



SCHOOL CATALOG

2014 - 2015

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CAMPUS LOCATION AND 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

Phone: 847-929-6129 Fax: 847-929-6192

Email: info@ici-training.com



HOURS OF OPERATION

MONDAY to FRIDAY

Academic Services	9:00AM to 9:00PM
Student Services	9:00AM to 9:00PM
Business Services	9:00AM to 5:00PM
Resource Center	9:00AM to 5:00PM
Computer Laboratory	9:00AM to 9:00PM

SATURDAY (by appointment)



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.

MESSAGE FROM THE PRESIDENT

I am pleased to welcome you to our Practical Nursing Program. Our school system, which consist of the administration, curriculum design and instructional delivery methods, is designed to enable you to accomplish your career and personal goals. Your success depends on the consolidated efforts among the school administration, faculty members and largely on your personal commitment. In order to get to your destination, we all need to work together so you can acquire the knowledge, insights, and the skills needed to compete in a workforce that is competency based, technologically driven and culturally diverse. All of us in the ICI community are dedicated to helping you attain your goals. When you succeed, ICI is successful too.

As you begin your career here at ICI, I ask that you be proactive in your own education journey so that you will gain the knowledge and skills needed to be gainfully employed and, in turn, be able to help your loved ones, friends, family, and mostly those who look to you as their life link. As ICI becomes your new home for the next year, you will develop new friendships and connections who share the same goals. Learn with and from each other and grow into the next phase of your life with a school that will always have its doors open to you. On behalf of ICI management, faculty and staff, we wish you well in your academic journey.

Mark Figueroa
President



CERTIFICATION AND 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
431 East Adams, Second Floor
Springfield, IL 62701-1404
Ph. 217-782-2551 Fx. 217-782-8545
www.ibhe.state.il.us

International Career Institute (ICI) is approved by the Illinois Department of Financial and Professional Regulation's (IDFPR) Board of Nursing to conduct training in Practical Nursing (*Program Number 49-133*) and prepare the student to take the NCLEX-PN licensing examination.

IL Department of Financial and Professional Regulation (IDFPR) Board of Nursing
100 West Randolph Avenue, Suite 9-300
Chicago, IL 60601
Ph: 312-814-2715
www.idfpr.com

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 Street, 4th Floor
Springfield, IL 62761
Ph: 217-785-5569
www.idph.state.il.us

STATEMENT OF OWNERSHIP AND 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

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 on the basis of 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 nondiscrimination 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

Executive Vice-President

Norma Figueroa, RN, BSN
BS Nursing, Manila Central University

Vice President of Academics/Nursing Program Director

Hope Quirit, DBA, MSN, RN
MS Nursing, Saint Xavier University
Doctor of Business Administration, Argosy University

Assistant Program Director

Zenaida Ugalde, RN, BSN
BS Nursing, Wesleyan University

Director of Institutional Planning and Administrative Services

Enya Masangkay
BS Statistics, University of the Philippines

Director of Admissions and Allied Health Programs

Sheila Ferrer-Estor, MEd.
BS Ed & MEd Health Education, University of the Philippines

Nursing Faculty

Deloris Baker, RN, BSN, MEd
AS Nursing, Malcolm-X College
BS Nursing, University of Illinois Medical Center
MEd, Chicago State University

Melita Banayat, RN, MAN,
BS Nursing, Philippine Womens University
MA Nursing, Phil. College of Health & Sciences

Mariza Torres, RN, BSN
BS Nursing, Perpetual Help College of Rizal

Rodolfo Ranola, RN, BSN
BS Nursing, Colegio de Sta. Isabel

Allied Health & General Education Faculty

Quini Amma
BA Journalism, Columbia College Chicago

Romeo Baltazar
BS Biology, Angeles University Foundation

Shirley Gilbert, RN
AS Nursing, Triton College

Maxi Masangkay
BA Journalism, Columbia College Chicago

Jessica Wojciak, RN BSN
BS Nursing, Loyola University Chicago

Romeo Ugalde Jr.
BFA Media Arts & Animation, The Illinois Institute of Art at Chicago



ACADEMIC CALENDAR

ICI's Academic Calendar is broken up into Quarter-Based Terms (Fall, Winter, Spring, and Summer).
The duration of a Quarter Term Is further divided into: 10 weeks of course lecture/lab/clinical and graded assessments
and 2 weeks of remediation and retake of standardized exams or other graded assessments.

2014–2015 ACADEMIC YEAR

Fall 2014	
Wednesday, September 24	Cohort 15 Orientation
Monday, September 29	Quarter Begins Cohort 15 Start Date
Monday, October 13	Last day to Drop/Add Courses
Thursday–Friday, November 27–28	Thanksgiving
Wednesday, December 17	Submission of Grades
Friday, December 19	Quarter Ends Cohort 15 Capping & Pinning Cohort 12 Last Day in Class
Saturday, December 20	Winter Break Starts
Monday, December 29	Class Registration for Winter 2015
Winter 2015	
Tuesday, December 30	Cohort 16 Orientation
Sunday, January 4	Winter Break Ends
Monday, January 5	Quarter Begins Cohort 16 Start Date
Monday, January 19	Martin Luther King, Jr. Day
Tuesday, January 20	Last day to Drop/Add Courses
Wednesday, March 25	Submission of Grades
Friday, March 27	Quarter Ends Cohort 16 Capping & Pinning
Saturday, March 28	Winter 2015 Class Graduation
Saturday, March 28	Spring Break Begins
Monday, March 30	Class Registration for Spring 2015
Spring 2015	
Wednesday, April 1	Cohort 17 Orientation
Sunday, April 5	Spring Break Ends
Monday, April 6	Quarter Begins Cohort 17 Start Date
Monday, April 20	Last day to Drop/Add Courses
Monday, May 25	Memorial Day
Wednesday, June 24	Submission of Grades
Friday, June 26	Quarter Ends Cohort 17 Capping & Pinning Cohort 14 Last Day in Class
Saturday, June 27	Summer Break Begins
Summer 2015	
Monday, June 29	Cohort 18 Orientation
Sunday, July 5	Summer Break Ends
Monday, July 6	Quarter Begins Cohort 18 Start Date
Monday, July 20	Last day to Drop/Add Courses
Monday, September 7	Labor Day
Wednesday, September 23	Submission of Grades
Friday, September 25	Quarter Ends Cohort 18 Capping & Pinning Cohort 15 Last Day in Class
Saturday, September 26	Summer 2015 Graduation
Saturday, September 26	Summer Break Begins

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 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. Skin testing for Tuberculosis as well as documentation of current Influenza vaccination (seasonal) is also required. Students who test positive may be required to submit a Chest X-ray.
- **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.
- **Completion of Pre-requisite Courses (for Practical Nursing).** Applicants to the Practical Nursing Program must complete all Nursing Pre-requisite courses with a Grade Point Average (GPA) of 2.25 or higher as a condition for admission.
- **Computer Access (for Nursing Pre-requisite & Practical Nursing).** A considerable amount of time will be spent utilizing and accessing online resources and course content. Applicants to the Nursing Pre-requisite and Practical Nursing Programs must have access to a personal computer (desktop/laptop/notebook) with internet access and Windows 7. These resources are also present in the ICI campus if not available at home.



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

- Official College Transcripts (if seeking transfer of credits from another institution)
 - If Transcript is from a non-US college, an official credential evaluation from a NACES approved agency must also be submitted
 - If Transcript is from a non-accredited US school, competency testing of the subject seeking credit is required
- Copy of IDPH Nursing Assistant Certificate (if enrolling in Practical Nursing program)
 - Listing of applicant's name, with social security number verification, in the Illinois Healthcare Worker Registry may also be accepted as documentation
 - If none, applicant must complete the ICI Basic Nursing Assistant Training Program
- 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
- Completed Character Reference Forms (3)
- Other Signed School Forms
- Proof of payment of all Application and Testing Fees



Entrance Examination

In addition to a high school diploma or its equivalent, applicants to all programs must be able to demonstrate baseline proficiency levels in Math, English and Science (for Practical Nursing) that are necessary for successful progression through the course. Standardized assessments that measure specific proficiency requirements for each course will be administered to applicants during the admission process. The applicant may retake the exam to a maximum of two (2) times within a 30-day period. Completion of English remediation may be required in some cases prior to the second attempt.

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 who still have no more than two Nursing Pre-requisite courses to complete may be put on Conditional Admission on a case-by-case basis. Students on conditional admission must meet the conditions stipulated on their Conditional Admission Letter or Form in order to remain in the program.

