1" in diameter. No other jewelry is permitted including tongue, lip, eyebrow or nose, except for religious reasons.

Hairstyles: Hair may be worn if you like, but if it is longer than shoulder length, it MUST be tied back away from the face while working in the hospital or in patient care areas. If a hair band or barrettes must be worn, they should be simple in design. Hairstyles and color must be professional and not of extreme design, "unnatural" colors or extreme in contrasting.

Beards: Male students must be clean shaven, or beards / mustaches must be kept trimmed and sanitary.

Cosmetics: Use makeup in moderation. Use tones which denote professionalism in a hospital. Fingernails may not extend more than ¼ inch beyond the fingertip. NO ACRYLIC NAILS. No jewels or designs in nail polish are allowed. Students may wear clear or pale pink color nail polish. No perfume should be worn as patients may be allergic.

Eyewear: Dark glasses will not be worn indoors while on duty, unless wearing the glasses indoors has been prescribed.

Tattoos: Tattoos must be covered during clinical education.

Hats/Caps: Head coverings are not allowed unless worn for religious reasons. Head coverings must be of a solid color and without fringe.

Underclothes: Underwear should NOT be visible under the uniform.

Electronics: No electronic devices (cell phone, iPods.) use allowed during clinical hours.

Uniforms: Uniforms should be **CLEAN**, not wrinkled and in good condition (not torn). Uniforms should be properly fitted. Students must always wear ENTIRE uniforms. Proper uniform attire is to be worn in ALL AREAS of clinical externships.

GRADING SYSTEM

The competencies taught in the programs/courses offered at Healthcare Training Institute will be evaluated by both written examinations and practical application tests. The minimal accumulative grade acceptable for graduation is 70%. Students who achieve lower than 70%, but who have not failed the program/course may participate in private tutoring or independent study to increase their grade point average or standards of 'hands-on' training set by the Director. Grading is based on daily performance in class with question/answer periods, quizzes, tests, lab and assignments, projects, homework, outside work, clinical work and attendance.

GRADING SYSTEM for MAT, PCT, DAT, MBCS, Programs

Cumulative Grade Point Average (GPA)		
Letter Grade	Number Grade	GPA
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	76-79	2.5
C	70-75	2.0
D+	65-69	1.5
D	60-64	1.0
F	59 or below	0.0
ESC	70-79	2.0
ESB	80-89	3.0
ESA	90-100	4.0
EUS	Unsatisfactory	0.0
I	Incomplete	
W	Withdraw	
AU	Audit	
S	Satisfactory	
R	Repeat	

*Externship Grading

(ESC=satisfactory, ESB= satisfactory with good, ESA= satisfactory with Excellency.

Students must have an overall cumulative average of 70 %(C)Or with a cumulative Grade Point of Average of at least 2.00 to meet the graduation requirements. Unsatisfactory Grade (EUS) in externship rotation section is grounds for dismissal from the program, even though you may have a GPA of 2.0 or 70%. You cannot graduate from program with Unsatisfactory Grade (EUS); however, the school will make all the effort to help you. Grade point average is determined by dividing the total points earned in courses by the total number of credits attempted (GPA Hours). When a course is repeated, only the highest grade earned is counted in the computation of GPA.

GRADING POLICY PERCENT BREAKDOWN/ GPA CALCULATION FORMULA FOR MAT, PCT, MBCS, DAT PROGRAMS

Quizzes/Exams	25%
Assignments/Outside Work Preparation	10%
Final Written	35%
Final Practical	25%
Attendance	5%

Note: The Dental Radiology Course of DAT Program must be passed with 75% per Board Standards. Please see the Grading System Breakdown for Radiology Course.

GRADING SYSTEM DENTAL RADIOLOGY COURSE of DAT Program:

The competencies taught in the programs/courses offered at Healthcare Training Institute will be evaluated by both written examinations and practical application tests. The minimal cumulative grade acceptable for graduation is 75%. Students who achieve lower than 75%, but who have not failed the program/course may participate in private tutoring or independent study to increase their grade point average or standards of 'hands-on' training set by the Director. Grading is based on daily performance in class with question/answer periods, quizzes, tests, lab and assignments, competencies, projects, homework, clinical work and attendance.

GRADING POLICY/PERCENT BREAKDOWN/GPA CALCULATION FORMULA

Lab /Competencies	20%
Homework / Assignments/Outside Work Preparation/Class Participation	10%
Quizzes	20%
Final Written	25%
Final Practical	15%
Attendance/Professionalism	10%

Final grade must include all the components of grading breakdown (above)

NOTE: The New Jersey Board of Examiners Curriculum requires students to pass didactic and laboratory components with 75% or higher. Each Exam needs to be passed with 75% or higher.

Students will be allowed assistance prior to retaking any quiz not passed with 75%. Students cannot move on to new material until they achieve 75% or higher.

Clinical Competencies Test must be passed with 100% score is required by New Jersey Board of Examiners. Students will be graded at their clinical externship with a Pass/Fail. A dental radiography student must pass clinical, lab and the clinical component to successfully complete the program.

Attendance is 100% mandatory! Any time missed up in didactic, laboratory or clinical session(s) must be made up prior to completing that component of the curriculum. School does not charge students for makeup hours.

Cumulative Grade Point Average (GPA)		
Letter Grade	Number Grade	GPA
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	76-79	2.5
C	75	2.0
F	74 or below	0.0
ESC	75-79	2.0
ESB	80-89	3.0
ESA	90-100	4.0
EUS	Unsatisfactory	0.0
I	Incomplete	
W	Withdraw	
AU	Audit	
S	Satisfactory	
R	Repeat	

Note: The minimum passing grade for the Dental Radiology course is 75% as mandatory required by NEW JERSEY RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS (BOARD).

*Externship Grading Policy only applies to Dental Radiology Course in Clinical Education:
(ESC=satisfactory, ESB= satisfactory with good, ESA= satisfactory with Excellency.

Students must have an overall cumulative average of 75 %(C) Or with a cumulative Grade Point of Average of at least 2.00 to meet the graduation requirements. Unsatisfactory Grade (EUS) in externship rotation section is grounds for dismissal from the program, even though you may have a GPA of 2.0 or 75%. You cannot graduate from program with Unsatisfactory Grade (EUS); however, the school will make all the effort to help you. Grade point average is determined by dividing the total points earned in courses by the total number of credits attempted (GPA Hours). When a course is repeated, only the highest grade earned is counted in the computation of GPA.

NOTE: A student who does not complete a significant portion of the coursework is likely to fail even with a passing performance on the final writing portfolio; therefore, it is important to complete all assignments, quizzes, final practical and attendance.

GRADING SYSTEM for DMS program only

Cumulative Grade Point Average (GPA)		
Letter Grade	Number Grade	GPA
A	93-100	4.0
B	86-92	3.0
C	80-85	2.0
F	79.5 or below	1.5
ESC	80-85	2.0
ESB	86-92	3.0
ESA	93-100	4.0
EUS	79.5 or below	0.0
I	Incomplete	
W	Withdraw	
AU	Audit	
S	Satisfactory	
R	Repeat	

*For DMS, a course average of 80% or better is mandatory at the mid - way of each course and at the end of each course. **Final Exam must be taken on the scheduled date (no excuse is accepted).**

Note: Patient Care Integrated Clinical (DMS121) is Pass or Fail with no grade point value.

GRADING POLICY/PERCENT BREAKDOWN/ GPA CALCULATION FORMULA

Quizzes / Study Guides	20%
Assignments / Discussion Forum/Case Presentations/Lab Book	10%
*Practical	25%
**Final / Midterm Exams	45%

*If no practical is required, the 25% will be disbursed among other tests. Quizzes will be weighted at 25 % and the final at 65%. ** All final/ midterm exams will be given on campus as they will be proctored.

The numerical criteria for grading are as follows:

GPA 4.0 A = 93-100 GPA 3.0 B = 86- 92 GPA 2.0 C = 80-85 F= below 80

NOTE: A student who does not complete a significant portion of the coursework is likely to fail even with a passing performance on the final exams; therefore, it is important to complete all required course work, including assignments, lab work, portfolio, tests, quizzes, competencies, and attendance.

To successfully pass any DMS course, students are required to achieve a minimum score of 80% on all major assessments. This includes the following:

1. **Competency Test (Final Practical Exam)**
2. **Average of Mid Term Exam and Final Exam**
3. **Overall Course Grades**

Each of these assessments must be passed individually with a score of at least 80%. Failure to achieve the minimum required score on any one of these assessments will result in a failing grade for the course, regardless of the overall percentage breakdown calculation of other coursework, assignments, or participation.

GRADING SYSTEM for CNA program only

Cumulative Grade Point Average (GPA)		
Letter Grade	Number Grade	GPA
A	90-100	4.0
B	80-89	3.0
C	75-79	2.0
F	Below 75	1.5
I	Incomplete	
W	Withdraw	
AU	Audit	
S	Satisfactory	
R	Repeat	

Clock Hour Definition

The school defines a clock hour of instruction as 50 minutes with a 10-minute break.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (“SAP”) is a student’s successful completion of coursework towards a certificate. This policy has been developed in accordance with Federal financial aid statutes and regulations governing student eligibility. All students must make satisfactory academic progress as determined by Healthcare Training Institute.

All students are required to be in good standing and to maintain satisfactory academic progress toward their program requirements for each payment period in which they are enrolled. Satisfactory academic progress for all students as described below is evaluated at the end of each payment period. Failure to maintain satisfactory academic progress may result in loss of financial aid eligibility or dismissal from the program.

Minimum Standards for Maintaining SAP *

Healthcare Training Institute’s minimum requirements for SAP are as follows:

For PCT, MAT, DAT, and MBCS programs, the Minimum Cumulative Grade point average (GPA) is 2.0 or 70%

For DMS (GPA) is 2.0 or 80% and for CNA is 2.0 or 75%

Minimum completion rate: (67%)

Maximum timeframe to complete the program:

150 percent of the published length of the educational program, measured by clock hours attempted. Transfer clock hours are counted as clock hours attempted and clock hours completed. (In 900-hour program students must complete the program after attempting a maximum of 1350 clock hours).

Example

GPA and Successfully Completion percentage Rate Calculation

Course	Letter Grade		Numerical Grade
MAP 01	B	90	84
MAP 02	C	90	73
MAS 03	A	90	94
MER 04	F	90	58
		Total GPA	77

Average GPA = Total Numerical Grades ÷ Number of Courses = $309/4 = 77.27 = 77$

% Successfully completion rate = $\frac{\text{Total Hours Earned}}{\text{Total Hours Attempted}} \times 100 = \frac{270}{360} = 75\%$

Course	Credits Hours	Grade	Grade Points	Quality Points
Medical Terminology	2	A	4	8.0
Pathophysiology	5	B	3	15.0
Physics	8.5	C	2	17.0
Patient Care Techniques	4	F	0	0.0

Total Quality Points = 40

Total Credits Hours = 19.5

GPA = Total Quality Points divided by Total Credits Hours = 40/19.5 = 2.05

% Successfully completion rate = $\frac{\text{Total Credits Hours Earned}}{\text{Total Hours Attempted}} \times 100 = \frac{15.5}{19.5} = 79.487 = 79.5\%$

Students who have graduated from one program at Healthcare Training Institute and then enroll in a second eligible program or students who transfer from one program to another should contact the Financial Aid Office to determine their SAP status under their new program of study.

Academic progress for all students is tracked from the first date of enrollment at the school, whether financial aid was received or not.

After one Payment period of not meeting SAP, a student will be issued a warning. The student may continue to receive financial aid funds for the next payment period. At the end of the payment period of warning, if student achieves SAP, the student will continue the financial aid eligibility and will be removed from academic warning/financial aid warning. In case the student fails to meet SAP, the student will no longer be eligible for Federal financial aid. Students will be notified by letters sent to their permanent address on file or by email. The student may appeal determination through appeal process.

Attendance/Absence Policy:

For PCT, MAT, DAT, and MBCS as follows:

Graduation requirements stipulate that the student must be in attendance at least 90% of the instructional time. Students do not need to make up for excused or unexcused absences of up to 10% of the section of the course/program. However, if the attendance falls below 90%, the student must meet with instructor/administration to make the missed class work within a reasonable time frame. Unexcused absences, however, may lower the grade for that section. Unexcused absenteeism is below 90% for more than 20 percent of the total course time constitutes cause for dismissal. Excuse absenteeism below 90% must have supportive documentation such as illness, family emergencies, court, transportation issues, and any unavoidable circumstances and must be made up with reasonable time frame. In instances where a student is absent from a training session for more than ten days, a leave of absence must be requested in writing, and if approved, the LOA will be granted by the Administration. Students are encouraged to call HTI office if s/he expects to be absent or excessively tardy. If HTI does not hear from the student, HTI reserves the right to call the absent student at the telephone numbers given/email to HTI by the student. If a student has accumulated four (4) consecutive absences, the student must see the Administration Office prior to returning to class.

For Dental Radiology Course is part of DAT as follows:

Graduation requirements stipulate that the student must be in attendance at least 100% of the instructional time in Dental Radiology course. Any missed time must be made prior to the start of the externship. Absences

with excuses must have supportive documentation such as illness, family emergencies, court, transportation issues and any unavoidable circumstances and must be made up. In instances where a student is absent from a training session for more than ten days, a leave of absence must be requested in writing, and if approved, the LOA will be granted by the Administration. Please refer to DAT's LOA policy applicable on page # 20-21.

For DMS as follows:

Graduation requirements stipulate that the student must be in attendance at least 100% of the instructional time. Any missed time must be made prior to the start of the next course. Absences with excuses must have supportive documentation such as illness, family emergencies, court, transportation issues and any unavoidable circumstances and must be made up. In instances where a student is absent from a training session for more than ten days, a leave of absence must be requested in writing, and if approved, the LOA will be granted by the Administration. Please refer to applicable DMS and CNA's LOA policy on page # 21-22.

** As a DMS student, you are expected to start and end with the same cohort within an allotted time. In an instance where a DMS student is absent for an extended period that may hinder the student from graduating with their cohort, the student will be required to withdraw from the program and apply for re-entry with another cohort.

*A thirty-day leave of absence may be granted due to pregnancy or illness, and will be determined on a case-to-case basis

*100 % of course hours must be complete prior to the start of the next course

For CNA as follows:

Graduation requirements stipulate that the student must be in attendance at least 100% of the instructional time.

Class Cut Policy:

Each instructional day is 6.5 hours in length for morning classes, and 3.5 hours for evening classes and 6.0 hours in length on Saturday. Hours lost due to cutting class will be recorded as unexcused absences over 10% per section; therefore, the student is responsible for making up time lost, class work, and assignments. Time and lessons missed must be made up with his/her instructor before the end of section (grading period) in order to meet the minimal attendance and graduation requirements. Students will need to meet with the administration before returning to class.

Make-up Work:

For a student to meet his/her educational goals, he/she should receive instruction in all aspects of the program/section. If work is missed due to absence with excuse or a leave of absence, then the student will be offered: 1) private instruction, or 2) the opportunity to join another class when the missed lessons are being taught, * N/A to DMS 3) or given assignment(s) to complete on missed lesson(s). Private instruction that is scheduled within the normal instructional day is offered as part of the tuition package. If a student needs additional help, he/she may either place an instructor request for individualized tutorial assistance or just attend the HTI tutoring Sessions in their respective classrooms, which are held between 3:00 p.m. and 6:00 p.m. and on Saturday between 9:00 a.m. and 3:00 p.m. A student, who misses an exam for an absence with excuse, must contact the instructor/Registrar to arrange for a "make-up exam" date within two weeks of the examination. Should the student desire to wait until the lesson is offered in another class, he/she should be aware that this will impact on the program completion date. * N/A to DMS In any event, this must be

accomplished within the 150% formula. The instructor has the right to redesign the test if the test covers the same subject matter. If the student does not take advantage of this make up test policy, he or she will receive a grade of "0" for that test. If a student is habitually absent on test day without excused documented absence, he/she will receive a "0" for that test excluding final exam. If student misses an exam for unexcused reason, the maximum grade for taking the test will not exceed 90%. **All the missed work must be made up with his/her instructor before the end of grading period.**

Note: The instructor reserves the right to offer the make-up test at a different time if the instructor feels it is in the best interest of the student.

Re-Take Test:

A retake test is available to a student who has failed a regularly scheduled test. The maximum grade for a test should not exceed 90%, and the student can take only two (2) retake tests per section (module) of the program.

Treatment of W, I, AU, F, S, P, G Grades, No Grade Reported, Repeated Course Work, Remedial courses, and Transfer Credits

- Course withdrawals (W) after the drop/add period are not included in the GPA calculation but are considered a non-completion of attempted coursework.
- Incomplete (I) grades are not included in the GPA calculation but are considered a non-completion of attempted coursework until the grade is replaced with a permanent grade and academic progress can be re-evaluated.
- Audit (AU) grades are not considered attempted coursework and are not included in completion rate determinations.
- Failure (F) grades are treated as attempted credits that were not earned and will be included both in the calculation of the GPA and minimum completion rate.
- Satisfactory grades (S) and Passing grades (P) are treated as attempted credits, which are earned but not included in calculation of the GPA.
- If a Grade Pending (G) or no grade is assigned, for any reason, the credits will not be included in the GPA calculation and will be considered a non-completion of attempted coursework until a grade is assigned, and academic progress can be re-evaluated.
- Each repeated course attempt will be included in the completion rate and maximum time-frame determinations.
- Non-Credit Remedial Courses are not counted in credits attempted in calculating SAP.
- Transfer credits are counted as attempted and completed credits for the calculation of completion rate and maximum timeframe but will not affect the student's GPA calculation.

Tardiness:

Developing good work ethics is an important part of the training at Healthcare Training Institute. Students arriving late for class are interrupting the instructor and other students. The following system will be used for recording tardiness.

☐ 1 to 15 minutes late will be counted as 15 minutes late

☐ 16 to 30 minutes late will be counted as 30 minutes late

☐ 31 to 60 minutes late will be counted as 1 hour late

Since tardiness is recorded as a partial absence, it is the responsibility of the student to make up lost time and classroom instruction. Healthcare Training Institute encourages students to plan to arrive at the school at least 10 minutes before the start of class.

Incomplete Grades (Course Incompletion):

Incomplete grades are given if a student is unable to complete a program/course because of illness, other serious problems, or if student's progress warrants an extension of time to complete a subject's requirement. If the absence is excusable, the student will be given an incomplete (I). Results of the "make-up exam" will replace the incomplete (I) grade. If the absence is not excusable or if the student does not contact the instructor, an incomplete grade will not be awarded. Instructors must file an incomplete grade form with the Registrar's Office for documentation. Students are given four weeks to make up missed examinations. Work and examinations that are still incomplete, at the end of the four-weeks deadline, incomplete grade(I) will be assigned a grade of (F) and students will be required to repeat the failed course/section. It is the student's responsibility to contact his/her instructor about completing the course work, taking examinations or if necessary, extending the deadline by contacting the Administration. Expected Graduation Date will be affected if the student does not complete missed exams or assignments to reverse the incomplete grade within the given four weeks. If a student fails a course and needs to repeat it, their original expected graduation date will be changed to a new anticipated graduation date. The new date will account for the time required to retake the failed course. The student must sign Student Enrollment Agreement/Contract Addendum to acknowledge this delay in their anticipated graduation date.

Note: If a student retakes an entire section or course, they must complete the entire program within a time span that does not exceed 150% of the program's normal length.

Attention: After completion of a specific class section student can ask for a letter of completion for that course/section of the long-term program, while attending the Healthcare Training Institute in order to help in job search.

Course Withdrawal/ Course Failure:

A Student who fails the course or withdraws from course will have direct effect on his expected graduation date. A retake test is available to a student who has failed a regularly scheduled test. The maximum grade for a retake test should not exceed 90%, and the student can take only two (2) retake tests per section (module) of the program.

Satisfactory /Passing Grade:

For PCT, MAT, and MBCS as follows:

Students at the Healthcare Training Institute are required to make satisfactory progress toward the completion of their program. Academic progress standards apply to all students. The minimum passing grade of 70% or C (2.0) is required for successful completion of any program offered by the institution. However, each course has its own method of calculating various components which constitute the final grade. To maintain satisfactory academic progress, a student must achieve an overall passing grade, in compliance with attendance policies, and with school policies regarding professionalism. Each program/course has its own academic and "HANDS ON" standards which must be met.

At a minimum, students will be tested at the 25%, 50% and program completion intervals with a minimum of a 1.0, 1.5 and 2.0 Grade Average required at those testing points respectively.

Maximum completion time is measured at 150% times the length of each program, excluding an official leave of absence.

Note: The minimum passing grade of 75% or C (2.0) is required for Dental Radiology course which is part of the DAT program where the other courses(sections) in DAT program are required to achieve 70% or C(2.00) for successful completion of the DAT program offered by the institution.

For DMS as follows:

The minimum passing grade of 80% or C (2.0) is required for successful completion of the DMS program offered by the institution.

For C.N.A as follows:

The minimum passing grade of 75% or C (2.0) is required for successful completion of the CNA program offered by the institution.

Reentry Policy

Students that have been dismissed from the Institute and wish to enter must submit a written request to the Institute Director. Depending on the reason for dismissal, the student may be permitted to reapply to the Institute for readmission. In cases where the student was dismissed for unexcused absences or financial concerns it may be possible to reenter within the same school term. Conditionally, reentry may include academic probation or in cases where the student was dismissed due to failure to maintain the minimum grade point average (2.0), it may be possible for the student to obtain private tutoring and then reenter the program. In cases where the student was dismissed due to unacceptable conduct, the student will be required to meet with an appeal panel before reentering the Institute. A student who reenters within 180 days is treated as if s/he did not cease attendance and will retain her or his original eligibility within the same program. The decision of the appeal panel will be final, and the student will receive a letter from the School Director stating the decision of the appeal panel. Re-entry students will be awarded credits for previous training which must have been documented by grade and attendance records.

All withdrawn students must meet with administration before being considered for re-admission back into the original program. However, school cannot guarantee if the method of delivery (in-person, hybrid, or online) will be same as the student started originally. If more than 180 days have passed since your last day of attendance, you will be required to sign a new Student Enrollment Contract. This agreement will reflect any current updates to tuition, policies, rules, regulations, and—if applicable—new prerequisites. Note: Students seeking re-admission to the Diagnostic Medical Sonography (DMS) program must begin with the next available cohort, pending approval from the Program Director.

Note: **Reentry Policy does not apply DMS and CNA programs.**

Course/Section Repetition

A student must repeat any course/section within a program in which a final grade of “F” is earned to meet the graduation requirements. If a student fails a course and needs to repeat it, their original expected graduation date will be changed to a new anticipated graduation date. The new date will account for the time required to retake the failed course. The student must sign to acknowledge this delay in their anticipated graduation date.

Note: If a student retakes an entire section or course, they must complete the entire program within a time span that does not exceed 150% of the program's normal length.

STUDENTS' OP-OUT POLICY

HTI ensures voluntary and prudent use of students as patients for non-clinical scanning or practical lab procedures such as scanning each other, venipuncture procedure, physical examination and EKG practicing procedure on each other.

Students' grades and evaluations will not be affected by participation or non-participation.

ACADEMIC PROBATION, REPEATED COURSES, AND DISMISSAL FOR PCT, MAT, DAT, AND MBCS

PCT, MAT, DAT, and MBCS programs require a minimum of 70% or "C" or "(2.0)" grade point average. All sections of the academic as well as the clinical requirements of any program must be passed or satisfied to meet graduation requirements. A course that is failed must therefore be repeated. **There is a charge of repeating a class.** A student who fails a course is placed on academic probation. All sections and coursework must be passed and satisfied before the student can enter clinical rotation of program, if applicable. The period of academic probation ends when the section/course is successfully satisfied. If a student retakes an entire section/course, he or she is responsible for completing the entire program in a time span, not to exceed 150% of the normal length. Probationary students' progress will be measured according to the individual academic plan and they must also ultimately earn 70% (2.0) cumulative grade average.

All courses (sections) of DAT program are required to achieve 70% or C (2.00) for successful completion of the DAT program except Dental Radiology course offered by the institution. Students will be placed on probation if he/she fails to maintain the Minimum Cumulative Grade point average (GPA) in the program.

Dental Radiology Course requires a minimum of 75% or "C" or "(2.0)" grade point average. It must be passed or satisfied to meet graduation requirements. If student fails to achieve a satisfactory grade, must repeat DR Course. There is a \$1500 charge for repeating the Dental Radiology course. A student who fails the DR Course is placed on academic probation. All DR Course works must be passed and satisfied before the student can enter clinical rotation of DAT program, if applicable. The period of academic probation ends when the course is successfully satisfied. If a student retakes an entire course, he or she is responsible for completing the entire course in a time span, not to exceed 150% of the normal length. Probationary students' progress will be measured according to the individual education plan, and they must also ultimately earn 75% (2.0) cumulative grade average. If the student fails to achieve satisfactory progress report will be dismissed from the RD course and subsequently from the DAT program.

For DMS as follows:

DMS programs require a minimum of 80% or "C" or "(2.0)" grade point average. Student will be placed on probation if he/she fails to maintain the Minimum Cumulative Grade point average (GPA): 2.0 or 80%.

For CNA as follows:

Minimum cumulative grade point average (GPA): 2.0 or 75%. Student will be placed on probation if he/she fails to maintain the Minimum Cumulative Grade point average (GPA): 2.0 or 75%.

The student is placed on academic probation for one or more of the following 3 reasons:

1. Academic Probations for Below Average Grade

For PCT, MAT, DAT, and MBCS

Students who have fallen below the minimum grade point average for graduation will need to enter a probation period. The student will be able to take advantage of tutoring without additional tuition costs. The probation period will be two weeks (10 days). If the student still has not met the required grade of **70%** after two weeks of probationary period, the student will be terminated. Other than the tutoring services offered by the school, no remedial courses are offered.

For DMS as follows:

Grade evaluations are done mid-way through each course. Any concerns for probationary status will be presented; however, the program director has the right to address this concern prior to and after this time-period. If probation ensues, an action plan will be developed for the student. The student will be offered tutoring to help get their grade above 80%.

If the student does not successfully pass the course they will be dismissed and must apply to join another cohort.

If a student falls below 80% during the course they will be placed on academic probation. The student will be offered tutoring to help get their grade above 80%. If the student does not successfully pass the course they will have to withdraw and apply to join another cohort.

Note: The student must complete 100% of required hours for dental radiology course of DAT program as dictated by NEW JERSEY RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS (BOARD).

If the student fails to achieve satisfactory progress report will be dismissed from the RD course and subsequently from the DAT program.

2. Academic Probations for Attendance * N/A to DMS

Students must maintain at least 90% attendance. Students who exceed 10% absence will be placed on attendance warning. Students with 16% to 20% absence will be placed on probation. Students exceeding 20% absence will be dismissed from the program.

For DMS as follows:

*Students must complete 100% of course hours prior to the start of the next course.

3. Academic Probations for Tardiness

If a student is habitually late for class, she/he could be placed on academic probation. If further tardiness is observed after probation, the student is subject to dismissal.

