



CAREER HEALTH SERVICES ACADEMY

Career Health Services Academy, LLC

1960 Chandalar Drive, Suite D

Pelham, Alabama 35124

Phone: (205) 406-5433

www.careerhealthservicesacademyllc.com

Student Handbook/Catalog

Information in this catalog is subject to change!

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*All correspondence and/or course materials are in the English Language

Table of Contents

1. Welcome	3
2. Mission Statement	3
3. Vision Statement.....	3
4. Philosophy.....	3
5. Institution Facility.....	3
6. Institution Staff	3
7. State and Accreditation Agencies	4
o State Agencies-	
8. Non-Discrimination Policy.....	4
9. Individuals with Disabilities.....	4
10. Admissions Requirements.....	4
o High School / GED	
o Home School	
o Foreign Schools	
o Ability to Benefit	
o Proof of Age	
o Social Security Card	
o Drug Test	
o TB Skin Test	
o Immunizations	
o Background Check	
o Transfer Students	
o Re-Entry	
11. Start Dates & School Closings	6
o Upcoming Full-Time Classes -	
o Severe Weather and School Closings -	
o School Holidays –	
12. Institutional Charges	7
o Cost of Programs	
o Additional Costs	
o In-House Payment Plan	
13. Occupational Disorders and Demands	9
14. Program Hours and Calendar Time	9
15. Program Outlines (All courses taught in English)	9
16. Clinicals	21
17. Distance Education.....	22
18. Orientation	22
19. Course Completion, Graduation, and Certification/Licensure Requirements	22
o Prior to Graduation	
o Graduation	
o Requirements for Graduation	
o License Requirements	

20. Transcripts.....	23
21. Student Outcomes.....	23
22. Job Placement Policy.....	23
23. Refund Policy.....	26
24. Internal Grievance Policy.....	27
25. Anti-Harassment Policy.....	28
26. Student Behavioral Expectation.....	28
o Zero Tolerance	
o Termination	
27. Attendance.....	29
o Time Clock	
o Tardiness	
o Lunch	
o Breaks	
o Absences	
28. Academics.....	30
o Grading Procedures	
o Competency (Practical) Exams	
o Exam Make-Up (Excused Absences)	
o Counseling / Advising	
29. Professional Image.....	31
o Dress Code	
o Required Uniform Everyday	
o Prohibited Items	
o Personal Grooming	
30. Parking.....	32
31. Cell Phones and/or Electronic Devices.....	32
32. Tobacco and vapes.....	32
33. Gifts.....	32
34. Insurance.....	32
35. Social Media.....	32
36. Children in Class.....	32
37. Drug and Alcohol Abuse.....	33
38. Domestic, Dating Violence, Stalking, and Sexual Assault.....	33
o Sexual Assault	
o Domestic Violence	
o Dating Violence	
o Stalking	

Welcome

Welcome to Career Health Services Academy! Within this catalog, you will find the policies and procedures that will help you excel at Career Health Services Academy as well as in your chosen career. We recognize that some of the content may seem formal; however, these guidelines were developed to ensure you are thoroughly prepared for your new career. We hope you find this document useful, and we are here to answer any additional questions you may have.

Mission Statement

Our mission is to provide comprehensive, high-quality education that prepares students to become skilled, empathetic, and resilient healthcare professionals. We are dedicated to creating a supportive learning environment that emphasizes evidence-based practice, critical thinking, and hands-on clinical experience. Through partnerships with healthcare institutions and a commitment to academic excellence, we aim to produce graduates who are equipped to serve diverse populations and contribute meaningfully to the health and well-being of our communities. CHSA prides itself on providing the best quality education as we assist our students on their path to career development and advancement.

Vision Statement

Our vision is to be a leading institution that transforms healthcare education through innovation, excellence, and compassionate leadership. We strive to empower future healthcare professionals with the knowledge, skills, and values needed to excel in their careers and meet the dynamic challenges of modern healthcare. By fostering a culture of inclusivity, continuous learning, and community engagement, we aim to elevate patient care standards of practice and contribute to a healthier society.

Philosophy

Career Health Services Academy believes that all students, regardless of race, creed, age, gender, or ethnic origin, have the right to a quality education that challenges their intellect and curiosity, and prepares them to become effective members of a health care team. The Academy's programs are outcome-based programs intended not only to prepare the students to function in their area of healthcare, but also to facilitate the successful completion of the exams required for our students' career path. We believe that our programs are a practice-centered discipline that functions in a dynamic and rapidly evolving environment that flows based on a continuum of health, illness, and wellness. We believe learning is a lifelong, diverse process that should continually challenge the student to use critical thinking, imagination, creativity, compassion, and skill. We believe that our programs offer opportunities for the continued growth of the students' chosen careers.

Institution Facility

Career Health Services Academy opened in January 2021. The facility is 1800 square feet, located in Pelham, Alabama, and features premier medical equipment, a spacious classroom, computer lab, clinical lab, and administrative areas that can be closed off from the rest of the facility, a reception area, and a break room. Academic areas have modern teaching aids and audio-visual systems to facilitate interactive and engaging learning experiences for different health care training programs. Journals will be available for student use on-site. Individuals attending CHSA will be able to utilize the free virtual library site www.libraryspot.com and digitalbookindex.com.

Institution Staff

- Chief Executive Officer/Instructor – Linda Pettway RN, RNC
- Chief Financial Officer– Keithin Pettway
- Director of Clinical Operations / Instructor/Testing Proctor - Lashonda Williams, RN, MSN
- Director of Business Operations/Marketing Specialist/Instructor – Lyncia Mitchell, BS Biology

- Special Projects Manager – Jessica Hardy, MPH, DNP, APRN, CNS-BC
- Instructor – Cynthia Harris, RN
- Instructor – Angela Craig, RN
- Instructor – Pamela Hunter, RN
- Instructor - Georgia Hampton, RN
- Social Worker/Counselor – Kawanna Edwards, LSW
- Custodial Staff – McKenzie Williams, Jaleah Mitchell, and Jalen Mitchell

State and Licensure Agencies'

State Agencies

- **Alabama Department of Public Health, Bureau of Health Provider Standards, Certified Nurse Aide Registry**
201 Monroe Street
Montgomery, AL 36104
(334) 206- 5169
[Health Provider Standards | Alabama Department of Public Health \(ADPH\) \(alabamapublichealth.gov\)](http://alabamapublichealth.gov)
- **Private School Licensure Division of the Alabama Community College System**
135 South Union Street
Montgomery, Alabama 36310
(334) 293-4650
<https://www.accs.edu/about-accs/private-school-licensure>

Non-Discrimination Policy

Career Health Services Academy does not discriminate based on sex, age, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation, or membership in other protected groups.

Individuals with Disabilities

To comply with all local, state, and federal laws and regulations, it is Carrer Health Services Academy's policy to make reasonable accommodations for known physical or mental limitations of an otherwise qualified student with disability.

Career Health Services Academy may request confirmation from a doctor stating what limitations a student may have to complete the program.

Admissions Requirements

Career Health Services Academy makes admissions decisions based on each applicant's interest and ability. A prospect who wishes to enroll must go through the following admissions process:

- Complete and submit the enrollment application.
- Tour of the institution (optional)

U.S. Citizenship

- Applicants must be U.S. citizens

High School / GED

- Submit a copy of a valid high school diploma, GED, or official transcript showing high school completion, or certificate of attainment
- **Home School**
Have evidence of completion of homeschooling that state law treats as a home, private, or church school. (Alabama only recognizes home school certificates conducted by a home school program in Alabama.) Students who have a homeschool or online diploma will need to provide a diploma along with an official transcript or just the official transcript with graduation date.