Transfer Student Admission

Students who have completed coursework at another institution may transfer to International Career Institute. Based on the courses completed and the student's performance in that coursework, students may receive credit toward their program requirements. Official transcripts, course descriptions and other supporting documentation must accompany a request for Academic Evaluation. Students are responsible for requesting their transcript and paying the required fees. Official transcripts must be in a sealed envelope and sent directly to the ICI Admissions Office. Not all courses may be credited, however. Students must complete a minimum of 65% coursework at ICI to meet graduation requirements.

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.

Transfer of Credits Earned at ICI

The U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) has published a "Joint Statement on Transfer and Award of Academic Credit" which endorses the principle that "transfer of credit should not be denied solely on the basis of source of institutional accreditation".

Completion of the Practical Nursing Program may be credited towards an Associate Degree in Applied Science in Nursing or a Bachelor's Degree in Nursing, if accepted for credit by the receiving institution. Students are advised to consult with the institution to which they may seek to transfer if credits earned from ICI's PN Program will be accepted.

Accepting credits earned at another institution is the prerogative of the receiving institution. No college, school or accrediting agency can require another institution to accept in transfer credit earned somewhere else. Even when the sending institution is accredited by the same agency as the receiving school, there is no guarantee credits will transfer.

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 (ICI) is approved by the Illinois State Approving Agency for the enrollment of qualified veterans and/or eligible persons to receive G.I. Bill educational benefits. International Career Institute is a certified WIA Training Provider.

COURSE CODES & NUMBERS

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



PROGRAMS OF STUDY

PRACTICAL NURSING PROGRAM

The Practical Nursing Program at International Career Institute (ICI) is a 1000-clock hour program which consists of nursing and other related courses essential for the practice of practical nursing. Content from the science and related courses are integrated into the core nursing courses. The program is sequential and competency-based, such that successful achievement of objectives pertaining to both knowledge content and applied laboratory and essential clinical skills in each nursing course must be demonstrated before a student can proceed to the next one. The scope and sequence of courses will enable the student to master general nursing principles and skills that are the foundation for later and more content-specific courses. It is likewise designed to give the students the opportunity to gain competence through acquisition of knowledge and skills necessary to begin employment in the healthcare profession. The program also consists of courses that provide coordinated theory, laboratory and clinical instruction. Theory and laboratory classes are held in the ICI campus while students perform clinical rotations in designated acute care and/or long term care facilities. ICI follows the mandated student to laboratory/clinical instructor ratio of 8:1.

The program seeks to prepare each student to participate in the nursing process under the direction of a professional nurse and to work cooperatively with other health care team members in a variety of healthcare settings. Graduates of the program will be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) provided all state requirements are met. Passing the licensing examination enables the practical nurse to apply for licensure in Illinois and opens the door for graduates to work in a variety of clinical settings under the guidance of a licensed professional nurse. Licensure also affords the Practical Nursing graduate the privilege of articulating into the 2nd year of a Registered Nursing program that is a participant of the Illinois Articulation Initiative.

1st Quarter (270 Clock Hours)	NUR 1010: Nursing Fundamentals (270 Clock Hours: 120 Hours Theory + 60 Hours Laboratory + 90 Hours Clinical)
2nd Quarter (245 Clock Hours)	NUR 1020: Nutrition & Diet Therapy (30 Clock Hours: 30 Hours Theory)
	NUR 1030: Medical Surgical Nursing I (165 Clock Hours: 75 Hours Theory + 45 Hours Laboratory + 45 Hours Clinical)
	NUR 1040: Nursing Pharmacology I (50 Clock Hours: 30 Hours Theory + 20 Hours Laboratory)
3rd Quarter (255 Clock Hours)	NUR 1030: Medical Surgical Nursing II (165 Clock Hours: 75 Hours Theory + 15 Hours Laboratory + 75 Hours Clinical)
	NUR 1040: Nursing Pharmacology II (50 Clock Hours: 30 Hours Theory + 20 Hours Laboratory)
	NUR 1050: Mental Health Nursing (40 Clock Hours: 40 Hours Theory)
4th Quarter (230 Clock Hours)	NUR 1060: Maternal-Newborn Nursing (100 Clock Hours: 40 Hours Theory + 40 Hours Laboratory + 20 Hours Clinical)
	NUR 1070: Child Health Nursing (100 Clock Hours: 40 Hours Theory + 40 Hours Laboratory + 20 Hours Clinical)
	NUR 1080: Leadership Professional Development (30 Clock Hours: 30 Hours Theory)
NCLEX-PN REVIEW (Mandatory; Non-Credit) (80 to 100 Hours; Hybrid Course – Classroom & Online)	

NOTE: Courses per quarter term may change at any time. Students will be duly informed of these changes.



GENERAL PROGRAM OBJECTIVES

The graduate of Practical Nursing Program must be able to demonstrate the following competencies:

- Use critical thinking process and problem solving skills to collect accurate and relevant objective and subjective assessment data related to deviations from normal health, signs and symptoms of illness, and changes in client health status.
- Be able to assist the healthcare team members in developing plans of care that demonstrate respect for and involvement of client and family in prioritizing needs.
- Provide compassionate and safe care to clients and families throughout the lifespan and across diverse cultures that promote wellness, prevent illness, restore and maintain optimum levels of client and family health.
- Document nursing interventions and responses to care in an accurate and timely manner.
- Evaluate the effectiveness of nursing care and makes modifications in the plan of care as required to achieve desired outcomes.
- Communicate therapeutically and effectively with clients, families and health team members through the use of appropriate verbal, nonverbal and written communication.
- Be able to work cooperatively with other members of the healthcare team, adapting previously learned knowledge and skills to meet requirements of a changing healthcare environment.
- Be able to relate the ethics component of the Illinois Nursing and Advanced Practice Nursing Act and the ethics codes of the Federation of Licensed Practical Nurses and International Council of Nurses to daily nursing practice.
- Incorporate appropriate legal concepts and responsibilities of Licensed Practical Nursing into daily nursing practice.
- Display professional behaviors and accountability for his/her actions and nursing practice.
- Demonstrate interest and initiative for continued learning to enhance personal development and increase awareness of advancing knowledge and current developments in society and healthcare delivery that affect the scope of practice of licensed practical nursing.
- Demonstrate the ability to apply acquired and new knowledge to adapt one's practical nursing practice to meet the need of diverse populations in an ever-changing healthcare delivery system in the United States and the world.
- Demonstrate and develops leadership abilities to meet the requirements and carries out responsibilities of licensed practical nurses in a variety of acute, long term, home and community settings.

PROGRAM COMPLETION & GRADUATION REQUIREMENTS

International Career Institute is legally required to maintain a pass rate for the Illinois National Council Licensure Examination for Practical Nurses (NCLEX-PN) as a condition of program approval by the IDFPR. ICI ensures the integrity of the school and its programs by requiring students to demonstrate the necessary competency for each of the core subjects as a condition for graduation, which ultimately translates to the student's eligibility to take the NCLEX-PN. A student may be awarded a Practical Nursing Completion Certificate and become a candidate for graduation upon completion of the following requirements:

- Successful completion of all core nursing courses with a GPA of 2.3 or better on the theory, laboratory and clinical aspects of the course;
- Completion of the required 1000 clock hours in combined theory, laboratory and clinical class in all courses;
- Successful completion of all assigned course work with a score of 90% or better in all Course Competency Exams;
 - ✚ The course Competency Exam must be taken within the designated time during the specified term
 - ✚ A student is allowed to re-take the Competency Exam after scoring below 90% on the first take; Student will be required to re-enroll in the course if scores on both attempts are below 90% (see section on Course Completion Requirements and Repeated Courses)
- Successful completion of all assigned course work with a score of 90% or better in the Practical Nursing Comprehensive Exam;
 - ✚ The Practical Nursing Comprehensive Exam must be taken within the designated time during the specified term
 - ✚ A student is allowed to re-take the Comprehensive Exam after scoring below 90% on the first take; Student will be required to re-enroll in the program if scores on both attempts are below 90% (see section on Repeated Courses)
- Successful completion of an NCLEX review (online and classroom);
- Financial Obligation to International Career Institute is paid in full or financial arrangements have been made with the Accounting Department.