Academic Warning/Financial Aid Warning

Students who do not meet SAP at the end of a payment period are placed on academic warning/financial aid warning for the next payment period but may continue to receive financial aid funds. At the end of the payment period of warning, if student achieves SAP, the student will continue the financial aid eligibility and will be removed from academic warning/financial aid warning. In case the student fails to meet SAP, the student will no longer be eligible for Federal financial aid. Students will be notified by letters sent to their permanent address on file or by email. The student may appeal determination through appeal process.

Academic Probation

1. Non-Financial aid students are placed on Academic Probation after not meeting SAP at the end of the academic warning term.
2. Financial aid students who do not meet SAP at the end of financial aid warning and are granted an appeal will be on Academic probation and continue Financial Aid Eligibility. At the end of academic probation, if a student achieves SAP, the student will continue the financial aid eligibility and will be removed from academic probation. In case the student fails to meet SAP, the student will be withdrawn from the program. Students will be notified by letters sent to their permanent address on file or by email.

Academic Withdrawal

A student, who does not achieve SAP at the end of an academic probation term, will be subject to withdraw from Healthcare Training Institute.

Academic Dismissal:

A student who readmits after the academic withdrawal and fails to meet the requirements of academic probation, will be dismissed from Healthcare Training Institute. Student is no longer eligible for reentry or readmission to Healthcare Training Institute.

Reinstatement of Aid Policy

Reinstatement of financial aid after a student loses eligibility for failing SAP may be reinstated in one of the following ways:

1. The student submits a written letter of appeal to the Administration, if the appeal is granted. The student is placed on Financial Aid Probation for the following semester and eligibility for aid is reinstated. At the end of that probationary semester the student's SAP status will be reevaluated. The students must meet all SAP requirements at the end of that semester, or they will lose eligibility for Federal financial aid.
2. The student who attends Healthcare Training Institute pays for tuition and fees without the help of financial aid and does well enough in the coursework to satisfy all the satisfactory academic progress standards.
3. Students who exceed the maximum timeframe (150% of the published program length) are no longer eligible for Title IV financial aid. However, a student may submit an appeal based on documented mitigating circumstances. If the appeal is approved, students may continue attendance as cash pay beyond Maximum Timeframe if allowed by Accreditor/State.

A student may appeal against the ineligibility of Federal Financial Aid by following the appeal procedures outlined below. No financial aid will be disbursed to the student unless the student has made an appeal and the appeal is granted, and Healthcare Training Institute determines that the student should be able to make SAP during the subsequent payment period. Alternately Healthcare Training Institute will develop an academic plan for the student, and the student may continue to receive financial aid for subsequent payment periods if the student meets the requirements of the academic plan.

Students who do not earn their certificate within the maximum timeframe to completion will no longer be eligible for Federal financial aid. No financial aid will be disbursed to the student during subsequent semesters/periods of enrollment unless the student has appealed and the appeal is granted.

Appeal Process:

The student who fails to meet Satisfactory Academic Progress (SAP) after a warning period may submit an appeal based on mitigating circumstances. The student submits a written appeal for loss of eligibility before the deadline to the Director of Education. The appeal must include documentation of the circumstances that led to failing to meet SAP standards and what has changed in the student's situation that will allow the student to make SAP by the next evaluation. Circumstances that may be considered include death of a family member, unexpected injury or illness of the student, or other circumstances beyond the student's control as supported with documentation.

Appeals must be submitted within 15 business days from the date of SAP dismissal notification

The student's appeal will go to the Financial Aid Appeals Committee, who will review the appeal and notify the students in writing of their decision after the Appeals Committee makes its determination. If the appeal is approved, the student will be placed on probation and must follow an academic plan. Appeals will not be granted unless the students' proposed enrollment in the upcoming semester would be adequate to reestablish their progress under these standards or the Director of Education develops an academic plan for the student. The student may receive financial aid for subsequent payment periods if the student meets the requirements of the academic plan. The student will be placed on Financial Aid Probation. The student placed on probation must:

- Meet specific academic conditions (e.g., GPA targets, attendance improvement).
- Successfully complete courses as outlined by Director of Education in the academic plan action.
- Return to full SAP compliance within a defined timeframe.
- Failure to meet the academic plan will result in immediate loss of financial aid eligibility.

All decisions of the Financial Aid Appeals Committee are final.

Graduation Requirements:

In order to graduate from the Healthcare Training Institute's programs, students must meet all academic, as well as "hands-on" and attendance requirements; complete and successfully pass all required course work in the length of time specified for the course/program (not to exceed 1.5 times the normal duration of the program), meet all standards of professionalism; and fulfill all financial obligations to the Healthcare Training Institute. Fulfillment of financial obligations must be completely satisfied before sitting for the final exam and before a student is assigned to a clinical site for training at any one of the Healthcare Training Institute's affiliate hospitals or medical establishments. Students attending clinical sites must submit/fax weekly Clinical timesheets to maintain attendance. Students must have an overall cumulative grade of **2.0** to satisfy the graduation requirements. Please refer to Grading Scale system on page # 32-35

Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.

DMS Graduation Requirements:

The CAAHEP Graduation requirements for Diagnostic Medical Sonography are as follows.

DMS students must prove they are educationally prepared, clinical competent and committed to enhance patient care by using independent, professional and ethical judgement, and critical thinking to safely perform diagnostic sonographic procedures.

CAAHEP requires successful completion goals defining the minimum expectations:

To prepare competent entry level sonographers in the cognitive(knowledge), psychomotor (skills), and effective(behavior) learning domains for the Extended Abdominal sonography and Obstetrics and Gynecology sonography concentrations.

The DMS students must pass the required Abdominal and OB/GYN clinical competences to successfully graduate the DMS program.

Students must have an overall cumulative grade of **2.0** to satisfy the graduation requirements. Please refer to Grading Scale system on page # 32-35

Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.

75.5 Semester Credit Hours are required to graduate from DMS program.

Clock Hours:

For all programs, the school defines a clock hour of instruction as 50 minutes with a 10-minute break.

Clock Hours for programs at the Healthcare Training Institute is measured in clock hours only. Clock Hours earned at the HTI are utilized for determining progress toward program completion only, and they are not generally transferable to another school, college, institution, or university.

Transfer of Clock Hours/Academic Credits Earned

Programs at Healthcare Training Institute are designed with the objective of preparing graduates for entry-level employment related to their field of interest/training. A student who desires to further his/her education at another educational institution after the completion of training at Healthcare Training Institute is advised that acceptance, comparability, appropriateness and applicability of transfer credit (if any) is at the discretion and evaluation of the subsequent institution. **It should not be assumed that clock hours/academic credits for any course or program offered by Healthcare Training Institute can be transferred to or accepted by another institution. Students are advised to meet with a representative of the prospective school(s) to gain an understanding of each institution's credit acceptance policies.**

Financial Aid Students

The school's Financial Aid Representative also evaluates credits for financial aid purposes only.

The formula utilized is: 30 hours of instruction equals one credit before July 01, 2011. For example, a 900-hour program, when divided by 30 hours, would be equivalent to 30 financial aid credits and 37.5 hours of instruction equals one credit after July 01, 2011. For example, a 900-hour program, when divided by 37.5 hours, would be equivalent to 24 financial aid credits. This is done solely to determine a student's eligibility for financial aid. Financial aid credits are not transferable to another school, college, institution, or university

WAIVER OF LIABILITY DURING THE HEALTHCARE TRAINING INSTITUTE PRACTICAL TRAINING PROGRAMS:

I acknowledge that HTI will not be held liable for any negligence or injury that I may have sustained due to an invasive or non-invasive procedure voluntarily performed in my program (Medical Billing and Coding Specialist,

Medical Assistant Technician, Patient Care Technician, Diagnostic Medical Sonography, Dental Assistant Technician, or Certified Nurse Aide). As a prospective student of HTI, I have been informed of HTI's hands-on practical training prior to class commencing. By signing the Student Enrollment Contract, I agree to waive any liability on the part of HTI.

Section (Module) System:

In rare cases class section (modules) and start dates may be delayed or rescheduled up to six weeks due to unforeseen circumstances. If this delay occurs, all students must stay on schedule with their original financial schedule with the understanding that the entire program must be completed within 1.5 times the normal duration of the program.

Exposure to Bloodborne Pathogens/Communicable Diseases:

Bloodborne pathogens are microorganisms carried by human blood and other body fluids. The two most common are hepatitis B virus (HBV), hepatitis C (HCV) and the human immunodeficiency virus (HIV).

HBV, HCV, HIV and other pathogens may be present in blood and other materials, such as:

- Body fluids containing visible blood.
- Semen and vaginal secretions.
- Torn or loose skin.

Bloodborne pathogens can cause infection by entering your body through:

- Open cut and nicks.
- Skin abrasions.
- Dermatitis.
- Acne.
- The mucous membranes of your mouth, eyes or nose.

Bloodborne diseases can also be transmitted indirectly. This happens when you touch a contaminated object or surface and then transfer the infection to your: Mouth • Eyes • Nose • Non-intact skin Sound unlikely? Not when you consider HBV can survive on surfaces dried and at room temperature for at least a week. Contaminated surfaces are a major factor in the spread of HBV.

Most approaches to infection control are based on the concept of Standard Precautions treating all blood and body fluids as if they were potentially infectious.

Reducing your risk of exposure to bloodborne pathogens means you need to do more than wear gloves. To protect yourself effectively use:

- Work practice controls: Hand washing and Personal Hygiene
- Personnel protective equipment: Gloves and Goggle
- Engineering controls
- Housekeeping
- Hepatitis B vaccine.

Alone, none of these five approached is 100-percent effective. They must be used together to protect you from HBV, HCV and HIV.

• Students who contract a communicable disease, or come in direct contact with blood borne pathogens, should notify the Program Director, immediately. If urgent care is required, the student should report to their desired department for emergency treatment and have someone notify the school faculty of their whereabouts.

- Any bill resulting from treatment received is the student's responsibility.
- Students who are at risk of infecting patients and/or colleges will be required to take sick time, until the contagious stage is complete.
- Students will be required to produce a doctor's note. It should state that they are able to return to school and be in contact with patients.
- All missed hours will have to be made up.

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS) CLINICAL EXTERNSHIP POLICY:

A. Below, please find Healthcare Training Institute's official policy with specific regard to the Diagnostic Medical Sonography (DMS) Program.

1. Available externship sites will be offered only to individuals who meet all of HTI's externship requirements.
 - a. Successful completion of all class assignments, tests, quizzes, etc.
 - b. Clearance is required by the Academic Instructor, Lab instructor and Program Director for any academic requirements and the Administration clear the students in all other aspects (i.e. Tuition should be paid in full).
2. All externship programming will be monitored by the DMS Program Director and Clinical Coordinator to ensure that the externship student is following the prescribed outline.
3. Any externship site that is proposed by the student, such as with an employer or acquaintance, must be directed to the Program Director, so that the necessary paperwork is completed, and to ensure that all proper protocol is followed by site clinical supervisory personnel.
4. Those students who successfully complete their didactic training and receive the approval of the DMS Program Director will be placed at a local hospital, imaging center or medical private practice. Toward this end the school provides comprehensive liability insurance.
5. Externship hours are arranged in accordance with the provisions of the externship policy as agreed by all parties including the student. Students participating in clinical externships must follow the externship guidelines and conditions provided in The DMS Student Handbook. Students must pass their clinical examination and provide all documentation including a completed clearance sheet, completed physical forms with lab reports, and a satisfactory criminal background investigation (if applicable) to the Clinical Coordinator. After providing the above-mentioned documents, the student must enter the externship site. If the student fails to provide the above-mentioned documents or fails to enter the designated externship site within the stated time period, the student may be dismissed from the program. **Only daytime externships are offered (Monday through Friday between 8:00 am to 5:00 pm).**
6. Students are not permitted to contact any of the HTI Affiliate Clinical Externship Sites without written permission from HTI Administration.
7. All students are supervised by their respective site clinical supervisory personnel. Students are not assigned as, and may not substitute for, site clinical personnel.
8. Students are solely responsible for providing the school with a weekly clinical hours' timesheet signed by one of the site's clinical supervisory personnel which documents the clinical hours completed for the week no later than Monday of the following week (forms are available at HTI).
9. Students must adhere to all site protocols and complete any and all tasks assigned by their clinical instructors. The student is never to reveal any confidential information regarding patients. The student's ability to complete the clinical externship at a clinical site is, and remains at, the sole discretion of the site's clinical supervisory personnel. The site's clinical supervisor may at any time, for any reason, request that the school

remove, or relocate, the student. Students that have been asked to leave the externship site by the clinical supervisor may have to wait until another clinical rotation becomes available to resume their clinical program.

10. Students who decline two sites will be dismissed from the program.
11. The clinical site radius from HTI may reach up to 75 miles, so therefore students must arrange transportation to reach to clinical rotation site on time. HTI is not responsible for any expenses associated with commuting to and from either externship clinical sites, or while at the site, examples being food, beverages, parking, etc.
12. Dismissed by externship site for second time due to poor SAP or Code of conducts or Code of Clinical Site.
13. Dismissed by school due to falsifying time sheet or cheating on time sheet.
14. Students must adhere to the clinical externship code of conduct. As student, you will be bound by all applicable rules and regulations of the clinical externship site. (i.e. Hospital, Imaging center, Mobile company, Doctor 'office). Students must be punctual, conduct themselves professionally, and comply with the dress and safety codes of the site they are attending.
15. Students are expected to demonstrate the utmost integrity and honesty while on clinical externship and represent the school appropriately. Students who provided inaccurate data to the school regarding clinical attendance or performance will be liable to dismissal from the school. Any students who lack the required clinical externship hours are solely responsible for completing those hours and must make arrangements with clinical site supervisory personnel to make-up the missed hours. The appropriate site supervisory personnel must attest to the student's completion of the required attendance. Failing this, the student will not be considered to have fulfilled the requirements for course completion.
16. Students will be expected to:
 - Move and manipulate various ultrasound equipment, including the transporting of mobile ultrasound machines weighing up to 500 pounds
 - Transport, move, lift and transfer patients who may be disabled from wheelchairs and stretchers onto and off the ultrasound table as the situation dictates.
 - Possess emotional and physical health sufficient to meet the demands of the position
 - Lift more than 50 pounds routinely
 - Bend and stoop routinely
 - Have full ability to use both hands, wrists and shoulders for prolonged scanning
 - Distinguish audible sounds
 - Work standing on their feet 80% of the time
 - Adequately view sonograms, including color distinctions
 - Communicate effectively with patients and other health care professionals
 - Organize and accurately perform the individual steps of a sonographic procedure in the proper sequence.
17. Externship is part of the course curriculum (DMS). It is a learning process which must be completed satisfactorily before graduation. **Unsatisfactorily completion of externship evaluation is ground for dismissal from Diagnostic Medical Sonography program regardless of the higher GPA in the rest of the**

sections. Students will not, and should not expect to be, paid or compensated for their externships work performance.

18. Students who are receiving financial aid and who have begun their externship and have accumulated 300 hours of the externship must meet with Financial Aid Personnel to release the next disbursement for his/her tuition. Should the student neglect to do so and subsequently complete his/her hours before s/he sees the Financial Aid Officer, then the student will be personally and fully responsible for, and obligated to pay, the third disbursement.
19. Since externship involves exposure to an actual practice, as well as observation and experience with available patients, HTI cannot guarantee any participant student will receive a proportionate distribution of clinical exams at one clinical site. The overall volume of exams/ procedures in which the students participate throughout their clinical will include a minimum of 30 % abdominal procedures and a minimum of 30 % OB/GYN procedures. The remaining 40% can be a mix of abdomen, small parts, OB/GYN, MSK, vascular, pediatrics or ultrasound guided procedures. If the student is not getting enough exposure to any one specialty category, they will be placed in an additional facility.
20. Some clinical affiliates require a criminal background investigation for students who wish to perform their externship at that facility. In such situations, the student is required to have passed his/her criminal background investigation before they can be accepted into that particular site for externship. Any expenses arising from the criminal background investigation will be solely the student's responsibility.
21. Any student who fails to provide time sheets to the Registrar or Financial Aid Office for the last disbursement will be responsible for the remainder of the final payment.
22. Once the student has satisfied all requirements for externship, HTI shall submit to the affiliate site for its approval a schedule of student assignments at least thirty (30) days prior to the commencement of said assignments. Planning schedules will be accomplished in consultation with personnel. During this waiting period, students will be able to afford the opportunity to maintain and update their skills.
23. The school's winter and summer breaks do not apply to externship students
24. Clinical Coordinator will choose clinical site for each student who meets the externship requirements from the list provided below. Site availability also poses the potential for a student to be assigned to more than one site. It is to be clearly understood that the list is provided solely for the purpose of clinical externship assignment. Any potential outcomes of the externship, such as employment, are beyond the scope and control of Healthcare Training Institute.
25. Return or reinstated students must validate their clinical skills with program director or clinical coordinator before assigning them to the externship site. If necessary to achieve the program outcomes, some section(s) must be repeated per program director or clinical coordinator recommendation.
26. It's crucial for students to adhere to guidelines that protect patient privacy and confidentiality. The prohibition on using personal electronic devices for capturing patient information, such as photographs,

video or voice recordings, a medical record or other protected health information, helps maintain trust and ensures compliance with privacy regulations.

27. Student's signature on Student Enrollment Contract binds the student to agree to exclude him/his from the affiliation site when the student is unacceptable to affiliation site for reasons of health, inappropriate behavior, or other reasonable causes. The school or affiliation site reserves the right, in its sole discretion, to remove, at any time, any student whose acts or omissions are unsatisfactory for (1) non-adherence to the following: (i) dress code, (ii) behavior standards; (iii) administrative and medical policies; or (2) cannot provide safe care due to physical or mental illness; or (3) violates a law, rule, regulation, policy or procedure or that jeopardizes the well-being of the affiliation site's patients, employees or visitors; or (4) disrupts the business or operations of affiliation site; or (5) fails to comply with the direction of affiliation site's staff; then the student will immediately cease the clinical experience at affiliation site, and School will notify student's liaison of such discipline or removal.

DMS CLINICAL EXTERNSHIP AFFILIATIONS:

Advanced Perinatal Associates 224 Taylor Mills Rd Manalapan, NJ 07726	AHS- Centrastate Healthcare System 901 West Main St. Freehold, NJ 07728 732 294 2955	AHS- Hackettstown Medical Center 651 Willow Grove St Hackettstown, NJ.07840
AHS- Newton Medical Center 175 High St. Newton N.J. 07860 973-579-8720	Alecia Giovinazzo OBGYN 1498 Clove Rd Staten Island, NY 10301	Atrium Diagnostic Imaging 224 Taylor Mills Rd Manalapan, NJ 07726
Axia Women's Health 227 Laurel Rd Vorhees, NJ 08043	Cape Regional Medical Center 2 Stone Harbor Blvd. Cape May Court House N.J.08210 609-463-2273	Carestation Medical Group 456 Prospect Ave, West Orange, NJ 07052
Garden OB GYN 7 West 51 st Street New York, NY 10019	Hackensack Meridian Health 30 Prospect Ave Hackensack, NJ 07601	HMH- Bayshore Medical Center 727 N Beers Street Holmdel NJ 07733 732-739-5900
HMH Palisades Medical Center 7600 River Rd North Bergen, NJ 07047	HMH Raritan Bay Medical Center, Perth Amboy One Hospital Plaza, Old Bridge, NJ 08857 732 360 1000 Ext 3074	HMH Raritan Bay Medical Center, Old Bridge One Hospital Plaza, Old Bridge, NJ 08857 732 360 1000 Ext 3074
Jersey Diagnostic Imaging 929 Wood Ave	Lifeline Medical Associates 100 Campus Drive	NJ Perinatal Associates 94 Old Short Hills Rd

Linden, NJ 07036	Florham Park, NJ	Livingston, NJ 07039
Perinatal Institute Of NJ 2201 Park Ave South Plainfield, NJ 07080	Richmond University Medical Center 355 Bard Ave Staten Island N.Y.10310	RWJ, Hamilton One Hamilton Health Place Hamilton, NJ 609 584 6609
RWJ- Jersey City Medical Center- General 355 Grand Street Jersey City, N.J. 201-915-2000	RWJ- Jersey City Medical Center- MFM 355 Grand Street Jersey City, N.J. 201-915-2000	RWJ- Newark Beth Israel 201 Lyons Ave. Newark, NJ 07112 973 926 8176
RWJ- Trinitas Regional Medical Center 225 Williamson Street Elizabeth New Jersey 07202 908-994-5000	RWJMS/Rutgers Division of OB/GYN 125 Patterson St. New Brunswick, NJ 08901 732 235 7511	St Joseph's Regional Medical Center (General) 703 Main Street Paterson N.J. 07503 973 754 2737
St Joseph's Regional Medical Center (OB) 703 Main Street Paterson N.J. 07503 973 754 2737	St Joseph's Regional Medical Center- Wayne 224 Hamburg TPKE Wayne, NJ	St. Peter's University Hospital- General 254 Easton Ave New Brunswick, NJ
St. Peter's University Hospital-MFM 254 Easton Ave New Brunswick, NJ	Summit Health 140 Park Ave Florham Park NJ 07932 973-404-9780	Summit Health 75 E Northfield Road. Livingston NJ 07039 973-436-1500
Summit Health 695 Bloomfield Ave Montclair NJ 07042 973-744-6939 The Brooklyn Hospital Center- General 121 Dekalb Ave Brooklyn N.Y.11201 718-250-8000	Summit Health 375 Mount Pleasant Ave West Orange NJ 07052 The Brooklyn Hospital Center- MFM 121 Dekalb Ave Brooklyn N.Y.11201 718-250-8000	Women's Healthcare Imaging 1896 Morris Ave Union NJ 07083 908-964-0004 The Brooklyn Hospital Center- Vascular 121 Dekalb Ave Brooklyn N.Y.11201 718-250-8000

CLINICAL EXTERNSHIP POLICY FOR MAT, PCT, DAT, AND MBCS PROGRAMS:

Below, please find Healthcare Training Institute's official policy with specific regards to the Medical Assistant Technician (MAT), Medical Billing and Coding Specialist (MBCS), and Patient Care Technician (PCT) programs.

Available externship sites will be offered only to individuals who meet all of HTI's externship requirements.

1. The student must pass the skills test within one (1) week after completion of the didactic portion of the program. In addition to passing the skills test, he/she will complete the externship prerequisite requirements, such as complete physical examination documentation, a completed clearance sheet, etc.) If the student fails the skills test within one (1) week timeframe, the student will be summarily dismissed from the program.
2. Students must successfully demonstrate that they have mastered the skills required to check vital signs, perform phlebotomy/EKG procedures, urinalysis and injection simulation as well as billing procedures.
3. Externship hours are arranged according to the school's clinical externship policy. Students participating in clinical externships must follow the externship guidelines and conditions provided by the school. Students must provide all paperwork such as a completed clearance sheet, completed physical forms (with associated lab work) signed Externship Agreement with the school which includes a detailed list of rules and procedures, terms and conditions. Also, a satisfactory criminal background investigation (if applicable) to the Placement Director no later than 30 days after providing the above-mentioned documents, student must enter the designated externship site within 30 days. If the student fails to provide the above-mentioned documents or does not enter the designated externship site, then the student will be dismissed from the program. **Only daytime externships are offered (Monday through Friday, between 8:00am to 5:00pm).**
4. Externship is part of the course curriculum (MAT, MBCS and PCT) and is a learning process which must be completed satisfactorily prior to graduation. Unsatisfactorily completion is grounds for dismissal from MA, MBCS and PCT program regardless of the higher GPA in rest of the sections. **Unsatisfactorily completion of externship evaluation is grounds for dismissal from MAT/PCT/MBCS program regardless of the higher GPA in the rest of the sections. Students will not, and should not expect, to be paid or compensated for their externships work performance.**
5. Students are expected to demonstrate the utmost integrity and honesty while on clinical externship and represent the school appropriately. A student who provides inaccurate data to the school regarding clinical attendance or performance will be subject to dismissal from the school.
6. Students who decline two sites will be dismissed from the program.
7. The clinical site radius from HTI may reach up to 75 miles, so therefore students must arrange transportation to reach to clinical rotation site on time. HTI is not responsible for any expenses associated with commuting to and from either externship clinical sites, or while at the site, examples being food, beverages, parking, etc.
8. Dismissed by externship site for second time due to poor SAP, Code of conducts or Code for Clinical Site.
9. Dismissed by school due to falsifying time sheet or cheating on time sheet.

10. HTI will not be responsible for any expenses associated with commuting to externship clinical sites, nor any ancillary expenses such as parking.
11. Students must adhere to the clinical externship code of conduct. Students must be punctual, conduct themselves professionally and comply with the dress and safety codes of the site they are attending.
12. Students must adhere to site protocols and complete any and all assignments assigned by clinical instructors. The student is never to reveal any confidential information regarding patients. The student's ability to complete his or her clinical externship at a clinical site is at the sole discretion of the clinical site supervisor. The clinical site supervisor may at any time, for any reason, request that the school remove the student. Students that have been asked to leave the externship site by the clinical supervisor may have to wait until another clinical rotation becomes available to undertake their clinical program.
13. The student is solely responsible for providing the school with a weekly clinical hour's timesheet signed by the clinical site supervisor which documents the clinical hours completed for the week no later than Monday of the following week (forms are available at HTI).
14. Since externship is an exposure to an actual medical practice, complete with observation and experience with available patients, HTI cannot guarantee the participant student a proportionate distribution of clinical externship hours regarding different sections at the clinical site.
15. Some clinical affiliated sites require a satisfactory criminal background investigation for any student who wishes to perform his/her externship at that institution. In such situations the student will be required to satisfactorily complete the criminal background investigation prior to being accepted into that affiliation for externship rotation. Any expenses arising with respect to the criminal background investigation are solely the student's responsibility.
16. Any student who fails to provide timesheets to the Registrar or Financial Aid Officer for the last disbursement will be solely responsible for the remainder of the final payment.
17. Students are expected to demonstrate the utmost integrity and honesty while on clinical externship and represent the school appropriately. Students who provide inaccurate data to the school regarding clinical attendance or performance will be liable to dismissal from the school.
18. Once the student has satisfied all requirements for externship, HTI shall submit to the affiliate site for its approval a schedule of student assignments at least four to eight weeks prior to the commencement of said assignments. Planning schedules will be accomplished in consultation with personnel. During this period, students will be able to afford the opportunity to maintain and update their skills.
19. Students must adhere to the clinical externship code of conduct. As student, you will be bound by all applicable rules and regulations of the clinical externship site. (i.e. Hospital, Imaging center, Mobile company, Doctor's office). Students must be punctual, conduct themselves professionally, and comply with the dress and safety codes of the site they are attending.
20. The school's winter/summer breaks do not apply to students while on externship.