Foreign Schools

- Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

Ability to Benefit

- Currently, Career Health Services Academy does accept Ability to Benefit students.

Proof of Age

- Students must be at least 16 years old or older. Proof of age may be documented by a government-issued ID. Copies will be obtained at the time of admission.

Social Security Card

- Proof of a Social Security card. Must be the actual social security card and not a copy. Copies will be obtained at the time of admission.

Drug Test

- Students must pass a drug test before entering Career Health Services Academy programs.

TB Skin Test

- Applicants must have a current TB test

Immunization

- Applicants are required to provide current immunization records

Background Check

- Students must pass a background check before entering Career Health Services Academy programs. A criminal background check is required for all programs. Prior to starting clinical at a contracted healthcare facility, the student must undergo a criminal background investigation. Clinical affiliates may deny a student access to their facilities based on the findings of the criminal record check or drug screen, and the student may be dismissed from the program for failure to progress.

Transfer Students

- Career Health Services Academy does accept transfer credit and allows credit for prior experience.
- The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credit and whether they should be accepted is the decision of the receiving institution.

Re-Entry

Students dismissed from the program due to misconduct or infraction of the academy's standards cannot re-enter the training programs at CHSA. The student will be dismissed with the status of not eligible for program re-entry.

A student who is terminated due to poor attendance or withdraws from enrollment may re-enter the Career Health Services Academy. Doing so requires sufficient time for Career Health Services Academy to process the withdrawal and re-entry

paperwork as required by state and/or federal agencies. It is the student's responsibility to ensure all paperwork and fees are paid before restarting. Students who have not completed a course within the maximum timeframe will be terminated. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution's admissions policy.

Steps for Re-entry

- Write an essay stating what has changed that would allow them to complete the program.
- All outstanding balances are paid in full.
- Have both a drug test and a background check
- Because tuition fees and costs are subject to change, re-entering students will be contracted according to the current tuition cost and pay additional fees if applicable.
- Have an interview with the administrator.
- Complete all re-entry enrollment paperwork. All re-entry students will be required to sign a new Enrollment Agreement.
- Pay a re-entry fee of \$175.00.

The following conditions will apply if a student re-enters:

- The student will return to the program without a loss of hours.
- The students who re-enroll will return to the same Satisfactory Academic Progress (SAP) status at the time of withdrawal or termination.
- Students who cannot meet Satisfactory Academic Progress (SAP) by their next evaluation will not be allowed to continue their readmission.

Career Health Services Academy reserves the right to adjust and charge an additional fee if re-entry occurs more than one year from the student's last date of attendance.

Career Health Services Academy may refuse admission to an applicant if any of the above requirements are not met.

Start Dates and School Closing

The Career Health Services Academy classes start on the first Monday every thirteen weeks. Class sizes may be limited; enroll early to get your choice of start dates.

Severe Weather and School Closings

School closures due to inclement weather will be announced on our Facebook page and online portal.

The weather will play a major role in the actual class schedule. Classes cancelled due to weather are made up at the end of the program.

School closures due to inclement weather do not adversely affect a student's attendance rate; a student's Enrollment Agreement end date will be changed, and **NO** absent hours are accumulated.

School Holidays

Career Health Services Academy will be closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day.

The school reserves the right to amend the calendar at any time.

INSTITUTIONAL CHARGES				
1960101 ExCPT PHARMACY TECHNICIAN (CPhT) FAST TRACK ONLINE				
TUITION	APPLICATION FEE	BOOKS & SUPPLIES	OTHER FEES (CERTIFICATION EXAM, BACKGROUND, DRUG SCREEN, TB SKIN TEST)	TOTAL PROGRAM COST
\$3400.00	\$100.00	\$520.00	\$360.00	\$4380.00
1960201 CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA) FAST TRACK ONLINE				
TUITION	APPLICATION FEE	BOOKS & SUPPLIES	OTHER FEES (CERTIFICATION EXAM, BACKGROUND, DRUG SCREEN, TB SKIN TEST)	TOTAL PROGRAM COST
\$3040.00	\$100.00	\$220.00	\$360.00	\$3720.00
1960301 CERTIFIED PATIENT CARE TECHNICIAN ASSISTANT (PCTA) FAST TRACK ONLINE				
TUITION	APPLICATION FEE	BOOKS & SUPPLIES	OTHER FEES (CERTIFICATION EXAM, BACKGROUND, DRUG SCREEN, TB SKIN TEST)	TOTAL PROGRAM COST
\$2920.00	\$100.00	\$180.00	\$240.00	\$3440.00
1960401 CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA) FAST TRACK ONLINE				
TUITION	APPLICATION FEE	BOOKS & SUPPLIES	OTHER FEES (CERTIFICATION EXAM, BACKGROUND, DRUG SCREEN, TB SKIN TEST)	TOTAL PROGRAM COST
\$2610.00	\$100.00	\$100.00	\$240.00	\$3050.00
1960501 CERTIFIED MEDICAL BILLING AND CODING SPECIALIST (CBCS) FAST TRACK ONLINE				
TUITION	APPLICATION FEE	BOOKS & SUPPLIES	OTHER FEES (CERTIFICATION EXAM, BACKGROUND, DRUG SCREEN, TB SKIN TEST)	TOTAL PROGRAM COST
\$2260.00	\$100.00	\$100.00	\$240.00	\$2700.00
1960701 CERTIFIED HEALTH RECORD SPECIALIST (CEHRS) FAST TRACK ONLINE				
TUITION	APPLICATION FEE	BOOKS & SUPPLIES	OTHER FEES (CERTIFICATION EXAM, BACKGROUND, DRUG SCREEN, TB SKIN TEST)	TOTAL PROGRAM COST
\$2150.00	\$100.00	\$100.00	\$240.00	\$2590.00
1960601 CERTIFIED PHLEBOTOMY TECHNICIAN (CPT) FAST TRACK ONLINE				
TUITION	APPLICATION FEE	BOOKS & SUPPLIES	OTHER FEES (CERTIFICATION EXAM, BACKGROUND, DRUG SCREEN, TB SKIN TEST)	TOTAL PROGRAM COST
\$1740.00	\$100.00	\$280.00	\$240.00	\$2360.00
1960801 CERTIFIED NURSE AIDE (CNA) TRADITIONAL				
TUITION	APPLICATION FEE	BOOKS & SUPPLIES	OTHER FEES (CERTIFICATION EXAM, TB SKIN TEST) BACKGROUND, DRUG SCREEN,	TOTAL PROGRAM COST
\$1380.00	\$100.00	\$180.00	\$360.00	\$2020.00
1960802 CERTIFIED NURSE AIDE (CNA) HYRID				
TUITION	APPLICATION FEE	BOOKS & SUPPLIES	OTHER FEES (CERTIFICATION EXAM, TB SKIN TEST) BACKGROUND, DRUG SCREEN,	TOTAL PROGRAM COST
\$1380.00	\$100.00	\$180.00	\$360.00	\$2020.00

Additional Charges

Late Payments: \$25.00

Name Tags: \$10.00 (Students will receive one (1) name tag in the student kit. At any time, a student does not have their name tag, or it is lost, stolen, or damaged, students must replace the name tag.)