NCLEX-PN ELIGIBILITY REQUIREMENTS

Based on the provisions for examination/licensure of Practical Nurses in the Illinois Nurse Practice Act, an individual is eligible to apply for examination or licensure if the following requirements are met: Proof of graduation from ICI Practical Nursing program; Original receipt of fingerprint-based background check; and, Completed NCLEX application forms and required fees.

A student may receive his/her Practical Nursing Completion Certificate (Proof of graduation from ICI Practical Nursing program) and an application to write for the Illinois NCLEX-PN upon satisfaction of the above requirements for program completion and/or graduation. A student must sit for the NCLEX-PN within 120 days from the last day of scheduled class for the program. Failure to do so may require the student to undertake additional coursework and/or further assessments to determine readiness to take the state board. Only upon satisfactory completion of these requirements shall a student be signed off to take the NCLEX-PN.



COURSE-BY-COURSE DESCRIPTION

NUR 1010: NURSING FUNDAMENTALS

270 Clock Hours

(120 Hours Theory + 60 Hours Laboratory + 90 Hours Clinical)

Prerequisite: None

Course Description: Discusses approaches to nursing care, basic nursing skills, comfort needs, communication skills fluids and electrolytes, foundations of nursing practice, growth and development, health assessment, health illness continuum, medication administration, nursing process, pre-operative care, safety, physiologic health, psychological health, trans-cultural care, urinary and wound care. It also discusses the different common diseases of the different body systems; cardiovascular, integumentary, respiratory, gastrointestinal, neurosensory, musculoskeletal and other systems.

Course Objectives: At the end of the course, the student must be able to:

- Understand the role of the Practical Nurse as a member of the health care team.
- Identify and Discuss Florence Nightingale's Environmental Theory.
- Demonstrate an understanding of the didactic principles and clinical practice skills included in the major units of the Basic Nursing content.
- Demonstrate a basic understanding of each component of the nursing process.
- Incorporate Florence Nightingale's Environmental Theory into the client care process.
- Assist in using the nursing process to promote continuity of care for the adult client having special needs related to the aging process.
- Demonstrate an understanding and respect for diverse cultural, psychosocial and spiritual needs of clients while implementing the nursing process.
- Provide a safe and competent nursing care environment for the client.
- Perform basic math skills as it relates to medication administration for clients.
- Prepare and administer medications by selected routes and monitor client responses under the supervision of the nursing instructor.
- Demonstrate the ability to meet the basic physical and health care information resource needs of the client.
- Demonstrate basic principles of effective oral and written communication skills in theory and clinical practice by using proper grammar, spelling and punctuation on written assignments.
- Discuss dress code policy during campus, lab and clinical time
- Discuss how to obtain the necessary information to meeting the client's basic needs
- Demonstrate how to assist client in performing Activities of Daily Living
- Discuss how to keep the client's environment clean and safe
- Discuss the procedure when following doctor's orders
- Demonstrate proper procedure when taking vital signs (Blood pressure, pulse, respiratory rate, temperature)
- Discuss how to maintain skin integrity
- Demonstrate passive range of motion exercise
- Demonstrate the proper procedure when preparing and administering medications (oral, IM, subcutaneous, topical, rectal)
- Discuss universal precaution, isolation techniques and infection control
- Discuss the procedure for client admission and transfer
- Identify teaching and learning needs of the client.
- Demonstrate charting/documentation procedure according to the facility policies
- Demonstrate how to conduct a head to toe assessment using the Nursing Assessment
- Discuss the Nursing Process as it applies to care planning
- Demonstrate effective communication with client and family in relation to discharge planning and client education
- Assist in facilitating collaboration of care among members of the healthcare team

NUR 1020: NUTRITION AND DIET THERAPY

30 Clock Hours

(30 Hours Theory)

Prerequisites: None

Course Description: This program explores diet and nutrition principles for therapeutic and personal application. It describes the expanded role of nutrition in health promotion as well as disease prevention. Program is designed to give the student a basic concept of health and those nutritional factors necessary to maintain it. Discusses nutritional needs throughout the life cycle, factors influencing food patterns and describes various clinical diseases and therapeutic diets for nutritional care of these diseases.

Course Objectives: At the end of the course, the student must be able to:

- Incorporate concepts of nutrition into holistic health plan.
- Determine appropriate nutritional assessment for self, clients
- Articulate economic and ethical issues impacting on an individual's or group's nutritional status.
- Articulate a plan of education for an individual or group regarding nutritional therapy.
- Identify specific nutritional problems and strengths in an individual or group.
- Identify age-related nutritional risks and describe appropriate nutritional health promotion activities.
- Use critical thinking, research data, informatics, and other resources to describe holistic health care for individuals with nutritional challenges

NUR 1030: MEDICAL-SURGICAL NURSING

330 Clock Hours

(150 Hours Theory + 60 Hours Laboratory + 120 Hours Clinical)

Prerequisites: None

Course Description: This program involves the study of simple to moderately complex deviations from normal health in adult patients. Basic classifications of disease states, their manifestations and nursing interventions are related through bodily systems approach. The concepts of body mechanics, pharmacology, interpersonal relationships, communication, diet therapy, and the physical and biological sciences are stressed throughout. This expands the student's responsibilities in nursing care from moderately complex-to-complex situations. It applies scientific principles of nursing to clients with special needs such as the geriatric patient, the mentally or emotionally impaired patient as well as the cardiac and critical care patient. Clinical time is expanded and medications, procedures, and treatments are stressed. It is designed to expose students to more specialized and demanding aspects of nursing while increasing basic nursing proficiency to entry level.

Course Objectives: At the end of the course, the student must be able to:

- Analyze the effects of internal and external stressors that may contribute to common health problems and the adaptation necessary to achieve health.
- Explain the etiology and pathophysiology of common health problems.
- Describe methods of health promotion, maintenance and recovery.
- Recognize the ethical and legal implications of caring for clients.
- Analyze the differences in the role of the practical/vocational nurse in a general medical-surgical unit/long term care/rehabilitation facilities and/or home health care facility.
- Demonstrate ability to initiate nursing interventions, under the supervision of a registered nurse, to meet the basic needs of the patient by performing basic hygiene care, assessing vital signs, utilizing safety measures for assigned patients, safely administering medications, safely monitoring patient receiving blood transfusion, and safely performing nursing skills in safe oxygen administration, support



of respiratory effect, support for circulatory system, proper elimination of body substances and wound care

- Demonstrate safe technique in preparing, initiating and discontinuing IV therapy
- Demonstrate ability to evaluate patient care by including patient's response to illness in the nursing assessment and patient's response to nursing care
- Perform proficient and safe nursing skills while delivering care to elderly and chronically ill adult patients with multiple health/illness needs
- Utilize the nursing process and critical thinking framework for clinical decision making in adapting nursing care to individual needs
- Assist in developing the nursing care plans for each patient
- Evaluate patient's response to nursing interventions in varied healthcare environment
- Efficiently manage time, equipment, resources and self in the care of an incrementally increasing group of 4 to 12 patients.
- Develop an understanding of appropriate delegation of care provided by nurse aides to patients
- Collaborate with other interdisciplinary team members in meeting patient health/illness needs
- Demonstrate independent clinical decision making, under supervision, in providing nursing care to promote, maintain and restore health of adult individuals in acute care/long term care and/or home care setting.
- Display confidence when implementing therapeutic communication with patients
- Communicate assessment and evaluation findings and recommend changes to appropriate members of the healthcare team
- Relate mental health principles to nursing practice
- Implement and evaluate the nursing care of patients with mental health needs
- Display responsible behavior and professionalism based in ethical codes and standards of care

NUR 1040: NURSING PHARMACOLOGY

100 Clock Hours

(60 Hours Theory + 40 Hours Laboratory)

Prerequisite: None

Course Description: This Program discusses general principles, theories, and facts about drugs and their administration. Principles of action, uses, side effects, and client education are discussed to facilitate the student's learning in the clinical environment. Information is presented by integrating pharmacology into the nursing process. Specific drug information is discussed in relation to assessment, nursing diagnosis, client monitoring, interventions, client education and evaluation of safe and effective drug therapy.