21. Return or reinstated students must validate their clinical skills with program director or clinical coordinator before assigning them to the externship site. If necessary to achieve the program outcomes, some section(s) must be repeated per program director or clinical coordinator recommendation.
22. Student's signature on Student Enrollment Contract binds the student to agree to exclude him/his from the affiliation site when the student is unacceptable to affiliation site for reasons of health, inappropriate behavior, or other reasonable causes. The school or affiliation site reserves the right, in its sole discretion, to remove, at any time, any student whose acts or omissions are unsatisfactory for (1) non-adherence to the following: (i) dress code, (ii) behavior standards; (iii) administrative and medical policies; or (2) cannot provide safe care due to physical or mental illness; or (3) violates a law, rule, regulation, policy or procedure or that jeopardizes the well-being of the affiliation site's patients, employees or visitors; or (4) disrupts the business or operations of affiliation site; or (5) fails to comply with the direction of affiliation site's staff; then the student will immediately cease the clinical experience at affiliation site, and School will notify student's liaison of such discipline or removal.

CLINICAL EXTERNSHIP POLICY FOR DAT PROGRAM:

DAT students are informed that Dental Radiology course is part of DAT program. It is imperative to know that Dental Radiology Course must meet standards requirement set by NJDEP board. You cannot enter into externship site without meeting satisfactorily completed dental radiology course. Available externship (Clinical Education) will be offered only to individuals who meet all HTI's externship requirements:

1. The student has successfully completed both the didactic and laboratory components of the DR course.
2. Externship sites need to be approved for dental radiology course only by the school and by the New Jersey Department of Environmental Protection (NJDEP).
3. Students agree to further understand that it may take anywhere from 4 to 6 weeks after completion of the didactic portion of the program to successfully pass the Skill Test in order to be scheduled for clinical externship.
4. Students will be placed to observe and perform procedures under the direct supervision of a licensed dentist, registered dental hygienist, a licensed diagnostic radiologic technologist, or a licensed dental radiologic technologist.
5. Students must demonstrate skill tests on vital signs, CPR and all dental assisting procedures.
6. Externship hours are arranged according to the needs of the externship sites. Students participating in clinical externship must follow externship guidelines and conditions provided by the school. Depending on the availability of the clinical sites there may be a period of up to six weeks of delay after passing the Skill test. **Only daytime externships are offered (Monday through Friday between 8:00 am to 5:00 pm).**
7. Externship is part of course curriculum, it is a learning process it must be completed before graduation; students cannot expect to get paid/compensated for their externships work performance. Remember you are a student and not dental assistant technician or substituted technician.
8. Students are expected to demonstrate the utmost integrity and honesty while on clinical externship and be good representative of the HTI. A student providing inaccurate data to the school regarding clinical attendance or performance is grounds for termination from the school.
9. Students who decline two sites may be required to withdraw from the program. In such situation, the school makes no assurances as to when or if other sites will be available.
10. The HTI is not responsible for any expenses associated with going to, and coming back from externship clinical sites, nor during attending (Example: Food, Parking, traveling etc.).

11. Students must adhere to the clinical externship code of conduct. Students must conduct themselves in professionally, arriving and leaving on time and wearing all visible school ID as well as personnel radiation-monitoring devices all the time. Comply with proper Dress and safety codes of the site they are attending.
12. Students are required to attend 100% of required clinical hours. It is the responsibility of the student to provide the school with clinical hours -time sheet signed by the clinical site supervisor documenting clinical hours completed for the week no later than Monday of the following week (FORMS are available at HTI).
13. School may accept current continuous Dental employment directly related to course curriculum toward externship time if school approves it.
14. A student entering the DAT Externship site are not permitted to engage in the practice of dental radiologic technology unless they possess a valid New Jersey dental radiologic technology license, must be published.
15. If Pregnancy is declared during course, it must be in writing with the approximate date of conception, and permission will be required by student's OG/GYN to return to the program. If permission is granted to continue the program, student must personnel radiation-monitoring device is worn at the waist level during the term of her pregnancy. Furthermore, If the student has the potential of engaging in fluoroscopic or portable radiographic procedures, student requires to wear two personnel radiation monitoring devices. One device shall be worn at the neck level outside the protective apron and the other under the protective apron at the waist level. In case where student has not given permission by OB/GYN to continue program. She takes LOA or withdraws from the program and return after delivery to complete her program.
16. Student can NOT enter into clinical rotation before satisfying the following criteria;
 - a) The student has successfully completed both the didactic and laboratory components of the program.
 - b) The "Clinical Affiliate Application" is approved by the Board for that student.
 - c) The "School Permission Statement" is completed by the program director/instructor
17. At the clinical affiliation site, the student must achieve the clinical objective within 45 days after successfully completing both the didactic and laboratory components of the program. All procedures done at the clinical site are performed under the direct supervision of a licensed dentist, registered dental hygienist, a licensed diagnostic radiologic technologist, or a licensed dental radiologic technologist. The school may extend the time period if they have determined that circumstances warrant an extension.
18. Student cannot start Clinical Rotation until the Board's "Clinical Affiliate Application and Curriculum Completion Statement Form" is approved by Board.
19. Students will wear customized school uniform along with personalized radiation-monitoring device and with student ID Card.
20. The student must pass the "Paralleling and Bisecting Angle Technique Clinical Competency Evaluation" and the "Panoramic Clinical Competency Evaluation", prior to successfully completing the program by using Board's "Paralleling and Bisecting Angle Technique Clinical Competency Evaluation Form" and the "Panoramic Clinical Competency Evaluation Form" in accordance with the instructions published on each form.

Note: Student who has completed the dental radiology program are not permitted to engage in the practice of dental radiologic technology unless they possess a valid published New Jersey dental radiologic technology license.

21. Ionizing Radiation in Lab Room Policy:

Ionizing Radiation Exposure must be limited to the Dental Radiology course only. Once the RD section is over, students will not be allowed to practice the RD equipment anymore. Qualified and approved instructor must be present all time in RD lab to follow board standards. Since the students will be practicing on the manikins in lab room and will be supervised directly by Board approved instructor to minimize an unnecessary exposure to ionizing radiation. A reading sign will be posted in lab that Students not involved in the x-ray procedures must stand during the exposure.

Clinical Education Policy for Dental Radiology Program:

Students are required to achieve 75% GPA and 100% attendance in radiology section prior to enter radiology clinical sites are supervised directly by Board Licensed Dentist, Registered Dental Hygienist, a Licensed Diagnostic Radiologic Technologist, or a Licensed Dental Radiologic Technologist. Only students who meet the requirements of N.J.A.C. 7:28-19.1(c)4 are permitted to engage in the practice of radiologic technology. The Grade will be earned based on attendance, skills earned and performance evaluation. Students must wear visible identification name badges that identify them as student radiologic technologists and must wear personnel radiation-monitoring devices. Students must adhere to clinical education policies and procedures published in the school catalog.

1. Dental radiography program is approved by the Radiologic Technology Board of Examiners. School and students must stick to standards set by Boards. Please refer to www.state.nj.us/dep/rpp/tec/board/standards.htm
2. At the clinical Education site, students are not: (i) In the primary beam; (ii) Permitted to remain in the x-ray room outside the control booth during an x-ray exposure unless the student is provided with a protective apron or shield that is at least 0.5 mm of lead equivalent; (iii) Permitted to engage in any other practices likely to result in unnecessary exposure to ionizing radiation or (iv) Students are not allowed to take x-rays on each other and/or repeat an unnecessary exposure procedure in Lab or clinics.
3. Clinical Education cannot start until: (a) the student has successfully completed both the didactic and laboratory components of the program, (b) the "Clinical Affiliate Application" is approved by the Board for that student and (c) the "School Permission Statement" is completed by the program. Student should satisfactorily complete the clinical objectives part within 6.5 weeks. Once the student completes the course objectives, the student can no longer position patients or the x-ray equipment or take x-rays until they are licensed. Beyond 6.5 weeks extension will determined program director if circumstances warrant an extension.
4. School arranges the affiliation site for each student satisfied with the criteria in paragraph (3) below.
5. DAT students are informed that Dental Radiology course is part of DAT program. It is imperative to know that Dental Radiology Course must meet standard requirements set by NJDEP board. You cannot enter affiliate site without meeting satisfactory completed dental radiology course. Available externship (Clinical Education) will be offered only to individuals who meet all HTI's externship

requirements:

Student can NOT enter clinical rotation before satisfying the following criteria;

- (a) The student has successfully completed both the didactic and laboratory components of the program.
 - (b) The “Clinical Affiliate Application” is approved by the Board for that student.
 - (c) The “School Permission Statement” is completed by the program director/instructor
6. At the clinical affiliation site (Clinical Education), the student must achieve the clinical objective within 6.5 weeks after successfully completing both the didactic and laboratory components of the program. All procedures done at the clinical site are performed under the direct supervision of a licensed dentist, registered dental hygienist, a licensed diagnostic radiologic technologist, or a licensed dental radiologic technologist. The school may extend the time period if they have determined that circumstances warrant an extension. **Only daytime Clinical Education is offered (Monday through Friday between 8:00 am to 5:00 pm).**
 7. The school and clinical affiliation ensure that students are not assigned to clinical education rotations in such a manner as to substitute for radiologic technologists.
 8. Students who decline two sites may be required to withdraw from the program. In such situation, the school makes no assurances as to when or if other sites will be available.
 9. Students must adhere to the clinical externship code of conduct. Students must conduct themselves professionally, arriving and leaving on time and wearing all visible school ID as well as personnel radiation-monitoring devices all the time. Comply with proper Dress and safety codes of the site they are attending.
 10. Students are required to attend 100% of required clinical hours. It is the responsibility of the student to provide the school with clinical hours -time sheet signed by the clinical site supervisor documenting clinical hours completed for the week no later than Monday of the following week (FORMS are available at HTI).
 11. Dismissed by affiliate site for second time due to poor SAP, Code of conduct or Code for Clinical Site.
 12. Clinical Evaluation is part of the course curriculum (DRT). It is a learning process which must be completed satisfactorily before graduation. Unsatisfactorily completion of externship (Clinical) Evaluation is grounds for dismissal from Dental Radiology program regardless of the higher GPA in the rest of the sections. Students will not and should not expect to be paid or compensated for their externships work performance.
 13. Student cannot start Clinical Rotation until the Board’s “Clinical Affiliate Application and Curriculum Completion Statement Form” is approved by Board.
 14. Students will wear customized school uniform along with personalized radiation- monitoring device and with student ID Card.
 15. The student must pass the “Paralleling and Bisecting Angle Technique Clinical Competency Evaluation” and the “Panoramic Clinical Competency Evaluation”, prior to successfully completing the program by using Board’s “Paralleling and Bisecting Angle Technique Clinical Competency Evaluation Form” and the “Panoramic Clinical Competency Evaluation Form” in accordance with the instructions published on each form.
 16. Prior to repeating an exposure, Students will only be permitted to repeat an exposure if a licensed dentist, registered dental hygienist or licensed dental radiologic technologist determines that a repeat is necessary.

17. Ionizing Radiation in Lab Room Policy:

Ionizing Radiation Exposure must be limited to the Dental Radiology course only. Once the RD section is over, student will not be allowed to practice the RD equipment any more. Qualified and approved instructor must be present all time in RD lab session in order to be in compliance with board standards. Since the students will be practicing on the manikins in lab room and will be supervised directly by Board approved instructor to minimize an unnecessary exposure to ionizing radiation. Students are not allowed to take x-rays on each other and/or repeat an unnecessary exposure procedure in Lab or clinics. A sign which reads “Students not involved in the x-ray procedure must stand outside the room during exposure”.

18. Pregnancy Policy:

If Pregnancy is declared during course, it must be in writing with the approximate date of conception, and permission will be required by student's OB/GYN to return to the program. If permission is granted to continue the program, student must wear personal radiation-monitoring device at waist level during the term of her pregnancy. One device should be worn at the neck level outside the protective apron and the other under the protective apron at the waist level. School will provide instruction regarding radiation exposure and risks as they relate to the embryo fetus and pregnancy. In case where student has not given permission by OB/GYN to continue program. She takes LOA or withdraws from the program and returns after delivery to complete her program.

Note: The exposure of the embryo-fetus does not exceed the most recent recommended limit of 50 mrem (0.5 mSv) published by the NCRP. Within seven calendar days of the school's receipt of a radiation dosimetry report, the school shall inform the pregnant student of her most recent exposure readings. If the Deep Dose Equivalent in any month is 50 mrem (0.5 mSv) or higher, the school and student shall consult with a medical physicist or health physicist, who is certified by the American Board of Radiology, American Board of Medical Physics, American Board of Health Physics or the equivalent as determined by the Commission.

19. **Badging Policy:** During clinical education and lab activities Student must wear all the time the Personnel Radiation-Monitoring Device and must wear visible identification name badges that identify them as student of DA program. Personal Radiation-Monitoring Device must be changed every month. A radiation monitoring device must be exchanged with a new device in accordance with the vendor's requirements or at least monthly whichever is least amount of time.

20. Safety Radiation Policy(Acceptable radiation doses):

Each student is provided with a personnel radiation-monitoring device during his or her period of attendance. Furthermore, each student is provided with a protective apron or shield that is at least 0.5 mm of lead equivalent. Every student mandatory must wear Personnel Radiation Monitoring Devices all times when students engage in any activity in Lab or Clinical Sites. Student exposure to radiation shall not exceed any of the occupational limits prescribed in **N.J.A.C. 7:28-6.1**. [N.J.A.C. 7:28-19.13(f)13]

- The annual total effective dose equivalent limit is 5 rem (0.05 Sv).
- The annual dose limit to any individual organ or tissue other than the lens of the eyes is 50 rem (0.5 Sv). The annual equivalent limit to the lens of the eye is 15 rem (0.15 Sv).
- The annual shallow dose equivalent limit to the skin of the whole body or to the skin of any extremity is 50 rem (0.5 Sv).
- The annual occupational dose for minors (i.e., under 18 years of age) is 10 percent of the annual dose limits specified above

Within 30 calendar days of the school's receipt of any radiation dosimetry report, the school shall inform all students of their most recent exposure readings. In the event that a student receives an exposure of 50 millirem (mrem) (0.5 millisievert (mSv)) or greater on any monthly radiation dosimetry report, or 100 mrem (1.0 mSv) or greater on any bimonthly radiation dosimetry report, or 150 mrem (1.5 mSv) or greater on any

quarterly report, or an exposure that exceeds any of the occupational limits, the school shall begin an investigation to find the cause and prevent recurrence of the exposure. The investigation report shall be completed within 30 calendar days of the school's receipt of notification of the exposure. This investigation report shall include any action to be taken to reduce unnecessary radiation exposure. The investigation report shall be given to the student and shall be maintained in the student's file. If any of the occupational limits is exceeded, a copy of the investigation report must be submitted to the Department. Within 90 calendar days of departure from the school, the school shall provide each student with a complete record of his or her radiation exposure history.

In the event that a student or embryo-fetus receives an exposure that exceeds the exposure limit, the school shall, within seven calendar days, notify the Department.

Note: Students who have completed the dental radiology program are not permitted to engage in the practice of dental radiologic technology unless they possess a valid published New Jersey dental radiologic technology license.

Withdrawal from School:

Students who wish to withdraw from HTI must complete the official withdrawal process by submitting the appropriate form to the Registrar. It is the student's responsibility to initiate and complete this process. Failure to formally withdraw may result in academic penalties, dismissal from the Institute, and additional financial obligations.

Grades Assigned Upon Withdrawal

- **Withdrawal Before Midpoint of the Term:** Students who officially withdraw before the midpoint of the course or term will receive a grade of WD (Withdrawal). This grade does not affect the student's GPA.
- **Withdrawal After Midpoint of the Term:** Students who withdraw after the midpoint may receive one of the following grades:
- **WF (Withdrawal Failing):** Treated as a failing grade and carries the same weight as an "F" on the transcript and negatively impacts the GPA.
- **WU (Withdrawal Unsatisfactory):** Indicates poor academic standing at the time of withdrawal and may affect academic progress

Official Effective Date of Withdrawal: The official withdrawal date will be determined as the earliest of the following:

- The date indicated on the student's written notification.
- The date the written notification is received (if undated).
- The student's last recorded day of attendance.

Administrative Withdrawal: Students who do not provide written or verbal notice of withdrawal are absent for more than 14 consecutive calendar days, or fail to return from an approved Leave of Absence will be administratively withdrawn. In such cases, the termination date will be recorded as the student's last day of attendance.

Withdrawal Limit: Students who withdraw from the program more than three times will be subject to academic dismissal.

Student Records policy:

All permanent educational records (Student Enrollment Contract, Certificate, Necessary Financial Records and Transcript) for each student and graduate will be maintained in fireproof and locked cabinets by the school indefinitely. In addition, transcripts and financial records are also maintained and stored in the institution's computer system that is routinely backed up automatically to iCloud daily. Hours, Grade and Credits are recorded in student transcript.

Upon graduation, students will be given a copy of their **permanent records. These records should be maintained indefinitely by the student.**

The following records will be maintained by the school for five years:

1. Academic Progress report, grades, and transcript
2. Financial records and Placement data
3. The Student Student Enrollment Contract and a copy of the graduation certificate
4. Admission documents (if applicable)
5. Record of meetings, advisement, counseling, appeals, disciplinary actions and dismissals

After five years, the permanent records the school will keep are as follows:

1. The student enrollment contract and Financial Records
2. Transcript and copy of certificate

Student records are maintained by the school Registrar and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes or changes in financial aid, as soon as possible. **All records are private and are handled with confidentiality. Once the student has completed the academic parts of the program, academic papers such as exams, tests, quizzes, evaluations, and attendance will be shredded after three months. Once the student has graduated from the program, paper works belong to the externship such as clearance letter, physical exam, time sheets, clinical evaluation competencies, and externship evaluations will be shredded after three months.**

No personal or academic information will be released to a third party without the student's signed written consent. To receive an additional official transcript/ original duplicate certificate, a written request must be sent to the school along with a \$6.00 fee for a transcript and \$15 fee for a duplicate certificate. The school, however, reserves the right not to release any documents or copies of records if the student is not fully satisfied with his/her financial obligation to the school.

The school reserves the right to release the records without the graduate's/student's written consent to the following:

- Officials of another school where the student seeks admission.
- Representatives of the US Department of Education and DOE & DOL of New Jersey.
- The financial aid servicer where financial aid eligibility will be determined.
- State officials if required by state statute.
- The accrediting agency carrying out accrediting functions and to organizations conducting studies for educational purposes only.
- Representatives of Board Representatives or Department of Environmental Protection Employees to conduct a site inspection.
- Compliance with a judicial order or subpoena.

Note: All disclosed information requested by the above agencies or organizations will be recorded in the graduate file.

Program Costs

Since each program/course varies in length, the equipment, lab fees, materials, etc., vary in cost. These expenses are reflected in the following Cost Lists charts:

Long-Term Programs Cost Chart
Healthcare Training Institute Program Cost List

Program	Program Length in Hours & Months	Tuition	Reg. & App Fee	Books	Supplies & Tools	Total	Weekly	Bi weekly	Monthly	Deposit Required
Medical Assistant Technician**	900 Hours DAY: 13.5 M Day: 15 M Eve: 21 M WE: 37 M	\$18,000	\$100	\$411	\$440	\$18,951	\$250	\$500	\$1000	\$3,200
Medical Billing & Coding Specialist**	900 Hours Day: 15 M Eve: 21 M WE: 37 M	\$17,500	\$100	\$746	\$440	\$18,786	\$200	\$400	\$800	\$3,000
Patient Care Technician**	900 Hours 900 Hours DAY: 13.5 M Day: 15 M Eve: 21 M WE: 37 M	\$19,900	\$100	\$376	\$470	\$21,012	\$274	\$548	\$1096	\$3,100
Diagnostic Medical Sonography**	2250 Hours Plus 150 outside work hours Day: 24 M Eve: 38 M	\$45,000	\$225	\$796	\$1635	\$47,655	\$450	\$900	\$1,800	\$8,000
Dental Assistant Technician	900 Hours DAY: 13.5 M Day: 15 M Eve: 21 M WE: 37 M	\$17,900	100	\$500	\$960	\$19,460	\$300	\$600	\$1200	\$3,500

** Balance due prior to Final Exam

Other School Charges:

All expenses associated with externship (e.g. commuting, parking fees and criminal background investigations) will be solely the responsibility of the student. In addition, the cost associated with any third-party certification or documentation verification and/or state licensure (if applicable) is the sole responsibility of the student. To receive an additional official transcript/ original duplicate certificate, a written request must be sent to the school along with a \$6.00 fee for a transcript and \$15 fee for an original duplicate (replacement) certificate. \$35.00 fee will be charged to student's account for a returned check. No charges for Make Up Work.

Course/Section Repetition:

The student will be charged 50% of the regular tuition for each course/section that is repeated.

**Short-Term Programs Cost Chart
Healthcare Training Institute Program Cost List**

Program	Program Length In Hours & Months	Tuition	Reg. & Application Fee	Books	Lab Coat ID/Supplies	Total	Weekly	Bi-weekly	Monthly	Deposit Required
Certified Nurse Aide *	90 Hours D:2Months E: 3Months F/S:3Months	\$2,195	\$100	\$40	\$116	\$2,491	\$225	\$525	\$1050	\$525

*Balance due before Final Exam.

- There is an **application fee** of \$25.00 that is required for all program applicants.
- **Registration Fees:**
 - For the following programs—**Patient Care Technician (PCT), Medical Assistant Technician (MAT), Medical Billing and Coding Specialist (MBCS), Diagnostic Assistant Technician (DAT), and Certified Nursing Assistant (CNA)**—a **\$75.00 registration fee** is required to reserve a seat upon acceptance.
 - For the **Diagnostic Medical Sonography (DMS)** program, a **\$200.00 registration fee** is required to

Important Note: Registration fees must be paid promptly after acceptance to ensure seat reservation.

The application and registration fees become non-refundable three business days after the student enrollment contract is signed. All payments are due on the date agreed upon and as stated in the Payment Plan as described in the student enrollment contract. If, for any reason, the student is unable to make a payment on its due date, payment must be made on the day the student returns to school.

Students are liable to pay for any damage they cause to the school equipment or property; any damage caused by a student will be discussed with the Administration and the School Director. The student will be required to pay the cost of the repair or replacement in order that it functions as designed. Certificate of completion or Transcript shall not be issued until this condition is met.

CANCELLATION AND REFUND POLICY:

Should this Student Enrollment Contract be terminated or should the student withdraw for any of the following reasons, all refunds will be made according to the refund policy.

A. Termination by Student:

A student may cancel or voluntarily terminate the Student Enrollment Contract at any time. Refunds, if any, will be calculated as per the policy stated in the Student Enrollment Contract and published in the Student Catalog. The student shall notify the Registrar in writing within five (5) business days of the intended date of withdrawal. An official withdrawal occurs when a student formally notifies the institution of their intent to withdraw from the program. The student notifies the school personnel regarding withdrawal through verbally (in person or by phone), email, signed form, or written statement).

B. Termination by the School:

A student may be dismissed from HTI for any of the following reasons:

1. Failure to meet his/her financial responsibility to HTI in a timely manner.
2. Failure to adhere to HTI's rules, regulations, policies and code of conduct.
3. Failure to attend 90% of scheduled hours of PCT, MA, & MBSP program, where C.N.A and DMS require 100% attendance.
4. Failure to maintain the minimum GPA of 2.0 (70%) in PCT, MA, & MBSP program, where minimum GPA for C.N.A is 75%. GPA for DMS is 80% at mid-way in each section and at the end of each section.
5. Failure to achieve passing grades prior to the end of a Financial Aid Warning or probationary period.
6. Providing false information to a school representative in connection with enrollment and/or attendance at HTI.
7. Intentionally damaging school property or equipment.
8. Fighting or inciting violence on school property/Excessive abuse of profanity
9. Receiving an unsatisfactory evaluation on weekly time sheets, from the clinical site.
10. Providing false information to the New Jersey Department of Health and Senior Services with respect to the Criminal Background Investigation will be grounds for immediate termination from the CNA program. However, the student will remain responsible for payment of tuition.
11. Failure to achieve passing satisfactory grade (evaluation) upon completion of the externship clinical rotation.
12. Dismissed by externship site for second time due to poor SAP, violation of code of conduct or clinical site code of conduct.
13. HTI Hybrid Program Conduct Code – Each Student will complete his/her own assignment and not plagiarize when submitting written answers or assignments. Students will NOT share their username and password information to the Learning Management System. If a student is found violating any of this Hybrid Program Conduct Code, he/she may be terminated from the course immediately and fail the course.
14. **Repeated failure to obey the code of conduct as stated in school catalog.**
15. Dismissed due to "Third Offence" under the plagiarism policy.
16. If a DMS student fails a course, he/she may repeat it. If student fails a second a second on the same course, he/she will be dismissed from the DMS program.
17. Not return from Leave of Absent (LOA) on a scheduled return date.

NOTE: Any student who is terminated by HTI is obligated for tuition and fees in accordance with the refund policy as of the last day of attendance.

C. Termination Date/ Unofficial Withdrawal Policy: If Student is absent for more than fourteen (14) didactic calendar consecutive days, HTI reserves the right to terminate Student's attendance, unless earlier written notice is received. In such instances refunds will be calculated per the policy outlined in this Student Enrollment Contract. Example: If a student is scheduled two days a week for externship, only two days will be counted as "scheduled days" toward the fourteen-day period. In such instances refunds will be calculated per the policy outlined in this Student Enrollment Contract. The Date of Determination (DOD) is defined as:

- Official Withdrawal: The date the student notifies the institution.
- Unofficial Withdrawal: The date the institution determines the student has ceased attendance, which is typically the 15th consecutive calendar day of absence.

D. Cancellation Policy:

If a prospective student is declined admission or cancel within three business days after the Student Enrollment Contract is signed, all monies will be refunded, as it will be for certain applicants who did not visit the school prior to enrollment. The latter will be permitted to withdraw without penalty within three business days after either attending the regularly scheduled orientation or touring/inspecting the facilities and training equipment. Any cancellations requested after the third business day, and prior to the first day of class will result in a refund minus the application and registration fees - to a maximum charge of 15% of the contracted amount - not to exceed \$100.

Cancellations must be written, dated, (specifying date of withdrawal) signed and received by email addressed to registrar@htinj.edu, and delivered or sent to the Registrar by certified mail within five business days of the date of withdrawal. Any withdrawal by a student or termination by HTI once attendance has been undertaken will result in the application of the following refund policy:

E. Refunds/Reimbursement Policy:

For programs of 300 hours or less, HTI may retain the application and registration fee plus a pro-rata portion of the tuition, calculated on a weekly basis.

For full-time attendance in programs exceeding 300 hours in length, HTI may retain the application and registration fee plus:

- a) Ten percent of the total tuition if withdrawal occurs in the first week.
- b) Twenty percent of the total tuition if withdrawal occurs in the second or third week.
- c) Forty five percent of the total tuition if withdrawal occurs after the third week but before completion of 25% of the program.
- d) Seventy percent of the total tuition if withdrawal occurs after 25%, but no more than 50% of the program has been completed.
- e) One hundred percent of the total tuition if withdrawal takes place after the completion of more than 50% of the program.