Overtime Charges: Overtime charges will be assessed beyond the allowed absences, at a cost of **\$8.00** per hour, and billed upon reaching the date when the course was due to be completed. Career Health Services Academy accepts overtime payments in the form of cash, credit card, money order, or cashier's checks. **ABSOLUTELY NO PERSONAL CHECKS.**

Re-Entry Fee: \$175.00

Return Check: \$25.00

Official and Unofficial Transcript Fee: \$30.00 (Students who owe the school any money must pay the balance on account before they can receive an official transcript)

Payment Methods and Terms

Career Health Services Academy accepts payments in the form of cash, check, credit card, money order, cashier's check, and/or pay in full.

In-House Payment Plan

Career Health Services Academy will finance tuition and other fees at 0% interest with the following terms:

Career Health Services Academy reserves the right to suspend or terminate enrollment for non-repayment of any charges at any time.

Occupational Disorders and Demands

A student must be physically capable of performing the skills necessary to complete the program. Students are required to stand about 75 percent of the time. Students must lean forward, stoop, bend, and twist. Students' hands are frequently exposed to water. The back experiences significant stress during the day.

Program Hours and Calendar Time

All students enrolled at Career Health Services Academy are scheduled Monday through Friday from 8:00 a.m. to 5:00 p.m. unless stated otherwise on their Enrollment Agreement.

1960101

Certified ExCPT Pharmacy Technician (CPHT) FAST TRACK ONLINE

Course Description

PROGRAM OUTLINE

640 CLOCK HOURS

16 WEEKS

Tuition: \$3400.00

Registration Fee: \$100.00

OTHER FEES:

Nursing Assistant Competency Examination: Written/Clinical – **\$300.00**

Nationwide background report, Sex Offender, Abuse Registry Check – **\$60.00**

Cost of Books/Materials & Kit: **\$520.00**

Total Cost of Program: \$4380.00

PROGRAM OBJECTIVE:

Our program consists of (Theory Hours 560 + Externship Hours 80 = 640 Total Hours). Our Certified Pharmacy Technician (CPhT) program aims to equip individuals with the knowledge and skills necessary to assist pharmacists in various pharmacy settings, ensuring patient safety and medication accuracy. Key objectives include mastering medication dispensing, understanding drug interactions, providing excellent customer service, and preparing for national certification exams.

PROGRAM DESCRIPTION:

Our certified pharmacy technician program prepares individuals to assist licensed pharmacists in various pharmacy settings, such as retail pharmacies and hospitals. These programs typically cover topics including medical terminology, drug classifications, dosage calculations, prescription processing, and inventory management. Upon completion, graduates are eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam, which leads to the Certified Pharmacy Technician (CPhT) credential.

1960201

**Certified Clinical Medical Assistant (CCMA) Fast Track Online
Course Description**

**PROGRAM OUTLINE
320 CLOCK HOURS**

8 WEEKS

Tuition: \$3040.00

Registration Fee: \$100.00

OTHER FEES:

Nursing Assistant Competency Examination: Written/Clinical – **\$300.00**

Nationwide background report, Sex Offender, Abuse Registry Check – **\$60.00**

Cost of Books/Materials & Kit - **\$220.00**

Total Cost of Program: \$3720.00

PROGRAM OBJECTIVE:

Upon completing this program, graduates will possess the skills and hands-on experience needed to become entry-level Certified Clinical Medical Assistant (CCMA), utilizing patient care skills in various healthcare settings. Our program also incorporates hands-on experience through externships and prepares students for their National Healthcare Certification.

PROGRAM DESCRIPTION:

Our program consists of **(Theory Hours 240 + Externship Hours 80 = 320 Total Hours)**. The Certified Clinical Medical Assistant (CCMA) Online program prepares individuals for a career assisting physicians with clinical and administrative tasks in various healthcare settings. The program covers a range of topics, including patient care, medical procedures, administrative duties, and healthcare regulations. This course teaches Certified Clinical Medical Assistant students how to be skilled in the clinical and laboratory procedures in the healthcare setting. This program prepares students to collect blood specimens from patients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures competently and safely. This program also prepares students to perform administrative and clinical tasks to help physicians' offices and clinics run efficiently. Tasks may include interviewing job applicants, answer calls, and updating and maintaining patient charts.

1960301

Certified Patient Care Technician Assistant (PCTA) Fast Track Online

Course Description

PROGRAM OUTLINE

320 CLOCK HOURS

8 WEEKS

Tuition: \$2920.00

Registration Fee: \$100.00

OTHER FEES:

Nursing Assistant Competency Examination: Written/Clinical – **\$180.00**

Nationwide background report, Sex Offender, Abuse Registry Check – **\$60.00**

Cost of Books/Materials & Kit - **\$180.00**

Total Cost of Program: \$3440.00

PROGRAM OBJECTIVE:

Upon completing this program, graduates will possess the skills and hands-on experience needed to become entry-level Patient Care Technicians, utilizing patient care skills in various healthcare settings. This course is designed to prepare students for job search and career development. Students will learn about the various human resource management procedures involved in hospital employment and other healthcare settings. Students will develop their resumes, professional image, job search skills, and practice interviewing techniques. Students will develop a strategic plan for seeking out their first jobs as Patient Care Technicians. They will develop knowledge of certifications for Patient Care Technicians and opportunities for long-term career growth.

PROGRAM DESCRIPTION:

Our program consists of **(Theory Hours 240 + Externship Hours 80 = 320 Total Hours)**. The Patient Care Technician program is designed to train students in all relevant aspects of patient care, including personal care, physical comfort, diagnostic testing, specifically, electrocardiography, phlebotomy, home health care needs, and providing post-operative care, geriatric care, and other critical functions. Graduates of this program will be prepared to work at the entry-level in hospitals, home health agencies, clinics, laboratories, and other healthcare settings. Our program also incorporates hands-on experience through externships and prepares students for their National Healthcare Certification.

Upon completing this program, graduates will possess the skills and hands-on experience needed to become entry-level Certified Medical Administrative Assistant (CMAA) utilizing patient care skills in various healthcare settings.

PROGRAM DESCRIPTION:

The Certified Medical Administrative Assistant (CMAA) program prepares individuals for career assisting physicians with clinical and administrative tasks in various healthcare settings. The Program consists of **(Theory Hours 815 + Externship Hours 160 = 975 Total Hours)**. The program covers a range of topics including patient care, medical procedures, administrative duties, and healthcare regulations. Our program also incorporates hands-on experience through externships and prepares students for their National Healthcare Certification.

1960401

Certified Medical Administrative Assistant (CMAA) Fast Track Online
Course Description

PROGRAM OUTLINE
320 CLOCK HOURS

8 WEEKS

Tuition: \$2610.00

Registration Fee: \$100.00

OTHER FEES:

Nursing Assistant Competency Examination: Written/Clinical – **\$180.00**

Nationwide background report, Sex Offender, Abuse Registry Check) – **\$60.00**

Cost of Books/Materials & Kit: **\$100.00**

Total Cost of Program: \$3050.00

PROGRAM OBJECTIVE:

Upon completing this program, graduates will possess the skills and hands-on experience needed to become entry-level Certified Medical Administrative Assistant (CMAA) utilizing patient care skills in various healthcare settings.

PROGRAM DESCRIPTION:

The Certified Medical Administrative Assistant (CMAA) program prepares individuals for career assisting physicians with clinical and administrative tasks in various healthcare settings. The Program consists of **(Theory Hours 240 + Externship Hours 180 = 320 Total Hours)**. The program covers a range of topics including patient care, medical procedures, administrative duties, and healthcare regulations. Our program also incorporates hands-on experience through externships and prepares students for their National Healthcare Certification.

