Education beyond teaching
Caring beyond learning

SCHOOL CATALOG

2019 - 2020

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FORWARD

Welcome to the ICI community.
The time that you spend here should be one of significant growth and learning. This student handbook is designed to provide you with information about the policies, procedures and regulations of the school. It contains guidelines that protect your rights as well as those of your fellow community members. It describes the expectations for behavior and conduct in the ICI community and describes the policies and procedures to be followed when expectations are not met.

As a member of the ICI community, you are expected to comply with the rules and regulations governing academic progress, social behavior, and personal interactions. You should familiarize yourself thoroughly with the handbook's contents because you are responsible for adhering to all policies and regulations at ICI.

Please contact the ICI Student Services Department if you have any questions.

CERTIFICATION & APPROVALS

International Career Institute (ICI) is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE) to offer courses of Instruction identified in the Course Offerings.

IL Board of Higher Education (IBHE)
Division of Private Business Vocational Schools
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701
Ph.217-782-2551 Fx.217-782-8545
www.ibhe.org

International Career Institute (ICI) is approved by the Illinois Department of Public Health (IDPH) to conduct training in Basic Nursing Assistant *(Program Code NA-0912)* and prepare the student to take the State of Illinois' Certification for Nursing Assistant.

IL Department of Public Health (IDPH)
Education and Training Unit
535 West Jefferson St., 4th Flr.
Springfield, IL 62761
Ph: 217-785-5569
www.idph.state.il.us

International Career Institute (ICI) is not currently accredited but is seeking accreditation at this time.

STATEMENT OF OWNERSHIP & LEGAL CONTROL

International Career Institute (ICI) is owned by International Career Institute, Inc., a proprietary school incorporated in the State of Illinois. Its Board of Directors are:

Priscilla Caronongan	Chairman of the Board
Benjamin Figueroa	Vice-President
Mark Figueroa	Secretary
Norma Figueroa	Treasurer
Enya Masangkay	Member
Florencio Caronongan	Member
Carl Soriaga CPA	Member

CAMPUS LOCATION & CONTACT INFORMATION

MAIN CAMPUS
The main campus houses the administrative and faculty offices as well as the classroom and laboratory for all courses.

6425 North Hamlin Avenue, Lincolnwood, IL 60712
Phn: 847-929-6129
Fax: 888-857-4929
Email: info@ici-training.com

HOURS OF OPERATION

MONDAY to FRIDAY	10:00am to 6:00pm
SATURDAY	*By appointment*
SUNDAY	*Closed*

GENERAL INFORMATION

Vision Statement
Our vision at International Career Institute (ICI) is to become a global leader of healthcare education and training services that produces graduates that are theoretically prepared, clinically competent, and innovative thinkers in a technologically driven and culturally diverse society.

Mission Statement
International Career Institute (ICI) is an institution dedicated to providing quality education at an affordable cost, creating personal and professional growth, enriching the community and meeting today's challenges in society. We are committed to deliver, enhance and convey an education with knowledge resources, support services and academic programs that will prepare our students to compete in today's workforce.

Institutional Goals
International Career Institute (ICI) intends to carry out its mission and vision by:

- providing excellence in learning and teaching career/technical education and lifelong learning
- enabling the institution to respond to the changing needs of students and faculty by providing current technology for instruction and operations
- fostering activities and programs that promote the understanding, appreciation and acceptance of diversity
- maintain, update and improve facilities and administrative services to support the educational mission of the institute and provide an environment conducive to teaching and learning
- develop relationships and partnerships with educational institutions, businesses and industries which contribute to the cultural, economic, educational and social advancement of the community.
- assess institutional effectiveness as part of the planning and renewal process of accreditation based on continuous improvement plans
- attract and retain highly competent employees and provide for their educational advancement and professional growth

Statement of Non-Discrimination
ICI is committed to the concept of an open-door policy and equal educational opportunity. ICI does not discriminate based on race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This policy encompasses the operation of all educational programs and activities including admissions policies, scholarship or loan programs. This policy also applies to the employment of personnel and contracting for goods, and services.

Notification of Changes to Policy
ICI may change school policies anytime and as the need arises. Any changes will be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.

SCHOOL ORGANIZATIONAL STRUCTURE

Administration

President
Mark Figueroa
BS Commerce, DePaul University
MS Nursing, DePaul University *(In-Progress)*

Executive Vice-President
Norma Figueroa, RN, BSN
BS Nursing, Manila Central University

Director of Admissions and Allied Health Programs
Sheila Ferrer-Estor, MEd.
B Secondary Education, University of the Philippines
MEd Health Education, University of the Philippines

Faculty

Ernesto V. Estor, MD
BS Biology, University of the Philippines
Doctor of Medicine, University of the East
Family Medicine Residency, University of Illinois
Program Director, Medical Assistant Training Program

Lorna Sanders, RN
AS Nursing, Olive-Harvey College
Program Coordinator, Basic Nursing Assistant Training Program

Kristen Nicole Figueroa, MSN, RN, CNL
BS Biology, Loyola University Chicago
MS Nursing, Rush University

William Fleischer, RN
BA Secondary Education, DePaul University
BS Nursing, Loyola University
MS Nursing, Resurrection University *(In-Progress)*

Isabel Yebra, RN
AD Nursing, Wilbur Wright College

ACADEMIC CALENDAR

ICI's Academic Calendar is broken up into Quarter-Based Terms (Fall, Winter, Spring, and Summer).

2019 - 2020	
SUMMER 2019	
Summer Break Begins	June 23, 2019
Summer Break Ends	June 29, 2019
Registration for Summer Term	June 23 – 29, 2019
Quarter Begins	July 1, 2019
Independence Day	July 4, 2019
Add/Drop Date	July 14, 2019
Labor Day	September 2, 2019
Quarter Ends	September 20, 2019
FALL 2019	
Fall Break Begins	September 22, 2019
Fall Break Ends	September 28, 2019
Registration for Fall Term	September 22 – 28, 2019
Quarter Begins	September 30, 2019
Add/Drop Date	October 13, 2019
Thanksgiving Day	November 28, 2019
Quarter Ends	December 20, 2019
Christmas Day	December 25, 2019
WINTER 2020	
Winter Break Begins	December 22, 2019
Winter Break Ends	December 28, 2019
Registration for Winter Term	December 22 – 28, 2019
New Year's Day	January 1, 2019
Quarter Begins	December 30, 2019
Add/Drop Date	January 12, 2020
Quarter Ends	March 20, 2020
SPRING 2020	
Spring Break Begins	March 22, 2020
Spring Break Ends	March 28, 2020
Registration for Spring 2016	March 22 – 28, 2020
Quarter Begins	March 30, 2020
Add/Drop Date	April 12, 2020
Memorial Day	May 25, 2020
Quarter Ends	June 19, 2020

ADMISSION AND REGISTRATION

Minimum Requirements for Admission

At a minimum, all applicants to courses offered at International Career Institute must be a high school graduate, or with GED certification or possess the ability to complete the program as specified by the state certifying body at the time of enrollment. As programs are conducted in the English language, all applicants must likewise be proficient in written and spoken English.

Additional Requirements for Admission

- *Physical Exam and Immunization Requirements.* In accordance to State of Illinois legislation on student health records and college immunization code, Illinois Department of Public Health and clinical site requirements, all applicants must undergo a general health assessment by a licensed healthcare provider and submit documentation of immunity to Measles (Rubeola), Rubella, Mumps, Tetanus/Diphtheria, Varicella, and Hepatitis B. Tuberculosis (TB) testing of not more than one year from the date of the first clinical is also required. The student must show a <u>negative</u> result through Quantiferon testing.
- *Criminal History Background Check Requirements.* The Health Care Worker Background Check Act requires that a fingerprint-based criminal history records check be initiated on students prior to direct contact with patients. A waiver application must be submitted to the Illinois Department of Public Health if an applicant has a disqualifying conviction. The waiver must have been granted and submitted to the school prior to admission into the program.