Course Objectives: At the end of the course, the student must be able to:

- Discuss the basic principles of pharmacology including pharmacokinetics and pharmacodynamics
- Look up drugs and be able to discuss their properties, mechanisms of action, adverse effects, contraindications, drug interactions and side effects
- Define the roles and responsibilities of the licensed practical nurse in relation to drug administration
- Identify the 5 Rs of drug administration
- Identify the most commonly used drugs for specific health conditions and the rationale for their use
- Discuss the appropriate nursing actions to enhance therapeutic effects of the drugs and be able to intervene in the event of adverse effects of commonly administered drugs

NUR 1050: MENTAL HEALTH NURSING

40 Clock Hours

(40 Hours Theory)

Prerequisites: None

Course Description: This program focuses on analyzing the relationship between the nurse and the psychiatric patient, as well as disorders identified by the American Psychiatric Association, by examining communication techniques, integrating developmental theories and identifying behavioral patterns. The nursing process is used to interpret feelings, cultivate individual strength, co-create coping abilities, and instill faith and hope. The impact of the psychiatric illness on the family is explored from a holistic perspective. Through the art and science of nursing, the student and the patient gain a higher degree of harmony and health potential.

Course Objectives: At the end of the course, the student must be able to:

- Describe selected mental health disorders in terms of their characteristics, etiologies and treatment modalities
- Utilize the nursing process as a model of care for the mental health client
- Apply knowledge of social and biological sciences and humanities to nursing practice in caring for a client with mental illness
- Demonstrate therapeutic communication techniques in providing care to clients with mental illness
- Analyze possible patient outcomes of nursing interventions
- Facilitate the use of health promotion concepts through education, role modeling and clinical practice
- Collaborate with the interdisciplinary healthcare team in providing care to the client with mental illness

NUR 1060: MATERNAL-NEWBORN NURSING

100 Clock Hours

(40 Hours Theory + 40 Hours Laboratory + 20 Hours Clinical)

Prerequisites: None

Course Description: This Program provides clinical and theoretical practice in pre- and post-natal maternal nursing care, as well as the care of children from infancy to adolescence. It discusses normal and abnormal, physical and psychological aspects of the family and its members during growth and development. It is designed to give the student an overview of the nursing care for normal and disease states in various stages of growth and development. Familial relationships and human reproduction are also considered.

Course Objectives: At the end of the course, the student must be able to:

- Identify the female and male sexual structures and functions with emphasis on the maternity cycle.
- Apply the nursing process to the care of childbearing and childrearing families.
- Identify signs of pregnancy and "normal" discomforts of pregnancy in order to be able to recognize and report warning signs of minor/major complications or high risk pregnancy.
- Demonstrate knowledge on the importance/need of good prenatal care in relationship to better fetal outcomes; good postpartum care in reducing complications and promoting recovery; and immediate newborn care in preventing physiologic deterioration and/or permanent damage
- Identify the stages of labor, the "expected" patient reaction to labor, and the role of the practical nurse in supporting the laboring patient.
- Observe and identify abnormal reactions and changes in the obstetric patients' conditions; report these changes to the appropriate person; and accurately document these observations in the patient's records.
- Safely and appropriately prepare and administer, under the supervision of an R.N. or M.D., selected medications to obstetrical patients.
- Assist with the preparation and aftercare of patients undergoing diagnostic tests.

- Demonstrate teaching / learning principles which assist in the promotion, maintenance, and restoration of health for the family.
- Incorporate therapeutic communication and critical thinking when evaluating family dynamics related to pregnancy and the changing family role.
- Demonstrate utilization of the nursing process based on the physical, psychological and emotional needs of the maternal and/or newborn client.
- Perform patient interview, history and physical assessment utilizing appropriate assessment tools in planning and evaluating patient care with some instructor assistance.
- Calculates and administers medications/IV Therapy with assistance of the instructor, following established protocols.
- Utilize the process of critical thinking, as a framework for clinical decision-making in adapting nursing care of patients with maternal health / illness needs .
- Discuss the importance of working closely with the healthcare team in the care of maternal-newborn patients.
- Demonstrate responsibility, professionalism and accountability with assigned patients by functioning within the Practical Nurse scope of practice as defined by the Illinois Nursing Practice Act.

NUR 1070: CHILD HEALTH NURSING

100 Clock Hours

(40 Hours Theory + 40 Hours Laboratory + 20 Hours Clinical)

Prerequisites: None

Course Description: This program focuses on pediatric health and illness with emphasis on family dynamics, growth and development and communication with children and their families. Health promotion, protection, restoration, maintenance and support concepts are covered in experiences that include hospital and community settings. Health care policy and systems are studied as relevant to this population.

Course Objectives: At the end of the course, the student must be able to:

- Identify specific normal development tasks from infancy to adulthood
- Recognize deviations from normal growth and development
- Recognize common illnesses usually occurring in children from infancy to adolescence
- Apply the nursing process to provide basic nursing care for the pediatric clients with alterations in their health status and children with special needs
- Apply the nursing process to assist with meeting the psychosocial needs of the family of the pediatric client
- Demonstrate knowledge of nutrition and diet therapy related to disorders affecting pediatric clients
- Perform basic math skills related to dosage calculation for the pediatric client
- Demonstrate how to assist the client as needed with personal hygiene, nutritional needs, ambulation, elimination, treatments and other daily activities under the supervision of the clinical instructor
- Demonstrate skills for physical assessment of pediatric patients
- Explain common diagnostic tests including: normal pediatric ranges; purposes for tests; and procedures involved.
- Assess the teaching-learning needs of patients and families during the early childhood to late teen years
- Demonstrate competency in the performance of nursing skills when caring for pediatric patients by implementing planned nursing interventions independently and with guidance from instructor.
- Utilize the process of critical thinking, as a framework for clinical decision-making in adapting nursing care of patients with maternal or pediatric health / illness needs

- Assess the needs and strengths of the family unit of each patient while assisting the registered nurse in developing care plans
- Evaluate parental and pediatric responses to nursing interventions in varied healthcare settings
- Recognize the signs and symptoms of abuse or neglect in clients/patients of various age group and discuss the appropriate interventions to provide a safe environment.
- Discuss the importance of working closely with the healthcare team in the care of pediatric patients.
- Demonstrate responsibility, professionalism and accountability with assigned patients by functioning within the Practical Nurse scope of practice as defined by the Illinois Nursing Practice Act.

NUR 1080: LEADERSHIP PROFESSIONAL DEVELOPMENT

30 Clock Hours

(30 Hours Theory)

Prerequisites: None

Course Description: This course fosters the development of leadership qualities in the practical nursing student to assume a role as an integral member of a healthcare team, a team leader and as a potential charge nurse in a long term care or clinic setting upon graduation. Issues related to licensure, job opportunities, legal and ethical situations, team leading, customer service, conflict, risk management, and safety are explored. The NCLEX-PN is also discussed and reviewed and the Comprehensive Predictor Exam given at the end of the program.

Course Objectives: At the end of the course, the student must be able to:

- Discuss the key components of the vocational nursing practice
- Identify career opportunities available to the PN
- Discuss licensing of the Practical nursing as defined in the IL Nurse Practice Act
- Discuss the legal and ethical ramifications that nursing leaders face in the workplace arena
- Evaluate the effectiveness of leadership theories and roles within a historical and current context
- Identify the impact of change within the healthcare organization and the role of the nursing leaders in this change process
- Analyze the characteristics needed by the leader in the current and emerging healthcare setting ion the 21st century
- Discuss the role of the practical nurse as a team member, a team leader and/or a potential charge nurse in a long term care facility setting or clinic
- Demonstrate the skill of critical reasoning and decision making on dealing with conflict in the healthcare setting
- Identify the practical nurse's role and responsibilities in identifying, preventing and managing violence on the workplace
- Define the roles and responsibilities of a preceptor





NURSING PRE-REQUISITE COURSES

ALG 100: COLLEGE ALGEBRA

40 Clock Hours

Prerequisites: None

Course Description: This basic algebra course is designed for healthcare and science majors. The subject matter covered in this class includes a brief review of Elementary and Pre-Algebra topics. Course is designed to prepare the student to be more competent with solving problems related to whole numbers, fractions, decimals, percent, measurements, and ratios and proportions. These concepts are heavily applied to nursing, specifically in drug and dosage calculations. This course is delivered via Blended Instruction (Classroom & Technologically Mediated).

Course Objectives: At the end of the course, the student must be able to:

- Perform basic mathematical functions to include addition, subtraction, division and multiplication.
- Perform operations for percentages, fractions, ratios, unit conversions and metric system
- Analyze and interpret graphs, tables and diagrams and use information derived to solve given problems.
- Solve multivariate word problems

ENG 101: ENGLISH COMPOSITION

40 Clock Hours

Prerequisites: None

Course Description: This course provides instruction and practice in the writing of extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. It seeks to prepare the student to conceptualize and organize ideas and to perform complex thinking. It is designed to give nursing students extensive practice in writing in order to improve their ability to document nursing care observations and interventions and express them in fluent prose. It helps students learn the many functions of writing—to discover ideas, use language effectively, and communicate with and influence audiences. Along the way, students learn or review conventional practices of usage and punctuation. This course is delivered via Blended Instruction (Classroom & Technologically Mediated).