1960501

Certified Medical Billing and Coding Specialist (CBCS) Fast Track Online
Course Description

PROGRAM OUTLINE
320 CLOCK HOURS

8 WEEKS

Tuition: \$2260.00

Registration Fee: \$100.00

OTHER FEES:

Nursing Assistant Competency Examination: Written/Clinical – **\$180.00**

Nationwide background report, Sex Offender, Abuse Registry Check – **\$60.00**

Cost of Books/Materials & Kit: **\$100.00**

Total Cost of Program: \$2700.00

PROGRAM OBJECTIVE:

A certified medical billing and coding program aims to equip individuals with the knowledge and skills necessary to accurately translate healthcare services into standardized codes for billing and insurance purposes. This involves understanding and applying various coding systems, such as ICD-10 and CPT, as well as mastering medical terminology, anatomy, and healthcare regulations like [HIPAA](#). The program also focuses on developing practical skills in medical billing procedures, claim submission, and related administrative tasks.

PROGRAM DESCRIPTION:

Our medical billing and coding course provides the skills and knowledge to process healthcare claims, assign accurate diagnostic and procedural codes, and manage patient billing. Our program consists of **(Theory Hours 240 + Externship Hours 80 = 320 Total Hours)**. These courses often cover medical terminology, anatomy, physiology, and the use of coding systems like ICD-10, CPT, and HCPCS Level II. Students also learn about healthcare regulations, insurance requirements, and electronic health record (EHR) systems. Our Medical Coding and Billing Professional reviews clinical documentation and translates medical procedures, diagnoses, supplies, and services into codes that are submitted on a medical claim to payers for reimbursement. They serve a vital role in the financial well-being of their employment organization and indirectly influence patient outcomes through accurate medical coding. A professional biller utilizes the codes assigned by the medical coder to process, submit, and track medical insurance claims.

Our program also incorporates hands-on experience through externships and prepares students for their National Healthcare Certification.

1960601

**Certified Phlebotomy Technician (CPT) Fast Track Online
Course Description**

**PROGRAM OUTLINE
320 CLOCK HOURS**

8 WEEKS

Tuition: \$1740.00

Registration Fee: \$100.00

OTHER FEES:

Nursing Assistant Competency Examination: Written/Clinical – **\$180.00**

Nationwide background report, Sex Offender, Abuse Registry Check – **\$60.00**

Cost of Books/Materials & Kit: **\$280.00**

Total Cost of Program: \$2360.00

PROGRAM OBJECTIVE:

Upon completing this program, graduates will possess the skills and hands-on experience needed to become entry-level Phlebotomy Technicians, utilizing patient care skills in various healthcare settings and meeting the requirements to take the national phlebotomy certification exam.

PROGRAM DESCRIPTION:

Our program consists of **(Theory Hours 240 + Externship Hours 80 = 320 Total Hours)**. The Phlebotomy Technician program is designed to teach the knowledge in technical and procedural aspects of basic phlebotomy, including the collection of blood specimens and venipuncture required to become a Phlebotomy technician. The Phlebotomy technician program includes theory and hands-on instruction. The program will teach students the concepts of Introduction to Phlebotomy & Infection Control, Legal Issues in Healthcare, Introduction to Human Anatomy & Physiology, Phlebotomy Equipment & Supplies, Phlebotomy Procedures, and Phlebotomy Fundamental Essentials. This program is designed for learners who want to advance their career or are interested in starting a career in the medical field to become a phlebotomy technician.

1960701

**Certified Electronic Health Record Specialist (CEHRS) Fast Track Online
Course Description**

**PROGRAM OUTLINE
320 CLOCK HOURS**

8 WEEKS

Tuition: \$2150.00

Registration Fee: \$100.00

OTHER FEES:

Nursing Assistant Competency Examination: Written/Clinical – **\$180.00**

Nationwide background report, Sex Offender, Abuse Registry Check) – **\$60.00**

Cost of Books/Materials & Kit: **\$100.00**

Total Cost of Program: \$2590.00

PROGRAM OBJECTIVE:

The primary objective of a Certified Electronic Health Records Specialist (CEHRS) program is to equip individuals with the knowledge and skills to manage and maintain electronic health records (EHR) systems within healthcare settings. This includes understanding how to use EHR software, ensuring compliance with legal and health standards, and supporting clinical decision-making.

PROGRAM DESCRIPTION:

A Certified Electronic Health Records Specialist (CEHRS) program prepares individuals to manage and maintain electronic health records (EHRs) within a healthcare setting. Our Program consists of **(Theory Hours 240 + Externship Hours 80 = 320 Total Hours)**. These specialists play a vital role in ensuring accurate, secure, and accessible patient information, supporting the overall quality of patient care. Our program also incorporates hands-on experience through externships and prepares students for their National Healthcare Certification.

1960801

**Certified Nurse Aide (CNA) Traditional
Course Description**

**PROGRAM OUTLINE
75 CLOCK HOURS**

2 WEEKS

Tuition: \$1380.00

Registration Fee: \$100.00

OTHER FEES:

Nursing Assistant Competency Examination: Written/Clinical – **\$300.00**

Nationwide background report, Sex Offender, Abuse Registry Check - **\$60.00**

Cost of Books/Materials (Uniform & NA Kit) - **\$180.00**

Total Cost of Program: \$2020.00

PROGRAM OBJECTIVE:

The objective of the Nurse Aide Training program is to prepare students for caring for residents in a long-term health care facility under the supervision of a licensed nurse; students will also be capable of working under limited supervision in the home setting. The Nurse Aide will use basic skills in observation, communication, reporting, and assisting in maintaining a safe, clean environment for the residents. Upon successful completion of the course individuals will be able to sit for the state board exam to become a Certified Nursing Assistant.

PROGRAM DESCRIPTION:

Nurse Aide Training (**Theory hours 59 + Clinical hours 16 = 75 Total Hours**): The Nurse Aide training program is a 75-hour (2 week) certificate program approved by the Alabama Department of Public Health Nurse Aide Registry. The Nurse Aide will learn how to help patients perform basic day-to-day tasks for patients. Classroom instruction topics include an introduction to healthcare, basic nurse aide skills (taking vital signs, bathing, dressing, feeding, toileting, mobility assistance, and emotional support). Also, the student will learn about documenting and reporting, body structure and function, infection control, safety, etc. This field of work can be a stepping-stone for advanced nursing or other healthcare occupations. This program provides you with the knowledge needed to work competently as a Nurse Aide in general, plus the added knowledge of geriatrics specifically.

1960802

**Certified Nurse Aide (CNA) Hybrid
Course Description**

PROGRAM OUTLINE

75 CLOCK HOURS

2 WEEKS

Tuition: \$1380.00

Registration Fee: \$100.00

OTHER FEES:

Nursing Assistant Competency Examination: Written/Clinical – **\$300.00**

Nationwide background report, Sex Offender, Abuse Registry Check - **\$60.00**

Cost of Books/Materials (Uniform & NA Kit) - **\$180.00**

Total Cost of Program: \$2020.00

PROGRAM OBJECTIVE:

The objective of the Nurse Aide Training program is to prepare students for caring for residents in a long-term health care facility under the supervision of a licensed nurse; students will also be capable of working under limited supervision in the home setting. The Nurse Aide will use basic skills in observation, communication, reporting, and assisting in maintaining a safe, clean environment for the residents. Upon successful completion of the course individuals will be able to sit for the state board exam to become a Certified Nursing Assistant.