For part-time attendance in programs over 300 hours in length, calculation of the amount HTI may retain in addition to the application and registration fee shall be:

- a) Ten percent of the total tuition if withdrawal occurs in the first 25 hours of scheduled attendance.
- b) Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance.
- c) Forty five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25 percent of the program.

- d) Seventy percent of the total tuition if withdrawal occurs after 25% but not more than 50% of the program has been completed.
- e) One hundred percent of the total tuition if withdrawal takes place after completion of more than 50% of the program.

For courses consisting of 300 hours or fewer, the institution is permitted to retain the registration fee along with a pro-rata portion of the tuition, calculated on a weekly basis.

F. RETURN OF TITLE IV:

Any student participating in the Federal Direct Loan Program who withdraws from the program or is terminated by HTI is required to pay back their student loans(s) even though they may not have completed their program of study. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for Federal Aid recalculated based on the percentage of the term completed. Healthcare Training Institute is required to determine the amount of Title IV, HEA program funds the student has earned as of the student's last date of attendance – which is calculated as follows:

For Credit Hours Program/For Clock Hours Program:

<u>Number of calendar days completed in the payment period</u>	OR	<u>Hours scheduled to complete</u>
Total number of calendar days in the payment period		Total hours in payment period

This calculation may subsequently change the amount the student owes HTI.

In conformance with the federal regulation, it is the policy of HTI to distribute the proceeds of the Return to Title IV calculation to the origination source in the following order:

- | | | |
|-------------------------------------|-------------------------------|---|
| 1. Federal Direct Unsubsidized Loan | 4. Federal PLUS Loan | 7. Other Title IV Aid |
| 2. Federal Direct Subsidized Loan | 5. Federal Pell Grant Program | 8. Other Federal, State, Private or Institutional Aid |
| 3. Federal Perkins Loan | 6. Federal SEOG Program | 9. The student |

Note: Scheduled breaks of at least five (5) consecutive days are excluded from the total number of calendar days used in both the numerator and denominator of the Return of Title IV (R2T4) calculation. In addition, calendar days associated with an approved leave of absence are excluded from both the numerator and denominator. All percentage calculations are carried out to four (4) decimal places.

In accordance with federal regulations, a student earns Title IV, HEA program funds, on a prorated basis up to the point at which the student has completed 60 percent of the payment period or period of enrollment. Once the student has completed more than 60 percent of the applicable period, the student is considered to have earned 100 percent of the Title IV funds awarded for that period

All refunds or return of any unearned Title IV funds shall be processed and sent no later than forty-five (45) calendar days after the date of institution's determination that the student withdrew.

Post-Withdrawal Disbursement:

If a student earns more Title IV aid than was disbursed at the time of withdrawal, the student may be eligible for a Post-Withdrawal Disbursement (PWD).

Loan Funds: The institution will notify the student (or parent, in the case of a PLUS loan) in writing within 30 days of determining the student's withdrawal. The borrower must confirm in writing whether they wish to accept all, part, or none of the loan funds. If accepted, the loan funds will be disbursed within 180 days from the withdrawal determination date.

Grant Funds: Grant funds do not require student acceptance. These funds may be applied directly to the student's account to cover outstanding tuition and fees or may be disbursed directly to the student. Grant funds will be issued within 45 days from the date the institution determined the student withdrew.

The institution will obtain the student's authorization before applying grant funds to any charges other than tuition and fees.

G. PRIVATE LOAN RECIPIENTS:

Any student who has received loans to assist with their educational financing and who either withdrew or is terminated by HTI must provide a signed, written notification to all their lenders/creditors of this change of status. The letter must state the same withdrawal date which was provided to HTI as well as the student's Social Security number.

It should be noted that student loans with the FSA or NJ Class loan or any loan institution must be satisfied without regard to the success of the student. Students are obligated to repay all their student loans regardless of the student's outcome of their enrollment at HTI. Any refunds due to the student will be reimbursed in accordance with HTI's established refund policy. Students who withdraw from or are terminated by HTI remain fully responsible for any remaining balances after any applicable refund and/or return calculations have been finalized.

NOTICE: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

H. REINSTATEMENT POLICY:

All withdrawn students must meet with administration before being considered for re-admission back into the original program. However, school cannot guarantee if the method of delivery (in-person, hybrid, or online) will be same as the student started originally. If more than 180 days have passed since your last day of attendance, you will be required to sign a new Student Enrollment Contract. This agreement will reflect any current updates to tuition, policies, rules, regulations, and—if applicable—new prerequisites. Note: Students seeking re-admission to the Diagnostic Medical Sonography (DMS) program must begin with the next available cohort, pending approval from the Program Director.

SCHOOL RESERVES THE RIGHT TO CHANGE STARTING DATES OR ALTER HOURS AND OR DAYS OF ATTENDANCE OR CANCELS THE SCHEDULED PROGRAM:

All course schedules are subject to changes in starting dates or **alter hours and or days of attendance without any change to tuition cost. The school also reserves the right to** decide not to offer a scheduled program when there are not sufficient enrolments. In such cases, all money will be refunded. Any monies paid to HTI more than the sum due to HTI by a student who cancels, withdraws, or discontinues training, will be refunded within forty-five (45) calendar days of date of determination. Change of start date requests by students must be in writing. Application and Registration fees may only be carried over for the next class start only. After that start date, application and registration fees are required again.

SCHOOL RESERVES THE RIGHT TO REVISE ITS CURRICULUM OF ANY PROGRAM:

School reserves the right to make changes or revisions to the course content, materials or training within any program to keep update with current trend, which it may deem necessary, with the understanding that such changes will be approved as applicable by state and regulatory agencies and will not involve additional tuition costs to the currently enrolled student.

CREDIT BALANCES REFUND POLICY: Credit Balances created on student accounts are refunded to the student within 14 days of the date the credit was created This statement is applicable to Title IV credit balances. There is option of signing a “Authorization to Hold Title IV Credit Balance” form for student to determine how Title IV credit balance is to be handled.

PLACEMENT ASSISTANCE SERVICE:

While placement assistance service may be provided, it is understood that HTI cannot promise or guarantee employment to any student or graduate. I also understand that the school does not guarantee employment for any specific minimum starting wage or salary.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

PHI (protected health information) means any past, present or future physical or mental condition of an individual, the provision of health care to an individual; or the past, present or future payment for the provision of health care to and individual must be protected.

EPHI Means any PHI transmitted in electronic format must be protected.

Students must comply at all times with facility HIPAA policy and procedures according to state and federal laws. 45 CFR 164.38

Who must follow this law?

- Most doctors, nurses, pharmacies, hospitals, clinics, nursing homes, and many other health care providers
- Health insurance companies, HMOs, and most employer group health plans
- Certain government programs that pay for health care such as Medicare and Medicaid

Communication of healthcare information has an essential role in ensuring that individuals receive prompt and effective healthcare. HIPAA establishes provisions to encourage electronic transactions with new safeguards to protect the security and confidentiality of health information.

What information is protected by the federal law?

- Information doctors, nurses, and other health care providers put in the medical record of an individual
- Conversations that a healthcare provider has about a patient’s care or treatment with nurses or others
- Information about an individual in the health insurer’s computer system
- Billing information at a clinic or other agency
- All medical records and other individually identifiable health information, whether communicated electronically, on paper, or orally

In this presentation, the following key sections of the law will be reviewed:

1. Consumer control over health information
2. Boundaries on medical record use and release
3. Ensuring the security of personal health information
4. Establishing accountability for medical records use and release
5. Balancing public responsibility with privacy protections

Consumer Control over Health Information:

With HIPAA regulations, patients have significant new rights to understand and control how their health information is used. Healthcare providers and health plans are required to give patients a clear written explanation of how a provider or plan will use, keep, and disclose information. The explanation involves a

written document that is often labeled as “Notice of Privacy Practices” (NPP). It must tell the individual how the healthcare provider will use personal information and how it will be protected. In most cases, this is provided on an individual’s first visit to a healthcare provider or is sent by mail from the health insurer. For hospitals, it is given to the patient upon admission. Patients generally will be asked to sign, initially, or otherwise acknowledge that they received this notice. NPP also provides information identifying how patients can get access to their medication information.

The patient may ask for and receive a copy of his/her medical record and other health information. Health plans, doctors, hospitals, clinics, nursing homes, and other agencies should provide access to these records within 30 days. The individual may be required to pay for the cost of copying and mailing the information. If the person finds an error in the record or wishes to have additional information included, he/she has the right to ask for the correction or addition. For example, if a patient and hospital agree that the file has the wrong result for a test, the hospital must change it. Even if the hospital believes that test result is correct, the individual still has the right to have the disagreement noted in the file. One exception to this rule is if either the patient or someone else may be harmed by the disclosures. An example of this would be domestic violence situations.

Under the privacy rule, patients can request that their doctors, health plans, and other covered agencies take reasonable steps to ensure that their communication with the patient are confidential. An example of a request for confidential communications would be a patient who asks a doctor to call his or her office rather than home. The doctor’s office should comply with the request if it can be reasonably accommodated.

Boundaries on Medical Records Use and Release:

The HIPAA Privacy Rule sets limits on how health plans and covered healthcare providers may use individually identifiable health information. To promote the best quality care for patients, the rule does not restrict the ability of doctors, nurses, and other providers to share information needed to treat their patients. Personal health information generally may not be used for purposes unrelated to healthcare. Agencies and healthcare providers may use or share only the minimum amount of protected information needed for a particular purpose. In addition, the patient would have to sign a specific authorization before his/her medical information could be released to a life insurer, a bank, a marketing firm, or another outside business for purposes not related to their health care.

There are new restrictions and limits on the use of patient information for marketing purposes. Pharmacies, health plans, and healthcare providers must first obtain an individual’s specific authorization before disclosing their patient information for marketing. At the same time, the rule permits doctors and other healthcare providers to communicate freely with patients about treatment options and other health-related information, including disease-management programs. For example, a health insurer is providing prescription coverage for an individual to receive medication to control hypertension. The health insurer may send individual information concerning a low sodium diet and other related healthcare information.

HIPAA also allows for the flow of information among covered entities for the purpose of treatment, payment, and health care operations (TPO). TPO is defined as activities in support of treatment and payment and for which protected health information (PHI) could be used or disclosed without individual authorization.

All hospitals keep a facility directory that lists daily the individuals who are currently receiving in-patient treatment. The location and general condition (i.e. good, stable, and fair) of a patient will be listed in the facility directory unless a patient chooses not to be listed. When a patient chooses not to be listed, no information regarding the patient can be disclosed. This includes whether the individual is currently hospitalized.

Ensuring the Security of Personal Health Information:

Communication of health care information requires that reasonable safeguards be implemented. Many health care providers and professionals have long made it a practice to ensure reasonable safeguards for individuals' health information. Examples include:

- Speaking quietly when discussing a patient's condition with family members in a waiting room or other public area;
- Avoiding using patients' names in public hallways and elevators and posting signs to remind employees to protect patient confidentiality.
- Isolating or locking file cabinets or record rooms; or
- Providing additional security, such as passwords on computers that maintain personal information.

It is important that a healthcare provider is allowed to have access to patients' medical records if needed, but when such access is not necessary, the information should be protected and accessed should be denied. For example, an X-ray technician needs access to Patient X's file to determine if he/she can stand for a chest x-ray or if a portable x-ray will be needed. It is necessary for the technician to know this information so he/she can determine which technique to use. However, the same x-ray technician should not have access to Patient X's chart just because he/she is a neighbor of the technician; in this instance, such access is not medically necessary and therefore is prohibited by HIPPA. An incidental use or disclosure of personal health information, such as another worker overhearing a conversation about a patient, would also be a violation of the Privacy Rule.

PHI is any information created or received by a healthcare provider, health plan, employer or healthcare clearinghouse. This includes information that relates to a person's present or future physical or mental health condition. PHI is any written or verbal communication that directly identifies the patient (i.e. name, address, social security number, admission date, telephone number, etc.). PHI also includes any written or verbal communication of information that is sufficiently specific so that the person can be identified.

Healthcare providers, health insurers, and healthcare agencies must develop written privacy procedures. These procedures must include who has access to protected information, how it will be used within the agency, and when the information would or would not be disclosed to others. Steps must also be taken to ensure that business associates protect the privacy of health information.

For most disclosures, such as information submitted with bills, covered agencies and healthcare providers are required to send only the minimum information needed for the purpose of the disclosure. According to the Minimum Necessary rule, when PHI is used, disclosed, or requested, reasonable efforts must be taken to determine how much information will be sufficient to serve the intended purposes. To assist with treatment, providers can transmit comprehensive information. For example, an elderly person develops chest pain while vacationing in Illinois. The individual's private physician would be able to transmit detailed medical information about previous cardiac treatments to assist in the care of this individual. The private doctor would not be able to transmit information that was not related to the current health care situation such as previous treatment for depression, however. Healthcare providers have full discretion in determining what personal health information to include when sending patients' medical records to other providers for treatment purposes. The standards specify procedures for electronic transmission and authentication of signatures.

Establishing Accountability for Medical Records Use and Release:

Agencies and healthcare providers must train their employees in their privacy procedures and must designate an individual to be responsible for ensuring that the procedures are followed. If an employee fails to follow these procedures, appropriate disciplinary action must be taken.

If an individual believes that his/her information was used or shared in a way that is not allowed under privacy law, or if an individual is prevented from exercising his/her rights, he/she can file a complaint with the healthcare provider or health insurance. The privacy notice given to the patient by the healthcare provider explains how to file a complaint. A complaint may also be filed with the U.S. Government. Information related to filing a complaint with the federal government is found at: www.hhs.gov/ocr/hipaa/ Penalties for covered entities that misuse personal health information are provided in HIPAA. Health plans, providers, and other agencies that violate HIPAA standards would be subject to civil liability. Civil money penalties are \$100 per incident, up to \$25,000 per person, per year, per standard. There are also federal criminal penalties for health plans, healthcare providers, and other agencies that knowingly and improperly disclose information or obtain information under false pretenses. Willful disclosure of PHI can result in personal fines of \$50,000 and a prison term of one year. Penalties are even higher for actions designed to generate money from the disclosure of PHI. Penalties include monetary fines and/or imprisonment for up to ten years.

Balancing Public Responsibility with Privacy Protections:

Under the law, health care information may be used and shared for reasons. Examples of when it is acceptable to share healthcare information include monitoring the quality of healthcare given by physicians, making sure nursing homes are clean and safe, reporting when the flu is in a particular area, or making required reports to the police, such as reporting gunshot wounds. An individual can ask for and get a list of who has received his/her health information along with the reasons for disclosures. All individuals can receive this report free, once a year.

In limited circumstances, healthcare providers may disclose health information for specific public responsibilities. These permitted disclosures of health information include:

- Emergency circumstances
- Identification of the body of a deceased person or cause of death
- Research with proper patient authorization
- Public health needs (i.e. mandatory reporting of syphilis)
- Judicial and administrative proceedings (i.e. determining if a specific type of breast implant causes harm to the patient)
- Limited law enforcement activities (i.e. if a doctor is being investigated for providing harmful drugs to many patients)
- Activities related to national defense and security (i.e. possible exposure to anthrax)

Direct Application to Student/Faculty Nurses:

How does HIPAA impact you, the nursing student/faculty?

Everyone working in a healthcare agency must always be aware of the release, use, storage, and disposal of PHI. As a student/faculty nurse, you are a healthcare provider, and therefore, you **MUST** comply with the HIPAA regulations. In addition, you need to be aware of how the agency where you are providing direct patient care complies with the HIPAA regulations. Of critical importance is the protection of patient healthcare information. Charts and medical records should not be open to the public, including computer screens. Medical records and PHI should not be disposed of in the trash. Instead, these papers are placed in a confidential disposal bin, the contents of which are shredded later. When using speakerphones, close the door to the room so that others are unable to hear the conference. Fax transmittals should include a coversheet, and the coversheet should include a confidentiality notice. A fax machine receiving PHI should be in a secure area so that information is not readily accessible. Computer applications should not be left open

when unattended. Computer IDs should be kept where no one else can find them. IDs and passwords should never be shared with anyone. Printers receiving confidential information should not be left unattended during printing. Discussion regarding patient information must be conducted in a location where it cannot be overheard.

Conversations regarding patients should be avoided in elevators and cafeterias. When working on the telephone, never leave PHI on voice mail. Be very careful when talking to family members in the waiting room.

In the learning situation, you may have full access to patient information, but only if you are correctly identified with an ID badge. Medical records may be accessed and read, but information cannot be shared outside of the learning environment. For example, it is acceptable to discuss information in a conference setting with fellow students/faculty and your instructor, but it is not acceptable to discuss this information away from the conference (i.e. tell your husband about your patient).

Another serious concern is pre-planning. All instructors will expect that you have read the medical records of assigned patient(s) and are prepared to present/discuss the clinical situation. This requires that you take notes so you can review the information in your textbook. However, these notes must be strictly guarded. Identifying information such as a patient's name or room number must not be included. You may NOT make photocopies of laboratory values, medication profiles, or any other medical record papers/documentation for your use or review. When providing care, all notes that you have made should be kept strictly private and carried in your pocket so that other individuals cannot read the information. All discussions of clinical nature (i.e., why Ms. X, who has congestive heart failure, is experiencing renal failure) must take place in a private location and with a tone of voice that cannot be overheard by individuals not involved in the direct care of the individual. Certainly, all information that would allow someone to listen to the conversation to identify the individual being discussed is strictly prohibited and would be a serious violation of HIPAA rules.

For Diagnostic Medical Sonography students only:

One of the purposes of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) is to “promote and support the education of competent and compassionate allied health professionals who will provide the highest quality of care for their patients.” This purpose of providing the highest quality of care for patients extends to students, faculty, and staff in CAAHEP-accredited programs, especially students, faculty, and staff who are engaged in clinical experiences (including Capstone Field Internships) that bring them into contact with patients and other health professionals. As a programmatic accrediting body of health science programs recognized as such by the Council for Higher Education Accreditation (CHEA), CAAHEP is committed to adopting and enforcing standards for its accredited programs that not only foster the provision of high-quality education in the health sciences, but also protect students, faculty, staff, other professionals, and patients from illness and injury. Note the following from the CAAHEP Standards Template (2021): V. Fair Practices C. Safeguards The health and safety of patients/clients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded. The Commission on Accreditation of Allied Health Education Program acknowledges the scientific findings of governmental bodies—such as the United States Centers for Disease Control and Prevention and the United States Food and Drug Administration—that the COVID19 vaccines available in the United States are effective in preventing infections by the COVID-19 virus and lessening the deleterious health consequences from COVID-19 infections. CAAHEP also recognizes the overwhelming weight of scientific evidence that COVID-19 vaccines are safe and do not pose a statistically significant risk of morbidity or mortality to recipients of the vaccines. Therefore,

CAAHEP strongly recommends that all students and faculty and staff in all CAAHEP accredited programs be vaccinated, especially when clinical facilities and Capstone Field Internship sites require it to participate in the patient care experience and progress in their programs. Students in health care programs come into close contact with the public, particularly in clinical and prehospital settings. Thus, the vaccine helps protect both health care students, staff, and their patients by reducing the spread of the disease and preventing deaths. In addition, people who are unvaccinated—including students, faculty, staff, and patients—remain the most vulnerable to COVID-19. Therefore, the CDC urges that to end this pandemic, all people should get vaccinated. CAAHEP affirms that students, faculty, and staff, with appropriate exemptions required by federal and/or state law, may be exempted from receiving the COVID-19 vaccines. One category of appropriate exemptions is for students who have a qualifying disability under Titles II or III of the Americans with Disabilities Act (ADA) and the attendant regulations of the United States Department of Justice, or under similar state statutes and regulations. Another category of appropriate exemptions is for students who have a sincerely held religious belief, practice, or observance under the First or Fourteenth Amendments of the United States Constitution, and under applicable federal statutes and regulations that protect students from unlawful discrimination based on religion. Protection from religious discrimination is also provided by state laws, some of which offer protections that go beyond those of federal law. CAAHEP also strongly recommends students and prospective students be notified in writing, with a signed statement by each student that she/he has read the notice and understands its consequences, to the effect that students who are not fully vaccinated against COVID-19—regardless of the reasons for their declination of being vaccinated, and even if such declination is predicated upon a legally-cognizable disability or a sincerely held religious belief—the student may not be able to: (1) participate in an externship/practicum/Capstone Field Internship experience; (2) complete the requirements and graduate from the program; (3) sit for any licensing or certification examinations in the profession; and (4) be employed in the profession.

In addition to receiving the COVID-19 vaccine, CAAHEP acknowledges adopting additional prevention practices continues to be the best defense for protection. According to the CDC, this includes:

- Wear a mask
- Stay 6 feet away from others
- Avoid crowds and poorly ventilated spaces
- Wash your hands often
- Cover coughs and sneezes
- Clean and disinfect surfaces
- Monitor your health daily.

Long-term Training Programs at:
The Healthcare Training Institute

Program Description

The Medical Billing and Coding Specialist programs have been combined due to major recent changes, with more expected in the future. The MBCS program is a hybrid program, all the didactic classes will be delivered through our LMS "Canvas", labs will be taught in school and clinical externship will be provided at one of our affiliated sites. This program has been designed to provide basic training and knowledge in the fundamental areas of medical billing and medical coding. At Healthcare Training Institute the program is designed to provide the student/participant with the skills and knowledge necessary to prepare the program graduate to apply for entry-level Medical Billing Specialist and Medical Coding Specialist, EHR Specialist, Medical Office Administration, Unit Clerk, Pharmacy Biller, and DME billing, Processor/Data Entry, Third Party Billing Representative, Certified Medical Biller, Medical Billing/Payment Poster, Certified Coding Specialist Associate, Billing Clerk, Outpatient Medical Coder-Non Certified, Documentation Specialist, Inpatient Medical Coder-Certified, Ambulatory Registrar, Medical Office Assistant, Call Center Service Associate, Account Representative, Staff Assistant, Bookkeeper, Patient Access Representative, Care Coordinator, Patient Scheduler, Receptionist Patient Account Representative, Data Entry, Coding Reviewer Specialist Preauthorization, Dental Biller/Receptionist, Ophthalmic Technician/Optometric Technician, Medical Records Field Technician, Clinical Compliance Specialist, Administrative Assistant for Malpractice Office, Medical Charge Entry Specialist. The Medical Billing curriculum section has been tailored in such a way as to allow the student to gain a full understanding of expectations, job knowledge, and mastery of skills needed for job performance. This is acquired through acquaintance and learning of Anatomy and Physiology, Medical Terminology, Insurance Terminology, CPT, ICD9, HCFA 1500, UB-92 Hospital Billing Form, General Office Procedures and practical knowledge of computerized medical billing or claims processing systems.

The Medical Coding curriculum encompasses far more than assigning numbers to services and diagnosis. The medical coding curriculum has been tailored in such way to allow the student to abstract information from the patient's record and combine it with their knowledge of reimbursement and coding guidelines to optimize payments to physicians and hospitals. The graduate of a MBCS program is qualified to take CBCS examination nationally recognized certification. **(33)** A certificate is awarded to a student upon successful completion of all graduation requirements listed in the student catalog.

Medical Billing & Coding Specialist

SECTION	COURSE SEQUENCY	SECTION CODE	HOURS
Section -I	Anatomy & Physiology &Medical Terminology – Part-I	MAP 01	90
Section -II	Anatomy & Physiology &Medical Terminology – Part-II	MAP 02	90
Section -III	The Administration & Professional Setting	MAS 03	90
Section -IV	Electronic Health Records	HER 04	90
Section -V	Medical Coding	MC 05	180
Section -VI	Computerized Medical Office	MBCO 06	90
Section -VII	Medical Insurance Principle	MIP 07	90
Section -VIII	Externship	MBEX 08	180
TOTAL HOURS:			900

COURSE SCHEDULE

Monday through Thursday: AM Classes: 8:15 – 2:45 PM

Monday through Friday: AM Classes: 8:15 – 2:45 PM

Monday through Thursday PM Classes: 6:00 – 9:30 PM (only Didactic Portion)

For course description see page 83-98

Note: The Medical Billing and Coding Specialist Program are taught in a range of fifteen (15) months to twenty-two and half (22.5) months in the AM Monday through Thursday, and in range of twenty-one (21) months to thirty-one and half (31.5) months in the PM on Monday through Thursday. The program is taught in a series of seven sections of comprehensive medical billing and coding theory, and practical study sections inclusive of random order of presentation. Students must keep in mind that although course enrollment is continuous, occasional specified up to four weeks delays of the next section's start may occur between course sections due to unforeseen circumstances. Under certain circumstances, program completion may be extended by as much as fifty percent more than the normal program length.

Note: Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.

Program Description

The Medical Assistant Program is designed to prepare the Medical Assistant (a vital member of the healthcare team) who is expected to perform clinical and administrative duties in a medical office. The MAT program is a hybrid program, all the didactic classes will be delivered through our LMS “Canvas”, labs will be taught in school and clinical externship will be provided at one of our affiliated sites.

At Healthcare Training Institute, the objective of this program is to prepare the graduate to apply for entry-level Medical Assistant positions including: Medical Assistant Technician, Medical Office Clerk, Medical Receptionist, Medical office manager, EKG Tech, Front Desk, Medical Secretary, Medical Office Assistant, and EHR Specialist positions, Unit Clerk, Clinical Assistant, Administrative Assistant, Medical Biller, Phlebotomist, Certified Medical Assistant, Services Assistant Patient Services, Patient Account Representative, Pharmacy Technician Phlebotomist/Lab Assistant, Medical Records Clerk Insurance Authorizations/Secretary, Intake Coordinator, Patient Intake Representative, Rehabilitation Aide Processor/Data Entry, Optometric Assistant/Tech, Staff Assistant Chiropractic Assistant. The Medical Assistant is trained to carry out clinical procedures, conduct routine office-lab procedures, assist in minor surgery procedures, perform routine office diagnostic procedures, medical billing procedures, EKGs, preparing the patient for physical exams, and taking patient vital signs. The Medical Assistant can demonstrate knowledge of Medical Terminology, Anatomy & Physiology, Clinical & Administrative, Medical Billing, EKG, phlebotomy procedures, pharmaceutical procedures, and infection control procedures. The Medical Assistant is expected to handle administrative office procedures including computer operation, filing and data filling, billing, writing reports, preparing patient protocol, scheduling, and insurance claims. . The graduate of a MAT program is qualified to take CCMA examination nationally recognized certification.

A certificate is awarded to a student upon successful completion of all graduation requirements listed in the student catalog.