Course Objectives: At the end of the course, the student must be able to:

- strengthen writing abilities by building on skills he/she already has
- write critical academic essays
- recognize the important relationships between strong writing, reading, and thinking.
- Integrate cultural experiences and knowledge base in writing style (for non-native English speakers)

COM 102: COMPUTER FUNDAMENTALS

20 Clock Hours

Prerequisites: None

Course Description: This course provides students with the opportunity to examine and comprehend all aspects of the computer. The student will be learning the basic elements of running a computer in a comfortable, structured manner. The topics will include the use of the Windows operating system, file management, security, the World Wide Web and its resources including e-mail, web browsers, and search engines. This course is delivered via Blended Instruction (Classroom & Technologically Mediated).

Course Objectives: At the end of the course, the student must be able to:

- Operate and install Windows and other software
- Understand the basics of organizing and protecting files
- Demonstrate the ability to connect to the Internet, browse and search the web, and send E-Mail and attachments
- Demonstrate the ability to create and print documents, presentations and worksheets

PSY 104: GENERAL PSYCHOLOGY

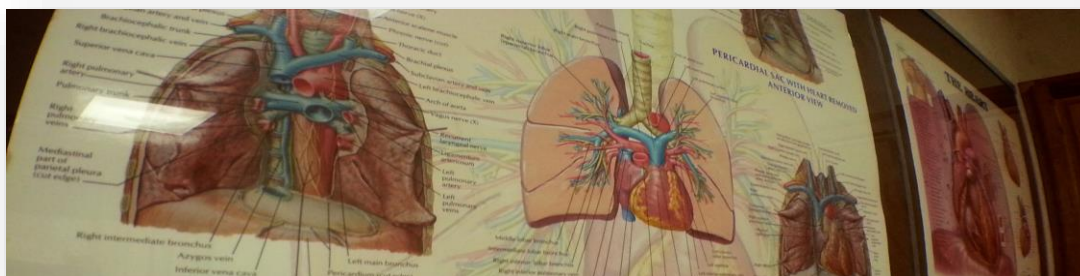
40 Clock Hours

Prerequisites: None

Course Description: This course involves the survey of basic principles in Psychology for the understanding of behavior and experience including growth and development, learning, cognition, biological foundations, perception, motivation, personality, measurement of individual differences, and social processes. The course likewise emphasizes the value of scientific observation and experimentation to the development of psychological understanding. It provides students with an overview of the major fields within psychology while highlighting the understanding of psychology as the science of human thought and behavior. This course is delivered via Blended Instruction (Classroom & Technologically Mediated).

Course Objectives: At the end of the course, the student must be able to:

- gain a better understanding of the field of psychology
- become familiar with the scientific method, and examine the benefits and limitations of this method of inquiry as it relates to development psychology
- become familiar with the biological bases of behavior
- develop an understanding of processes involved in learning and cognition
- develop an understanding of the various types of development that an individual experiences across the life-course
- become familiar with the theories concerning psychological health and disorders
- become familiar with the theories concerning human behavior in a social context
- become familiar with the rapidly growing body of literature on psychology



MED 103: MEDICAL TERMINOLOGY

40 Clock Hours

Prerequisites: None

Course Description: This course offers healthcare personnel a simple approach to the building blocks of medical terminology: root words, prefixes, and suffixes, providing the foundation for learning hundreds of medical terms. The course is organized into body systems and an overview of diseases and disorders. This approach helps the student master the necessary language to describe how the human body works, what goes wrong with it and how we treat it. Pronunciation and word building is emphasized and mastered through interactive critical thinking exercises. This course is delivered via Blended Instruction (Classroom & Technologically Mediated).

Course Objectives: At the end of the course, the student must be able to:

- Define the meaning of medical terminology word roots, suffixes, and prefixes
- Recognize and understand basic medical terms
- Identify and decipher medical abbreviations
- Spell and pronounce basic medical terminology
- Analyze unfamiliar terms using the knowledge of word roots, suffixes and prefixes gained in the course

SBF 105: STRUCTURE AND BODY FUNCTIONS

150 Clock Hours

Prerequisite: None

Course Description: The program involves the study of the structure of the human body and the relationship of its parts as well as the study of the functions of the human body systems and their parts. Aspects of physiology, biology, chemistry and microbiology are also discussed. The program is designed to give the student a broad informational background in basic biological and physical sciences to facilitate the application of nursing care to patients. This course is delivered in a traditional classroom setting.

Course Objectives: At the end of the course, the student must be able to:

- Describe the structural and functional organization of the body
- Explain the characteristics of life
- Describe how the body maintains homeostasis
- Relate chemistry to the field of anatomy and physiology
- Describe how cells function and divide
- Describe the structures and functions of the major body systems and their organs as well as the interactions between these organ systems
- Name commonly occurring diseases and disorders related to each body system and explain their cause, detection and treatment
- Discuss Scientific Reasoning
- Discuss heredity and genetics

BASIC NURSING ASSISTANT TRAINING PROGRAM**PROGRAM DESCRIPTION**

120 Clock Hours (80 Hours Theory and 40 Hours Clinical)

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.

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 78.57% (2.3 Quality Points) or better in the theory and laboratory 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



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+	Above Average	89.28% - 92.84%	3.30	Yes	Yes	Yes
B		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. For the Practical Nursing program, the evaluation point is set at the end of every two (2) quarter terms, i.e. 50% of the normal program length.

REQUIRED COMPLETION RATE FOR PRACTICAL NURSING PROGRAM						
<i>At the end of each of these evaluation periods, a student must have completed at least these number of clock hours in order to complete the program within the specified time frame</i>	SAP Evaluation Period 1 (Evaluation Pt: end of 2 nd Quarter)		SAP Evaluation Period 2 (Evaluation Pt: end of 4 th Quarter)		SAP Evaluation Period 3 (Evaluation Pt: end of 6 th Quarter)	
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	5 th Quarter	6 th Quarter
Normal Program Length (12 months)	515		1000			
Maximum time for program completion (18 months)	340		660		1000	

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



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. For example, if the Practical Nursing program takes four quarters to complete the entire 1000 clock hour requirements, a student is only allowed up to an additional two quarters to complete the program and must have attained all curricular requirements for graduation by then.

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 at the end of each course and cumulatively at the end of each quarter. The committee will review academic records of students who fall below the minimum standards. The student will be called for an academic review and advising prior to being allowed to progress through the program.

Effective March 2014, a student's academic performance will also 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 either recommend the student for individual focused review or faculty/peer tutorial. The student must demonstrate successful completion of either intervention before being allowed to take the succeeding examination. A student must achieve an overall GPA of 2.3 or better for the entire course. If the student falls below the required GPA, he/she may be called for Academic Advising, remediation and additional coursework to help the student attain the required GPA.

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. 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.

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 tuition is required 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. 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 a quarterly fee to maintain extended enrollment status. 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

A trained advisor is available three days a week to help students with education and career planning. In addition, the Program Director and some members of the faculty can provide help with self-awareness and concerns, which may interfere with personal and academic goals.

Tutorial Services

International Career Institute has a full-time faculty providing 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

Students will find resources to help them better understand the lectures, assist with school projects and research current issues in nursing, using:

- Text and Resource Books
- Audio Visual Resources and Videos
- Nursing Journals
- Photo copying and scanning services
- Internet access

Computer Laboratory

Students at International Career Institute have access to advanced computer technology. Specially designed software for healthcare students allow realistic and interactive learning to practice:

- Vital signs (pulse, respiration, blood pressure & temperature)
- Breath sounds
- Sterile technique
- Medication administration
- Maternity and pediatric nursing

Additionally, the school has computer software programs to help students with:

- Anatomy and Physiology
- Refresher Math Skills, Reading Rate and Comprehension
- Typing/Keyboarding
- Preparation to take NCLEX-PN (State Board Exam)

Online Assistance

- POPULI (www.ici-training.populiweb.com): Student requires logging in or checking their Populi account and email accounts daily to access Online Resources and for Communication Purposes.
- ATI (www.atitesting.com): Student requires an account to access ATI Online Resources



Nursing Skills Laboratory

Students will practice many of the procedures learned in the program before they perform those skills in the clinical setting. Using a setting that simulates real patient care, they will learn to:

- Make a hospital bed
- Perform bed baths
- Administer range of motion exercises
- Transfer patients
- Perform vital signs
- Provide dressing changes
- Insert Foley catheters
- Provide Tracheotomy Care
- Give injections
- Administer oral medications
- Care for patients with IVs and G tube

Nursing Student Association (NSA)

The Nursing Students Association (N.S.A) provides a common bond between students interested in nursing and those in the community who are interested in health care. Social events include parties and an annual picnic. Other activities such as meetings, films, and field trips, are designed to promote education and professional development. CEU's are also offered. Other major goals of the organizations are to sponsor activities which will benefit charitable organizations or needy individuals in the local community.