PROGRAM DESCRIPTION:

Nurse Aide Training (**Theory hours 59 + Clinical hours 16 = 75 Total Hours**): The Nurse Aide training program is a 75-hour (2 week) certificate program approved by the Alabama Department of Public Health Nurse Aide Registry. The Nurse Aide will learn how to help patients perform basic day-to-day tasks for patients. Classroom instruction topics include an introduction to healthcare, basic nurse aide skills (taking vital signs, bathing, dressing, feeding, toileting, mobility assistance, and emotional support). Also, the student will learn about documenting and reporting, body structure and

function, infection control, safety, etc. This field of work can be a stepping-stone for advanced nursing or other healthcare occupations. This program provides you with the knowledge needed to work competently as a Nurse Aide in general, plus the added knowledge of geriatrics specifically.

1960901

Certified EKG Technician (CET) Fast Track Online

Course Description

PROGRAM OUTLINE

320 CLOCK HOURS

8 WEEKS

Tuition: \$1525.00

Registration Fee: \$100.00

OTHER FEES:

Nursing Assistant Competency Examination: Written/Clinical – **\$180.00**

Nationwide background report, Sex Offender, Abuse Registry Check – **\$60.00**

Estimated Cost of Books/Materials & Kit: **\$100.00**

Total Cost of Program: \$1965.00

PROGRAM OBJECTIVE:

A certified EKG technician program aims to equip individuals with the knowledge and skills to perform and interpret electrocardiograms (EKGs), which are crucial for diagnosing and monitoring heart conditions. The program's objective is to prepare students for a career in healthcare by providing a comprehensive understanding of cardiac anatomy, physiology, EKG procedures, and related medical terminology and ethics.

PROGRAM DESCRIPTION:

A certified EKG technician program prepares individuals to administer and interpret electrocardiograms (EKGs) and related tests, often as an entry-level step into healthcare. Our program consists of **(Theory Hours 240 + Externship Hours 80 = 320 Total Hours)**. These programs teach the fundamentals of cardiac anatomy and physiology, EKG procedures, medical terminology, and patient care, with a focus on practical skills like EKG machine operation and lead placement. Our program also incorporates hands-on experience through externships and prepares students for their National Healthcare Certification.

Clinicals

Students do not receive a grade for clinical and objectives requirements, but students are given credit toward program completion. Clinical and objective requirements are evaluated at the time they are completed. Instructors will not sign off on any work they do not see or deem unacceptable. Clinical and objective requirements must be met to graduate. Students are encouraged to use their time productively by completing clinical and objectives sheets and assignment requirements when the student is not scheduled to perform other coursework.

Clinical Floor Behavior

Career Health Services Academy requires students to always conduct themselves in a professional manner. Students who fail to do so may be asked to clock out and leave the premises. Continually being requested to clock out may result in suspension or termination.

Students should treat clients, guests, staff, and other students with respect; treat guests courteously; ask for help from instructors when needed; and use their time productively and efficiently.

Students should **NOT** run, raise their voices or yell; sit or put their feet on stations or walls; visit with other students while working with patients; eat in the clinic or reception areas; move station chairs; use profanity; argue with the staff, clients, guests, or other students.

Patient Services

Career Health Services Academy strives to offer as many hands-on experiences as possible to help our graduates enter the field comfortably and be well-versed in all areas. We schedule clinicals for the students based on the students' course objectives and clinical skills assessments.

Students may not refuse an assignment unless in extenuating circumstances and if approved by the clinical instructor and/or clinical preceptor. Students who refuse an assignment and/or argue about receiving an assignment will be requested to leave the premises immediately. Any changes to an assignment may only be made by the institution's staff.

Students who have met the minimum requirements for clinical, objectives, practical, theory, and clients must continue working on manikins until he/she graduates.

Clinical Station Assignments

Clinical Stations are assigned to students at the beginning of each clinical day. Stations may be reassigned at the discretion of the instructor and/or preceptor.

Students' purses, coats, backpacks, food, and personal items are not allowed at the clinical stations. Students must abide by both the institution, licensing board, and certification agencies' regulations and policies when assigned to clinical stations, when the student performs services, and when completing objectives/ clinicals.

Distance Education

Career Health Services Academy is committed to providing instruction and programs that meet the diverse learning needs of our students. Distance Education programs offer greater flexibility in scheduling and enhance existing courses by blending traditional classroom instruction with an asynchronous approach, allowing students to work more independently. Distance Education activities will enhance our students' skills in using new technology and learning with technology.

The following principles outline the Career Health Services Academy's policy on Distance Education:

- The faculty is ultimately responsible for the integrity of distance education course content and delivery.
- Faculty are not required to teach in a distance education format.
- Curriculum developed for distance education needs to fit the format.
- There is an administrative commitment to distance instruction, including technical support for users. Students enrolled in distance education courses/programs receive the appropriate student and academic services.
- Regular training for our students in web-based utilities is essential for the institution to be successful in employing instructional technologies.
- Faculty training in distance education is available through the Faculty Center for Professional Excellence (FCPE).
- Optimum class size depends upon the activities in the course. The maximum class size for asynchronous online courses is 25 students.
- All distance education courses and programs will be assessed for effectiveness in terms of student experience and outcomes and the degree to which goals have been met.

Orientation

Orientation is held before the first day of school. Orientation is mandatory for all first-time enrolled students. Students who do not attend the first day of school or who do not attend will have to apply for the next start date.

Course Completion, Graduation, and Certification/Licensure Requirements

Before Graduation

Two weeks before graduation, students will receive a graduation packet. The graduation packet consists of the following:

- Student Loan Exit Counseling Form: For students who receive Direct Subsidized and/or Unsubsidized Stafford Loans, this information form gives step-by-step directions on how to complete exit counseling and the date that exit counseling must be completed. Students who do not complete counseling by the due date will not be allowed to clock in until it is completed.
- Student Exam Form: This form is required to allow Career Health Services to complete the student's exam application. It also informs students of the items they are responsible for bringing on the scheduled day they are to sign graduation papers. This form is to be completed and submitted to the administrator.
- A current copy of the student's ledger. This gives the student information on the amount they owe to the school.
- Title page giving the students due dates and updated documents required to complete the graduation process.

Graduation

Students schedule a graduation appointment with the school's administrator to complete paperwork. Usually, this appointment will be the next school day after the student completes the required state and institutional requirements.

Requirements for Graduation

- Completion of the required state and/or program clock hours.
- Complete program with at least an 80% cumulative grade average in the course.
- Completion of all objectives and clinical requirements.
- Satisfied all debt owed to the school as approved by the school.
- Financial Aid recipients must complete Student Loan Exit Counseling.

Certification/License Requirements

Admission and graduation from Career Health Services Academy do not guarantee certification or licensure in the state where the student wishes to provide services. A student must complete the required hours by the state in a school that is licensed by the state board. Students must complete and pass the exam with the required Board/National Certification Agency before becoming certified or licensed.

Transcript

Career Health Services Academy will issue graduates with one (1) free copy of an official transcript at the time of graduation. Upon request, the school will provide an additional transcript for a fee of \$30.00.