Medical Assistant Technician

SECTION	COURSE SEQUENCY	SECTION CODE	HOURS
Section -I	Anatomy & Physiology & Medical Terminology – Part-I	MAP 01	90
Section -II	Anatomy & Physiology & Medical Terminology – Part-II	MAP 02	90
Section -III	The Administration & Professional Setting	MAS03	90
Section -IV	Electronic Health Records	HER 04	90
Section V	Phlebotomy	MPL 05	90
Section -VI	EKG/Pharmacy	MEG 06	90
Section -VII	Clinical Procedures	MPH 07	90
Section VIII	Medical Insurance Principle	MIP08	90
Section -IX	Externship	MAES 09	180
TOTAL HOURS:			900

COURSE SCHEDULE

Monday through Friday: AM Classes: 8:15 – 2:45 PM

Monday through Thursday: PM Classes: 6:00 – 9:30 PM (only Didactic portion only)

For course description see pages 83-98

The Medical Assistant Program is taught in a range of thirteen and half (13.5) to twenty and quarter (20.25) months in the AM on Monday through Friday, and in range of twenty-one (21) months to thirty one and half (31.5) months in the PM on Monday through Thursday, and in range of fifteen (15) to twenty two and half (22.5) months on Monday through Thursday. The program is taught in a series of nine (9) sections of comprehensive Medical Assistant theory and practical study, sections inclusive of random order of presentation except for the Clinical Externship – which is performed at the completion of the nine course sections.

Students must keep in mind that although course enrollment is continuous, occasional specified up to four weeks delays of the next section’s start may occur between course sections due to unforeseen circumstances. Under certain circumstances, program completion may be extended by as much as fifty percent more than the normal program length.

Note: Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.

Program Description

The Patient Care Technician program prepares vital members of the healthcare team who will be expected to perform clinical and administrative duties in a medical office, nursing home or hospital. The PCT program is a hybrid program, all the didactic classes will be delivered through our LMS "Canvas", labs will be taught in school and clinical externship will be provided at one of our affiliated sites. At Healthcare Training Institute, the objective of this program will be to prepare the graduate to apply for entry-level Patient Care Technician positions including Patient Care Technician, Medical Assistant, Care Assistant, Staff Assistant, C.N.A, Patient Activity Aide, EKG Technician, Restorative/Rehabilitation Aide, Private request for Home Care Aide to assume the responsibilities of an entry level trained caregiver. Emergency Room Care, Unit Clerk, Secretary, Receptionist, Phlebotomy Technician, Patient Services, Patient Intake Representative, Patient Observer, Rehabilitation Nurse Technician, Telemetry Technician, Pharmacy Tech, Allergy Technician, Care Giver, Unit Clerk, Clinical Assistant, Front Desk, Administrative Assistant Rehabilitation Aide, Care Manager, Unlicensed Technical Associate, Chiropractic Assistant, Donor Technician/Phlebotomist.

The Patient Care Technician will be trained to carry out clinical procedures, conduct routine office/lab procedures, assist in minor surgical procedures, perform routine office diagnostic procedures and, EKGs, prepare patients for physical exams, take patient vital signs, provide long term care and administer injections. The Patient Care Technician will demonstrate knowledge of Medical Terminology, Anatomy & Physiology, clinical & administrative procedures, EKG, phlebotomy procedures, pharmaceutical procedures, infection control procedures, perform Nurse Aide duties in long Term Care facilities, and administer injections. The Patient Care Technician will be expected to handle administrative office procedures including, filing, writing reports, performing protocols, providing nursing skills for residents of long-term care facilities, and administering injections. The graduate of a PCT program is qualified to take CPCT examination nationally recognized certification. A certificate is awarded to a student upon successful completion of all graduation requirements listed in the student catalog.

Patient Care Technician

SECTION	COURSE SEQUENCE	SECTION CODE	HOURS
Section -I	Anatomy & Physiology & Medical Terminology – Part-I	MAP 01	90
Section -II	Anatomy & Physiology & Medical Terminology – Part-II	MAP 02	90
Section -III	The Administration & Professional Setting	MAS 03	90
Section -IV	Electronic Health Records	HER 04	90
Section -V	Phlebotomy	MPL 05	90
Section -VI	EKG/Pharmacy	MEG 06	90
Section -VII	Clinical Procedures	MPH 07	90
Section -VIII	Nursing Assistant	PNA 08	90
Section -IX	Externship	MES 09	180
TOTAL HOURS:			900

COURSE SCHEDULE

Monday through Thursday: AM Classes: 8:15 – 2:45 PM

Monday through Friday: AM Classes: 8:15 – 2:45 PM

PM Classes: 6:00 – 9:30 PM (only Didactic portion only)

For course description see pages 83-98

NOTE: The Patient Care Technician Program is taught in a range of thirteen and half (13.5) to twenty and quarter (20.25) months in the AM on Monday through Friday, and in range of twenty one (21) months to thirty one and half (31.5) months in the PM on Monday through Thursday, and in range of fifteen (15) to twenty-two and half (22.5) months on Monday through Thursday. The program is taught in a series of nine(9) sections of comprehensive patient care technician theory, and practical study sections inclusive of random order of presentation, with the exception of the clinical externship (which is performed at the completion of the nine course sections). Students must keep in mind that although course enrollment is continuous, occasional specified up to four weeks delays of the next section's start may occur between course sections due to unforeseen circumstances. Under certain circumstances, program completion may be extended by as much as fifty percent more than normal program length.

Note: Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.

Diagnostic Medical Sonography

Section Code	Course Sequence	Instructional Hours	Outside Work Clock Hours	Semester Credit Hours
DMS 100	Medical Terminology	45	0	2.00
DMS 110	Pathophysiology	120	10	5.00
DMS 120	Patient Care	100	5	4.00
DMS 121	Patient Care Integrated Clinical	50	0	1.00
DMS 230	Ultrasound Physics	200	15	8.50
DMS 240	Abdominal & Small Parts	430	60	18.00
DMS 241	Abdomen Observation Integrated Externship	45	0	1.00
DMS 250	OB/GYN	405	60	17.00
DMS 251	OB/GYN Observation Integrated Externship	45	0	1.00
DMS 260	Clinical Externship	810	0	18.00
Total Hours/Credit Hours		2250	150	75.5

COURSE SCHEDULE

Monday – Thursday: AM Classes: 8:15 – 2:45 PM

Monday – Thursday: AM Classes: 6:00 PM -9:30 PM (only Didactic portion only)

For course description see pages 83-98

Note: Diagnostic Medical Sonography Program is taught in a series of twenty-four (24) months to thirty-six (36) months in the AM and thirty-eight (38) months to 57 months in the PM on Monday through Thursday. The program is taught in a series of ten (10) sections of comprehensive diagnostic ultrasound theory and practical study, including integrated externships in the Patient Care, Abdominal and OB/GYN courses

DMS Students'-Out Policy:

Note: HTI ensures voluntary and prudent use of DMS as patients for non-clinical scanning. Students' grade evaluation will not be affected by participation or non- participation.

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Program Description

The Diagnostic Medical Sonography (DMS) program is designed to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal-extended and obstetrics and gynecology sonography concentrations.

The students will acquire a basic knowledge of medical terminology, pathophysiology, sonographic physics and instrumentation and patient care, Sonographic identification, scanning techniques and protocols for Abdomen, Small parts, OB/GYN, MSK and pediatrics. The program is focused on the general sonography concentration with complementary training in the vascular component. This allows graduates to better meet the needs of employers by having knowledge and/or experience in both general and vascular procedures. The general concentration encompasses abdominal structures, obstetrical and gynecological scanning, in addition to knowledge of pediatrics and small parts scanning (neck, breast, scrotum, musculoskeletal), as well as interventional procedures. The supplemental vascular training involves procedures such as a carotid duplex for stroke evaluation and extremity venous studies to evaluate for deep vein thrombosis. Additional exams will also be included in the coursework. The vascular component of the program is mandatory, and the student is required to also receive passing grades in all components. A certificate of completion is awarded to a student who has successfully accomplished the program requirements.

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ARDMS / ARRT Examination Disclosures

- Graduates of the Diagnostic Medical Sonography **program** without a college degree can apply for the RDMS certification exam if they (1) have a High School Diploma and (2) complete a minimum of 12 months of full-time clinical ultrasound/vascular paid work experience as defined by ARDMS (35 hours per week, at least 48 weeks per year) before applying for the RDMS examination.

- Graduates with an associate's degree can sit for the registry through ARRT.
- Graduates with a bachelor's degree can sit immediately for the registry through the ARDMS.

- For more information:

www.ardms.org/files/downloads/PrerequisiteChart.pdf

<https://www.ardt.org>

Outside Work Clock Hours:

An out-of-Class Work /Preparation assignments(s) is/are homework, which must be completed to receive the appropriate credit hours required for the credential. It is expected that the student completes all assignments in a timely manner. Points will be deducted every day a written/reading/-project/portfolio assignment is overdue. The student is advised to exercise caution, to budget their time, and to submit mandatory homework/projects/presentations as well as their portfolios and online assignments from publishers no later than their respective due dates. Students required to perform practical laboratory assignments must also complete them by the due date. Any submittals beyond the due date will result in a commensurate deduction of points.

Each student will be required to complete mandatory assignments outside of the classroom. These assignments s will include, but not limited to, the Project Presentation, Reading Assignments, Portfolio, Flash card, Writing Assignments, and Preparation for the Final Review, and SDMS Journal Case Studies.

Note: Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation form the externship site.

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Important Note: The Healthcare Training Institute provides training in the Ultrasound field to its participants so that they may graduate as Diagnostic Medical Sonographer. The HTI programs are approved by the State Department of Education.

Successful completion of this program prepares the graduate to apply for entry-level Diagnostic Medical Sonographer positions. The graduate of a DMS program is eligible to take ARDMS examination nationally recognized for registry in sonography field. HTI cannot control or predict future prerequisites changes dictated by the American Registry of Diagnostic Medical Sonographers (ARDMS) and cannot be liable or responsible in any way for changes made by any nationally recognized organization including ARDMS. It is each student's sole responsibility to do their research to meet ARDMS requirements for registry exam; therefore, the school cannot guarantee that graduates will be eligible to take certification or registry exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Please refer to pages forty-seven through fifty-one for Externship Conditions (all prospects or enrolled students must read them).

ARDMS (the American Registry of Diagnostic Medical Sonographers) requirements can be found at the follow link.

<http://www.ardms.org/Prerequisite%20Charts/generalprerequisites - 2014-2.pdf>

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The American Registry of Diagnostic Medical Sonographers provides reasonable testing accommodations in compliance with the Americans with Disabilities Act (ADA). Under the ADA, a **disability** is a physical or mental impairment that substantially limits one or more major life activities. Having a diagnosed impairment does not necessarily mean that an individual is disabled as defined by the ADA, and not all disabilities require test accommodations.

Test accommodations are adjustments or modifications of standard testing conditions designed to allow candidates with disabilities to take the examination without compromising its validity, providing an unfair advantage to disabled candidates or imposing undue burdens on ARDMS.

If you are an Applicant seeking accommodation, you must submit, along with your completed **application**:

1. An original letter, dated within the past five years and typed on official letterhead, from a qualified physician or health provider who specializes in the disability. This letter must document the disability and its severity, describe the applicant's limitation due to the disability, and state exactly what accommodations are recommended. The letter must contain an original signature and the physician's or **health** professional's credentials.
2. An original, current, detailed, comprehensive medical evaluation/ report of the diagnosed disability from the physician or health professional, dated within the past five years; and
3. A completed **ARDMS Special Accommodations Questionnaire** which must be submitted each time you apply for examination.

Review of applications containing a request to receive ADA accommodations may require an additional 30 days to be completed.

Documentation submitted by an applicant in support of a request is reviewed by ARDMS and may be forwarded to an independent medical expert for impartial professional review.

ARDMS may request additional documentation to support the request. All information will be kept confidential and will be used only to determine what, if any, test accommodations will be made.

Approved accommodations will be included in the Examination Confirmation Letter, sent to you via email and also available through **MY ARDMS account**, under "My Examinations/Application Status" found under the "Application Center" tab. The email will include the test vendor's telephone number, and you should call the test vendor to schedule an examination appointment with the approved accommodations.

Dental Assistant Technician

SECTION	COURSE	SECTION CODE	HOURS
Section -I	INTRODUCTION TO DENTAL ASSISTING	IDA 01	155
Section -II	Clinical Procedures	DAC 02	155
Section -III	Dental/Behavioral Sciences	DAB 03	155
Section -IV	Administrative Assistant	DAA 04	155
Section - V	Dental Radiology	DAR05	100
Section -VI	EXTERNSHIP	DAE 06	180
TOTAL HOURS:			900

Monday through Friday: AM Classes: 8:15 – 2:45 PM

PM Classes: 6:00 – 9:30 PM

For course description see pages 83-98

The Dental Assistant Technician Program is taught in a range of thirteen and half (13.5) to twenty and quarter (20.25) months in the AM on Monday through Friday, and in range of twenty one (21) months to thirty one and half (31.5) months in the PM on Monday through Thursday, and in range of fifteen (15) to twenty two and half (22.5) months on Monday through Thursday. The program is taught in a series of nine (9) sections of comprehensive Medical Assistant theory and practical study, sections inclusive of random order of presentation except for the Clinical Externship – which is performed at the completion of the nine course sections.

Students must keep in mind that although course enrollment is continuous, occasionally specified up to four weeks delays of the next section's start may occur between course sections due to unforeseen circumstances. Under certain circumstances, program completion may be extended by as much as fifty percent more than the normal program length.

Note: Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.

Ionizing Radiation in Lab Room Policy:

Note: Ionizing Radiation Exposure must be limited to the Dental Radiology course only. Once the RD section is over, students will not be allowed to practice the RD equipment anymore. Qualified and approved instructor must be present all time in RD lab to follow board standards. Since the students will be practicing on the manikins in lab room and will be supervised directly by Board approved instructor to minimize an unnecessary exposure to ionizing radiation. A reading sign will be posted in lab that students not involved in the x-ray procedures must stand during the exposure.

Program Description

The Dental Assisting with Radiography Course is designed according to the requirements set forth by the Dental Assisting National Board, the American Dental Association, the Commission on Dental Accreditation and The New Jersey Radiologic Technology Board of Examiners Curriculum Requirements.

The DAT program is a hybrid program, all of the didactic classes will be delivered through our LMS "Canvas", labs will be taught in school and clinical externship will be provided at one of our affiliated sites.

Students will study all phases of Dental Assisting with courses in history, ethics, chair side dental assisting, pharmacology and dental office procedures. Revolutionary Technology in dentistry field increases demand for more dental assistant jobs. The program' objectives are designed to prepare graduates for entry level employment as Dental Assistants (SOC code 31-9091.00) and work alongside the dentist in a dental office, clinic, or lab environment.

Dental assistants provide hands-on help for the dental practitioner. The dental assistant performs preparatory work such as sterilizing equipment, preparing and developing X-rays, and taking impressions/molds of patients' teeth.

Additionally, they guide the patients through their procedures and instruct patients on oral care.

More advanced duties may include topical anesthetic, sealant applications, and fluoride applications. Dental assistants may also schedule patient appointments and assist with other office tasks. Instructional tools include lectures, power points, instructor guided labs and exercises, as well as videos, quizzes and exams.

At the Healthcare Training Institute, the objectives of program are designed to provide graduates with the entry-level skills necessary to assist with General Dentistry, laboratory techniques, office procedures, preparatory work such as sterilizing equipment, preparing and developing X-rays, and taking impressions/molds of patients' teeth.

Additionally, they guide the patients through their procedures and instruct patients on oral care. More advanced duties may include topical anesthetic, sealant applications, and fluoride applications. Dental assistants may also schedule patient appointments and assist with other office tasks. A Certificate is awarded to a student upon successful completion of all graduation requirements listed in the student catalog.

COURSE DESCRIPTIONS

SECTION I – ANATOMY & PHYSIOLOGY & MEDICAL TERMINOLOGY –Part -I (MAP 01)

90 Hours

This area helps the participants to learn the basic medical terminology vocabulary used in the medical professional as well as the anatomy physiology. It also helps how to pronounce medical terms, prefix, suffix, and roots according to the medical terminology guideline. It further deals with Anatomy and Physiology and medical terminology regarding basic topics such as Cell Structures & Tissues, Terms Used for Body as a Whole, Diagnostic Procedures and Therapeutic Interventions, and systemic topics such as Musculoskeletal System, Blood, Circulatory System and Respiratory System and Immune system. This section also deals with how to pronounce a term correctly in the body systems.

Required Assignment: Each student will be assigned a project on the system.

SECTION II – ANATOMY & PHYSIOLOGY & MEDICAL TERMINOLOGY - Part -II (MAP 02)

90 Hours

This area covers Anatomy and Physiology and Medical Terminology related to Digestive System, GIT, Nutrition and Metabolism, Urinary System & Fluid Compartments, The Reproductive System, Reproductive System, The Nervous System, Endocrine System and metabolism. This area helps the participants to learn the applied basic medical terminology vocabulary used in in above mentioned body systems. It also helps how to pronounce medical terms, prefix, suffix, and roots according to the medical terminology guideline. This section also deals with how to pronounce a term correctly in the body systems.

Required Assignment: Each student will be assigned a project on the system.

SECTION III – THE ADMINISTRATION AND PROFESSIONAL SETTING (MA 03)

90 Hours

This section will also address patient and employee safety concerns in the healthcare environment. Participants will learn how to apply quality control measures in health and safety policies and procedures, to prevent illness and injury. Topics taught and practiced in this section are First aid training, medical office emergency, CPR (adult, child, infant), OSHA, MSDS, and personal protective equipment among. Participants must obtain BLS for Healthcare Provider certification through the American Heart Association and learn how to use AED.

Required Assignment: Each participant will be assigned a project on OSHA and CPR.

The participant is introduced to clinical requirements for the front office such as accounts receivable, accounts payable, written correspondence, telephone techniques, appointment scheduling and how to fill out health insurance claim forms for physician's offices. This portion including instruction in the areas generally described as "front-office", including appointment scheduling and patient reception, records management, fees and collections, accounting systems, computer applications, banking and health and accident insurance. An entirely new chapter on dictation and transcription has been added to this edition. Section IV includes extensive material on management responsibilities and the office environment.

Required Assignment: Each student will be assigned a project on insurance.

COURSE DESCRIPTIONS (Cont'd)**SECTION IV– ELECTRONIC HEALTH RECORD (HER 04)****90 Hours**

This section will cover the duties of an electronic health record specialist and will include but not limited to; assemble patient's health information to ensure information is complete and accurate. Enter demographic characteristics, history and extent of disease, diagnostic procedures, and treatment into computer, also assist with special studies and research for public health agencies. The participants will be able to manage data backups, such as retention of records, as well as maintain a variety of health record indexes, storage and retrieval systems. Course participant will be introduced to "Work National Database Registries," as a registrar, which contacts discharged patients, their families, and physicians to maintain registry with follow-up information, such as quality of life and length of survival of cancer patients. Participants will assist with the daily operations of the healthcare facilities such as answering the phone, scheduling appointments and general reception area duties

SECTION V – PHLEBOTOMY (MPL 05)**90 Hours**

This course is providing the student with basic knowledge of medical terminology, phlebotomist's role in the healthcare setting, professionalism, and comprehensive theory of the cardiovascular system, basic infection control techniques, phlebotomy procedures, venipuncture, capillary puncture, non-blood specimens and tests, special collection procedures as well as hands-on dummy arms.

SECTION VI – EKG & PHARMACY (MEG 06)**90 Hours**

Students are introduced to basic knowledge of medical terminology related to EKG, cardiovascular system, and infection control. The participant will be able to operate the EKG machine, interpret and analyze EKG Strips. Theory and EKG Applications of Arrhythmia, conduction block, and myocardial infarction are taught in the course.

Students are also introduced to basic medical terminology related to pharmacy; basic math calculations related to drugs. Students get familiar with prescriptions, drug order forms, and drugs as well as parental applications. Participant will get introduction to basic pharmacology and their uses, inventory, clarification, effects of therapeutic drugs and principles of aseptic techniques, and legal issues.

SECTION VII – CLINICAL PROCEDURE (MCP 07)**90 Hours**

The participant is introduced to how to properly take a medical history, how to write it in a medical chart and how to file this chart. The participant will learn aseptic techniques, various types of instruments, how to sterile procedure, and how to position and drape the patient for an examination with the physician. The proper procedures for hand washing, cleaning, and disinfecting instruments in the medical office will be covered with participants also receiving "hands on" experience in this course with taking his/her classmate's vital signs (blood pressure, pulse, respiration, and temperature). The participants learn how to operate and "hook up" a patient for and electrocardiogram, how to perform routine urinalysis on a urine sample, how to perform preparing of syringe for four types of injections, as well as bandaging. The participants will also learn how to look up medications in the physician's desk reference. The participants will learn the proper techniques for

COURSE DESCRIPTIONS (Cont'd)

venipuncture, finger stick, hematocrit and minor hematological procedures. The chapter sequence follows the logical progression of training of the medical assistant, from the basic to the advanced level of learning and competency. Each chapter is an entire learning package and serves as a “learning loop” that ties to the previous chapter and to those that follow. Added to every lesson is discussion on the medical assistant’s responsibilities concerning patient education and legal and ethical matters as they specifically relate to the content of that chapter. Highlights include Acquired Immune Deficiency Syndrome (AIDS), and updated material on nutrient, brief description of anatomy and physiology, and on surgery. In starting with the generic examination techniques and procedures, unit, and concluding with types of specific specialty examination. The medical assistant’s role in assessing the patient, which is specific to each type of examination, is described. Participants will also learn and demonstrate how to perform intramuscular, parental and subcutaneous injection simulations in class.

SECTION VIII – MEDICAL INSURANCE PRINCIPLE (MIP08)**90 Hours**

This section will prepare participants to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Participants will also gain an understanding of legal issues, the usage of reference books and the medical billing process, including completing the CMS-1500, and the UB-04 hospital billing form. Course participants will be introduced to principles and eligibility guidelines for billing Medicare, Medicaid, Tricare, Workers ‘Compensation, and commercial health care payers.

Required Assignment: Participants will be required to write an essay on ‘The development of the insurance claim’, and complete UB-04 / CMS-1500 claim forms.

SECTION VII – NURSING ASSISTANT (PNA 08)**90 Hours**

This section introduces the student to the concept of long-term care. It helps students define the job duties of a nurse aide. It discusses the following:

The losses experienced by residents in being admitted to a long-term care facility.

Ways to promote resident rights.

Appropriate communication technique.

Ways of preventing the spread of infections.

Method of caring for the residents’ environment and equipment.

Proper ways of making medical beds.

Safety measures to prevent accidents like burns and falls.

Fire and disaster practices and emergency health care practices.

This section focuses on the psychosocial characteristics of resident living in long-term care facilities, wherein basic needs, individual responses to the aging process, emotional needs, and support of the residents are discussed. Ways of dealing with residents with abnormal behavior or cognitive impairment such as reminiscence, therapeutic use of touch and reality orientation will also be discussed.

In this section physical needs, and ways to meet these needs, will be discussed, demonstrated, and re-demonstrated. This includes the performance of the following procedures: lifting and moving techniques,

COURSE DESCRIPTIONS (Cont'd)

bathing, backrub, observing and reporting physical changes, positioning, incontinent care, prevention of pressure sores, dressing and undressing, provision of mouth care and denture care, feeding the resident, personal grooming, shaving and beard care, morning and evening care, provision of rest, measuring intake and output, taking vital signs, serving bedpan/urinal, weighing the resident, application of anti-embolic stockings, specimen collection and ambulating the resident who needs assistance. The student will also learn signs and symptoms of certain disorders like diabetes, thyroid disorders, urinary tract disorders, fractures, parkinsonism, stroke, and seizure disorders. It is in this section that sexuality in the elderly will be discussed.

SECTION VI – COMPUTERIZED IN MEICAL OFFICE (MBCP 06)

90 Hours

In this section, participants will introduce to Medisoft patient billing and accounting software and will gain the knowledge and practical skills to accomplish tasks, such as, entering patient information, working with cases, entering charge transactions and patient payments, creating claims, posting insurance payment, generate patient information statements, creating and printing reports. Participants will also learn how to use Medisoft software, to schedule patient appointments and assist with collections procedures in the medical office. Required Assignment: Participants will simulate a medical encounter and use Medisoft to do the following tasks: Set up an appointment, register patient, enter the transaction and print walk-out receipt.

SECTION VII – MEDICAL CODING (MBCS07)

180 Hours

Part one: In this section participants will be introducing to the actual coding process, the history of the International Classification of Diseases and the ICD-9- CM coding system and reporting guidelines, as well as, how to identify main terms, sub terms and coding pathways. Course participants will also be introduced to reimbursement, HIPAA, and compliance. Participants will Learn the organization/steps to assign codes of the ICD-10-CM, compare this manual with the ICD-9-CM, as well as reporting guidelines using icd-10-cm for outpatient coding. Participants will be introducing to the CPT and LEVEL II national codes (HCPCS), evaluation and management (e/m) services and modifiers.

Part two: In this section participants will code diagnoses and procedures together, to work through a real-world coding situation. Participants will be integrating ICD-9-CM/ICD-10-CM and CPT Coding. Course participants will use CPT Coding manual to code Anesthesia procedures and will be introduced to surgery guidelines / general surgery. Participants will use CPT Coding manual to assign codes to procedures related to the different body systems, namely, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, urinary, male/ female genital, endocrine and nervous. Procedures pertaining to, and assign codes to hemic, lymphatic, mediastinum, and diaphragm, maternity care /delivery, eye, auditory, will also be covered in this section. Participants will also be introduced to, and assign codes to radiology, pathology/ laboratory, and medicine procedures, The CPT Coding manual and ICD-10-PCS will also be used to assign codes to inpatient services and procedures.

COURSE DESCRIPTIONS (Cont'd)**SECTION VII – MEDICAL INSURANCE PRINCIPLE (MIP 07)****90 Hours**

This section will prepare participants to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Participants will also gain an understanding of legal issues, the usage of reference books and the medical billing process, including completing the CMS-1500, and the UB-04 hospital billing form. Course participants will be introduced to principles and eligibility guidelines for billing Medicare, Medicaid, Tricare, Workers 'Compensation, and commercial health care payers.

Required Assignment: Participants will be required to write an essay on 'The development of the insurance claim', and complete UB-04 / CMS-1500 claim forms.

SECTION IX – CLINICAL EXTERNSHIP (MAES 09)**180 Hours**

Participants will be sent for Clinical Externship at current Institute-affiliated hospitals, clinics, doctor's offices and will be participating in assisting doctors in routine physical examinations, taking vital signs, assisting in minor surgery, and performing administrative tasks. The student will observe all cases and perform the physical examinations with and without assistance under the supervision of assigned licensed practice of their respective department; maintain log of studies; schedule appointments; maintain medical records in office.

SECTION IX – EXTERNSHIP (MBES-08)**180 Hours**

Upon successful completion of prerequisite course work, the section will introduce participant to direct hands-on at the externship site. Medical billing/ Coding Specialist externs, under the direct supervision of qualified personnel, will be assisting with processing insurance claims, using the ICD-9 /10-CM and CPT for coding diagnoses and procedures, utilizing computer software to maintain office systems, performing clerical functions, bookkeeping procedures, as well as familiarizing themselves with different types of medical reports- (triage reports, diagnostic reports, operative reports and medical histories), inventory of supplies, assisting with patient instruction.