Specific Requirement for the EKG Technician Training Program

In addition to the minimum requirements for admission, students vying for admission into the EKG Technician Training Program must present evidence of prior training and/or certification in an allied health program. Students may submit an Official Transcript of copy of certification as part of application documents.

Admission Assessment

Applicants to all programs must be able to demonstrate baseline proficiency levels in Math and English that are necessary for successful progression through the course. Standardized assessments that measure specific proficiency requirements for the program will be administered to applicants during the admission process. Completion of English remediation may be required in some cases prior to enrollment.

Conditional Admission

Students who do not meet some of the admission requirements by the start of the class may be admitted on a conditional basis upon the approval of the Program Director. Students on conditional admission must meet the conditions stated on their Conditional Admission Letter or Form to remain in the program.

Acceptance to the Program

The Admissions Committee will review applications after all requirements have been met. Candidates will receive notification from the Admissions Director within a few days following the final step in the admission process regarding acceptance to the program.

Documents Required Upon Application

Submission of the following documents starts the Admission and Program Advisement Process:

- Completed Student Inquiry and Application Forms
- Copy of Photo Identification Card (State ID / Driver's License / Passport)
- Copy of Social Security Card
- Copy of Proof of US Citizenship / Immigration Status (Optional)
    Examples: Birth Certificate, US Passport, Naturalization Certificate, Employment Authorization card, Legal Permanent Resident card, Visa, etc.
- Copy of High School Diploma or GED Certificate
    The following documents may also be accepted as proof of high school graduation or its equivalency:
    - Official Transcript of Records indicating admission to and/or completion of an undergraduate or postgraduate degree from a US college or university with a clear indication of high school graduation being the basis for admission;
    - Copy of a fully completed Department of Defense form DD-214 indicating that the applicant completed high school prior to or during his/her armed forces service
    - For students who have completed high school in a foreign country, an official credential evaluation from a National Association of Credential Evaluation Services (NACES) approved agency must be submitted with the foreign high school diploma
    - For students who have been homeschooled, a certification from the district school superintendent that the student's program was substantially equivalent to a four-year high school program
    In the absence of any of the above documentation, the student may take an ability-to-benefit test and achieve a score equivalent to a high school graduate level
- Copy of Current Basic Life Support for Health Care Provider (CPR) Card
    If none, applicant must complete a Basic Life Support for Health Care Provider class
- Completed Physical Examination and Immunization Record
- Completed Health Care Worker Background Check Authorization
- Other Signed School Forms
- Proof of payment of all Application and Testing Fees

Tuition and Fees

Tuition and Fees for each program are listed in the Appendix portion of this catalog. Payment plans are available and may be arranged upon enrollment.

Funds and Grants

International Career Institute is a certified WIOA Training Provider. Scholarship grants are also offered by private institutions through ICI.

PROGRAMS OF STUDY

BASIC NURSING ASSISTANT TRAINING PROGRAM

The Basic Nursing Assistant Training Program is a 5 to 10-week program that prepares students into their roles and responsibilities as nursing assistants in long term care facilities and other health care settings. Through lecture/discussion, supervised laboratory and actual clinical experience, students are provided with the knowledge and skills needed to provide basic nursing care for patients in various health care facilities. Students are eligible to take the IL Nurse Aide Written Competency Exam after successful completion of the program. The BNATP is approved by the Illinois Department of Public Health.

COURSE DESCRIPTION
120 Clock Hours (80 Hours Theory [58Hrs Lecture | 22Hrs Lab] and 40 Hours Clinical)
Pre-requisites: None

This course follows the BNATP Model Program of the Illinois Department of Public Health. The curriculum is designed to provide the students with knowledge and skills necessary to perform entry-level tasks of an Illinois Certified Nursing Assistant in the following clusters: communicating information, performing basic nursing skills, performing personal care skills, providing basic restorative skills, providing mental health and social services, and providing residents' rights. In addition to completing the required 80 hours of theory and 40 hours of clinical attendance, the student must demonstrate proficiency in the required 21 Manual Performance Skills in order to satisfy the manual skills component of the state competency evaluation program.

> **Completion certificates from other IDPH-approved BNATP may be accepted for credit towards the Practical Nursing admission requirements.**

PROGRAM LEARNING OBJECTIVES

At the end of the training program, students should be able to:
- Perform basic nursing skills for clients in a variety of settings.
- Safely and effectively perform personal care skills.
- Recognize the psychological, emotional, physical and spiritual needs of clients.
- Exhibit proper ethical and legal behavior in giving nursing care.
- Demonstrate effective communication and interpersonal skills.
- Demonstrate behavior that maintains the rights of the client.
- Perform nursing care with regard to the principles of infection control.
- Acquire the proper knowledge and skills to respond to emergencies.
- Demonstrate observation and documentation skills needed in the assessment of residents' health, physical condition and well-being.
- Demonstrate competency with the minimum required nursing aide skills defined by the Illinois Department of Public Health

PROGRAM COMPLETION & STATE CERTIFICATION ELIGIBILITY REQUIREMENTS

To successfully complete the program and be eligible to take the State of Illinois Competency exam for Nursing Assistants, the student must fulfill ALL of the following requirements:
- Earn a grade of 82.14% (B-) or better in the theory and clinical part of the program
- Pass the Manual Skills Assessment part of the program (IDPH mandatory 21 skills)
- Complete 80 hours of Theory and 40 hours of Clinical instruction

In order to be placed on the IDPH Health Care Worker Registry as a Certified Nursing Assistant in the State of Illinois, the student must fulfill ALL of the following requirements:
- Pass/Complete the Basic Nursing Assistant Training Program
- Pass the IL Nurse Aide Competency Exam (Valid Social Security Number required)
- Submit a Fingerprint-based Health Care Worker Criminal History Records Check or be granted a waiver for disqualifying convictions
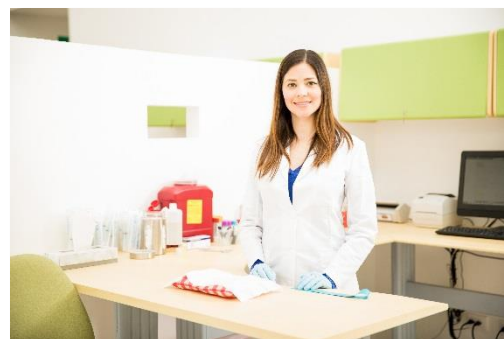
PHLEBOTOMY

Phlebotomy is a 190 clock-hour program that prepares the student for a career in the clinical laboratory sciences. The program is designed to train the student in intravenous blood withdrawals and specimen collection for the purpose of laboratory analysis. Course work includes proper specimen collection, handling and processing, communication skills, safety and infection control, and other clinical skills integral to their upcoming role as members of the health care team. The student has the opportunity to apply the knowledge and skills gained in the theory and laboratory classes through completion of 100 venipunctures and clinical externship. After successful completion of the program, the student is eligible to sit for the certification exams through the National Healthcareer Association Certification Exam.

PROGRAM LEARNING OBJECTIVES
At the end of the training program, students should be able to:
• establish their role in the health care system;
• apply infection control and safety procedures;
• relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems;
• adhere to standards of specimen collection, requisitioning, transport, processing, and clinical analysis to keep specimen integrity in the delivery of patient care;
• follow systems of quality assurance and quality control in phlebotomy;
• communicate effectively and appropriately in the workplace.

PROGRAM COMPLETION REQUIREMENTS
To successfully complete the program and be eligible to take the certification exam for Phlebotomy Technicians, the student must fulfill ALL the following requirements:
• Earn a grade of 78.57% (C+) or better in the theory and clinical externship part of the program
• Complete 100 hours of Phlebotomy Principles and Practice AND 90 hours of Externship
• Successfully perform 100 venipunctures

COURSE DESCRIPTIONS

PHB 110: Phlebotomy Principles and Practice
100 Hours

This course provides students with knowledge and skills on common phlebotomy practices for adults and children. Students learn how to safely and effectively draw blood using venipuncture and capillary puncture methods for adults and children, including finger or heel sticks for young children and infants. Non-blood specimen collection practices are likewise discussed and practiced. The course emphasizes proper infection control, preparing the blood collection site, choosing the proper collection tools and handling the transportation, processing and management of collected samples.