Students who are terminated or withdraw, upon request, the school will issue an official transcript when the student has successfully completed the required exit paperwork, attended an exit interview, and satisfied all debt owed to the school, as approved by the school. Financial aid students who borrowed student loans from the U.S. Department of Education **MUST** complete exit loan counseling. Students can receive an unofficial transcript and will be charged a \$30.00 transcript fee.

Student Records

School records will be kept on file for a period of five (5) years. Student transcripts are kept on file permanently.

Job Placement Policy

While Career Health Services Academy cannot guarantee employment for graduation, assistance in finding suitable employment is provided by posting area job openings on a career opportunities Social Media platform for students to review. Students also receive training in professionalism and job search skills, including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who participate in learning experiences as guest speakers and provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

Student Outcomes

Based on the Council On Occupational Education Requirements:

- **60%** Percent of students who enrolled and completed the course requirements graduated.
- **70%** Percent of students who enrolled and completed the course requirements obtained employment in their field of study.
- **70%** Percent of students who enrolled and completed the course requirements and completed National Certification or Board Exam, and or received a license in their field of study.

Student placement information is obtained through exit interviews, graduation surveys, and social media.

Leave of Absence Policy

Career Health Services Academy recognizes that over the course of enrollment, it may be necessary to take a Leave of Absence from training for a variety of reasons. Reasons for which a Leave of Absence may be granted are:

- The birth or adoption of a child or placement of a foster child.
- The care of a sick spouse, child, or parent.
- The student has serious health conditions.
- Death of an immediate family member.
- Documented military duty.
- Documented jury duty.
- Financial hardship.

Students should confer with the administrator to determine if they are eligible for a Leave of Absence and what the impact will be on their program. The administrator will assist the student in requesting a Leave of Absence and determining if supporting documentation is required.

A student who is granted a Leave of Absence by the administrator is not considered to have withdrawn from the school. A Leave of Absence will not affect the student's maximum time frame for completion; however, it will affect their scheduled graduation date.

Students must follow the institution's policy in requesting a Leave of Absence.

To be placed on personal Leave of absence, the student must:

1. Complete the school's Leave of Absence request form (See notification below).
2. Be approved by the school's administrator.

3. Be a minimum of three (3) school days.

To be placed on medical Leave of absence, the student must:

1. Complete the school's Leave of Absence request form (See notification below).
2. Attach all medical documents.
3. Be approved by the school's administrator.

******Students may not arbitrarily decide to "TAKE" a Leave of Absence. Students must speak to the school ADMINISTRATOR for a Leave of Absence. Any student who does not speak to the school ADMINISTRATOR directly will not be granted a Leave of Absence.**

Students will not be granted a Leave of Absence, together with any additional Leave of Absence previously granted, to exceed a total of 180 days in any 12-month period.

Notification

The student must request the Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so.

- A. The request must be written.
- B. The request must include the student's reason for the Leave of Absence; and
- C. The request must include the student's signature and be dated.

The institution may grant a Leave of Absence to a student who did not provide the request before the Leave of Absence due to unforeseen circumstances if:

- A. The institution documents the reason for its decision.
- B. The institution collects the request form from the student later; and
- C. The institution establishes the start date of the approved Leave of Absence as the first date the student was unable to attend.

The request must be made by submitting a signed Leave of Absence Request form to the administrator. Leaves are not approved until the student and administrator sign both the Leave of Absence Request form and an addendum to the Enrollment Agreement.

There must be a reasonable expectation that the student will return from the Leave of Absence.

Outcome

- Schedule hours will not be accumulated.
- The leave will not affect the students' Satisfactory Academic Progress.
- The student's maximum time frame for course completion and Enrollment Agreement end date will be extended by the number of calendar days of leave.
- The student will be informed when he or she is scheduled to resume training.
- The student will return to school with the same academic and attendance record held before the Leave of Absence.
- The student will not assess any additional charges because of a requested Leave of Absence.
- A student granted a Leave of Absence in accordance with the institution's policy is not considered to have withdrawn, and no refund calculation is required at that time.
- A student's contract period will be extended by the same number of calendar days taken in the Leave of Absence, and such changes to the contract period must be either:
 - A. Changes to the Enrollment Agreement will be initialed by both parties; or
 - B. An addendum to the Enrollment Agreement must be signed by all parties.
- The student on Leave of Absence should continue to make payments on his or her account as scheduled.

Failure to Return

Failure to return from the Leave of Absence on the scheduled date will result in immediate termination from school unless the student speaks with the administrator to extend the Leave of Absence before the scheduled return date.

Students will be withdrawn if the student takes an unapproved Leave of Absence or does not return by the expiration of an approved Leave of Absence, and that:

- A. (At an institution required to take attendance), the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

Responsibility Upon Return

The student will return to school from leave of absence on the return date specified on the Leave of Absence Request form and Enrollment Agreement Addendum. A student who wishes to extend the scheduled leave of absence must contact and speak to the school administrator directly before the original scheduled return date. Additional medical certification will be required to extend medical leave. Students will be responsible for all missed tests. Students will need to consult with their instructor to schedule tests.

Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 30 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur earlier than the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of \$100.00.
2. A student (or legal guardian) cancels his/her enrollment in writing within five business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded except for a non-refundable application fee of \$100.00, regardless of whether or not the student has actually started class.
3. A student cancels his/her enrollment after five business days of signing the contract but before starting class. In this case, he/she shall be entitled to a refund of all monies paid to the school except a non-refundable application fee of \$100.00 and the registration fee in the amount of \$100.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be earlier than the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4, or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw before course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less, but less than 25%	25%

25% through 50%	50%
More than 50%	100%

- All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 30 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If the course is canceled after a student's enrollment, and before instruction in the course/program has begun, the school will either provide:
 - A full refund of all monies paid OR
 - Completion of the course/program
- If the school cancels a course/program and ceases offering instruction after students have enrolled and instruction has begun, the school shall provide:
 - A pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, OR
 - Provide completion of the course OR
 - Provide a full refund of all monies paid.
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student
- Students who withdraw or terminate before course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG, extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

Internal Grievance Policy

Career Health Services Academy will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures are included in the new student orientation and the student catalog, thereby assuring that all students are informed of the steps to follow should they desire to register a grievance at any time. Evidence of the final resolution of all grievances will be retained in the student files and the institution's grievance file in order to determine the frequency, nature, and patterns of all complaints for the institution.

***Absolutely NO anonymous grievance is acknowledged!**

The following procedures outline the specific steps of the complaint process:

- The student will register the grievance in writing on the designated form provided by the institution within thirty (30) days of the date on which the act occurred.
- All grievances must be signed with your current mailing address and phone number on the form.
- The grievance form can be submitted by the following methods:
 1. You may submit the form to the administrator or owner in person.
 2. You may submit the form by mail to:

Career Health Services Academy
1960 Chandalar Drive, Suite D
Pelham, Alabama 35124
Phone: (205) 406-5433
- The grievance form will be reviewed by the administrator. The administrator will meet with the student within fifteen (15) business days and respond in writing to the student within fifteen (15) calendar days after meeting and rendering a decision on the allegations made.

- If the grievance is of such nature that it cannot be resolved by the administrator, the student can file a grievance with the following regulatory agencies:

Private School Licensure Division of the Alabama Community College System

135 South Union Street
Montgomery, Alabama 36310
(334) 293-4650
<https://www.accs.edu/about-accs/private-school-licensure>

Anti-Harassment Policy

All employees and students have a right to an environment free of discrimination, which includes freedom from harassment, whether that harassment is based on sex, age, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation, or membership in other protected groups. Career Health Services Academy prohibits harassment of its students and employees in any form by supervisors, co-workers, students, guests, or suppliers.