SECTION – XI EXTERNSHIP (MPES 09)**180 Hours**

Participants will be sent to clinical externships at current Institute-affiliated hospitals, clinics, or doctor's offices, and will participate in assisting doctors with routine physical examinations, taking vital signs, , as well as assisting with minor surgery, and performing administrative tasks. The student will observe all cases and perform the physical examinations with or without assistance under the designated supervisor, maintain a log of studies; schedule appointments and maintain medical records in the office.

In this section, the student will learn ways of meeting the spiritual, recreational and activity needs of the elderly. Types and value of activities will be discussed as well as helping residents and family how to cope with death and dying. The role of nurse aid in postmortem care will also be discussed/demonstrated.

COURSE DESCRIPTIONS (Cont'd)**DMS 100 –MEDICAL TERMINOLOGY****2 Credits (45 Instructional Clock Hours)**

This course helps the students to learn anatomy in clinical terms pertaining to abdomen, small parts and OB/GYN as well as sonographic terminology. It also helps to pronounce the prefixes of the medical terms' prefixes, suffixes according to the pronunciation guideline. This area will also cover how to build and spell the medical terms correctly.

DMS 110– PATHOPHYSIOLOGY**5.00 Credits (120 Instructional Clock Hours plus 10 outside clock hours)**

This segment will present ultrasound pathology from a clinical perspective; it will cover various pathologies from the abdominal and pelvic cavities as well as small parts that may be related to a patient's clinical signs and symptoms.

DMS 120– PATIENT CARE**4 Credits (150 Instructional Clock Hours plus 5 outside clock hours)**

This segment covers the basic scanning and preparation technique and methods, vital signs and medical history, infection control technique, Medical Ethics and Law, CPR and strategies and standard precaution methods. Electronic health records and medical billing and coding will also be covered.

DMS 121- (1 credit, 50 Hours) Patient Care Integrated Clinical Externship. Students will be placed in a medical facility where they can apply what they have learned about standards of care, communication with both medical staff and patients and patient transportation. The student will learn how to become part of a medical team as well as exposure to the procedures and policies of a medical facility. DMS 121 is a Pass or Fail course, with no grade point value.

DMS 230– ULTRASOUND PHYSICS**8.50 Credits (200 Instructional Clock Hours plus 15 outside clock hours)**

This combo theory lab course introduces the student to basic knowledge of Ultrasound Physics and knobology. It also instructs the student in standard precautions, bioethics, quality assurance, and bioeffects. The student will develop a working knowledge of basic mathematics and instrumentation of ultrasound such as the Pulse-Echo Principle, Propagation, Attenuation, Image generation, Artifacts and Doppler instrumentation. Also, static imaging and real-time principles, imaging recording devices.... storage media will also be covered. Once the student begins the hemodynamic section, they will have corresponding vascular labs. This curriculum will prepare students for their SPI exam.

Required Assignment: Each student will have to complete Physics' lab book

COURSE DESCRIPTIONS (Cont'd)**DMS 240– ABDOMINAL & SMALL PARTS****18.00 Credits (430 Instructional Clock Hours plus 60 outside clock hours)**

This, Abdominal anatomy, physiology, and systems concentration, covers the anatomy and physiology sonographic interpretation and scan techniques of soft tissue spaces, and systems operating in Abdominal Cavity as well as Small Parts, Thyroid, Parathyroid, Neck, Breast, Scrotum, and Prostate Gland. Organs of Abdominal Cavity are intensively interrogated with emphasis on the Liver and Biliary Tree, Pancreas and associated ducts, Renal and Adrenal Gland, Vascularity of Abdomen (including Aorta and branches, Inferior Vena Cava and branches, Renal branches, Portal System), Spleen, Lymphatic Nodes, GI tract, Abdominal wall, and Retroperitoneal Structure.

This course will also cover the clinical laboratory tests, clinical sign and symptoms, and pathological state of each structure and organs in the Abdominopelvic area as well as the Small Parts to be evaluated. Also covered are Endorectal and Endo esophageal scanning techniques using videos. Pathological state is presented as video tapes, slides and matrix film. This segment will cover case studies, basic scanning protocols, writing presentations and records

Included in this course is an introduction to musculoskeletal scanning of the shoulder, wrist and leg. Pediatric hip and spine will be covered as well.

Required Assignment: Each student must complete a DMS 240 lab book

DMS 241- Abdomen Observation Integrated Externship**1 credit (45 Hours of Abdominal Integrated Observation Clinical Externship)**

The students will be placed in an observation site for Abdomen and small parts. This will allow the students to observe normal and abnormal studies, giving them an opportunity to visually recognize different pathologies and anomalies, while correlating the patient's signs, symptoms and lab work results with the corresponding diseases. The students are required to present two case studies each week.

DMS 250– OB/GYN SONOGRAPHY**17 Credits (405 Instructional Clock Hours plus 60 outside clock hours)**

This OB/ GYN combo lab/theory course covers anatomy, physiology and sonographic interpretations of female pelvis, both gravid and non-gravid. Topics include detailed interpretation, fertilization and reproductive organs and adnexal areas. Obstetrics covers menstruation, fertilization and embryonic development including genetic defects and anomalies. Fetal development is studied by trimester, incorporating maternal changes and complications. Pelvic and obstetrical Doppler is incorporated, as well as lectures on high-risk obstetrics and transvaginal techniques. This course will also cover Pediatric head, case studies, basic scanning protocols, writing presentations, records and copies.

Required Assignment: Complete a DMS 250 lab book

COURSE DESCRIPTIONS (Cont'd)**DMS 251- Limited OB/GYN Integrated Clinical Externship****1 Credit (45 Hours Limited OB/GYN Integrated Clinical Externship)**

The students will be placed in an observation site for OB/GYN. This will allow the students to observe female transabdominal and transvaginal pelvic exams and apply their knowledge to recognize normal from abnormal sonographic findings. The student will also be placed to observe the different stages of normal fetal development as well as recognizing pathologies and anomalies.

DMS 260–CLINICAL EXTERNSHIP**18 Credits (810 Instructional Clock Hours)**

Students will be placed on an externship at one of HTI's affiliated hospitals, imaging centers, or doctor's offices. The students will be expected to observe and record all cases and perform examinations following the facilities protocols with and without assistance under the supervision of the assigned Sonographers of their respective department * They will maintain logs of studies performed and successfully complete unassisted protocols of the abdomen, small parts, carotids, lower extremities and OB/GYN. Student must comply with the rules and regulations of the externship stated in DMS Student Handbook.

*Only "designated clinical instructors" with the appropriate credentials can perform clinical testing on DMS students.

Note: Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.

SECTION I – INTRODUCTION TO DENTAL ASSISTING (IDA 010)**155 Hours**

This area covers ergonomics, dental emergency, infection control, vital signs and CPR, oral diagnosis and treatment planning, blood borne pathogen and personal protection, dental records, medical law and ethics, and dentitions.

Required Assignment: Each student will be assigned a project on the system.

SECTION II– CLINICAL PROCEDURE (DAC 02)**155 Hours**

This section will address dental hand instruments, dental unit water lines, principles and techniques of disinfection, sterilization, chemical and waste management, general dentistry, prosthodontics, dental cements and provisional coverage, impression materials, dental implants, endodontics and periodontics, oral and maxillofacial surgery, coronal polishing and dental sealants, and pediatric dentistry.

SECTION IV – DENTAL /BEHAVIOR SCIENCE (DAB 03)**155 Hours**

Students are introduced to basic knowledge of anatomy and physiology of head and neck as well as brief discussion of all the other systems. Oral embryology and histology will be cover in this area. Participants will get introduction to basic principles of pharmacology, preventive dentistry, nutrition, oral pathology, microbiology, and patient psychology.

COURSE DESCRIPTIONS (Cont'd)**SECTION III – THE ADMINISTRATION ASSISTANT (DAA 04)****155 Hours**

The participant is introduced to clinical requirements for the front office such as accounts receivable, accounts payable, written correspondence, dental healthcare team communication, telephone techniques, appointment scheduling and how to fill out health insurance claim forms for dental offices. This section will cover the duties of an electronic health record specialist and will include but not limited to; assemble patient's health information to ensure information is complete and accurate.

This portion includes instruction in the areas of inventory management, financial arrangements and collection procedures, accounting systems and bookkeeping procedures, and account payable services.

SECTION V – DENTAL RADIOLOGY (DAR 05)**100 Hours****Part RAD A – EXPOSURE AND EVALUATION OF RADIOGRAPHS**

This area helps the participants to learn the basic dental radiation terminology used in the dental profession. It summarizes the history of x-radiation, equipment, film, and techniques. Explain and describe radiation physics, the structure of an atom, ionization, the properties of x-radiation, and X-Rays. Students will learn the components of the x-ray machine, understand the primary beam and its uses. Topics relating to image density such as; kilovoltage, milliamperage, time and distance will be explained and demonstrated. Students will be able to use the inverse square law to calculate radiation intensity. Image quality and quantity will be discussed to determine and define the factors influencing each. Students will discover the components that make up x-ray film, what they do, and how each effects the image. Digital imaging will be compared to film, and students will learn the advantages and disadvantages of each. Image errors will be emphasized, and students will learn the different factors that influence an image, such as but not limited to; humidity, light, maintenance, etc. Students will learn about image receptors and different types of film. The latent image will be discussed and emphasized. Introduction to intraoral and extra oral procedures and equipment will include patient placement, and both paralleling and bisecting techniques. Maintaining proper infection control in accordance with the ADA/CDC and OSHA standards will include use of barriers and proper hand washing.

Part RAD B – IMAGE PROCESSING AND QUALITY ASSURANCE

This area covers the components of automatic and manual film processing. Students will learn how to maintain solutions, and to be able to identify their specific functions. This section covers the errors involved with handling film, and OSHA's requirements for handling the hazardous chemicals. Equipment maintenance and a good quality assurance program will be explained in relation to image quality.

Part RAD C – MOUNTING AND LABELING RADIOGRAPHIC IMAGES

This section will address how to mount/display radiographic images using the buccal/facial view. Students will be able to identify anatomical landmarks to establish the films position in the mount, and how to duplicate films as necessary. An emphasis will be placed on the difference between radiolucent and radiopaque areas, and identifying structures and materials on films. Students will learn the legal aspects of what information should be provided on the mount, and how to adhere to the Health Insurance Portability and Accountability Act (HIPAA) as it applied to patient records.

COURSE DESCRIPTIONS (Cont'd)

Part RAD D – RADIATION PROTECTION

Radiation Protection will provide students with the information needed to keep the patients and staff from unnecessary radiation exposure. Students will learn the interaction that ionizing radiation has with cells, the long term and short-term effects of exposure. The ALARA (As Low as Reasonably Achievable) principle and ways to reduce and limit radiation exposure will be emphasized. Students will learn to adjust procedures for different patients, children, pregnant women, etc. Identifying the ADA/FDA guidelines is necessary for determining radiographic procedure frequencies. Students will be able to identify major causes of unnecessary patient exposure and equipment malfunctions. The Healthcare Training Institute will provide personal monitoring devices to each student, they will learn the function and use, the occupational annual dose, doses well as non-operator doses. Radiation measurements will be taught in measurement terms of Roentgen (R); radiation absorbed dose(Rad); and roentgen equivalent man(Rem). They will be able to define the SI units of ionizing radiation measurement in terms of Coulomb/kg (C/kg); Gray(Gy) and Sievert(Sv) and convert these units to conventional units.

Part RAD E – NEW JERSEY REGULATIONS

This section will explain in depth the State of New Jersey Equipment, Technologist and School Requirements in accordance with New Jersey Regulations:

N.J.A.C. 7:28-3.1(b): REGISTRATION OF IONIZING RADIATION-PRODUCING MACHINES

Within 30 days of taking possession of an x-ray unit, the facility owner must register the x-ray unit with the Department for Environmental Protection.

N.J.A.C. 7:28-16.8(a)1 and 2: Radiation safety surveys

Within 60 days of taking possession of an x-ray unit or after making any change to the equipment, equipment location or shielding, the facility owner must have a radiation survey performed and the survey results submitted to the Department.

N.J.A.C. 7:28-16.10. Operating procedures

All persons who operate or permit the operation of dental radiographic equipment shall comply with following operating procedures:

- 1.No individual other than the patient being x-rayed shall be in the path of the useful beam;
2. During each exposure the operator shall stand at least 1.83 meters (six feet) from the patient or behind a protective barrier;
3. The film shall not be held by the dentist, the operator, or the assistant during any radiographic exposure;
4. The diagnostic type protective tube housing and the cone shall not be hand held during exposures
5. Fluoroscopy shall not be used in dental examinations; and
6. The registrant shall provide personnel monitoring equipment to and require that it be worn by each individual who enters a controlled area and receives or is likely to receive a dose in excess of 25 millirems in any period of seven consecutive days.
 - i. Each personnel monitoring device shall be assigned to and worn by only one person.

COURSE DESCRIPTIONS (Cont'd)

- ii. Records of radiation exposure derived from the personnel monitoring device shall be kept in accordance with the requirements of N.J.A.C. 7:28- 8.
- iii. The registrant shall keep the personnel monitoring records at the facility. These records shall be kept in accordance with the requirements of N.J.A.C. 7:28-8. These records or true copy of same shall be produced for review by the Department during an inspection, and shall be submitted to the Department upon request.
- iv. The personnel monitoring records shall be available to the employees.

7:28-19.3 General provisions

No person shall engage in any activity within a scope of practice of radiologic technology as defined in N.J.A.C. 7:28-19.4 unless that person possesses a valid license authorizing the person to engage in that scope of radiologic technology.

1. No person shall operate ionizing radiation-producing equipment, or cause, allow or permit the use of such equipment in such a manner as to expose humans to ionizing radiation, except as provided in this subchapter.
2. No owner, licensed practitioner, or registrant of ionizing radiation-producing equipment shall cause, allow, or permit any person to engage in any activity within a scope of practice of radiologic technology as defined in N.J.A.C. 7:28-19.4, unless that person possesses a valid license authorizing the person to engage in that scope of radiologic technology.
3. No person shall cause, allow, or permit a radiologic technologist to be in the primary beam, unless it is deemed essential for the specific examination by the licensed practitioner and the radiologic technologist is wearing protective garments over all body areas in the primary beam as required by N.J.A.C. 7:28-15.9.
4. No school of radiologic technology subject to this subchapter shall enroll students unless the school is approved by the Board.
5. No school subject to this subchapter shall hold itself out to be an approved school of radiologic technology or claim in any way that completion of the school's curriculum will enable students to be eligible for New Jersey examination and/or New Jersey licensure, unless the school is approved by the Board.
6. No person shall use or permit the use of ionizing radiation-producing equipment in such a manner as to expose humans to unnecessary ionizing radiation.
7. A radiologic technologist shall carry his or her current radiologic technology license on his or her person at work and display his or her radiologic technology license, upon request of the Department, employer or any patient.
8. A radiologic technologist shall notify the Department of any conviction of a crime under Federal law or the law of any state within 30 calendar days of such conviction.
9. Any conviction of a crime committed while not engaged in the practice of radiologic technology does not, in itself, constitute a lack of good moral character for the purposes of N.J.A.C. 7:28-19.6(a)2, 19.9(e) and 19.11(a)1.
10. No person or organization shall provide training in the operation of ionizing radiation- producing equipment or patient positioning to persons other than those authorized to use such equipment as specified in this subchapter.

COURSE DESCRIPTIONS (Cont'd)

11. No person licensed pursuant to this subchapter shall use ionizing radiation-producing equipment on humans for any purpose other than for medical diagnosis, dental diagnosis, therapy simulation, therapy or monitoring of dental treatment. All such use must be at the direction of a licensed practitioner who is practicing within the scope of his or her license.
12. No radiologic technologist licensed pursuant to this subchapter shall prescribe a radiological examination.
13. No radiologic technologist licensed pursuant to this subchapter shall render an interpretation of a radiological examination.
14. The license of a radiologic technologist may be suspended for a fixed period, or may be revoked, or the technologist may be censured, reprimanded or otherwise disciplined in accordance with the provisions and procedures set forth in the Radiologic Technologist Act, if after due process, the Board finds that the technologist has committed an act of unethical conduct, as defined in N.J.A.C. 7:28-19.5, or has violated any provision of this chapter, the Radiation Protection Act or the Radiologic Technologist Act. A radiologic technologist may request a hearing in accordance with N.J.A.C. 7:28-19.17(b) if aggrieved by the Board's actions.

7:28-19.4 Scope of practice

- (a.) Any person who possesses a valid license in radiologic technology shall exercise proper principles of radiation protection with regard to radiological examinations.
 - (e). Any person who possesses a valid license to practice dental radiologic technology issued in accordance with this subchapter may engage in the following activities, which constitute the scope of practice of dental radiologic technology; however, the scope of practice does not include any type of fluoroscopy, tomography or computed tomography procedure:
 1. Operate ionizing radiation-producing equipment for dental radiographic procedures only;
 2. Position patients for intra-oral and extra-oral dental radiographic procedures only;
 3. Set the correct technique factors for dental radiographic procedures only; and
 4. Set the source-to-image receptor distance for dental radiographic procedures only.

7:28-19.7 Requirements of applicants for licensure

- (a) Subject to (d) below, the Board shall issue a license to any applicant who has paid to the Department a fee as specified in N.J.A.C. 7:28-19.10(a)2 and has submitted satisfactory evidence to the Board, verified by oath or affirmation, that the applicant:
 1. Has met the requirements in N.J.A.C. 7:28-19.6(a) and (b), and
 2. Has passed the Board's examination in the license category for which the applicant has applied.
- (b) In lieu of its own examination required by (a)2 above, the Board may accept a valid active certificate issued by the American Registry of Radiologic Technologists (ARRT) or a valid active certificate or license as a radiologic technologist issued by another state, provided the Board determines that the ARRT's or the other state's standards are equivalent to those established by the Board.
- (c) In lieu of its own examination for a dental radiologic technologist LRT(D), required by (a)2 above, the Board may accept:

COURSE DESCRIPTIONS (Cont'd)

1. A valid registration as a dental assistant issued by the New Jersey Board of Dentistry, provided the applicant passed the certification examination including the "Radiation Health and Safety" examination given by the Dental Assisting National Board and any education requirements as may be prescribed by the New Jersey Board of Dentistry, and provided the Board determines that the above standards are equivalent to those established by the Board; or
2. A valid active certificate issued by the Dental Assisting National Board demonstrating that the applicant has successfully passed the "Radiation Health and Safety" examination, provided the Board determines that the above standards are equivalent to those established by the Board.

(d) The Board may determine that an applicant is ineligible for licensure if the applicant does not fulfill the requirements of (a), (b) and (c) or has violated any provision of this chapter, the Radiation Protection Act or the Radiologic Technologist Act. The applicant may request a hearing in accordance with N.J.A.C. 7:28-19.17(a), if aggrieved by the Board's actions.

7:28-19.9 License expiration, reissuance and renewal

- (a) Except as provided at N.J.A.C. 7:28-19.1(c), no person or radiologic technologist shall engage in any scope of practice of radiologic technology without a valid and effective radiologic technology license issued under this subchapter authorizing the licensee to engage in that scope of practice.
- (b) A license issued in accordance with this subchapter is effective as of the date of issuance, or January 1st of an odd numbered year, whichever is later, and expires on the immediately following December 31st of an even numbered year. No license is valid longer than two years. It is the Board's practice, but not its obligation, to mail license renewal applications to all licensees at least 60 calendar days prior to the license expiration date.
- (c) A radiologic technologist shall inform the Department of any change in his or her name and/or address no later than 30 calendar days after the change.
- (d) To maintain a valid license, a radiologic technologist shall renew his or her license any time prior to its expiration by submitting a renewal application for a radiologic technology license and the required renewal fee specified in N.J.A.C. 7:28-19.10(a)3.
- (e) The Board may deny an application for renewal if the Board has determined that the radiologic technologist is not of good moral character or has violated any provision of this subchapter, the Radiation Protection Act or the Radiologic Technologist Act. The applicant may request a hearing as provided by N.J.A.C. 7:28-19.17(b) if aggrieved by the Board's action.
- (f) A radiologic technologist who possesses an expired license may apply to have the license reissued, provided that the license has not been expired for five years or more. An individual who wishes to have a license reissued that has been expired less than five years shall submit an application for reissuance and the fee specified in N.J.A.C. 7:28-19.10(a)3. If such individual has not engaged in the practice of radiologic technology at any time in New Jersey during the period the license was expired, the individual is required only to pay the reissuance fee for the current license period. If such individual has engaged in the practice of radiologic technology at any time in New Jersey during the period the license was expired, in addition to the reissuance fee for the current license period, the individual shall pay the reissuance fee for each previous renewal period, in addition to other sanctions that may be imposed under the Radiation

COURSE DESCRIPTIONS (Cont'd)

Protection Act or the Radiologic Technologist Act for practicing radiologic technology without a license.

- (g) A radiologic technologist who possesses a license that has been expired for five or more years may not have that license renewed but may apply for a license in accordance with N.J.A.C. 7:28-19.7.

7:28-19.5 Unethical conduct

- (a) The Board may, in its discretion, consider the acts listed below, among others, as acts of unethical conduct by a person subject to this subchapter. Such acts are subject to sanction pursuant to N.J.S.A. 26:2D-34(a) and 36, as supplemented or amended:
1. Conviction of any crime that reasonably relates to any field of radiologic technology. For the purpose of this section, a plea of guilty, non vult, no contest, or other such disposition of alleged criminal activity shall be deemed a conviction.
 2. Revocation or suspension of a certification, registration, or license to practice radiologic technology or censure or reprimand by any other state or certifying agency for reasons consistent with this subchapter;
 3. Dishonesty, fraud, deception, misrepresentation, or falsification in:
 - i. Any field relating to radiologic technology or the education of radiologic technology students or in documenting compliance with the Radiation Protection Act, the Radiologic Technologist Act or this chapter as supplemented or amended.
 - ii. Obtaining a radiologic technology license, including taking the examination and completing the required education and training.
 - iii. Statements on any application for examination or license.
 - iv. Statements or documentation regarding the status of any national certification relating to the field of radiologic technology;
 - v. Statements made to a representative of the Department or Board; or
 - vi. Any records relating to the practice of radiologic technology or to the education of radiologic technology students;
 4. Altering any license or examination results;
 5. Practicing radiologic technology or reporting to work as a radiologic technologist while under the influence of alcohol or a Controlled Dangerous Substance as defined in the New Jersey Code of Criminal Justice;
 6. Acting in a negligent or incompetent manner relating to radiologic technology or the education of radiologic technology students;
 7. Maliciously destroying or stealing property or records relating to the practice of radiologic technology or to the education of radiologic technology students;
 8. Failing to exercise due regard for safety, life or health while engaged in the practice of radiologic technology or the education of radiologic technology students;
 9. Violating any term limitation, condition or restriction that the Board has placed on his or her radiologic technology license;
 10. Failing to comply with any State or Federal law or regulation regarding the confidentiality of a patient's medical or dental information;
 11. Impersonating a licensed radiologic technologist;

COURSE DESCRIPTIONS (Cont'd)

12. Discriminating in the practice of radiologic technology or in the education of radiologic technology students as defined in Section 3 of New Jersey Law Against Discrimination in N.J.S.A. 10:5-3, as supplemented or amended; or

13. Engaging in the practice of radiologic technology or in the education of students in an unprofessional or unethical manner as determined by the Board.

(b) There is a rebuttable presumption that a person who has been determined by the Board to have committed an act of unethical conduct or has been convicted of a crime involving moral turpitude does not meet the standard of good moral character as required for purposes of N.J.A.C. 7:28-19.6(a)2, 19.9(e) and 19.11(a)1.

7:28-19.3(p) General provisions

(p)The license of a radiologic technologist may be suspended for a fixed period, or may be revoked, or the technologist may be censured, reprimanded or otherwise disciplined in accordance with the provisions and procedures set forth in the Radiologic Technologist Act, if after due process, the Board finds that the technologist has committed an act of unethical conduct, as defined in N.J.A.C. 7:28-19.5, or has violated any provision of this chapter, the Radiation Protection Act or the Radiologic Technologist Act. A radiologic technologist may request a hearing in accordance with N.J.A.C. 7:28-19.17(b) if aggrieved by the Board's actions.

SECTION VI – CLINICAL EXTERNSHIP

Students will be placed on an externship at one of HTI's affiliated dentist's offices. The students will be expected to observe and record all cases and perform examinations following the facilities protocols with and without assistance under the supervision of the assigned Dental Assistant or Dentist. They will maintain logs of studies performed and successfully complete unassisted protocols of the oral examination, dental cements, impression materials, and dental implants, . Students must comply with the rules and regulations of the externship stated in DA Student Handbook.

During clinical education, a student must be deemed competent in performing the following(minimum) dental radiographic procedures:

Prior to the competency evaluation, the following procedures must be successfully performed on patients:

2 FMS using paralleling technique: a total 12 Bitewing (BW)/Periapical (PA) exposure using bisecting angle technique and Panoramic = 1.

If 2 patient FMS procedures are not available, prior to the competency evaluation a total of: 8 BW and 28 PA exposures must be successfully performed on patients in various areas of the mouth. (2)

If a FMS is not available for competency testing on a patient, the evaluation must include a total:

4 BW and 14 PA exposures on patients in various areas of the mouth.

COURSE DESCRIPTIONS (Cont'd)

Competency Evaluation:

1. FMS using paralleling technique
2. Four exposures using bisecting angle technique
3. Panoramic Procedure

Participants will be sent for Clinical Externship at current Institute-affiliated hospitals, clinics, dental offices and will be participating in assisting dentists in radiographic procedures.

*Only "designated clinical instructors" with the appropriate credentials can perform clinical testing on DA students.