PHB 120: Phlebotomy Externship
90 Hours

In this course, students practice the blood and specimen collection and handling skills learned in their theory class in an off-campus setting. Under supervision by a preceptor in an off-site laboratory or medical center, they perform the following tasks:
• Draw blood from patients and blood donors
• Evaluate patients' ability to withstand procedure
• Explain blood-drawing procedure to patients and answer questions
• Perform basic point of care testing, such as blood glucose levels
• Prepare blood, urine and other specimens for testing
• Verify patient/donor identity
• Maintain medical equipment such as needles, test tubes and blood vial

EKG TECHNICIAN TRAINING PROGRAM

The EKG Technician Training Program is a 40-clock hour continuing education program for graduates of other allied health care programs. It prepares students for a career as an EKG Technician in hospitals, clinics, emergency and trauma centers, private physician offices, outpatient centers and extended nursing care facilities. Students gain essential knowledge and skills in preparing patients for testing, operation of electrocardiograph machine, and recording the 12 lead ECG rhythm stripes in a manner that provides reliable tests for the physician's interpretation. After successful completion of the program, the student is eligible to sit for the National Healthcareer Association Certification Exam.

PROGRAM LEARNING OBJECTIVES
At the end of the program, students should be able to:
- list the procedures for electrocardiography;
- properly place EKG electrodes on patients;
- perform a 12-Lead EKG
- connect Holter Monitors;
- perform Stress Tests;
- understand angiocardiographic studies and cardiac catheterization;
- use proper medical terminology associated with EKG testing;
- assist patients undergoing EKG testing.

PROGRAM COMPLETION REQUIREMENTS
To successfully complete the program and be eligible to take the certification exam for EKG Technicians, the student must fulfill ALL the following requirements:
- Earn a grade of 78.57% (C+) or better in theory and laboratory
- Complete 40 hours of theory and laboratory

RESIDENT ATTENDANT TRAINING PROGRAM

The Resident Attendant Training Program is a 2 to 4-week course, with 20-clock hour duration, which follows the 77 IL Admin Code minimum topic requirements, through the adoption of the IL Department of Public Health model program. Modules on verbal and nonverbal communication, resident behavioral issues and management techniques in communication; resident rights and privacy; fire safety, evaluation procedures, emergency and disaster preparedness, infection control, use of call system; feeding assistance; hydration; and resident personal hygiene will prepare the student for employment as a Resident Attendant in long term care facilities.

PROGRAM LEARNING OBJECTIVES
At the end of the program, students should be able to:
- help resident with personal care functions such as grooming and hygiene
- assist resident at mealtimes and monitor resident's eating habits
- assist residents with eating limitations and during potential feeding problems
- assist residents with potential hydration complications
- ensure resident's safety to and from daily activities
- clean and organizing the resident's room to minimize risks of infection
- ensure resident's right and privacy are adhered to at all times
- communicate with residents and families regarding care
- recognize and properly responding to verbal and non-verbal cues or messages when communicating with residents
- manage and report conflicts and issues resulting from a resident's reactive behaviors

PROGRAM COMPLETION REQUIREMENTS
To successfully complete the course, the student must fulfill ALL of the following requirements:
- Earn a Final Grade of 75% or better
- Successfully performs a hands-on return demonstration of the required skills in feeding, hydration, and personal hygiene services
- Complete 24 hours of theory and laboratory

PATIENT CARE TECHNICIAN TRAINING PROGRAM

The Patient Care Technician Training Program is a 300-clock hour program that prepares the student for an entry-level position in health care with specific focus on direct patient care services in a hospital or ambulatory care unit. The course trains the student on technical skills necessary to perform personal care to complex patients as well as implement selected portions of care plans including respiratory services, rehabilitation services, EKG and phlebotomy under the supervision of registered nurses. Students are required to complete 40 hours of Clinical Externship after completing requirements of the three main programs, to prepare them for employment. After successful completion of the program, the student is eligible to sit for the National Healthcareer Association Certification Exam. This is a multi-certification program whereby students earn individual diplomas and eligibility for certification as Nursing Assistants, Phlebotomists (with additional externship hours), and EKG Technicians.

PROGRAM LEARNING OBJECTIVES

At the end of the program, students should be able to:
- establish his/her role in the health care system;
- demonstrate knowledge of the health care delivery system;
- apply infection control and safety procedures;
- respect patient/resident rights
- assist patients with their protection, comfort, and physical needs;
- assist with health assessment procedures;
- assist with the healing process
- assist with clinical situations and procedures;
- apply phlebotomy principles and techniques;
- perform basic nursing care for patients/residents;
- perform ECG/EKG test procedures.

PROGRAM COMPLETION REQUIREMENTS

To successfully complete the program and be eligible to take the certification exam for Patient Care Technicians, the student must fulfill ALL the following requirements:
- Complete the program requirements of the Basic Nursing Assistant Training Program
- Complete the program requirements of the EKG Technician Training Program
- Earn a grade of 78.57% (2.3 Quality Points) or better in the Phlebotomy Principles and Practice course
- Earn a grade of 78.57% (2.3 Quality Points) or better in the clinical externship part of the program
- Complete 260 hours of theory, laboratory and clinical AND 40 hours of Externship

SCHEDULE OF COURSES

Basic Nursing Assistant Training Program
120 hours
See Program/Course Description in previous page

Phlebotomy Principles and Practice
100 hours
See Program/Course Description in previous page

EKG Technician Training Program
40 hours
*See Program/Course Description in previous page*

PCT Externship
40 hours

This course integrates theory and laboratory concepts and practices learned with field experience. Students gain actual experience in the workplace under supervision by a preceptor-employee from an off-campus medical facility. A Career Development Seminar concludes their clinical experience as part of the requirements for graduation.
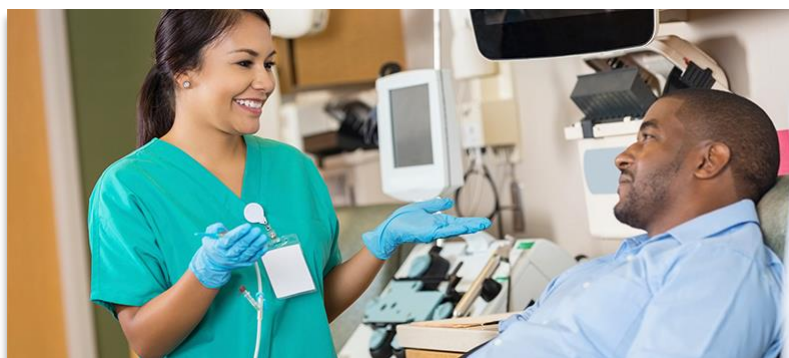
MEDICAL ASSISTANT TRAINING PROGRAM

ICI's Medical Assisting Training program is a 720-clock hour program that will focus on training students in performing administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood samples and administering medications as directed by a physician.

The program will also prepare the students in taking the certification exam for medical assistants through the American Medical Certification Association (AMCA) or the American Medical Technologists (AMT). After gaining program accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP), students will then have an additional option to take the certification exam from the American Association of Medical Assistants (AAMA).