Such conduct may result in disciplinary action up to and including dismissal of the employee or termination of enrollment for those who harass others.

Specifically, no staff member shall threaten or insinuate, either explicitly or implicitly, that any employee's or student's submission to or rejection of sexual advances will in any way influence any decision regarding that person's enrollment and academic status.

Other harassing conduct in the institution, whether physical or verbal, committed by supervisors or others, is also prohibited. This includes slurs, jokes, or degrading comments concerning sex, age, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation, or membership in other protected groups; offensive sexual flirtatious advances or propositions, any abuse of a sexual nature; graphic verbal comments about an individual's body; and the display in the institution of sexual objects or pictures.

Employees and students who have complaints of harassment should report such conduct to the administrator and complete an Internal Grievance form. All such complaints will be investigated. If the investigations confirm the allegations, appropriate corrective action will be taken. Career Health Services Academy cannot guarantee that all complaints will be confidential, but will make every effort to do so.

Student Behavioral Expectations

To succeed in the Career Health Services Academy's mission and provide our students with the most positive educational experience possible, students are expected to conduct themselves with integrity, professionalism, and honesty, as well as follow those policies and procedures outlined in the Career Health Services Academy student catalog. Violation of these standards will result in student counseling by a member of the institution's staff. Written documentation will be placed in the student file.

In general, a first instance of inappropriate behavior is likely to be addressed with a less severe action than a subsequent instance of inappropriate behavior. However, Career Health Services Academy will use its discretion, based on the facts of each instance of inappropriate behavior and a student's record as a whole. Career Health Services Academy can and will consider aggravating (making more serious) and mitigating (making less serious) circumstances when determining appropriate discipline.

Zero Tolerance

Violation of drug possession on campus, falsifying documents, deceptive behavior, stealing, committing fraud, abusing (verbal or otherwise), bullying or causing physical harm to others, defacing or destroying property, and violation of local, state, or federal law will result in immediate withdrawal.

Termination

A student may be terminated from Career Health Services Academy for noncompliance with the general policies, not meeting the conditions outlined in the enrollment agreement, state and/or federal laws and regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act. may charge a termination fee of \$150.00 to the student.

Attendance

Career Health Services Academy schedules students Monday through Friday from 8:00 a.m. to 5:00 p.m. (unless stated otherwise on the enrollment agreement). A 100 percent attendance is recommended to graduate by the expected graduation date stated in the enrollment agreement.

Any student who is not on Leave of Absence and misses fourteen (14) consecutive calendar days will be terminated, whether the absences are scheduled or excused. School suspension days are counted in the fourteen (14) consecutive calendar days.

Time Clock

Career Health Services Academy is required to maintain an accurate record of all hours attended for each student during a particular school week. In order to comply with regulations, it is mandatory that each student accurately clock in and out so that student records reflect all time attended each week. It is the student's responsibility to clock in and out every day. If for some reason, he/she forgets, these hours will be lost. Students caught clocking another student in or out will be terminated.

Students are required to clock in at the beginning of the day, clock out at lunch, clock in at the end of lunch, and clock out at the end of the day. Students must always remain on the premises while clocked in. Failure to do so may result in student counseling and could result in termination from the program.

Definition of premises: Inside the building or on the area of land that the building is sitting on. Students cannot clock in and then park their cars.

Tardiness

Students must arrive on time for their scheduled school day. However, students have until 8:07 a.m. on Monday through Friday to clock in; if they are not clocked in by the designated time, the student will be sent home for the day. Students are scheduled Monday through Friday from 8:00 a.m. to 5:00 P.M. (unless stated otherwise on their enrollment agreement). If a student clocks in after 8:10 a.m. or clocks out before 4:50 p.m., these minutes/hours will count toward allowed absences (ONLY EXCEPTIONS ARE FOR LUNCH AND EARLY SCHOOL CLOSURES).

Lunch

Students scheduled to attend nine (9) hours a day are required to take a cumulative total of one (1) hour for lunch. Students must clock out and take lunch at the scheduled time. Students may not receive clock hours for lunch. Students cannot clock in early from lunch. Students cannot clock in and then eat their lunch.

Instructors are required to schedule lunch in a way that ensures the smooth operation of the clinic and class, and the instructor's judgment will be final.

Breaks

Students do not have to clock out for breaks if he/she stays on the school premises. Breaks cannot be taken on the clinic floor. If the instructor gives permission for students to stay in the classroom, no food is allowed. Cell phones are allowed during scheduled breaks.

Definition of premises: Inside the building or on the area of land that the building is sitting on. Students may not sit in parked cars for breaks.

Clinical Floor

Students who are on the clinical floor can take a break. Instructors and/or preceptors are required to schedule breaks in a way that ensures the smooth operation of the clinic and class, and the instructor's judgment will be final.

Food and/or Beverages

Food is not allowed on the clinic floor or in classrooms. Food may be consumed in the break room. Refrigerators are provided in the break room to store food. Food remaining in the refrigerator will be thrown away.

Beverages are not allowed in the classroom or clinic floor. Beverages are only allowed in the designated student break room.

Absents

A student who is not requesting a Leave of Absence and knows ahead of time of the absence is to request via email and/or give their instructor the notification in writing. Overtime charges will be assessed beyond allowed absences, at a cost of \$8.00 per hour, billed upon reaching the date the course was due to be completed. All missed time must be made up to complete the program.

Note: It is the student's responsibility to contact the instructor to make up any missed time. Graduation from the program requires all students to complete the minimum hours of instruction per program. If a student is absent one day of a test, a different make-up test will be given within 3 days of the original test.

Providing documentation for being absent does not remove the absence from the student's record.

Academics

Grading Procedures

Students are required to participate in theory, practical, and clinical classes.

Theory – Theory is evaluated after each unit of study. Students must make up missed tests and incomplete assignments when absences are considered excused.

Practical – Competencies are given throughout the students' enrollment at Career Health Services Academy. Students must make up missed tests and incomplete assignments when the absences are considered excused. (Please see exam make-up)

Clinical (Objectives) – Clinical (Objectives) requirements do not receive a grade, but students are given credit toward program completion. Clinical (Objectives) requirements are evaluated at the time they are completed. Clinical (Objectives) requirements must be performed to graduate.

Numerical grades are considered according to the following scale:

Academic Theory:

Practical Skills and Clinical:

90 – 100	A	EXCELLENT	S = SATISFACTORY
80 – 89	B	GOOD	U = UNSATISFACTORY
70 – 79	C	SATISFACTORY	
60 – 69	D	UNSATISFACTORY	
BELOW 59	F	FAILING	
	W	WITHDRAWAL	
	I	INCOMPLETE	

Exam Make-Up (Excused Absents)

Students who do not attend school on the scheduled exam day, and the absence is unexcused he/she will receive a score of zero (0) for that exam. Students who have an excused absence or have returned from a Leave of Absence have one (1) school day from the first day of clocking in to talk to their instructor to schedule the test make-up. If the instructor is not present, students must talk to the administrator. Students must take the make-up exam on the scheduled day, or the student could receive a zero (0) for that exam. Students who reschedule the same exam more than two (2) times will automatically receive a zero (0) after the third time for that exam.

Excused absences must be a legally documented excuse. Examples are a doctor's excuse for yourself or child, notice of jury duty or court appearance, and/or funeral excuses for your child, spouse, sibling, parent, and/or grandparent.