Resources for Student affiliations are as follows:

- Licensed Practical Nurses of Illinois (LPNAI@globespeed.net)
- National Federation of Licensed Practical Nurses (NFLPN.org/edu)
- National Association of Practical Nurse Education and Services, Inc. (NAPNES.org)

Career Placement Services

Graduates will be given job placement assistance after successful completion from the program subject to employment criteria.



Job Fair for Graduating Student

Approximately two months before graduation, representatives from home healthcare and in-home care services conduct a job fair in which all healthcare facilities are invited to send their representatives in order to recruit students to be placed in any of the respective company's open positions. Most of the graduates will provide services either in patient's homes or as part of the International Career Institute network. Counselors conducting in-service for resume writing and job interview skills are also available for this event.

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. If the student remains unsatisfied then all complaints against the school may be registered with the Illinois Board of Higher Education (IBHE), Illinois Department of Financial and Professional Regulation (IDFPR) and/or the Accrediting Council for Independent Colleges and Schools (ACICS) by sending a letter or calling any of the following offices after the student has exhausted the internal complaint/grievance process. The procedure for filing complaints and grievances is listed in detail in the Student Handbook.

Illinois Board of Higher Education (IBHE)
Division of Private Business Vocational Schools
431 East Adams Second Floor
Springfield, IL 62701-1404
Ph.217-782-2551
Fx.217-782-8545
www.ibhe.state.il.us

Illinois Department of Financial and Professional Regulation
(IDFPR)
Board of Nursing
State of Illinois Center, Suite 9-300
100 West Randolph Avenue
Chicago, IL 60601
Ph. 312-814-2715
www.idfpr.com

Appendix A TUITION & FEES

Program Cost & Fees



PRACTICAL NURSING PROGRAM

TUITION FEES **\$ 13,995.00**

Payment Plan applies.

Tuition Fee Per Course is listed in detail in Enrollment Agreement.

GENERAL FEES **\$ 1,880.00**

General fees must be paid upon registration.

Registration	\$ 100.00
Identification Card	\$ 15.00
Liability Insurance	\$ 50.00
Lab Fees	\$ 490.00
NCLEX Preparatory Tool	\$ 875.00
Technology Fee	\$ 150.00
Affairs and Events	\$ 200.00

TOTAL TUITION & FEES **\$ 15,875.00***

*Subject to change without prior notice

ADDITIONAL COSTS & INCIDENTAL FEES

Application Fee	\$ 50.00	(One-time, paid during registration process)
PN Admission Test Fee	\$ 75.00	(Initial, paid during registration process)
HCW Background Check Fee	\$ 60.00~	(Amount varies, paid directly to vendor)
Uniform: Scrub Top	\$ 20.00	
Uniform: Scrub Pants	\$ 25.00	
Uniform: Jacket	\$ 30.00	
Nursing Kit	\$ 80.00	
Textbook & Workbook	\$ 255.00	(as of 07/2014, amount may change per vendor)
NCLEX Application & Test Fee	\$ 351.00~	(as of 07/2014, amount may change per vendor, paid to exam vendor)

NURSING PRE-REQUISITE COURSES

COURSES	TUITION	GENERAL FEES			TOTAL TUITION & FEES	Plus: EBook & Course Supplement/s (paid upon registration)
		Registration	Lab Fee	Technology Fee		
Structure & Body Functions <i>Classroom Instruction</i>	\$ 1755.00	\$ 50.00	\$ 135.00	\$ 50.00	\$ 1990.00	\$ 162.00
Medical Terminology <i>Hybrid Course (Classroom/Online)</i>	\$ 249.00	\$ 15.00	\$ 25.00	\$ 25.00	\$ 314.00	\$ 130.00
English Composition <i>Hybrid Course (Classroom/Online)</i>	\$ 249.00	\$ 15.00	\$ 25.00	\$ 25.00	\$ 314.00	\$ 68.00
Pre-Algebra <i>Hybrid Course (Classroom/Online)</i>	\$ 249.00	\$ 15.00	\$ 25.00	\$ 25.00	\$ 314.00	\$ 107.00
General Psychology <i>Hybrid Course (Classroom/Online)</i>	\$ 249.00	\$ 15.00	\$ 25.00	\$ 25.00	\$ 314.00	\$ 84.00
Fundamentals of Computer <i>Hybrid Course (Classroom/Online)</i>	\$ 249.00	\$ 15.00	\$ 25.00	\$ 25.00	\$ 314.00	\$ 120.00
ADDITIONAL COSTS & INCIDENTAL FEES						
<i>(in addition to Practical Nursing incidental fees)</i>						
Pre-requisite Course Admission Test Fee		\$ 25.00 (Initial, paid during registration process)				
Pre-requisite Competency Test Fee		\$ 50.00 (per course, if applicable)				



BASIC NURSING ASSISTANT TRAINING PROGRAM

TUITION & FEES	AMOUNT
Tuition	\$ 600.00
Application Fees	
Registration Fee	50.00
Admission Test Fee	20.00
General Fees	
Laboratory/Technology Fee	100.00
Nursing Kit (CNA)	60.00
Uniform (scrub top & pants)	45.00
ID	15.00
TOTAL TUITION & FEES	\$ 890.00
ADDITIONAL COSTS & INCIDENTAL FEES <i>Amount may vary, paid directly to vendor/publisher</i>	
HCW Background Check Fee	\$ 60.00~
Textbook & Workbook	\$ 91.00~
State Exam Preparatory Tool	\$ 230.00
IL Written Competency Test Fee (in money order payable to SIUC)	\$ 65.00~

OTHER SCHOOL FEES

(paid when and if applicable)

Practical Nursing / Pre-requisite Application Fee (ONE-TIME, NONREFUNDABLE, PAID DURING ADMISSION PROCESS)	50.00
Practical Nursing Admission Test Fee (INITIAL)	75.00
Practical Nursing Admission Test Fee (RETAKE)	50.00
Nursing Pre-requisite Admission Test Fee (INITIAL)	25.00
Nursing Pre-requisite Admission Test Fee (RETAKE)	19.00
BNATP Admission Test Fee (RETAKE)	19.00
Nursing Pre-requisite Comprehensive Test Fee (RETAKE)	35.00
Nursing Prerequisite Competency Test Fee (PER COURSE)	50.00
Practical Nursing Competency Test Fee (PER COURSE)	75.00
Practical Nursing Payment Plan Processing Fee (PAID WITH PAYMENT PLAN APPLICATION)	30.00
Clinical/Laboratory Class Make-up Fee (PER HOUR OF MAKE-UP CLASS)	35.00
Program/Course Extension Fee (PER MONTH)	10.00
Returned Check Fee (PER CHECK)	20.00
Credit/Debit Card Transaction Fee (PER TRANSACTION AMOUNT)	3%
Transcript Fee	10.00
Uniform: Scrub Top	20.00
Uniform: Scrub Pants	25.00
Uniform: Jacket	30.00
Nursing Kit (Practical Nursing)	80.00

IMPORTANT NOTICE

PAYMENT METHOD. Tuition and charges may be paid in the form of cash, check, money order and debit/credit card. There is a 3% service charge on all card transactions. Check payments returned by the bank for non-sufficient funds (NSF) will be assessed \$20.00.

CASH DISCOUNTS. There is a discount of 5% of the total tuition fees (excluding other charges) but not to exceed \$1,000.00 to a student who pays the full tuition upon registration. Interests charged for a particular month can be credited if payment is paid 30 days in advance of the due date.

MERCHANDISE STORE. Books, eBooks, student kit and uniform may be purchased at ICI's merchandise store.