SCHEDULE OF COURSES

TERM	COURSE
1st Quarter 240 Clock Hrs	MA-101: Communication in Healthcare (40 Hrs)
	MA-102: Medical Office Management (40 Hrs)
	MA-103: Basic Practice Finances (40 Hrs)
	MA-104: Managed Care and Insurance (40 Hrs)
	MA-105: Procedural & Diagnostic Coding (40 Hrs)
	MA-106: Medical Law and Ethics (40 Hrs)
2nd Quarter 240 Clock Hrs	MA-201: Applied Microbiology (120 Hrs)
	MA-202: Clinical Math (20 Hrs)
	MA-203: Safety & Emergency Planning (40 Hrs)
	MA-204: Patient Care & Assisting – Lecture (60 Hrs)
3rd Quarter 240 Clock Hrs	MA-301: Patient Care & Assisting – Clinical (160 Hrs)
	MA-302: Certification Exam Review (80 Hrs)

PROGRAM LEARNING OBJECTIVES

At the end of the training program, students should be able to:
- Communicate with patients, families, and co-workers
- Perform administrative tasks such as:
  - Receiving patients
  - Answering telephone calls and correspondence
  - Scheduling patients' appointments
  - Collecting patients' co-pay fees
  - Maintaining, updating, and filing patients' records
  - Obtaining insurance pre-authorizations and referrals
  - Completing medical insurance forms
  - Performing patient billing and bookkeeping
- Perform clinical tasks such as
  - Obtaining patients' medical histories and vital signs
  - Providing patient education
  - Preparing patients for examinations and procedures
  - Assisting the physician with examinations/procedures
  - Providing asepsis and infection control
  - Collecting and preparing laboratory specimens
  - Performing laboratory tests
  - Sterilizing medical instruments
  - Preparing and administering medications
  - Performing venipunctures
  - Performing electrocardiograms (EKGs or ECGs)
  - Removing sutures and change dressings
  - Preparing and maintaining examination and treatment rooms

PROGRAM COMPLETION & GRADUATION REQUIREMENTS

To successfully complete the program and be eligible for graduation, the student must fulfill ALL of the following requirements:
- Successful completion of all courses with a Final Grade of 75% or better;
- Completion of the required 720 clock hours for the program;
- Successful completion of all HESI Modular Exams with a grade of 90% or better, or the equivalent proficiency level exceeding minimum expectations for each of the modules – General Knowledge, Clinical Knowledge, and Administrative Knowledge;
- Successful completion of the HESI Exit Exam with a grade of 90% or better, or the equivalent proficiency level and exceeding minimum expectations.
- Financial Obligation to International Career Institute is paid in full or financial arrangements have been made with the Accounting Department.

Competency Exams – HESI Modular and Exit Exams
ICI will implement the following HESI Exams (assessments specific to medical assisting) and the standard HESI Admission Assessment.
- Medical Assisting Modular: General Knowledge
- Medical Assisting Modular: Administrative Knowledge
- Medical Assisting Modular: Clinical Knowledge
- Medical Assisting Practice Tests for Exit Exam
- Medical Assisting Exit Exam

Expected levels of competencies will be based on the suggested proficiency levels defined by the HESI exams. A student must pass all the modular exams before he can take the exit exam. To complete all criteria required to graduate, he must pass the exit exam as well.

Remediation of Modular Exam(s) or Exit Exam
If a student is not able to achieve the proficiency level competence required by the program, he is allowed challenge a retake exam. However, he is only allowed to challenge the retake exam after completing an academic remediation plan defined by the program coordinator. The remediation process will be driven by the item analysis report generated from the results of the exam. Each missed test item will be remediated by assigned exercises and must be submitted back to the program director for validation. When the student successfully remediates all missed test items, he can prepare to take the retake exam.

If the student fails the retake(s), he will be required to attend the course(s) related to the modular exam(s) or the review class, if he fails the exit exam retake.

Remediation costs involves payment of the retake exams and a fee equivalent to 50% of the course's tuition if he must attend the course again. Rules on remediation will be discussed during the admission process.

COURSE DESCRIPTIONS

COMMUNICATION IN HEALTHCARE
40 hours

This course focuses on applying verbal and non-verbal communication in facilitating patient care. It promotes empathy, sensitivity and helps students discern patient's level of understanding. Students will learn proper telephone techniques, use restatements and clarification in obtaining patient history, compose professional business letters, explain general office procedures and instruct patients according to their needs to promote health maintenance and disease prevention.

MEDICAL OFFICE MANAGEMENT
40 hours

This course teaches the student to schedule and prioritize appointments, including patient admissions and procedures. It introduces the student to organizing and maintaining patient records, office inventory and upkeep of equipment, as well as managing patient and office records using electronic data management software.

BASIC PRACTICE FINANCES
40 hours

This course will introduce students to prepare bank deposits, book receivable and payable transactions on a daily basis, create billing documents, facilitate collection procedures, process credit balances and process refunds and post journal adjustments. Students must be able to utilize computerized office billing systems.

MANAGED CARE AND INSURANCE
40 hours

This course enables the student to distinguish different types of insurance plans and models of managed care. The students learn how prepare and file insurance claims, as well as comply with guidelines used in processing these claims. Students also identify types of physician fee schedules and diagnostic-related groups (DRGs) and the concept of Resource-Based Relative Value Scale (RBRVS).

PROCEDURAL AND DIAGNOSTIC CODING
40 hours

This course teaches the student on how to use the most current procedural and diagnostic coding system and the Healthcare Common Procedure Coding System (HCPCS). The student will also learn the concept of up-coding and why it should be avoided.

MEDICAL LAW AND ETHICS
40 hours

This course focuses on the legal scope of practice of the medical assistant, discussing licensure and certification as it applies to healthcare providers. It explains various healthcare laws and how they impact the medical assistant's practice. The course also discusses the Patient Bill of Rights, ADA and HIPAA implications in various healthcare settings.

CLINICAL MATH
20 hours

This course reviews pre-algebra concepts and practices the student in computations for solving fractions, decimals, ratio and proportions. It discusses measurement systems including metric, apothecary and household systems. It teaches the student to analyze charts, graphs or tables in interpreting healthcare results.

APPLIED MICROBIOLOGY
120 hours

This course discusses infection control procedures and personal safety precautions as established by OSHA. It emphasizes use of personal protective equipment, application of standard precautions in relation to body fluids, blood, mucous membranes, non-intact skin, methods of controlling growth of microorganisms, and handling of microbiological specimens.

SAFETY AND EMERGENCY PLANNING
40 hours

This course continues the discussion on personal protective equipment and details safety techniques that can be used to prevent accidents and maintain a safe work environment. It describes the importance of Materials Safety Data Sheet (MSDS) in healthcare settings.

PATIENT CARE AND ASSISTING
60 hours lecture | 160 hours clinical

This course starts with the study of the structural organization of the human body, its body systems, major organs in each body. It also focuses on discussions about the normal functions of each body system, common pathology related to each body system. The course teaches the students to analyze the pathologies as they relate to the body system. It details the implications of each disease or disability. It then discusses implications for treatment related to the pathology, including medications used for treatment of the disease or disability.

CERTIFICATION EXAM REVIEW
80 hours

This course is designed as a preparatory review for the Medical Assisting Exit Exam offered by HESI. It will also focus on the areas of knowledge to be tested in the following examination: RMA with the American Medical Technologists. Areas of testing include, Anatomy and Physiology, Medical Terminology, Medical Law, Medical Ethics, Human Relations, Patient Education, Insurance, Financial Bookkeeping, Reception, Scheduling and Appointment Booking, Records and Chart Management, Office Safety, Asepsis, Sterilization, instruments, Vital Signs and Mensuration, Physical Examinations, Clinical Pharmacology, Minor Surgery, Therapeutic Modalities, Laboratory Procedures, First Aid and Emergency Responses.