Hybrid Programs Outlines

DIAGNOSTIC MEDICAL SONOGRAPHY HYBRID PROGRAM OUTLINE:

SECTION	SUBJECT SEQUENCY	SYNCHRONIZED HOURS	SUPERVISES LAB HOURS	ASYNCHRONIZED HOURS	Outside Work Clock Hours	EXTERNSHIP HOURS	Semester Credit Hours
DMS 100	Medical Terminology	15	0	30	0	0	2.00
DMS 110	Pathophysiology	57	0	63	10	0	5.00
DMS 120	Patient Care	33	30	37	5	0	4.00
DMS 121	Patient Care Integrated Clinical	0	0	0	0	50	1.00
DMS 230	Ultrasound Physics	78	30	92	15	0	8.50
DMS 240	Abdominal & Small Parts	132	145	153	60	0	18.00
DMS 241	Abdomen Observation Integrated Externship	0	0	0	0	45	1.00
DMS 250	OB/GYN	120	145	140	60	0	17.00
DMS 251	OB/GYN Observation Integrated Externship	0	0	0	0	45	1.00
DMS 260	Clinical Externship	0	0	0	0	810	18.00
Total		435	350	515	150	950	75.5

TOTAL DIAGNOSTIC MEDICAL SONOGRAPHY COURSE HOURS/CREDITS HOURS: 2250 HRS/75.5 Semester Credit Hours

MEDICAL ASSISTANT TECHNICIAN HYBRID PROGRAM OUTLINE:

SECTION	SUBJECT SEQUENCY	SYNCHRONIZED HOURS	SUPERVISES LAB HOURS	SYNCHRONIZED ONLINE LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS
SECTION I	ANATOMY & PHYSIOLOGY 1	75	15	0	0	90 HOURS
SECTION II	ANATOMY & PHYSIOLOGY 2	75	15	0	0	90 HOURS
SECTION III	ADMINISTRATION AND PROFESSIONAL SETTING	75	15	0	0	90 HOURS
SECTION IV	ELECTRONIC HEALTH RECORD	30	0	60	0	90 HOURS
SECTION V	PHLEBOTOMY	60	30	0		90 HOURS
SECTION VII	EKG & PHARMACY	60	30	0		90 HOURS
SECTION VII	MEDICAL INSURANCE PRICIPLE	60	0	30	0	90 HOURS
SECTION VIII	CLINICAL PROCEDURE	60	30	0		90 HOURS
SECTION XI	CLINICAL EXTERSHP	495	135	90	180	180 HOURS

TOTAL MEDICAL ASSISTANT TRAINING COURSE HOURS: – 900 HRS.

PATIENT CARE TECHNICIAN HYBRID PROGRAM OUTLINE:

SECTION	SUBJECT SEQUENCY	SYNCHRONIZED HOURS	SUPERVISES LAB HOURS	SYNCHRONIZED ONLINE LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS
SECTION I	ANATOMY & PHYSIOLOGY 1	75	15	0	0	90 HOURS
SECTION II	ANATOMY & PHYSIOLOGY 2	75	15	0	0	90 HOURS
SECTION III	ADMINISTRATION AND PROFESSIONAL SETTING	75	15	0	0	90 HOURS
SECTION IV	ELECTRONIC HEALTH RECORD	30	0	60	0	90 HOURS
SECTION V	PHLEBOTOMY	60	30	0		90 HOURS
SECTION VII	EKG & PHARMACY	60	30	0		90 HOURS
SECTION VII	NURSING ASSISSTANT	50	40		0	90 HOURS
SECTION VIII	CLINICAL PROCEDURE	60	30	0		90 HOURS
SECTION IX	CLINICAL EXTERSHP	485	175	60	180	180 HOURS

TOTAL PATIENT CARE TECHNICIAN TRAINING HRS. – 900 HR.

MEDICAL BILLING AND CODING SPECIALIST HYBRID PROGRAM OUTLINE

SECTION	SUBJECT SEQUENCY	SYNCHRONIZED HOURS	SUPERVISES LAB HOURS	SYNCHRONIZED ONLINE LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS
SECTION I	Anatomy & Physiology & Medical Terminology – Part-I	75	15	0	0	90 Hours
SECTION II	Anatomy & Physiology & Medical Terminology – Part-II	75	15	0	0	90 Hours
SECTION III	The Administration & Professional Setting	75	15	0	0	90 Hours
SECTION IV	Electronic Health Records	30	0	60	0	90 Hours
Section V	Medical Insurance Principle	90	0	90	0	90 Hours
Section VI	Computerized in Medical Office	30	0	60	0	90 Hours
Section VII	Medical Coding	60	30	0	0	180 Hours
Section VIII	Externship				180	180 Hours
TOTAL MEDICAL BILLING AND CODING SPECIALIST TRAINING HOURS		435	75	210	180	900 Hours

TOTAL MEDICAL BILLING AND CODING SPECIALIST TRAINING HRS. – 900 HR.

HYBRID COURSE DESCRIPTIONS**DMS 100 –MEDICAL TERMINOLOGY**

2.00 Credits (15 Hours of synchronous instructional online didactics and 30 hours of asynchronous independent studies)

This course helps the students to learn anatomy in clinical terms pertaining to abdomen, small parts and OB/GYN as well as sonographic terminology. It also helps to pronounce the prefixes of the medical terms' prefixes, suffixes according to the pronunciation guideline. This area will also cover how to build and spell the medical terms correctly.

DMS 110– PATHOPHYSIOLOGY

5.00 Credits (57 hours of synchronous instructional online didactics and 63 hours of asynchronous independent studies, plus 10 outside clock hours)

This segment will present ultrasound pathology from a clinical perspective; it will cover various pathologies from the abdominal and pelvic cavities as well as small parts that may be related to a patient's clinical signs and symptoms.

DMS 120– PATIENT CARE

4.00 Credits (33 hours of synchronous instructional online didactics, 37 hours of asynchronous independent studies, and in person hands - on lab plus 5 outside clock hours)

This segment covers the basic scanning and preparation technique and methods, vital signs and medical history, infection control technique, Medical Ethics and Law, CPR and strategies and standard precaution methods. Electronic health records and medical billing and coding will also be covered.

DMS 121- (1 credit, 50 Hours) Patient Care Integrated Clinical Externship. Students will be placed in a medical facility where they can apply what they have learned about standards of care, communication with both medical staff and patients and patient transportation. The student will learn how to become part of a medical team as well as exposure to the procedures and policies of a medical facility. DMS 121 is a Pass or Fail course, with no grade point value.

DMS 230– ULTRASOUND PHYSICS

8.50 Credits (78 of synchronous online Instructional Hours, 92 hours of asynchronous independent studies and 30 hours of in person hands - on lab plus 15 outside clock hours)

This combo theory lab course introduces the student to basic knowledge of Ultrasound Physics and knobology. It also instructs the student in standard precautions, bioethics, quality assurance, and bioeffects. The student will develop a working knowledge of basic mathematics and instrumentation of ultrasound such as the Pulse-Echo Principle, Propagation, Attenuation, Image generation, Artifacts and Doppler instrumentation. Also, static imaging and real-time principles, imaging recording devices.... storage media will also be covered. Once the student begins the hemodynamic section, they will have corresponding vascular labs. This curriculum will prepare students for their SPI exam.

Required Assignment: Each student will have to complete Physics' lab book

HYBRID COURSE DESCRIPTIONS (Cont'd)**DMS 240– ABDOMINAL & SMALL PARTS**

18.00 Credits (132 hours synchronous instructional hours, 140 hours of asynchronous independent studies, and 145 hours of in person hands - on lab, plus 60 outside clock hours)

This, Abdominal anatomy, physiology, and systems concentration, covers the anatomy and physiology sonographic interpretation and scan techniques of soft tissue spaces, and systems operating in Abdominal Cavity as well as Small Parts, Thyroid, Parathyroid, Neck, Breast, Scrotum, and Prostate Gland. Organs of Abdominal Cavity are intensively interrogated with emphasis on the Liver and Biliary Tree, Pancreas and associated ducts, Renal and Adrenal Gland, Vascularity of Abdomen (including Aorta and branches, Inferior Vena Cava and branches, Renal branches, Portal System), Spleen, Lymphatic Nodes, GI tract, Abdominal wall, and Retroperitoneal Structure.

This course will also cover the clinical laboratory tests, clinical sign and symptoms, and pathological state of each structure and organs in the Abdominopelvic area as well as the Small Parts to be evaluated. Also covered are Endorectal and Endo esophageal scanning techniques using videos. Pathological state is presented as video tapes, slides and matrix film. This segment will cover case studies, basic scanning protocols, writing presentations and records

Included in this course is an introduction to musculoskeletal scanning of the shoulder, wrist and leg. Pediatric hip and spine will be covered as well.

Required Assignment: Each student must complete a DMS 240 lab book

DMS 241- Abdomen Observation Integrated Externship

1 credit (45 Hours of Abdominal Integrated Observation Clinical Externship)

The students will be placed in an observation site for Abdomen and small parts. This will allow the students to observe normal and abnormal studies, giving them an opportunity to visually recognize different pathologies and anomalies, while correlating the patient's signs, symptoms and lab work results with the corresponding diseases. The students are required to present two case studies each week.

DMS 250– OB/GYN SONOGRAPHY

17 Credits (120 synchronous instructional hours online didactics, 140 hours of asynchronous independent studies, 145 hours of in person hands-on, plus 60 outside clock hours)

This OB/ GYN combo lab/theory course covers anatomy, physiology and sonographic interpretations of female pelvis, both gravid and non-gravid. Topics include detailed interpretation, fertilization and reproductive organs and adnexal areas. Obstetrics covers menstruation, fertilization and embryonic development including genetic defects and anomalies. Fetal development is studied by trimester, incorporating maternal changes and complications. Pelvic and obstetrical Doppler are incorporated, as well as lectures on high-risk obstetrics and transvaginal techniques. This course will also cover Pediatric head, case studies, basic scanning protocols, writing presentations, records and copies.

Required Assignment: Complete a DMS 250 lab book

HYBRID COURSE DESCRIPTIONS (Cont'd)**DMS 251- Limited OB/GYN Integrated Clinical Externship****1 Credit (45 Hours Limited OB/GYN Integrated Clinical Externship)**

The students will be placed in an observation site for OB/GYN. This will allow the students to observe female transabdominal and transvaginal pelvic exams and apply their knowledge to recognize normal from abnormal sonographic findings. The student will also be placed to observe the different stages of normal fetal development as well as recognizing pathologies and anomalies.

DMS 260–CLINICAL EXTERNSHIP**18 Credits (810 Instructional Clock Hours)**

Students will be placed on an externship at one of HTI's affiliated hospitals, imaging centers, or doctor's offices. The students will be expected to observe and record all cases and perform examinations following the facilities protocols with and without assistance under the supervision of the assigned Sonographers of their respective department * They will maintain logs of studies performed and successfully complete unassisted protocols of the abdomen, small parts, carotids, lower extremities and OB/GYN. Student must comply with the rules and regulations of the externship stated in DMS Student Handbook.

*Only "designated clinical instructors" with the appropriate credentials can perform clinical testing on DMS students.

Note: Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.

SECTION I – ANATOMY & PHYSIOLOGY & MEDICAL TERMINOLOGY – Part -I (MAP 01) -)This is a combined course with 75 synchronous instructional hours Online Didactics and 15 hours of in person Lab):

This area helps the participants to learn the basic medical terminology vocabulary used in the medical professional as well as the anatomy physiology. It also helps how to pronounce medical terms, prefix, suffix, and roots according to the medical terminology guideline. It further deals with Anatomy and Physiology and medical terminology regarding basic topics such as Cell Structures & Tissues, Terms Used for Body as a Whole, Diagnostic Procedures and Therapeutic Interventions, and systemic topics such as Musculoskeletal System, Blood, Circulatory System and Respiratory System and Immune system. This section also deals with how to pronounce a term correctly in the body systems.

Required Assignment: Each student will be assigned a project on the system.

SECTION II – ANATOMY & PHYSIOLOGY & MEDICAL TERMINOLOGY - Part -II (MAP 02)-)This is a combined course with 75 synchronous instructional hours Online Didactics and 15 hours of in person Lab):

This area covers Anatomy and Physiology and Medical Terminology related to Digestive System, GIT, Nutrition and Metabolism, Urinary System & Fluid Compartments, The Reproductive System, Reproductive System, The Nervous System, Endocrine System and metabolism. This area helps the participants to learn the applied basic medical terminology vocabulary used in in above mentioned body systems. It also helps how to pronounce medical terms, prefix, suffix, and roots according to the medical terminology guideline. This section also deals with how to pronounce a term correctly in the body systems.

Required Assignment: Each student will be assigned a project on the system.

HYBRID COURSE DESCRIPTIONS (Cont'd)

SECTION III – THE ADMINISTRATION AND PROFESSIONAL SETTING (MA 03)- (This is a combined course with 75 synchronous instructional hours Online Didactics and 15 hours of in person Lab):

This section will also address patient and employee safety concerns in the healthcare environment.

Participants will learn how to apply quality control measures in health and safety policies and procedures, to prevent illness and injury. Topics taught and practiced in this section are First aid training, medical office emergency, CPR (adult, child, infant), OSHA, MSDS, and personal protective equipment among. Participants must obtain BLS for Healthcare Provider certification through the American Heart Association and learn how to use AED.

Required Assignment: Each participant will be assigned a project on OSHA and CPR.

The participant is introduced to clinical requirements for the front office such as accounts receivable, accounts payable, written correspondence, telephone techniques, appointment scheduling and how to fill out health insurance claim forms for physician's offices. This portion including instruction in the areas generally described as "front-office", including appointment scheduling and patient reception, records management, fees and collections, accounting systems, computer applications, banking and health and accident insurance. An entirely new chapter on dictation and transcription has been added to this edition. Section IV includes extensive material on management responsibilities and the office environment.

Required Assignment: Each student will be assigned a project on insurance.

SECTION IV– ELECTRONIC HEALTH RECORD (EHR 04)- (This is course contains 30 synchronous instructional hours Online Didactics and 60 hours of Synchronized Supervised Online Lab):

This section will cover the duties of an electronic health record specialist and will include but not limited to; assemble patient's health information to ensure information is complete and accurate. Enter demographic characteristics, history and extent of disease, diagnostic procedures, and treatment into computer, also assist with special studies and research for public health agencies. The participants will be able to manage data backups, such as retention of records, as well as maintain a variety of health record indexes, storage and retrieval systems. Course participant will be introduced to "Work National Database Registries," as a registrar, which contacts discharged patients, their families, and physicians to maintain registry with follow-up information, such as quality of life and length of survival of cancer patients. Participants will assist with the daily operations of the healthcare facilities such as answering the phone, scheduling appointments and general reception area duties

SECTION V – PHLEBOTOMY (MPL 05)- (This is course contains 60 synchronous instructional hours Online Didactics and 30 hours of Supervised Face to Face Lab):

This course is providing the student with basic knowledge of medical terminology, phlebotomist's role in the healthcare setting, professionalism, and comprehensive theory of the cardiovascular system, basic infection control techniques, phlebotomy procedures, venipuncture, capillary puncture, non-blood specimens and tests, special collection procedures as well as hands-on dummy arms.

HYBRID COURSE DESCRIPTIONS (Cont'd)**SECTION VI – EKG & PHARMACY (MEG 06)- (This is course contains 60 synchronous instructional hours Online Didactics and 30 hours of Supervised Face to Face Lab):**

Students are introduced to basic knowledge of medical terminology related to EKG, cardiovascular system, and infection control. The participant will be able to operate the EKG machine, interpret and analyze EKG Strips. Theory and EKG Applications of Arrhythmia, conduction block, and myocardial infarction are taught in the course.

Students are also introduced to basic medical terminology related to pharmacy; basic math calculations related to drugs. Students get familiar with prescriptions, drug order forms, and drugs as well as parental applications. Participant will get introduction to basic pharmacology and their uses, inventory, clarification, effects of therapeutic drugs and principles of aseptic techniques, and legal issues.

SECTION VII – MEDICAL INSURANCE PRINCIPLE (MIP 07)- (This is course contains 60 synchronous instructional hours Online Didactics and 30 hours of Lab):

This section will prepare participants to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Participants will also gain an understanding of legal issues, the usage of reference books and the medical billing process, including completing the CMS-1500, and the UB-04 hospital billing form. Course participants will be introduced to principles and eligibility guidelines for billing Medicare, Medicaid, Tricare, Workers 'Compensation, and commercial health care payers.

Required Assignment: Participants will be required to write an essay on 'The development of the insurance claim', and complete UB-04 / CMS-1500 claim forms.

SECTION VIII – MEDICAL INSURANCE PRINCIPLE (MIP08)**90 Hours**

This section will prepare participants to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Participants will also gain an understanding of legal issues, the usage of reference books and the medical billing process, including completing the CMS-1500, and the UB-04 hospital billing form. Course participants will be introduced to principles and eligibility guidelines for billing Medicare, Medicaid, Tricare, Workers 'Compensation, and commercial health care payers.

Required Assignment: Participants will be required to write an essay on 'The development of the insurance claim', and complete UB-04 / CMS-1500 claim forms.

SECTION VIII – CLINICAL PROCEDURE (MPH 07)- (This is course contains 60 synchronous instructional hours Online Didactics and 30 hours of Supervised Face to Face Lab):

The participant is introduced to how to properly take a medical history, how to write it in a medical chart and how to file this chart. The participant will learn aseptic techniques, various types of instruments, how to sterile procedure, and how to position and drape the patient for an examination with the physician. The proper procedures for hand washing, cleaning, and disinfecting instruments in the medical office will be covered with participants also receiving "hands on" experience in this course with actually taking his/her classmate's vital signs (blood pressure, pulse, respiration, and temperature). The participants learn how to operate and "hook up" a patient for and electrocardiogram, how to perform routine urinalysis on a urine sample, how to perform

HYBRID COURSE DESCRIPTIONS (Cont'd)

preparing syringes for four types of injections, as well as bandaging. The participants will also learn how to look up medications in the physician's desk reference. The participants will learn the proper techniques for venipuncture, finger stick, hematocrit and minor hematological procedures. The chapter sequence follows the logical progression of training of the medical assistant, from the basic to the advanced level of learning and competency. Each chapter is an entire learning package and serves as a "learning loop" that ties to the previous chapter and to those that follow. Added, every lesson is discussion on the medical assistant's responsibilities concerning patient education and legal and ethical matters as they specifically relate to the content of that chapter. Highlights include Acquired Immune Deficiency Syndrome (AIDS), and updated material on nutrient, brief description of anatomy and physiology, and on surgery. In starting with the generic examination techniques and procedures, unit, and concluding with types of specific specialty examination. The medical assistant's role in assessing the patient, which is specific to each type of examination, is described. Participants will also learn and demonstrate how to perform intramuscular, parental and subcutaneous injection simulations in class.

SECTION IX – CLINICAL EXTERNSHIP (MAES 09)

Participants will be sent for Clinical Externship at current Institute-affiliated hospitals, clinics, doctor's offices and will be participating in assisting doctors in routine physical examinations, taking vital signs, assisting in minor surgery, and performing administrative tasks. The student will observe all cases and perform the physical examinations with and without assistance under the supervision of assigned licensed practice of their respective department; maintain log of studies; schedule appointments; maintain medical records in office.

SECTION V – MEDICAL CODING (MC 04)- (This course is 90 synchronous instructional hours Online Didactics and 90 hours of Synchronized Supervised Online Lab):

Part one: In this section participants will be introduced to the actual coding process, the history of the International Classification of Diseases and the ICD-9- CM coding system and reporting guidelines, as well as, how to identify main terms, sub terms and coding pathways. Course participants will also be introduced to reimbursement, HIPAA, and compliance. Participants will Learn the organization/steps to assign codes of the ICD-10-CM, compare and contrast this manual with the ICD-9-CM, as well as report guidelines using icd-10-cm for outpatient coding. Participants will be introduced to the CPT and LEVEL II national codes (HCPCS), evaluation and management (e/m) services and modifiers.

Part two: In this section participants will code diagnoses and procedures together, to work through a real-world coding situation. Participants will be integrating ICD-9-CM/ICD-10-CM and CPT Coding. Course participants will use CPT Coding manual to code Anesthesia procedures and will be introduced to surgery guidelines / general surgery. Participants will use CPT Coding manual to assign codes to procedures related to the different body systems, namely, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, urinary, male/ female genital, endocrine and nervous. Procedures pertaining to, and assign codes to hemic, lymphatic, mediastinum, and diaphragm, maternity care /delivery, eye, auditory, will also be covered in this section. Participants will also be introduced to, and assign codes to radiology, pathology/ laboratory, and medicine procedures, The CPT Coding manual and ICD-10-PCS will also be used to assign codes to inpatient services and procedures.

HYBRID COURSE DESCRIPTIONS (Cont'd)**SECTION VI – COMPUTER IN MEDICAL OFFICE (MBCO 06)- (This is course contains 30 hours of Online Didactics and 60 synchronous instructional hours Synchronized Supervised Online Lab):**

In this section, participants will be introduced to Medisoft patient billing and accounting software and will gain the knowledge and practical skills to accomplish tasks, such as entering patient information, working with cases, entering charge transactions and patient payments, creating claims, posting insurance payment, generate patient information statements, creating and printing reports. Participants will also learn how to use Medisoft software, to schedule patient appointments and assist with collections procedures in the medical office.

Required Assignment: Participants will simulate a medical encounter and use Medisoft to do the following tasks: Set up an appointment, register patient, enter the transaction and print walk-out receipt.

SECTION VII – MEDICAL INSURANCE PRINCIPLE (MIP 07)- (This is course contains 60 synchronous instructional hours Online Didactics and 30 hours of Lab):

This section will prepare participants to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Participants will also gain an understanding of legal issues, the usage of reference books and the medical billing process, including completing the CMS-1500, and the UB-04 hospital billing form. Course participants will be introduced to principles and eligibility guidelines for billing Medicare, Medicaid, Tricare, Workers 'Compensation, and commercial health care payers.

Required Assignment: Participants will be required to write an essay on 'The development of the insurance claim', and complete UB-04 / CMS-1500 claim forms.

SECTION VIII – EXTERNSHIP (MBX 08)-180 Hours of In Person Training

Upon successful completion of prerequisite course work, the section will introduce participant to direct hands-on at the externship site. Medical billing/ Coding Specialist externs, under the direct supervision of qualified personnel, will be assisting with processing insurance claims, using the ICD-9 /10-CM and CPT for coding diagnoses and procedures, utilizing computer software to maintain office systems, performing clerical functions, bookkeeping procedures, as well as familiarizing themselves with different types of medical reports- (triage reports, diagnostic reports, operative reports and medical histories), inventory of supplies, assisting with patient instruction.



Short-term Training Programs at:

The Healthcare Training Institute

Certified Nurse Aide

MODULE #	COURSE SEQUENCE	SECTION CODE	HOURS
Module -I	Care Curriculum for Nurse Aide & Personnel in Long-Term Care Facilities	CNPC-A 01	16
Module -II	Psychosocial Needs of the Resident	CNPR-B 02	10
Module -III	Physical Needs of The Resident	CNPR-C 03	56
Module -IV	Spiritual, Recreational & Activity Needs of The Resident	CNSR -D 04	8
TOTAL HOURS:			90

COURSE SCHEDULE

Monday – Thursday:

AM Classes: 8:15 – 2:45 PM

Monday – Friday:

AM Classes: 8:15 – 2:45 PM

PM Classes: 6:00 – 9:30 PM

Friday/Saturday

AM Classes 9:00 -3:00 PM

Note: Thirty-minute lunch breaks are not included in the number of hours indicated above.

COURSE SCHEDULE

*The Certified Nurse Aide program is taught in a series of five modules in two (2) to three (3) months in the AM periods on Monday through Friday, and two(2) to (3) months in the PM periods on Monday through Friday.

For course description see page 111

Mandatory Requirement:

2 Step Mantoux PPD administered and read before the first day of class.

Program Description

The “Nurse Aide in Long-Term Care Facilities Course,” is a New Jersey Department of Health and Senior Services approved training course that consists of ninety hours of training: fifty hours of classroom instruction and forty hours of clinical instruction in a New Jersey licensed long-term care facility. This is offered based on the belief that all residents in long-term care facilities are entitled to receive an optimum level of health and personal care services. It is predicated on that belief and further embodies the concept of human caring. Human Caring is viewed as respect for the dignity, worth and uniqueness of the resident, other staff and self and facilitates the protection, maintenance and restoration of the resident. Excellence in the basic care given to each resident requires skill, information, commitment, compassion, respect, and consideration. The concept of human caring encompasses the roles of the learner, caregiver, and humanitarian.

Human care becomes the goal of the nurse aide caregiver who is responsible for the outcome of “hands-on” practice, and those who should strive to contribute to the highest biological, psychological, social, cultural, spiritual, and intellectual functions of the resident.

This course complies with the Federal Regulations requirement that at least a total of sixteen hours of training in the areas of communication and interpersonal skills, infection control, promoting residents’ independence, and respecting residents’ rights, safety/emergency procedures, including the Heimlich Maneuver, to be taught to each student prior to any direct contact with a resident. This also complies with the New Jersey curriculum requirement to complete “Modules I and II,” prior to giving physical care to residents Continued on page 107

...continued on page 64

Program Description

...continued from page 105

While the modules shall be presented in sequence, the lessons in each module may be reordered to maximize the teaching process.

Based on the above philosophy, the purposes of the Nurse Aide in Long-Term Care Facilities Course are to provide the caregiver with the basic nurse aide knowledge and skills needed to care for residents of long-term care facilities and to prepare the nurse aide for entry level employment such as Patient Activity Aide, Restorative/Rehabilitation Aide, Private request for Home Care Aide to assume the responsibilities of an entry level trained caregiver. After successful completion of an NJDHSS-approved ninety (90) hour Nurse Aide in Long-Term Care Facilities Course, the nurse aide candidate will be entitled to take the New Jersey State Department of Health and Senior Services Nurse Aide examination which consists of both a skills evaluation and a written examination.

A certificate is awarded to a student upon successful completion of all graduation requirements listed in this student catalog.



COURSE DESCRIPTIONS**MODULE-I (CNPC-A 01)****16 Hours**

Care Curriculum for Nurse Aide Personnel in Long-Term Care FACILITIES (13 HRS)

This module introduces the student to the concept of long-term care. It helps the student to define the job duties of a nurse aide. It discusses the following:

- The losses experienced by residents being admitted to a long-term care facility
- Ways to promote resident rights
- Appropriate communication technique
- Ways of preventing spread of infections
- Method of caring for the residents' environment and equipment
- Proper ways of making a bed
- Safety measures to prevent accidents like burns and falls
- Fire and disaster practices and emergency health care practices

MODULE-II :(CNPR-B 02)**10 Hours**

PSYCHOSOCIAL NEEDS OF THE RESIDENT

This module focuses on the psychosocial characteristics of resident living in long-term care facilities, wherein basic needs of man, individual, responses to the aging process, and emotional needs and support of the resident are discussed. Ways of dealing with residents with abnormal behavior or cognitive impairment such as reminiscence, therapeutic use of touch and reality orientation will also be discussed

MODULE-III: (CNPR-C 03)**56 Hours**

PHYSICAL NEEDS OF THE RESIDENT

In this module physical needs and ways to meet these needs will be discussed, demonstrated and return demonstrated. This includes the performance of the following procedures: Lifting and moving techniques, bathing, backrub, observing and reporting physical changes, positioning, incontinent care, prevention of pressure sores, dressing and undressing, provision of mouth care and denture care, feeding the resident, personal grooming, shaving and beard care, morning and evening care, provision of rest, measuring intake and output, taking vital signs, serving bedpan/urinal, weighing the resident, application of anti-embolic stockings, specimen collection and ambulating the resident who needs assistance.

The student will also learn signs and symptoms of certain disorders like diabetes, Thyroid disorders, urinary tract disorders, fractures, Parkinsonism, stroke, and seizure disorders. It is in this module that sexuality in the elderly will be discussed.

MODULE-IVSPIRITUAL, RECREATIONAL AND ACTIVITY NEEDS OF THE RESIDENT (CNSR-D 04)**8 Hours**

In this module, the student will learn ways of meeting the spiritual, recreational and activity needs of the elderly. Types and value of activities will be discussed as well as helping residents and family how to cope with death and dying. The role of nurse aid in postmortem care will also be discussed/demonstrated.