REFUND POLICY. General fees and other expenses are non-refundable unless otherwise stated in the Refund Policy. If advance payments were made, the following Tuition Reimbursement Scale or Schedule is applied (see table):

ACADEMIC SCHOLARSHIP PROGRAM (PRACTICAL NURSING). Academic Scholarship program is available. See Accounting Office for more information.

% 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% or more	0% of course tuition fee



Appendix B ENROLLMENT AGREEMENT



Revised 05.2014

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 PRACTICAL NURSING PROGRAM

Description of Program/Course SEE SCHOOL CATALOG Program/Course Objectives SEE SCHOOL CATALOG

Prerequisite Courses & Other Requirements for Admission to Program/Course SEE SCHOOL CATALOG

Full Time ☐ Part Time ☐ Day ☐ Evening ☐ Weekend ☐ No. of Weeks _____ Total Clock Hrs. 1000

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 _____

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	135
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	49
• Re-enrollments; and	13
• 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))	197
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	98
• Withdrew from the school	17
• Are still enrolled	82
A5. The number of students enrolled in the program who were:	
• Placed in their field of study	28
• Placed in a related field	8
• Placed out of the field	50
• Not available for placement due to personal reasons	2
• Not employed	10
B1. The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period	68
B2. The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period	39
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	36
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	\$45000

TUITION & FEES

PRACTICAL NURSING PROGRAM	AMOUNT
Tuition Fees (see itemized tuition per course below)	\$13,995.00
Nursing Fundamentals (270 hours)	\$3,778.65
Nutrition & Diet Therapy (30 hours)	419.85
Medical-Surgical I (165 hours)	2,309.18
Nursing Pharmacology I (50 hours)	699.75
Medical-Surgical II (165 hours)	2,309.18
Nursing Pharmacology II (50 hours)	699.75
Mental Health Nursing (40 hours)	559.80
Maternal-Newborn Nursing (100 hours)	1,399.50
Child Health Nursing (100 hours)	1,399.50
Leadership Professional Development (30 hours)	419.85
General Fees (see itemized cost below)	\$1,880.00
Registration	\$100.00
Identification Card	15.00
Liability Insurance	50.00
Lab Fees	490.00
NCLEX Preparatory Tool	875.00
Technology Fee	100.00
Affairs and Events	250.00
TOTAL TUITION AND GENERAL FEES	\$15,875.00

Student Initials _____



FINANCIAL AID

ICI is not currently participating in HEA Title IV funds from the federal government. ICI is eligible to accept students who have been approved or are eligible to receive education benefits or grants from the following:

- Workforce Investment Act (WIA)
- Veteran Affairs Education Assistance Improvement Act of 2010 (GI Bill)

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 an 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 ACKNOWLEDGMENTS

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, 431 East Adams Street, 2nd Floor, Springfield IL 62701 or at www.ibhe.org. **Student Initials** _____
8. I hereby acknowledge that ICI reserves the right to change the amount and applicability of tuition and fees as necessary. New or changed rates will apply to new enrollees. Written notices of planned fee changes will be posted in advance. Changes in tuition and fees should not affect currently enrolled students. **Student Initials** _____
9. 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** _____
10. I hereby acknowledge that any payment made by check that does not clear my bank account will result in a Returned Check Fee of \$20 per check. **Student Initials** _____
11. 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** _____
12. 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** _____
13. I hereby acknowledge that upon course completion, my remaining account balance will be enrolled through an automatic deduction set-up as form of payment method. A checking account and/or credit/debit card details must be provided. I also understand that there is a 3% service fee imposed for all credit and debit card transactions. **Student Initials** _____
14. I understand that tuition and other fees must be current, if a payment plan was created, or fully paid prior to submission of application for State Licensing exam. **Student Initials** _____

The student acknowledges receiving a copy of this completed agreement, the school catalog, VA Addendum to the Catalog (if applicable) 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
TUITION INSTALLMENT CONTRACT WITH PROMISSORY NOTE

Revised 06.2014



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

**TUITION INSTALLMENT CONTRACT
WITH PROMISSORY NOTE**

By and between

"Borrower"

"Co-Borrower"

and

International Career Institute
"Lender"

WHEREAS Lender is a school providing a certificate program in Practical Nursing;

WHEREAS Borrower desires to enroll in the Practical Nursing program offered by the Lender;

WHEREAS Lender offers an affordable tuition installment plan for the Borrower in the form of a Promissory Note;

WHEREAS Borrower accepts the Lender's tuition installment plan in the form of a Promissory Note;

WHEREAS Co-borrower understands and accepts equal responsibility for this contract with the Borrower;

NOW, THEREFORE, the parties agree as follows:

I. Promissory Note

Promise to Pay. Lender agrees to provide a loan for _____ US Dollars (US\$ _____) to Borrower on this date _____. Borrower agrees to pay Lender back the total amount of \$ _____ including interests. There is an initial payment of _____ US Dollars (US\$ _____) which will not be included in the loan amount.

II. Repayment

Amount and When Due. The amount owed shall be repaid in installments as specified on the "Payment Schedule – PN Program" in Paragraph IV. Payment due dates are also defined in the "Payment Schedule – PN Program".

Modes of Payment. Borrower shall repay Lender by ACH payments. If payment will be delivered by Credit Card/Debit Card, Borrower agrees to pay an additional three percent (3%) of the payment amount for each transaction processed. Upon program completion, Borrower agrees to enroll in an automatic deduction program with a third-party vendor for all remaining monthly balances until contract ends.

III. Late Fees; Collection Costs; Reporting.

Borrower shall pay Lender a Late Fee of **Thirty-Six Dollars (\$36)** that shall be automatically applied to every date payment is due and no prompt payment is made on said due date. In case of failure to pay on time ("Default") of any principal or interest, Borrower will be charged an additional amount to sufficiently cover the cost and expenses of collection, including without limitation, reasonable attorney's fees, expenses and disbursements. These costs will be added to the outstanding principal and will become immediately due. In addition, Borrower acknowledges that three (3) incidents of Default shall give Lender the option to use the services of a collection agency and if necessary, report the delinquent Borrower to the appropriate credit reporting bureau.



IV. Payment Schedule – PN Program

Payment No.	Due Date	Payment	Interest Accrued
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
TOTAL			

V. Co-borrower Agreement

See "Co-borrower Provision"

VI. Amendment; Modification; Waiver

No amendment, modification or waiver of any provision of this Contract and Promissory Note shall be effective unless by written agreement signed by both Borrower and Lender.

VII. Condition for Financial Loan or Grant

In the event that a student is approved for any financial loan or grant from a third party institution, the student is responsible for fulfilling the agreed monthly payments until the loan or grant money is received by ICI. The student will then be refunded for any money from the loan or grant in excess of their balance payment with ICI.

VIII. Breach of Contract and Promissory Note

No breach of any provision of this Contract and Promissory Note shall be deemed waived unless the waiver is in writing. No course of dealing and no delay on the part of Lender in exercising any right will operate as a waiver of or otherwise prejudice any other rights, powers, or remedies

IX. Governing Law

The validity of this Contract and Promissory Note will be governed by Illinois law. The Borrower waives presentment, notice of non-payment, notice of dishonor, protest, demand and diligence. The Borrower and Lender hereby indicate their signatures below that they have read and agree with the terms and conditions of this Contract and Promissory Note in its entirety.

Borrower's Name & Signature: _____

Date: _____

Co-Borrower's Name & Signature: _____

Date: _____

Lender (ICI) Name & Signature: _____

Date: _____

Witness Name & Signature: _____

Date: _____



Revised 06.2014

CO-BORROWER PROVISION

Note: Please write as clearly as possible. Thank you!

Name of Co-borrower: _____ SSN: _____ Date of Birth: _____
 Address of Co-borrower: _____ Phone #: _____
 Company/Employer's Name: _____
 Address of Employer: _____ Phone #: _____
 Position: _____ Weekly/Monthly Salary \$ _____ Length of Employment: _____
 Other Income, annual: \$ _____ Source: _____ No. of Dependents _____

I, Co-borrower, certify that the above information are true and correct. I further acknowledge that I have been with my current employer for at least a year. ICI is authorized to check my credit and employment history and to answer questions about your credit experience with me. I understand that I need to provide a copy of my SS card and any government-issued document for identification.