ACADEMIC STANDARDS AND POLICIES

GRADING SYSTEM

The following grading scale is used in all courses and identifies its related impact on Satisfactory Academic Progress (SAP) Elements:

Letter Grade	Description	Percentage	Quality Points	Included In Clock Hours Completed	Included In Clock Hours Attempted	Included in Cumulative GPA
A	Outstanding	96.42% - 100.00%	4.00	Yes	Yes	Yes
A-		92.85% - 96.41%	3.70	Yes	Yes	Yes
B+		89.28% - 92.84%	3.30	Yes	Yes	Yes
B	Above Average	85.71% - 89.27%	3.00	Yes	Yes	Yes
B-		82.14% - 85.70%	2.70	Yes	Yes	Yes
C+	Average	78.57% - 82.13%	2.30	Yes	Yes	Yes
C		75.00% - 78.56%	2.00	Yes	Yes	Yes
F	Failure	0.00% - 74.99%	0.00	No	Yes	Yes
TC	External Transfer Credit			Yes	Yes	No
INC	Incomplete			No	Yes	No
W	Withdraw			No	Yes	No
NG	No Grade			No	No	No

The student's grade-point average (GPA) is computed by the following formula: Total Quality Points Earned / Total Units of Clock Hour attempted = GPA

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

All students must meet the following established minimum standards of achievement in order to successfully complete a course, progress through and complete the entire program. To be making satisfactory academic progress, students must maintain a specified grade point average and proceed through the program at a rate of progress leading to completion within a specified time frame. Satisfactory academic progress will be measured during evaluation points within the program.

EFFECT OF OTHER SAP ELEMENTS ON CUMULATIVE GPA				
Letter Grade	Description	Included In Clock Hours Completed	Included In Clock Hours Attempted	Included in Cumulative GPA
FN	Failure due to non-attendance	No	Yes	Yes
TC	External Transfer Credit	Yes	Yes	No
INC	Incomplete	No	Yes	No
W	Withdraw	No	Yes	No
NG	No Grade	No	No	No
	Repeated Course	Yes	Yes	Yes
	Additional Credential	Yes	Yes	Yes
	Academic Warning	No	No	Yes
	Academic Probation	No	No	Yes
	Appeal Process	No	No	Yes
	Extended Enrollment	Yes	Yes	Yes

COURSE NUMBERING SYSTEM

Each course offered in ICI is given a unique identifier which begins with a three letter code that indicates the discipline or subject area being taught and followed by a three or four-digit number to signify the course division level, numbered sequentially.

100 – 999 General Education / Pre-requisite courses
1000 – 1999 Certificate Level courses

Attendance Requirement. Class attendance is mandatory to maintain satisfactory progress. A record of attendance is maintained for each student enrolled in any ICI program/course. This record demonstrates that a student consistently meets the minimum number of clock hour participation required by the program/course, as described in the program handbook/syllabus. Consequences for failing to meet the program/course attendance requirement are likewise stated in the succeeding parts of this handbook/syllabus.

Course Load. The normal course load required to ensure that a student satisfies all program requirements at its prescribed completion time is 166-270 clock hours per quarter. Any student who wishes to register for more than the maximum 270 clock hour course load per quarter or less than the minimum 166 clock hours, may be permitted by the Program Director upon submission of a letter justifying the request and guaranteeing successful completion of the program if permitted. Such requests must be made during and not later than one week after the start of the quarter.

Tuition fee adjustments may be discussed with the Accounting office upon approval of the request. Students receiving financial aid and other applicable grants or scholarships must review their eligibility requirements before making any changes to their normal course load. Students who plan to work while attending school are encouraged to adjust their schedules accordingly in order to meet the course load requirement.

Minimum Amount of Work a Student Must Complete Per Quarter. A student must successfully complete coursework at a minimum of 166 clock hours or at a 65% rate of progress per quarter in order to complete the program within the maximum allowable time frame.

Maximum Time for a Student to Complete the Program. A student must complete the program in no more than 150% (1.5) the normal program length.

Minimum Grade Requirement upon Graduation. A student must have attained a GPA of 2.3 or better in order to be considered for graduation. See eligibility for graduation and program completion for complete requirements.

Minimum Grade Requirement at the End of Each Quarter. Students must attain a 2.3 GPA or better in all nursing and non-nursing courses at the end of each quarter. Students must likewise attain a passing grade of "C" or better in all laboratory and clinical classes. Course Progression is dependent upon attaining a minimum GPA of 2.3 or the equivalent of in all courses.

Monitoring of Student Progress. The Academic Committee headed by the Program Director is responsible for monitoring student progress. A student's academic performance will be monitored while progressing through individual courses. A student must attain a passing score or better in the Midterm and Final Examinations. If a student falls below the passing score in either examination, he/she will be called for Academic Advising where areas that call for improvement and/or further concentration will be identified. The advisor may recommend remediation (see Academic Remediation), additional coursework, repeating the course or withdrawal. If the student is allowed to undergo remediation or additional coursework, he/she must demonstrate successful completion of either intervention before being allowed to take the succeeding examination.

Academic Remediation. Any student who does not attain the required score or grade in any of the major examinations in a course (midterm, final and/or comprehensive examination), attain the required GPA, or meet other curricular requirements may be required to undergo remediation as a condition of course/program completion or progression. The instructor or academic advisor may recommend individual focused review, faculty/peer tutorial, additional review and testing, or other types of coursework depending on the student's actual deficiency. The student must successfully complete all the items listed in his/her Remediation Plan in order to be allowed to progress through the course or the program.

Course Completion Requirements. In addition to the program completion and graduation requirements described in the preceding pages, each program would have specific and more detailed requirements per course in order to progress through the program. Conditional progression might be granted if student does not meet these requirements. See program student handbook or course syllabus for course progression details.

Incomplete Courses. All theory, laboratory and clinical coursework must be completed by the last scheduled day of a grading period for a course. A student is responsible to inform his or her instructor of the reason/s for failing to complete all assignments by that time. If an instructor deems such reason/s justifiable, the instructor may issue an "INC" grade with the approval of the Program Director. Students granted an "Incomplete" grade have seven calendar days from the last scheduled day of a grading period of a course to complete all course requirements. Students with an incomplete course are permitted to attend regularly scheduled classes.

A student who has a final grade of "INC" and does not successfully complete all coursework in the seven-day time period, or as otherwise specified, receives a course grade calculated based on a grade of "0" for missing work. Any action that may result from a grade calculated on this basis (such as Academic Warning or Academic Probation) is taken immediately. The Program Director may extend the completion of an "INC" grade upon a student's appeal with recommendation from the teacher. An Extension Addendum to the original enrollment agreement must be signed prior to the start of the succeeding quarter. Students on Extended Enrollment will be assessed an Audit Fee for each quarter extended. When an "INC" grade is removed and a final earned letter grade is assigned, the GPA is recalculated based on the final grade.

Dropping and Withdrawal. Students may voluntarily drop or withdraw from the course anytime during the program but no later than the midterm period. Students must file a Dropping Form / Withdrawal Slip in order to be considered officially dropped from the roster. Failure to attend classes or verbal notification to instructors does not constitute an official drop or withdrawal. Students may likewise be "Force Dropped" from a course. Specific regulations for both instances of course withdrawal, as well as implications to course final grade and GPA are stated in the course Academic Policies and/or Student Handbook.

Regardless of the reason for dropping or withdrawal, the balance of the course tuition and fees, as calculated based on the Refund Policy, shall remain the student's responsibility. Tuition and fees will be pro-rated according to the student's class attendance. The withdrawal date shall be the student's last day of attendance. After withdrawing from a course, the student may choose to be transferred to the next available class but on a last priority enrollment basis. Full payment of any

balance in tuition and fees from a previous course must be paid upon the second registration. Students may only drop from a class once and may only be considered for re-enrollment once. Note: Please see Enrollment Agreement for tuition refund eligibility guidelines.

Repeated Courses. If a student fails to earn a passing grade in a required course, he/she must repeat that course. The student may re-enroll in the next available class for the course at 50% of the tuition and 100% of miscellaneous fees. Full payment of any balance in tuition and fees from a previous course must be paid upon the second registration. Students may repeat a course up to two times and only as scheduling permits. Grades of "NG" and "W" do not count in the repeated course limitation. The grade received on the most recent repeat becomes the final grade and replaces all other grades for that course in the GPA calculation. All other attempts count in the calculation as attempted but not earned credits. A student may only repeat a course twice. Any student who fails a required course twice will be dismissed from the program.