HEALTHCARE TRAINING INSTITUTE RESERVES THE RIGHT TO MAKE CHANGES IN THE COURSE CONTENT WITHIN ANY PROGRAM, OR ITS RULES, REGULATIONS, SCHEDULES, AND TUITION COSTS. IF AND WHEN SUCH CHANGES OCCUR, THEY WILL BE PUBLICIZED THROUGH THE PROPER ORGANIZATIONS/AUTHORITIES.

Credit Disclaimer Statement:

Healthcare Training Institute does not offer college credit for courses; however, Healthcare Training Institute can accept previous education credits from an accredited school or state approved institution or college towards an appropriate course after review by Healthcare Training Institute administrative staff. Previous education or training must meet Healthcare Training Institute's course curriculum for this consideration. Therefore, the student must request an official transcript be sent to the school before the program starts. In such cases the student does not need to attend the specific section(s) of the course/program, and the section(s) will be listed as transfer credit on student transcript.

Facilities

Healthcare Training Institute features a fully air-conditioned and well-lighted facility with a reception area, administration office and is equipped with 30 computers. The maximum number of students permitted in a classroom is 15-30 and the maximum number of students in a laboratory is 20-24. The school has a break room for students that house vending machines, tables, chairs, and microwave ovens. The institute expanded its student lounge to accommodate the student's population and increase comfort, food space, in January 2016 located at 1967 Morris Ave. Both male and female lavatories are available on each floor of the three-storied building, for a total of three male lavatories and three female lavatories. HTI does not employ a nurse or have any medical staff available. Lighted Exit signs are in the break room and the reception area. Parking is available in the surrounding street areas as in the two municipal lots adjacent to the school.

Equipment

A general overview of the equipment used at the school consists of, but is not limited to: Esaote Ultrasound Machines (9) along with Linear Transducers (9), Curved Linear Transducers (5), Trans Vag Transducers (2) Phantom of Scrotal, Female Pelvis (2), and Fetal--Models...Blood Pressure Cuffs --- Electrocardiograph --- Mercury Manometers --- Lead Sensors----Digital Thermometers ---- EKG Mounts ---- Microscopes ---- Phlebotomy Supplies ---Patient Thermometer ---- Needles and Syringes ----- Balance Scale and Height Bar --- Vacationer Holders and Needles ----- Stethoscopes ----- Needle Re-cappers ----Common Surgical Instruments ----- Safety Devices, Sharp Boxes --- Common simple test equipment ----- Physical Exam tables --- Ultrasound Machines --- Centrifuge/Slings ---Splints/ Phlebotomy Practice Models ---- Goggles, Sterile Wrap and Pouches, Sterile Gloves, Reference Texts, Gown, Masks, Patient, Drapes --- Drapes and Gown ---Skeleton/Digital Projectors with Laptops -- Computers (30)/ TV/VCR/ Modules ---- Phlebotomy chairs (3)---Power operated dental chair(s)---Dental units--Stool for operator and assistant----Air water syringe--Adjustable dental light ---High and low speed handpieces ---Oral evacuating equipment----Counter work surface for assistant--- Ultrasonic--- Autoclave---- Sink---intra-oral dental radiographic unit---Teaching dental x-ray manikin--Film and digital film---View boxes---Digital software--view monitor--- Automatic processing unit---day light loader----Multiple sets of image receptor devices--- Radiation monitors for each student----Leads aprons for each unit----Dental chair or unit----Film-holding devices utilized as aids in exposing acceptable radiographs---Darkroom capacity and equipment for automatic film processing----Simulated or fully functional intraoral digital receptors---Lead aprons and cervical collars utilized to protect patients from x-rays.

STUDENT SERVICES OFFERED AT HEALTHCARE TRAINING INSTITUTE:

It is our purpose to provide excellent service based on the needs of our students while respecting their dignity. We offer students advice with the necessary time and attention according to their needs.

1- Placement and Career Services:

Healthcare Training Institute offers job placement services to graduating students. Students are required to meet with the Director of Placement prior to graduation. Interviews and appointments are arranged for the student once graduation requirements are met. Although placement services are available to graduating students, Healthcare Training Institute does not guarantee or promise employment. However, Healthcare Training Institute makes every effort to assist each graduate in obtaining gainful employment. It is the goal of Healthcare Training Institute to help every graduate to obtain an entry-level position in a career related to their chosen field of study. The school has one full-time and part-time employee to develop student career goals and job search missions. The Career Services Director provides all career placement assistance, student job interview preparation (e.g. mock interviews, presentation tips, etc.), job search preparation, the location of job opportunities as well as telephone and written contact recommendations. In addition, this individual performs externship placement affiliation responsibilities. The Career Services Assistant's duties include resume preparation, faxing resumes and cover letters to prospective employers, etc. Students who do not wish to participate in job placement assistance must sign a Waiver of Job Placement Assistance form. The Career Services Director also contacts employers to verify the graduate's employment status. Upon verification, announcement cards are prepared and posted on one of two bulletin boards dedicated to this purpose.

Both Hybrid and in-person (residential) students have access to all the available student services including job placement assistance as stated in school catalog.

1- Housing:

While the school does not offer on-campus housing for its students, living accommodation is available within a convenient distance of the school. Students must arrange for their own housing, but the school can guide students to local housing resources when requested. www.apartmentfinder.com

2- Transportation:

The Healthcare Training Institute is easily accessible by New Jersey Transit buses.

New Jersey Transit: 1(973) 275-5555, www.njtransit.com

3- Free Parking:

Free Parking is available on streets surrounding the school as well as in three municipal lots adjacent to the school after 5pm. Where from 8am to 5pm is available with parking permit.

4- School Advising Service:

The school's staff make every effort to maintain close communication with students. Students have access to faculty and administrative staff for vocational, academic, tutoring, student records, leave of absence, and personal advisement. Students are also welcome to meet with faculty members after class in their respective classrooms to discuss any issues they may have. At the beginning of the program an orientation is offered specifically with respect to norms, policies, and institutional procedures. Also emphasized is the student's goal, which is to complete the program and secure employment in an area related to their studies.

5- Individual Advising Service:

The instructor identifies those students who may require individual attention for an academic issue, absenteeism and/or inappropriate behavior and a meeting is scheduled. This meeting is documented. In some instances, the instructor or Director of Education is asked to attend. If the case is meritorious, the Administration Director will also be in attendance. The cases presented are registered and constant follow-up is provided until resolution.

6- Registrar/Record Keeping Service:

The academic, financial and placement records are retained in the Registrar's office, Financial Aid department and Career Services departments respectively. The Registrar is charged with maintaining a file for each student enrolled in the school. Student records are available for review by the student at any time. Students are encouraged to submit updates, such as address and/or telephone changes, to their records.

7- Academic Advising Service:

Advising at the school is provided by administration personnel who are experienced in working with adult students. Students are encouraged to visit the administration to discuss concerns related to family, friends, general anxiety, low self-esteem, etc.

Healthcare Training Institute students are advised by faculty members, as well as program directors, when needed. These Academic Advisors who are well-versed in program-specific scheduling, grading, and curricula, motivated to help students achieve their academic goals. In some special circumstances, the DOE may also advise the students.

8- Financial Aid Assistance:

The mission of this office is to provide the best orientation and help each student and candidate, so that they are aware of the procedures to apply for and retain financial aid in order that they can benefit and utilize their aid in the most appropriate manner. Every prospective or registered student at Healthcare Training Institute is informed of all available financial aid and affiliated assistance:

Federal Pell Grant

Direct Loan

NJ Class Loan

Work Force Investment Act

Vocational Rehabilitation

9- Career Loans Service:

NJ Plus tuition loans is available for prospective students based on their credit rating(s). The school forwards the applicant's NJ Plus Student Loan Assistance Application via computerized submission. The school also offers convenient interest-free weekly, bi-weekly, or monthly payment plans.

10- Payment Plan:

HTI offers convenient non-bearing weekly, bi-weekly, or monthly payment plans.

11- Didactic and laboratory Tutoring Services:

Didactic and laboratory tutoring is routinely offered to all students and, upon demand, to individual students – all without any additional expense being incurred by the student.

12- Learning Resource Center:

LRC is decentralized with easy access to all resources (such as Textbooks, Reference Books, DVDs and internet) within the classroom as well as beyond the classroom at HTI. Each classroom is equipped with whiteboards, overhead projectors with laptop hookup, LRC materials and WIFI connection. The LRC contains references books and materials, and DVDs for student use. Furthermore, the school has the LRC lounge with dimension 24 feet wide by 11 feet in length and is equipped with 12 laptops connected to internet. We have posted a list of appropriate websites for students to access. We have partnered with the Union County Library, which is located across from the school at 1980 Morris Ave and the second location is available for student access at 123 Hilton Ave Union. Deb Walton is our contact person and a librarian, who helps our students get their library card and then does an orientation to the library resources. The Institute uses The Library & Information Resources Network (LIRN) which has a variety of electronic resources and databases to support the academic programs at HTI. The use of LIRN is integrated into lesson plans through assigned research projects and hands-on related activities.

The LIRN is a comprehensive online research tool, featuring complete articles: both full-text and graphics. All HTI faculty and staff have been fully trained in how to use the LIRN and are available to assist students Who has questions?

The Institute's LRC lounge is in Room L on the third floor of the Healthcare Training Institute building. It is available for student use from 8:30 a.m. to 8 p.m. Monday through Thursday, from 9:00 a.m. to 2:00 p.m. on Friday, and from 9:00 a.m. to 2:00 p.m. on Saturday. Students may avail themselves of an extensive array of resources such as brand new and/or updated books, Internet access, reference books, etc.

Website: <https://proxy.LIRN.net/HlthcareTrainingInst>

User Name: 27396

Password: Please call school or ask your instructor.

13- Student Lounge:

A student lounge located at 1967 Morris Ave, where students may eat or just simply relax is available. The lounge includes vending machines with popular snack items, microwave and a beverage vending machine.

14- Faculty Lounge:

The faculty has exclusive and full access to a lounge where they may relax during class breaks or after class. All students are aware of the above services through their interview with admissions personnel, the student catalog, and their reception during the enrollment process, and the comprehensive orientation on the first day of class.

15- Student Service Email Access:

Any concern or issue will straight go to Director of Education through this service.
studentservices@htinj.edu

16- Student Assistance:**Programs for Parents Community Coordinated Child Care**

973-297-1114/973-923-1433

570 Broad Street 8th FL2 City Hall Plaza, Newark, NJ 07102, 3rd Floor, Rahway, NJ 07065

www.programforparents.net,

www.cccunion.org

17- Depression Sexual Abuse

www.treating-major-depression.comwww.safehelpline.org

877-995-5247

18- National Suicide Prevention Lifeline

1 (800) 273-8255

www.suicidepreventionlifeline.org

National Resources:

National Sexual Assault

Hotline - 800-656-4673

National Domestic Violence

Hotline - 800-799-7233

19- C.A.R.A

Sexual Assault & Domestic Violence Services.

877.294.2272

Cara-cmc.org

20- HEALTH SERVICES

HTI does offer healthcare services at the school. In case of accident or illness on the school's premises, however, the office manager should be notified immediately. Students who require assistance in medical emergencies are referred to appropriate institutions. In an emergency, a student may be taken directly to hospital, because of this possibility; students are required to provide proof of medical insurance.

Student safety is a primary obligation of the school; therefore, it is the school's responsibility to comply with all the of state and fire department regulations.

21- Health Care Services:

Irvington Community Health Center

1150 Springfield Ave.

Irvington, NJ 07111

973 399-6292

22- Elizabeth Outpatient Clinic - Elizabeth

654 East Jersey Street, Suite 2A

Elizabeth, NJ 07206

23- Quitman Street Community School-Newark

21 Quitman St.

Newark NJ 07103

1973 824 2097, Freeclinics.com

ANTI-HAZING POLICY:

I. Policy Statement

HTI is committed to fostering a safe, respectful, and inclusive learning environment. Hazing in any form is strictly prohibited and will not be tolerated. This policy applies to all students, faculty, staff, and affiliated organizations, regardless of intent or consent. Hazing undermines the values of professionalism, dignity, and ethical conduct essential to healthcare education and practice.

II. Definition of Hazing

Hazing is defined as any act, whether physical, mental, emotional, or psychological, that subjects another person to abuse, humiliation, degradation, or risk of harm as a condition for joining, affiliating with, or maintaining membership in a group or program. Hazing may occur in person, online, or through third parties, and includes but is not limited to:

- Forced consumption of food, alcohol, drugs, or other substances
- Physical abuse, assault, or exposure to unsafe conditions
- Sleep deprivation, isolation, or excessive exercise
- Verbal abuse, threats, or intimidation
- Assignments intended to demean or humiliate
- Coerced participation in illegal, unethical, or degrading activities
- Any activity that interferes with academic responsibilities or personal well-being

III. Scope and Applicability

This policy applies to all HTI students, regardless of program, location, or modality (residential, hybrid, or distance education). It also applies to student organizations, peer groups, faculty-led activities, and clinical or externship settings affiliated with HTI.

IV. Reporting and Investigation

Any student, faculty member, or staff who witnesses or experiences hazing is strongly encouraged to report the incident immediately. Reports may be submitted confidentially to:

- Operational Manager
- Registrar
- Student Services Coordinator
- Instructor
- Director of Education
- Administration Director

HTI will promptly investigate all allegations of hazing. Investigations will be conducted in accordance with institutional procedures and applicable laws. Retaliation against individuals who report hazing is strictly prohibited and will result in disciplinary action.

V. Disciplinary Action

Individuals or groups found responsible for hazing will be subject to disciplinary measures, which may include:

- Formal warning or probation
- Suspension or dismissal from the Institute
- Revocation of privileges or leadership roles
- Referral to law enforcement or licensing boards, if applicable

Disciplinary decisions will be documented and may affect academic standing, financial aid eligibility, and professional references.

VI. Prevention and Education

HTI will provide annual training and awareness programs on hazing prevention, student rights, and ethical conduct. These programs will be integrated into orientation, faculty development, and student leadership activities.

CYBERBULLYING POLICY:

I. Policy Statement

HTI is committed to providing a safe, respectful, and inclusive academic environment across all learning platforms, including residential, hybrid, and distance education modalities. Cyberbullying is strictly prohibited and will not be tolerated under any circumstances. This policy applies to all students, faculty, staff, and affiliates using HTI's digital systems or engaging in online communication related to HTI programs.

II. Definition of Cyberbullying

Cyberbullying refers to any form of harassment, intimidation, or abuse conducted through digital means, including but not limited to:

- Email, text messages, or instant messaging
- Social media platforms (e.g., Facebook, Instagram, TikTok, X)
- Learning Management Systems (LMS) and institutional portals
- Online forums, discussion boards, or group chats
- Video conferencing tools (e.g., Zoom, Teams)
- Cyberbullying may include:
 - Sending threatening, abusive, or derogatory messages
 - Spreading false information or rumors
 - Publicly humiliating or shaming individuals
 - Impersonating someone to cause harm
 - Repeated unwanted contact or stalking behavior
 - Sharing private or sensitive information without consent
 - Exclusion from online group activities or communications

III. Scope and Applicability

This policy applies to all HTI students, faculty, and staff, regardless of program, location, or instructional format. It covers conduct occurring on or off campus, provided the behavior affects the HTI community or violates institutional standards.

IV. Reporting and Investigation

Any member of the HTI community who experiences or witnesses cyberbullying is strongly encouraged to report the incident. Reports may be submitted confidentially to:

- The Registrar
- The Director of Student Services
- The Compliance Office
- Any faculty or staff member

HTI will promptly investigate all reports in accordance with institutional procedures. Investigations may include review of digital communications, interviews, and collaboration with external platforms or authorities. Retaliation against individuals who report cyberbullying is strictly prohibited.

V. Disciplinary Action

Individuals found responsible for cyberbullying will be subject to disciplinary measures, which may include:

- Formal warning or behavioral contract
- Suspension or dismissal from the Institute
- Revocation of access to institutional systems
- Referral to law enforcement or professional boards, if applicable

Disciplinary decisions will be documented and may affect academic standing, financial aid eligibility, and professional references.

VI. Prevention and Education

HTI will provide annual training and awareness programs on digital citizenship, respectful communication, and cyberbullying prevention. These programs will be integrated into student orientation, faculty development, and LMS onboarding.

TITLE IX POLICY:

I. Policy Statement

HTI is committed to maintaining an educational and workplace environment free from sex-based discrimination, harassment, and violence. In accordance with **Title IX of the Education Amendments of 1972**, HTI prohibits discrimination on the basis of sex in all academic, extracurricular, and employment activities. This includes—but is not limited to—sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation.

- HTI upholds the principles of equity, dignity, and respect for all individuals and will take prompt and effective action to address any violations of this policy.

II. Scope and Applicability

- This policy applies to all students, faculty, staff, administrators, contractors, and visitors at HTI, regardless of program modality (residential, hybrid, or distance education). It covers conduct occurring on campus, during clinical rotations, externships, and any HTI-sponsored activities or digital platforms.

III. Prohibited Conduct Under Title IX

HTI prohibits the following behaviors when they are based on sex or gender:

- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature that interferes with a person's education or employment.
- **Sexual Assault:** Any non-consensual sexual act, including rape, fondling, or forced sexual activity.
- **Dating Violence:** Abuse or violence committed by someone in a romantic or intimate relationship with the victim.
- **Domestic Violence:** Abuse or violence committed by a current or former spouse or intimate partner.
- **Stalking:** Repeated, unwanted attention or contact that causes fear or emotional distress.
- **Retaliation:** Adverse action taken against someone for reporting or participating in a Title IX investigation.

IV. Reporting and Response Procedures

HTI encourages all members of the community to report Title IX violations. Reports may be made to:

Title IX Coordinator

Joy Crowley, Operational Manager

Email: jcrowley@htinj.edu

Phone: 908 851-771

Office: 1969 Morris Ave, Union New Jersey 07083

Reports may be submitted in person, by phone, email, or anonymously through designated reporting channels. HTI will respond promptly and equitably to all reports, ensuring confidentiality to the extent possible.

V. Investigation and Resolution

Upon receiving a report, HTI will:

1. Conduct an initial assessment to determine jurisdiction and safety concerns.
2. Notify the complainant of their rights and available support services.
3. Initiate a formal investigation if appropriate, led by trained personnel.
4. Provide both parties with equal opportunity to present evidence and witnesses.
5. Issue a written determination based on the preponderance of evidence standard.
6. Offer remedies and disciplinary action as warranted.

VI. Supportive Measures

HTI will offer non-disciplinary, non-punitive supportive measures to individuals involved in a Title IX matter. These may include:

- Academic accommodations
- Counseling referrals
- Schedule adjustments
- No-contact orders
- Safety planning
- Supportive measures are available regardless of whether a formal complaint is filed.

VII. Disciplinary Action

Individuals found responsible for Title IX violations may face disciplinary action, including:

- Formal warning
- Suspension or dismissal
- Revocation of privileges
- Referral to law enforcement or licensing boards
- All disciplinary decisions will be documented and communicated to the involved parties.

VIII. Training and Prevention

HTI will provide annual training to students, faculty, and staff on Title IX rights, responsibilities, and procedures. Prevention education will be integrated into orientation, professional development, and LMS modules.

Unannounced School Closure Information:

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

Arbitration Agreement and Waiver of Jury Trial:

This Arbitration Agreement (“Arbitration Agreement”) is entered into by and between Healthcare Training Institute, Inc. (“HTI”) and the undersigned student (“Student” and also referenced herein as “I” or “me”) as a condition of Student’s enrollment at HTI.

1. **Covered Disputes.** Any dispute, claim, or controversy that Student may bring against HTI (including any of its parents, subsidiaries, affiliates, officers, directors, trustees, employees, or agents), or that HTI may bring against me, arising out of or relating to (i) this Student Enrollment Contract, (ii) my recruitment, enrollment, or attendance at HTI, (iii) the education provided by HTI, (iv) HTI billing, financial assistance, financing options, disbursement of funds, or career service assistance, or (v) any act or omission regarding my relationship with HTI, regardless of whether the dispute arises before, during, or after my attendance at HTI and whether based in contract, tort, statute, or otherwise, shall be subject to the dispute resolution process set forth herein, except as provided in Section 2 below.
2. **Borrower Defense and Federal Loan Carve-Out.** Pursuant to U.S. Department of Education (“USDOE”) regulations at 34 C.F.R. § 685.300(e) and (f), the following provisions apply:
 1. Neither I, nor HTI, nor anyone else who later becomes a party to this Arbitration Agreement, will use this Arbitration Agreement to stop me from bringing a lawsuit concerning HTI’s acts or omissions regarding the making of a Federal Direct Loan (“FDL”) or the provision by HTI of educational services for which the FDL was obtained. I may file such a lawsuit or participate in a class action concerning such a claim even if I do not file it myself.
 2. Neither I, nor HTI, nor anyone else who later becomes a party to this Arbitration Agreement, will use it to stop me from being part of a class action lawsuit in court concerning HTI’s acts or omissions regarding the making of the FDL or the provision of educational services for which the loan was obtained. The court has exclusive jurisdiction to decide whether a claim asserted is such a claim.
 3. This Arbitration Agreement does not limit, relinquish, or waive my ability to pursue filing a borrower defense to repayment application with the USDOE or with any other government agency or accrediting agency.
3. **Required Internal Resolution – Student Complaint Grievance Procedure.** Student agrees that before initiating arbitration or any other legal proceeding (other than claims described in Section 2), Student must first submit their complaint or dispute through the Student Complaint/ Grievance/Concern Procedure described in the HTI Student Catalog and which may be amended from time to time (“Grievance Procedure”). The Grievance Procedure currently in effect is attached hereto as Exhibit A. If the dispute is resolved under the Grievance Procedure, no further action is necessary. If the dispute is not resolved under the Grievance Procedure, either party may then elect to proceed to arbitration as set forth below.

By signing this Arbitration Agreement, you agree that you have received and read a copy of the HTI Student Catalog currently in effect.

4. **Binding Arbitration under AAA Consumer Rules.** If a dispute is not resolved through the Grievance Procedure, Student and HTI agree that the dispute shall be resolved exclusively by binding arbitration conducted by the American Arbitration Association (“AAA”) pursuant to its Consumer Arbitration Rules then in effect. The arbitration shall be conducted by confidential, binding individual arbitration in Union, New Jersey, before a single, neutral arbitrator. Any remedy available in court under applicable law shall also be available in arbitration.

The arbitrator shall have exclusive authority to resolve any disputes relating to the enforceability, existence, scope, or validity of this arbitration provision, or the arbitrability of any issue or claim. However, the arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against Student may not be joined or consolidated with claims brought by against any other person. The arbitrator shall have the authority to award in favor of the individual party seeking relief for all remedies permitted by the substantive law applicable to that party's claim, including compensatory, statutory, and punitive damages (subject to any limitations that would apply in court), and attorney's fees and costs. The arbitrator shall have the power to award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted in that party's individual claim. If the arbitrator determines that any claim or relief is frivolous or wrongfully intended to oppress the other party, arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrator's fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.

5. **Federal Arbitration Act.** This Arbitration Agreement evidences a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1 et seq. ("FAA").
6. **Waiver of Jury Trial and Class Actions.** Except as set forth in Section 2, both HTI and Student:
 1. Expressly waive the right to a trial by jury.
 2. Agree that arbitration shall be conducted solely in our individual capacities, and not as part of a class, collective, mass, consolidated, or representative action.
7. **Small Claims Court Rights.** Nothing in this Arbitration Agreement prevents either Student or HTI from seeking relief in a small claims court for disputes or claims that fall within the scope of that court's jurisdiction.
8. **Fees.** HTI shall pay the arbitration filing fee, the arbitrator's compensation, and facilities fees to the extent such amounts exceed the filing fee of the forum's court of general civil jurisdiction, provided that Student shall not be required to pay more than \$200 in filing fees to initiate arbitration, and HTI shall be responsible for all other fees and costs required by the AAA Consumer Arbitration Rules, unless applicable law provides otherwise. Each of the parties shall bear their own costs and expenses associated with their attorneys, experts, and witnesses, unless the arbitrator determines otherwise.
9. **Representation.** Student may, but is not required to, be represented by an attorney in arbitration.
10. **Confidentiality.** Except as specifically required by federal law, New Jersey law or AAA rules, the parties agree that the existence, content, and outcome of any arbitration shall remain confidential.
11. **Severability.** If any provision of this Arbitration Agreement is found to be unenforceable, then such specific provision(s) shall be of no force and effect and shall be severed, but the remaining provisions shall remain in full force and effect.
12. **Termination.** This Arbitration Agreement will survive the termination of Student's relationship with HTI.
13. **Information Rights.** Student acknowledges that information regarding AAA's Consumer arbitration procedures may be obtained directly from the AAA's website available at www.adr.org/consumer. Student may also contact AAA through their email address at CustomerService@adr.org or by calling their general Customer Service line at 1-800-788-7879. Information about AAA's regional office closest to HTI's principal place of business and respective contact information may be found at <https://www.adr.org/contact-us/>.

EXHIBIT A**STUDENT COMPLAINT/GRIEVANCE/CONCERN PROCEDURE**

The “HEALTHCARE TRAINING INSTITUTE” is accredited by the Accrediting Commission of Career Schools and Colleges “ACCSC”.

Students are encouraged to report all concerns, questions, complaints and problems in writing using the complaint form, it has always been a policy of this school to have an open door for student’s concern, following the ‘chain of command’ in a step wise procedure to:

- A. Their teacher (First step)
- B. Operations Manager (Second step)
- C. The Educational Director of the Healthcare Training Institute (Third step)
- D. The Administration Director of the Healthcare Training Institute (Fourth step)

We at the Healthcare Training Institute sincerely believe in providing channels of clear communication and attempts to promptly resolve issues needing clarification or immediate attention. It is preferable to present serious matters in writing. Students will find a caring team of representatives at Healthcare Training Institute who will give immediate attention to the issues, and all parties will be an active part of the solution. For sexual harassment complaint’s procedure see page # 18.

The School Director will notify the student in writing of the appointment date on which the concerns or complaints will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will listen to the concerns and will be asked to assist in bringing resolutions to concerns and complaint? The students will be notified in writing of the outcome of all meetings. The decision of the Director and/or panel is final.

- E. If student is not satisfied with the decision of the Director of the school, student may seek assistance through the New Jersey Department of Education. Only complaints related teacher credentials and curriculum will be accepted by the Department of Education (Fifth Step)

New Jersey Department of Labor and Workforce Development
Center for Occupational Employment Information Unit
P.O. Box 057 Trenton,
New Jersey 08625-0057

- F. Accrediting Commission of Career Schools and Colleges (Last step)

STUDENT COMPLAINT PROCEDURE

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

A copy of the Commission’s Complaint Form is or may be obtained by contacting Ms. Joy Crowley, Operations Manager, at the school.