Signature of Co-borrower above Printed Name: _____

Name of Borrower: _____

Name of Lender: **INTERNATIONAL CAREER INSTITUTE, INC.**

Borrower has agreed to pay Lender the amount indicated in the attached Tuition Installment Contract under the terms specified in the Promissory Note. *Co-Borrower's Initials* _____

Co-borrower agrees to guarantee this debt and accepts full responsibility for the payment of the same if and only if the Borrower fails to pay the debt. *Co-Borrower's Initials* _____

Co-borrower agrees to guarantee payment of the debt although he or she may not receive any of the proceeds or agreed services of the loan or promissory note. *Co-Borrower's Initials* _____

Co-borrower understands that if Borrower does not pay the debt on time, it may become a part of Co-borrower's credit record. *Co-Borrower's Initials* _____

Co-borrower agrees that if Borrower does not pay the debt at all or defaults, Co-borrower will be legally obligated to do so. *Co-Borrower's Initials* _____

Co-borrower understands that Co-borrower may have to pay additional fees including late fees, collection costs or attorney's costs, which increases the amount due. *Co-Borrower's Initials* _____

Co-borrower understands that the Lender can collect this debt from Co-borrower if item number 5 occurs. *Co-Borrower's Initials* _____

Co-borrower understands that Lender can use the same collection methods against Co-borrower that can be used against Borrower. *Co-Borrower's Initials* _____

Co-borrower's Signature: _____ Date: _____

Print name: _____

Location: _____ (city or county where signed)

Address: _____



Appendix D:
FINANCIAL INFORMATION

FINANCIAL OBLIGATION

Payment of tuition and fees is an obligation of the student. Full payment of tuition and fees must be paid before the first day of class, unless a Tuition Installment Contract with Promissory Note, with co-borrower, if applicable, has been signed and agreed by the institution and the student. Application of financial assistance or loans does not negate this responsibility.

PAYMENT POLICY

- Each payment is due on the first of each month. There is an assessed late fee of \$36.00 if payment is not received by the 15th day of the month.
- Tuition and fees may be paid in the form of cash, check, money order, credit or debit card. If payment is made through credit or debit card, there is a 3% service charged to student of the total transaction amount.
- Payment made by check that does not clear the bank will result to a returned check fee (NSF) of \$20.00 per check or as per the banking institution's prevailing fee at that time of the return to be charged to student. Students with 2 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.
- Accounts with remaining balances must be enrolled through the automatic deduction set-up upon program or course completion.
- Outstanding tuition balances must be paid before taking midterm, final and proctored exams. In the event that a student is not able to take the exam on the scheduled date due to delinquent accounts, the student will be granted an **"INC" (Incomplete) grade** and is given seven (7) days, or as otherwise specified, to complete all coursework, otherwise receives a course grade calculated based on a **grade of "0" for missing work**. Please refer to handbook, under 'Incomplete Courses' for more information.
- Students with delinquent accounts may be restricted from academic and administrative services including access to grades, registration, and admission to the next course.
- 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. Refer to your ICI Tuition Installment Contract, item III, Late Fees, Collection Costs, Reporting.
- 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

The school provides its own internal loan program through affordable payment plan options. Payment plan application is available to all students with optional terms: course-to-course, 12 months and 18 months. Students who opt to pay beyond the 12-month term must provide a co-borrower and incur interest fees. All tuition payment plan agreements are documented through the ICI Tuition Installment Contract with Promissory Note and must be signed by a representative of the school and the student.

BENCHMARK 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 E:
FISCAL YEAR PROGRAM OUTCOMES

PROGRAM OUTCOMES FOR REPORTING PERIOD JULY 1, 2012 – JUNE 30, 2013	Practical Nursing Program	Basic Nursing Assistant Training Program	Structure & Body Functions	Fundamentals of Computer	English Composition	College Algebra	General Psychology	Medical Terminology
A1. The number of students who were admitted in the program as of July 1 of that reporting period.	135	0	0	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	49	0	56	29	21	38	44	55
• Re-enrollments; and	13	0	0	0	0	0	0	0
• Transfers into the program from other programs at the school.	0	0	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)).	197	0	56	29	21	38	44	55
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	0	0	0	0	0	0	0
• Completed or graduated from a program;	98	0	53	27	21	36	43	54
• Withdrew from the school;	17	0	3	2	0	2	1	1
• Are still enrolled.	82	0	0	0	0	0	0	0
A5. The number of students enrolled in the program who were:	28	0	0	0	0	0	0	0
• Placed in their field of study;	8	0	0	0	0	0	0	0
• Placed in a related field;	50	0	0	0	0	0	0	0
• Placed out of the field;	2	0	0	0	0	0	0	0
• Not available for placement due to personal reasons;	10	0	0	0	0	0	0	0
• Not employed.								
B1. The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	68	0	NA	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.	39	0	NA	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.	36	0	NA	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.	\$45000	NA	NA	NA	NA	NA	NA	NA
NCLEX Pass Rate	71%	NA	NA	NA	NA	NA	NA	NA
Placement Rate	54%	NA	NA	NA	NA	NA	NA	NA



Appendix F:
VETERANS ADDENDUM TO SCHOOL CATALOG



**VETERANS ADDENDUM TO SCHOOL CATALOG
2014-2015**

Purpose of a Veteran's Addendum

Several programs at International Career Institute (ICI) are approved for federal veterans' educational benefits in Illinois. Federal laws and regulations require that veterans be fully informed of the school's policies and practices to enable them to successfully complete the program of education they are pursuing. This Veterans Addendum does not replace, but supplements, International Career Institute's School Catalog. Conflicts between the Veterans Addendum and the catalog should be reported to the school.

Only the following programs are approved for veterans' benefits:

Practical Nursing 1000 contact hours

Admission Requirements

See Admission Requirements section in this catalog.

Graduation Requirements

See Graduation Requirements section of this school catalog.

Credit for Previous Education and Training

Credit for previous work experience may be granted. Such a grant of credit is at the discretion of ICI. This credit will shorten the length and cost of the program proportionately.

Veterans' Satisfactory Academic Progress Policy

Veterans must demonstrate satisfactory academic progress in order to continue training at the school. To maintain satisfactory academic progress, veterans must complete each module with at least 75% grade, complete every module within the specified time period for the program, and maintain at least an 80% attendance rate per module. Failure to achieve these requirements in any one module will result in the veteran failing that module and being placed on probation.

Veterans on probation will be required to retake the module they have failed before moving on to the next module of the program. Veterans on probation can receive federal veterans' educational benefits for the module for which they are required to retake. Veterans who successfully complete a module for which they are required to retake while on probation will be considered maintaining satisfactory academic progress and can proceed with taking other required modules for completion of the program. Veterans who fail to successfully complete a module for which they are required to take while on probation will be dismissed from ICI.

Reinstatement

Students dismissed for failing to meet the satisfactory academic progress policy can petition the school for reinstatement one year after being dismissed. Reinstatement decisions will be made on an individual basis by an ICI advisor and will take into consideration whether the student has the desire and capability to successfully complete the program. Veterans dismissed for conduct will not be considered for reinstatement.

Attendance

Veterans must maintain an 80% attendance rate for each module. ICI stresses that is a minimum attendance rate. Successful completion of each module requires a student to attend all sections of covered study. No absences will be excused without prior approval of instructor. Unexcused and excused absences are both considered absences in determining the attendance rate.

Refund Policy

All tuition is subject to the following pro-rata refund policy:

Percentage of days in class completed by student at notice of cancellation	Percentage of tuition and instructional charges which school may retain
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%
In excess of 85% to 90%	95%
In excess of 90% to 100%	100%

*Additionally, regulations limit non-refundable fees to \$10.00 with all amounts above the \$10.00 being calculated into the Pro rata formula.

Students Records

See Student Services section of this school catalog.

Governing Body and School Officials

Mark Figueroa, President
Enya Masangkay, Administrator

Veterans' Complaints

Veterans who have complaints about the quality of training or administration of veterans' benefit provided by ICI are encouraged to share their concerns with ICI school officials. Veterans can also contact the Illinois State Approving Agency for Veterans benefits at (312) 814 – 2460.

Acknowledgement of Receipt of Veterans Addendum

ICI has provided me with the Veterans Addendum to the Catalog and I have read and understand the policies contained within the Addendum. I also understand that as a veteran receiving federal veteran's educational benefits that I will have to comply with the policies contained within the Veterans Addendum.

Veteran's Signature _____

Date _____

ICI Official Representative's Signature _____ Date _____



NOTES & REMINDERS



*The World of Education
The International Society and Study
to Expand the Horizons of your Future*

5th COMMENCEMENT