Academic Warning and Academic Probation. Any student who is unable to maintain a 2.3 cumulative grade point average (GPA) at end of a quarter will be placed on Academic Warning for the next quarter. Additional coursework, quizzes, tutorial, focused review, etc. may be required of the student in an effort to reach the expected level of performance. The student must be able to commit extra time, if necessary, for scheduled academic advising, focused reviews and/or tutorials. Cumulative GPA and course completion might be impacted while student is on academic warning.

If a student on academic warning is still not able to meet the required 2.3 cumulative grade point average by the end of that quarter, he/she will be placed on Academic Probation. Additional coursework may again be required to reach the required GPA in order to be removed from probation. Cumulative GPA and course completion might be impacted while student is on academic probation.

Academic Suspension or Termination. At the end of probation, if the student has not brought his/her grades to meet the school's satisfactory academic progress policy, the student may be suspended or terminated, depending on the recommendation of the academic review committee. The student has a right to appeal the decision to the Program Director and/or the School President. The appeal should be submitted in writing within one week of the committee's decision.

Procedure for Re-establishing Satisfactory Academic Progress. Students not meeting the GPA requirement must proactively strive to improve their cumulative GPA by completing coursework that brings them in full compliance with the SAP Standards or the approved academic plan. Students placed on academic probation shall be required to attend a mandatory orientation before being allowed readmission.

Readmission to the Program. Students who fail the course may retake each course no more than twice during the term of the program. Readmission to the program is at the discretion of the faculty and the Program Director.

Extended Enrollment. The Program Director may approve an Extended Enrollment Status for students who have completed all required course registration but choose to graduate later in the academic year. Students must make the request with their academic advisor no later than the first week of the quarter in which the extension is to begin. If granted approval, the student will be assessed 10% of the course tuition cost for each quarter

extension. If the student does not graduate before or by the end of the succeeding term, he or she will be involuntarily withdrawn from ICI and must apply for readmission. ICI is not obliged to approve student readmissions more than twice on a given program year.

Leave of Absence. A student may be allowed to interrupt study temporarily due to medical and other compelling reasons. The maximum time a student may be allowed to go on leave of absence depends on the reason for the request and documentation submitted to substantiate the request. The Program Director will review the request for Leave of Absence and make the decision accordingly.

Seeking Additional Credentials. Students who wish to change programs or seek additional credentials may be permitted under certain conditions: 1) The student must meet the maintaining GPA for the original program before being admitted into the new program and 2) The student must have graduated from or formally withdrawn from the original program before being admitted into the new program.

Upon approval of the Program Director, students may add or substitute course registrations no later than the first week of the beginning of the quarter. Tuition fee adjustments will be made according to the published tuition fee refund schedule. Students who enroll in classes not required for program completion will be held to the same policy on Maximum Time Frame for program completion without exception. This includes students who enroll in unnecessary courses for the sole purpose of obtaining full-time financial aid. ICI does not reset SAP for students who change their programs or seek additional credentials. All attempted clock hours/credits and earned grades are included in the SAP determination.

Transfer Credits and Impact on GPA. For students who seek to transfer credits earned from another institution, only courses with a grade of "C" or better, completed within a specified period, and those earned from a US-accredited or approved school may be considered for credit evaluation. The Program Director determines if such courses may be credited towards program requirements. Grades earned from credited coursework will not be part of the calculation for the student's GPA but will be included in the equivalent clock hours attempted and completed. The grade of "TC" will appear in the student's transcript.

Appeal Process. Students who fail to meet these standards and have been put on academic warning, probation, suspension or termination can appeal the decision. Appeals must be in writing and addressed to the Program Director. The appeal must be accompanied by an explanation of why they were not able to meet academic standards and documentation, if available, of any mitigating circumstances that prevented them from attaining satisfactory academic progress (examples are hospital records, income statements, etc.). The Academic Committee, led by the Program Director, will evaluate the appeal and send the written decision to the student within ten days from receipt of the appeal. Such decision will likewise spell out any conditions the student must meet if he/she was reinstated into the program and any additional coursework required in order to regain satisfactory academic progress.

STUDENT SERVICES

The Student Services Department was developed in order to assist students in their personal, social, educational and career developmental needs.

Advising
All ICI faculty members are trained and equipped to help students with education and career planning. They can provide help with self-awareness and concerns, which may interfere with personal and academic goals.

Tutorial Services
International Career Institute faculty may also provide tutorial services by appointment. Peer tutorial is also available. A student on a higher level of knowledge will be matched with students or groups who will work with them on specific theory content, math, reading, or even hands-on clinical skills.

Library
The ICI Library provides students with essential resources to help them better understand the lectures, assist with school projects and research current issues in healthcare, using:
• Text and Resource Books
• Audio Visual Resources and Videos
• Medical and Nursing Journals
• Internet access

Current library holdings may be viewed through Librarika (www.librarika.com). ICI is also listed as a Special Library under the Reaching Across Illinois Library System (RAILS), which is part of the Illinois Library System.

Computer Laboratory
Students at International Career Institute have access to desktop computers with internet access in the Computer Laboratory. Computers may be used for research, study, assignment and other school work. Wi-Fi is also available for students who need online access in their devices.

Online Resources
ICI uses CANVAS (https://canvas.instructure.com), a learning management system, to document, track and report student performance. It also serves as a supplemental delivery platform for all educational courses. Individual student accounts will be created and access to specific course materials, grades and resources will be given as it applies.

Career Placement Services
Job placement assistance is available to all graduates after successful completion from the program, subject to employment criteria.

Student Records and Privacy Rights
Education records shall be maintained only by the Student Services staff. All administrative staff shall be instructed concerning the confidential nature of such information and their responsibilities regarding it, pursuant to the family education rights and privacy act of 1974 (FERPA).

A student who has been in attendance at the school shall have the right to inspect and review the contents of his education records, subject only to reasonable arrangements concerning time, place, supervision and cost of reproduction of the records, but in no case shall the time be more than thirty (30) days after a request has been made, Cost of each reproduction shall be $1.00 per page.

Student records are held in trust by the school for the mutual benefit of the student and the educational mission of the school. Therefore, except with the prior written consent of the student, or otherwise stated, no information in any student record file may be released to any individuals or organization. Refer to Consent to Release Student Information Form.

Request for Transcripts & Certificate
Certificates of Completion will be issued to students who have successfully completed all course requirements, fulfilled all financial obligations and cleared by the Financial Services department. Transcript of Grades will be issued together with the certificate of completion to students who have fulfilled all financial obligations and cleared by the Financial Services department.

Students may request for a copy of their transcripts through the Student Services Department in person at the corporate office or by mail with a signed letter of request including payment. The student has an option to pick up or mail the transcript with proper authorization by the student. Third party requests for a transcript must be accompanied by written authorization, signed by the student.

As a policy, ICI keeps physical copies of student records for five (5) years after which are archived (scanned and filed in a secure electronic storage).

Refund / Cancellation Policy
Refer to Appendix B (Enrollment Agreement, page 2) for detailed Cancellation and Refund Policy.

COMPLAINTS AND GRIEVANCES

Complaints against the school should be addressed to the Program Director unless the student remains unsatisfied after the student has exhausted the internal complaint/grievance process, then all complaints against the school may be registered with the Illinois Board of Higher Education and/or Illinois Department of Public Health by sending a letter or calling either of the offices listed below. The procedure for filing complaints and grievances is listed in detail in the Student Handbook.