Filling out a doctor's note with false information, changing information, and/or forging a doctor's signature is unethical and illegal. Think twice before forging a doctor's note; there are serious consequences. Forgery of any documents will cause automatic termination from the program. The school can and/or will verify any excuse that is presented to the school.

Counseling / Advising

Student support services are available throughout the program. If an outside source becomes necessary, the administrator will refer the student to the available agencies. Support services and agencies' information are posted in the break room.

Academic advising is conducted once a month. Each student receives a progress report, which includes attendance (including student absent hours), theory, practical, skills, clinical, and grade averages, which are reviewed with an instructor. Both student and instructor sign the progress report, and a copy is given to the student, and the original copy is filed in the student's academic file. Staff members are available during regular school hours or by appointment to assist students with individual academic needs.

Professional Image

Personal appearance is of major importance in healthcare because it will help the student not only gain professional trust from clients and colleagues. Professional appearance should become a habit and a normal way of life. All adjustments to one's personal appearance must be made before coming to school. The school supplies are not to be used for one's personal appearance.

Dress Code

Students must arrive at school in the school's required uniform. Consistently being requested to comply with the dress code and personal grooming outlined in the handbook/catalog may result in suspension or termination.

STUDENTS MUST COME TO SCHOOL IN THE FOLLOWING UNIFORM EVERY DAY:

- Navy Blue scrubs (Pants cannot have holes).
- Students receive one name tag in the student kit; additional name tags are \$10.00 apiece.

- Comfortable closed-toe and heel shoes. No Crocs allowed.

THE FOLLOWING ITEMS ARE PROHIBITED:

- Ball caps, visors, toboggans, night caps, and/or shower caps.
- Pajamas, crop tops, and shorts
- Any open-toe or open-heel shoes.
- Any jewelry or clothing that may be unsafe or unsanitary.

PERSONAL GROOMING

- Hair should be clean and pulled back off the shoulders.
- Students should wear minimal makeup
- Be particular about personal hygiene and the use of body scents.

The institutional staff will make the final evaluation of what constitutes professional dress. Students who do not adhere to the dress code must clock out and leave the premises immediately. Unprofessional or questionable attire may be prohibited at the discretion of the institutional staff.

Parking

Students must follow the parking directions as assigned. Students who park in unauthorized spaces will have their cars towed at the owner's expense. A student who consistently does not follow the parking directions may be suspended or terminated.

Cell Phones and/or Electronic Devices

When in the building, cell phones and/or electronic devices should be turned off completely or placed on silent. Cell phones must be placed in the designated area at the time of theory and practical classes unless lesson plans require cell phones to be used. Cell phones and/or smart watches must be placed in a designated area at the time any testing is administered.

***The designated area is defined by each instructor for their classroom.**

Clinical Floor

Cell phones are not allowed in the clinical patient care area.

Breaks and Lunch

Cell phones are allowed during scheduled breaks and lunch in designated break areas.

Emergency Phone Calls

If a student needs to place an emergency phone call during the day, they must let a staff member know to place such a call.

Tobacco and Vapes

Smoking and/or vaping is prohibited in any area of Carrer Health Services Academy, including the parking lot.

Gifts

As a student, you may be offered gifts or favors from people in your care during your clinical experience; however, this is considered inappropriate. Students are prohibited from accepting items of value (whether money or other gifts). Students will be subject to disciplinary action for accepting any gifts from clients. Cards and thank-you notes are approved examples of gratuity. If you are unsure whether or not it is appropriate to accept any token of appreciation, you should consult with the clinical instructor.

Insurance

The student is personally responsible for any expenses incurred from accidents or injuries, either in the clinical area or at Career Health Services Academy, LLC. While at the clinical facility, the student must follow the facility's policies for injuries or accidents. Personal liability insurance must be purchased by the student before starting clinical (For required courses).

Social Media

Career Health Services Academy follows the social media policy of Career Health Services Academy, LLC on Facebook and Instagram. All social media pages are maintained by faculty and monitored as such for content relevant to the healthcare field. Students are not allowed to post content unrelated to the healthcare field. Students are not allowed to post any information related to specific clinical experiences on closed-group pages, the students' personal pages, or other social media sites, including but not limited to Twitter and Instagram.

Children in Class

Children are not permitted in the classroom, lab, or clinical area. Students who bring children to class will not be allowed to remain in class.

DRUG AND ALCOHOL ABUSE

Illegal drugs and/or alcoholic beverages are not allowed on the premises. Any student found having possession of, sale of, or under the influence of drugs and/or alcohol while on the school premises, including the parking lot, will be terminated immediately, and may also be subject to local, state, and federal prosecution and legal sanctions. This also includes prescription drugs, which may alter the mind and/or motor skills. Additional information, including health risks associated with the use of illicit drugs and the abuse of alcohol, along with drug and alcohol counseling and treatment information, can be located at www.mh.alabama.gov.

DOMESTIC, DATING VIOLENCE, STALKING, AND SEXUAL ASSAULT

Sexual harassment may include, but is not limited to, sexual assault, domestic and/or dating violence, and stalking as defined below:

Sexual Assault

Sexual Assault is a form of sexual harassment. A range of conduct falls into the category of sexual assault, including, without limitation, sexual violence, battery, coercion, rape, or other sexual contact involving force, threat, intimidation, or without consent.

Consent means an informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance.

NO means NO!

Domestic Violence

Domestic Violence means a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom a victim shares a child in common,
- A person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence law of Alabama, or
- Any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws and jurisdiction.

Dating Violence

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on consideration of the following factors:

- The length of the relationship.
- The type of relationship; and
- The frequency of interaction between the people involved in the relationship.

Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his/her safety or the safety of others; or
- Suffer substantial emotional distress.

University Academy of Hair Design schedules Turning Point, a domestic violence and sexual assault service agency, which provides professional training and prevention education to the public and schools. These classes are held twice a year for all students and staff.

If you are a victim of sexual assault, stalking, domestic, or dating violence at Career Health Services Academy, your priority should be to get to a place of safety. You should obtain medical treatment if necessary. Career Health Services Academy strongly advocates that a victim reports the incident in a timely manner to a school official, such as an administrator and/or staff member. Time is a critical factor for evidence collection and preservation. Reporting to school officials would not oblige the victim to prosecute, nor would it subject the victim to scrutiny or judgmental opinions. Filing a police report:

- Ensures that a victim receives necessary medical treatment and tests,
- Provides the opportunity for the collection of evidence helpful in prosecution, which cannot be obtained later,
- Assures the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention, stalking, domestic or dating violence.

When a victim contacts a Career Health Services Academy official, the Pelham Police Department will be notified, unless the victim specifically requests the school not to; the school will require that the request be in writing. In cases where the accused is another student and/or staff member, the victim may choose for the investigation to be pursued through the criminal justice system and the school's disciplinary procedures, or only the latter. School officials will guide the victim through the available options and support the victim in his/her decision.

Where the accused is another student or staff member, the school will provide a prompt, fair, and impartial investigation and resolution. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceedings. The school will use many of the standards for the factual allegations. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination, with respect to the alleged offense and any sanction that is imposed against the accused. A student or staff member found guilty of sexual, or any other misconduct could be terminated.

Counseling options are available through several agencies, including:

- National Domestic Violence Hotline (800) 799-SAFE (7233)
- National Sexual Assault Hotline (800) 656-HOPE (4673)
- Turning Point (205) 758-0808