<div align="center">

Illinois Board of Higher Education (IBHE)
Division of Private Business Vocational Schools
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701
Ph.217-782-2551
Fx.217-782-8545
http://complaints.ibhe.org/

Illinois Department of Public Health (IDPH
Education and Training Unit
535 West Jefferson Street, 4th Floor
Springfield, IL 62761
Ph: 217-785-5569
www.idph.state.il.us

</div>

Appendix A
TUITION & FEES

BASIC NURSING ASSISTANT TRAINING PROGRAM		AMOUNT
Tuition Fees		**$ 650.00**
General Fees (see itemized cost below)		
Registration Fee	$ 75.00	
Laboratory Fee	$100.00	
ID	$ 15.00	
Uniform	$ 45.00	
Nursing Kit	$ 60.00	
Books	$ 91.00	
CPR Class	$ 40.00	
Certification Exam (paid directly to vendor)	$ 75.00	
TOTAL TUITION AND GENERAL FEES		**$ 1,151.00**

PATIENT CARE TECHNICIAN TRAINING PROGRAM *		AMOUNT
Tuition Fees (see itemized tuition per course below)		**$3,100.00**
Basic Nursing Assistant Training Program	$ 650.00	
Phlebotomy (Theory & Lab)	$1700.00	
EKG Technician Training Program	$ 750.00	
General Fees (see itemized cost below)		**$1,331.00**
Registration	$ 75.00	
Laboratory Fees	$300.00	
ID	$ 15.00	
Professional Liability Insurance	$ 35.00	
Uniform	$ 45.00	
Nursing Kit	$ 60.00	
Books	$345.00	
CPR Class	$ 40.00	
Certification Exam (paid directly to vendor)	$464.00	
TOTAL TUITION AND GENERAL FEES		**$4,479.00**

* With PHLEBOTOMY CERTIFICATION in addition to PCT, CNA & EKG Technician

PHLEBOTOMY		AMOUNT
Tuition Fees		**$ 1,700.00**
General Fees (see itemized cost below)		**$ 467.00**
Registration Fee	$ 75.00	
Laboratory/Technology Fee	$100.00	
ID	$ 15.00	
Professional Liability Insurance	$ 35.00	
Uniform	$ 45.00	
Books	$ 80.00	
Certification Exam (paid directly to vendor)	$117.00	
TOTAL TUITION AND GENERAL FEES		**$ 2,167.00**

EKG TECHNICIAN TRAINING PROGRAM		AMOUNT
Tuition Fees		**$ 750.00**
General Fees (see itemized cost below)		**$ 427.00**
Registration Fee	$ 75.00	
Laboratory/Technology Fee	$100.00	
ID	$ 15.00	
Uniform	$ 45.00	
Books	$ 75.00	
Certification Exam (paid directly to vendor)	$117.00	
TOTAL TUITION AND GENERAL FEES		**$ 1,177.00**

RESIDENT ATTENDANT TRAINING PROGRAM		AMOUNT
Tuition Fees		**$249.00**
General Fees (see itemized cost below)		**$100.00**
Registration	$25.00	
Laboratory Fees	$30.00	
Technology Fee	$30.00	
ID	$15.00	
TOTAL TUITION AND GENERAL FEES		**$349.00**

MEDICAL ASSISTANT TRAINING PROGRAM		AMOUNT
Tuition Fees (see itemized tuition per course below)		**$10,800.00**
Communication in Healthcare	$600.00	
Medical Office Management	$600.00	
Basic Practices Finances	$600.00	
Managed Care and Insurance	$600.00	
Procedural and Diagnostic Coding	$600.00	
Medical Law and Ethics	$600.00	
Clinical Math	$300.00	
Safety and Emergency Planning	$600.00	
Patient Care and Assisting	$3300.00	
Certification Exam Review	$1200.00	
General Fees (see itemized cost below)		**$680.00**
Registration	$100.00	
Uniform	$50.00	
Liability Insurance	$50.00	
Laboratory Fees	$100.00	
Online Assessments	$110.00	
Technology Fee	$120.00	
Books	$150.00	
TOTAL TUITION AND GENERAL FEES		**$11,480.00**

Appendix B
ENROLLMENT AGREEMENT

Revised 07.2018

INTERNATIONAL CAREER INSTITUTE
6425 N Hamlin Ave Lincolnwood IL 60712
Phone: (847) 929-6129 | Fax: (847) 929-6192 | www.ici-training.com | info@ici-training.com

ENROLLMENT AGREEMENT

STUDENT INFORMATION

Student Name *(Last Name   First Name   M.I.)* _____

Address *(Street Address, Apt. No. City. State. Zip)* _____

Phone No. _____ E-Mail _____ Soc. Sec. No. _____

Emergency Contact _____ Relationship _____ Phone No _____

PROGRAM INFORMATION

Date of Admission *(mm/dd/yr)* _____ Program/Course Name   BASIC NURSING ASSISTANT TRAINING PROGRAM

Full Time ☐   Part Time ☐   Day ☐ Evening ☐ Weekend ☐   No. of Weeks _____   Total Clock Hrs.   120

Program Start Date *(mm/dd/yr)* _____   Scheduled End Date *(mm/dd/yr)* _____

Days/Evenings Class Meets *(circle):* M T W Th F Sa Su   Time Class Begins _____   Time Class Ends _____

Description of Program/Course: The Basic Nursing Assistant Training Program is a 5 to 10-week program that prepares students into their roles and responsibilities as nursing assistants in long term care facilities and other health care settings. Through lecture/discussion, supervised laboratory and actual clinical experience, students are provided with the knowledge and skills needed to provide basic nursing care for patients in health care facilities. Students are eligible to take the IL Nurse Aide Written Competency Exam after successful completion of the program. The BNATP is approved by the Illinois Department of Public Health.

Program/Course Objectives: At the end of the program, students should be able to: 1) Perform basic nursing skills for clients in a variety of settings; 2) Safely and effectively perform personal care skills; 3) Recognize the psychological, emotional, physical and spiritual needs of clients; 4) Exhibit proper ethical and legal behavior in giving nursing care; 5) Demonstrate effective communication and interpersonal skills; 6) Demonstrate behavior that maintains the rights of the client; 7) Perform nursing care with regard to the principles of infection control; 8) Acquire proper knowledge and skills to respond to emergencies; 9) Demonstrate observation and documentation skills needed in the assessment of residents' health, physical condition and wellbeing; and 10) Demonstrate competency with the minimum required nursing aide skills defined by the Illinois Department of Public Health.

Prerequisite Courses & Other Requirements for Admission to Program/Course: Copy/es of Photo ID, Social Security Card, High School Diploma, Proof of Immigration Status, Physical Exam, TB Test & Immunization Records, Health Care Worker Background Check, and BLS Healthcare Provider CPR.

CONSUMER INFORMATION

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

FISCAL YEAR PROGRAM OUTCOMES	#
A1. The number of students who were admitted in the program as of July 1 of that reporting period ...	10
A2. The number of additional students who were admitted in the program during the next 12 months and classified in one of the following	
• New starts	265
• Re-enrollments; and	2
• Transfers into the program from other programs at the school	0
A3. The total number of students admitted in the program during the 12-month reporting period (the number of students reported under subsection (a)(1) plus the total number of students reported under subsection (a)(2))	267
A4. The number of students enrolled in the program during the 12-month reporting period who:	
• Transferred out of the program and into another program at the school	0
• Completed or graduated from a program	205
• Withdrew from the school	37
• Are still enrolled	0
A5. The number of students enrolled in the program who were:	
• Placed in their field of study	164
• Placed in a related field	30
• Placed out of the field	NA
• Not available for placement due to personal reasons	11
• Not employed	NA
B1. The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period	188
B2. The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period	165
C. The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence	NA
D. The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence	$15/hr

TUITION & FEES

BASIC NURSING ASSISTANT TRAINING PROGRAM	AMOUNT	
Tuition Fees	**$650.00**	Check applicable fees
General Fees (see itemized cost below)	**$190.00**	
Registration Fee	75.00	
Laboratory/Technology Fee	100.00	
ID	15.00	
TOTAL TUITION & FEES	**$840.00**	
Other Cost/s or Adjustment/s (specify):		
TOTAL PROGRAM COST		

Student Initials

FINANCIAL AID

ICI is not currently participating in HEA Title IV funds from the federal government.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

REFUND / CANCELLATION POLICY

Tuition Refund Policy. Student registration, identification card, kit, uniform, test fees/competency exam fees, are not refundable. Liability insurance, lab fees, technology fee and affairs & events fee are refunded ratably based on the percentage of hours attended over the total program hours. Under the law, you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of the finance charges.

Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid. It is the policy of International Career Institute (ICI) to issue refunds of tuition and fees in a prompt manner. As a matter of courtesy, students should give written notification to ICI (in person or by registered mail) of their intention to withdraw from a program. However, ICI does not require written notification of withdrawal as a condition for making refunds.

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

Tuition Reimbursement Scale or Schedule Per Course	
% of Hours Attended / Course	Institution Refund Policy
0-10%	90% of course tuition fee
11-20%	80% of course tuition fee
21-30%	70% of course tuition fee
31% ----	0% of course tuition fee

Cancellation Policy. The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date with 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

Withdrawal Procedure. If no notification of withdrawal is received, and a student has had an unexplained absence of more than fifteen (15) consecutive class days, ICI shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance. Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance ICI shall provide written acknowledgment of a student's notification of withdrawal within fifteen (15) calendar days of the postmark date of the notification of withdrawal. In all instances, refunds shall be based on and computed from the last day of attendance. Any unused portion of a book fee shall be refunded.

STUDENT ACKNOWLEDGEMENTS

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog. **Student Initials** _____
2. I have carefully read and received an exact copy of this enrollment agreement. **Student Initials** _____
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded. **Student Initials** _____
4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement. **Student Initials** _____
5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, ICI must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations. **Student Initials** _____
6. I understand that the school does not guarantee job placement to graduates upon program completion. **Student Initials** _____
7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 North Old State Capitol Plaza Ste 333 Springfield IL 62701 or at www.ibhe.org. **Student Initials** _____
8. I hereby acknowledge that payment of tuition and fees are my obligation. Application of financial assistance or loans does not negate this responsibility. ICI is currently unable to participate in TITLE IV funding of the Higher Education Act of 1965. **Student Initials** _____
9. I hereby acknowledge that any payment made by check that does not clear my bank account will result in a Returned Check Fee of $40 per check. **Student Initials** _____
10. I understand that tuition account balances must be on current status in order to advance to the next phase or program component and for admission to a new course and examination. **Student Initials** _____
11. I understand that if my account becomes 15-day past due, a $36 late fee will be assessed and I shall not be able to return to class and/or be able to take any exams until the account is brought current. **Student Initials** _____
12. I understand that tuition and other fees must be current, if a payment plan was created, or fully paid prior to completion of the program. **Student Initials** _____

The student acknowledges receiving a copy of this completed agreement, the school catalog and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

_____   _____   _____   _____
Student's Signature   Date   Official Representative's Signature   Date

Appendix C:
FINANCIAL INFORMATION

FINANCIAL OBLIGATION

Payment of tuition and fees is an obligation of the student. Full payment of tuition and fees must be paid on or before the first day of class, unless a Payment Plan Agreement, has been signed by the student and accepted by ICI. **Students who do not pay tuition and fees by the payment deadline may be Force Dropped from the course/program. Students who are Force Dropped are required to pay all tuition and fees due.**

PAYMENT POLICY

- Each payment is due on the first day of each month or week, as applicable. There is an assessed late fee of $36.00 if payment is not received within five days of the payment deadline.

- Tuition and fees may be paid in the form of cash, check, money order, credit or debit card.

- Any payment made by check that is uncleared or returned by the bank unpaid will result in a returned check fee (NSF) of $36.00 per check or the banking institution's prevailing fee at the time of check return, to be charged to student. Students with two instances of returned checks will be required to make future payments in cash, money order, cashier's check or credit/debit card.

- Payments received will first be applied to other charges and fees (e.g. interest fees, late fees, NSF fees, service fees, etc) and then to oldest tuition balances.

- Outstanding tuition balances must be paid before taking any major exam (Midterm, Final and/or Comprehensive Exams). Students will not be allowed to take those exams until financially cleared.

- Students with delinquent accounts may be restricted from academic and administrative services including access to grades, registration, and admission to the next course/program.

- Accounts that are delinquent beyond 90 days may be referred to a collection agency, which may impact the student's credit reports or to a collection lawyer if necessary.

- In the event that a student withdraws from the school, student must formally request for a refund by completing the withdrawal form. Refund of fees and/or tuition paid in advance will be calculated based on the existing refund policy. Refer to the signed Enrollment Agreement for further details.

LOAN PROGRAM / ICI TUITION INSTALLMENT CONTRACT WITH PROMISSORY NOTE

The school provides its own internal loan program through affordable payment plan options. Payment plan application is available to all students with several options. Please refer to the program Payment Plan Agreement for options and applicable terms.
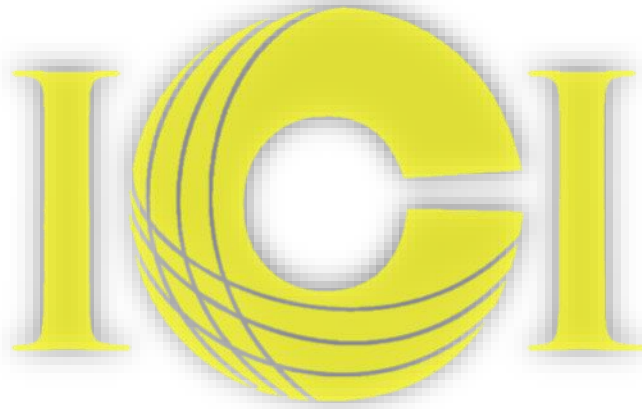
BENMARK SCHOLARSHIP

This program is funded by a private organization and administered by the school. This is available to all students who demonstrate and meet the established academic requirements. For more information, please see the Scholarship Coordinator.

Appendix D:
FISCAL YEAR PROGRAM OUTCOMES

PROGRAM OUTCOMES FOR REPORTING PERIOD JULY 1, 2017 – JUNE 30, 2018	Basic Nursing Assistant Training Program	Medical Assisting Training Program	Patient Care Technician Training Program	Phlebotomy	EKG Technician Training Program	Resident Attendant Training Course
A1. The number of students who were admitted in the program as of July 1 of that reporting period.	27	0	0	0	0	0
A2. The number of additional students who were admitted in the program during the next 12 months and classified in one of the following						
• New starts	256	0	0	0	0	0
• Re-enrollments; and	2	0	0	0	0	0
• Transfers into the program from other programs at the school.	0	0	0	0	0	0
A3. The total number of students admitted in the program during the 12-month reporting period (the number of students reported under subsection (a)(1) plus the total number of students reported under subsection (a)(2)).	285	0	0	0	0	0
A4. The number of students enrolled in the program during the 12-month reporting period who:						
• Transferred out of the program & into another program at the school;	0	0	0	0	0	0
• Completed or graduated from a program;	200	0	0	0	0	0
• Withdrew from the school;	32	0	0	0	0	0
• Are still enrolled.	0	0	0	0	0	0
A5. The number of students enrolled in the program who were:						
• Placed in their field of study;	NA	NA	NA	NA	NA	NA
• Placed in a related field;	NA	NA	NA	NA	NA	NA
• Placed out of the field;	NA	NA	NA	NA	NA	NA
• Not available for placement due to personal reasons;	NA	NA	NA	NA	NA	NA
• Not employed.	NA	NA	NA	NA	NA	NA
B1. The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	183	NA	NA	NA	NA	NA
B2. The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	172	NA	NA	NA	NA	NA
C. The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	200	NA	NA	NA	NA	NA
D. The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	$13 per hour	NA	NA	NA	NA	NA
Licensing Pass Rate (IL NATCEP)	94%	NA	NA	NA	NA	NA
Placement Rate	NA	NA	NA	NA	NA	NA

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