



# ADMISSION PRIMER

REVISED 2022

# The Admission Process

## Send a Request for Information by Email

admission@ici-training.com

### to learn about:

Course Information | Admission Requirements | Application Instructions  
Tuition, Fees & Payment Options



## Submit Application & Complete Admission Requirements

Signed School Forms | Photo ID | SS Card | US Immigration Status  
HS Diploma/GED | BLS-CPR Card | Physical Exam & Immunization  
Health Care Worker Background Check Authorization



## Take an English Comprehension Test

or submit an equivalent test score report  
must score at 8th grade level



## ENROLL IN THE CLASS

Pay Downpayment or Registration Fee (\$75)  
Sign Enrollment Agreement | Submit remaining requirements



## What's Next?

- ♦ **Complete the program** Required hours & grade
- ♦ **Pass the Written Competency Exam**
- ♦ **Take Continuing Education** or Higher Courses

# Table of Contents

*Click to go to directly to page . . .*

- ♦ **Patient Care Technician Training Program (PCT)**
  - ♦ Program Description & Admission Requirements
  - ♦ Program Cost & Fees, Payment Plans
- ♦ **Basic Nursing Assistant Training Program (CNA) Hybrid (Online & Face-to-Face)**
  - ♦ Program Description & Admission Requirements
  - ♦ Program Cost & Fees, Payment Plans
- ♦ **Phlebotomy**
  - ♦ Program Description & Admission Requirements
  - ♦ Program Cost & Fees, Payment Plans
- ♦ **EKG Technician Training Program**
  - ♦ Program Description & Admission Requirements
  - ♦ Program Cost & Fees, Payment Plans
- ♦ **Rehabilitation Aide Program**
- ♦ **C.N.A Recertification**

PCT

CNA

PHLEBOTOMY

EKG

REHAB AIDE

NA RECERT

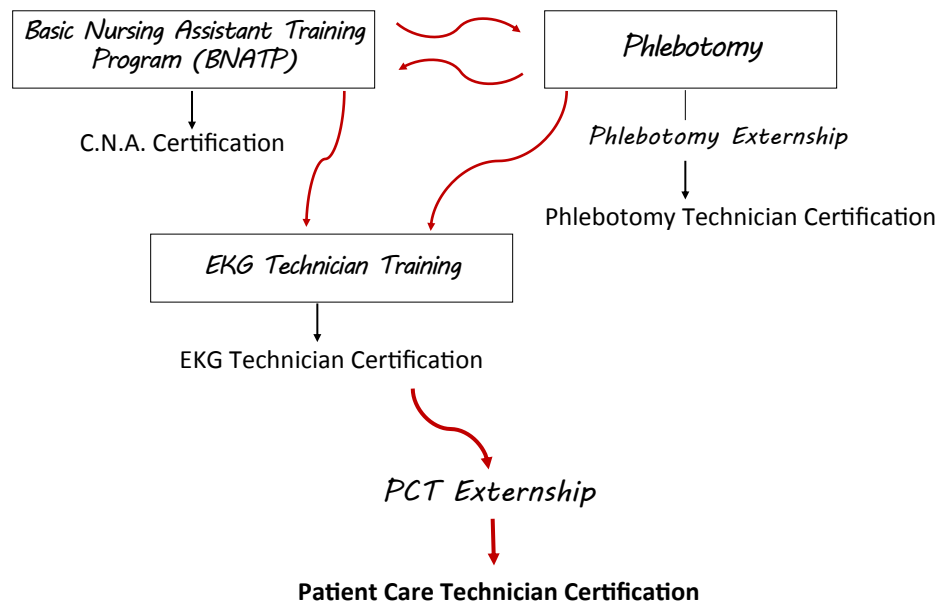
# Program Information

## PATIENT CARE TECHNICIAN TRAINING PROGRAM

300 Clock Hours (220 Hours Theory, 40 Hours Clinical and 40 Hours Externship)

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

### Path to PCT Certification



### Admission Requirements

See specific Admission Requirements per Course

- ⇒ BASIC NURSING ASSISTANT TRAINING PROGRAM
- ⇒ PHLEBOTOMY
- ⇒ EKG TECHNICIAN TRAINING PROGRAM



# Program Cost & Fees

PCT

TUITION & FEES	AMOUNT	Already a C·N·A·?	
		ICI Graduate	Non-ICI Graduate
<b>Tuition</b> BNATP/CNA (\$850) Phlebotomy Theory & Lab (\$1,700) EKG Tech (\$750)	\$ 3,300·00	\$ 2,450·00	\$ 2,450·00
<b>General Fees</b>			
Registration Fee	75·00	0·00	75·00
Laboratory/Technology Fee BNATP + Phlebotomy + EKG	300·00	200·00	200·00
ID	15·00	0·00	15·00
<b>TOTAL TUITION &amp; FEES</b>	<b>\$3,690·00</b>	<b>\$ 2,650·00</b>	<b>\$ 2,740·00</b>
With *Benchmark Scholarship for Phlebotomy	\$3,180·00	\$ 2,140·00	\$ 2,230·00

## ADDITIONAL COSTS

Available in ICI but may be purchased elsewhere

- CPR Class (\$40)  
Basic Life Support for Health Care Providers

Purchase directly from Vendor (if applicable)

- Textbook & Workbook (\$345)  
BNATP/CNA + Phlebotomy + EKG Tech + PCT
- Uniform Scrubs (\$60)  
Clinical Class ONLY Top: White, Pants: Burgundy/Maroon
- Nursing Kit (\$60)  
Stethoscope, Sphygmomanometer, Thermometer & probe covers,  
Gait Belt, Clinical: Face shield & N95 mask
- Healthcare Worker Background Check Fee (\$35)
- Physical Examination
- Antibody Titers (MMR, Varicella, HepB)  
If no immunization records
- Tuberculosis (TB) Test  
PPD/Mantoux Skin Test or QuantiFERON Blood Test
- Professional Liability Insurance  
Required prior to Externship

Certifications Exams (due upon registration)

- C·N·A· State Exam (\$75·00)
- Patient Care Technician Certification (\$155·00)
- Phlebotomy Technician Certification (\$117·00)
- EKG Technician Certification (\$117·00)

## Payment Plans

Pay Tuition Per Course  
See Specific Payment Plan per Course

## Funds & Grants



International Career Institute is a certified  
Workforce Innovation and Opportunity Act  
(WIOA) Training Provider.

Go to [www2.illinoisworknet.com](http://www2.illinoisworknet.com)  
for information & eligibility requirements.



**\* BENCHMARK SCHOLARSHIP**  
Scholarship Grant for Phlebotomy Students  
30% Off Tuition (Applied Immediately)  
Must maintain grade of B  
Must be paying tuition out of pocket

## OTHER SCHOOL FEES

(paid when and if applicable)

Credit/Debit Card Transaction Fee <u>EXCEPT TUITION PAYMENTS</u>	5%
Payment Plan Fee (per course)	\$50
Course Extension Fee (per month)	\$100
Enrollment Transfer Fee	\$100
Late Payment Fee	\$40

# Program Information

## BASIC NURSING ASSISTANT TRAINING PROGRAM HYBRID [ONLINE & FACE-TO-FACE]

*130 Clock Hours (50 Hours Online Theory + 40 Hours Laboratory + 40 Hours Clinical)*

*The Basic Nursing Assistant Training Program is a 4 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 online readings, lectures, testing, 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 BNAT Hybrid Program is approved by the Illinois Department of Public Health (IDPH).*

*This course follows the BNATP Model Program of IDPH. The curriculum is designed to provide the students with knowledge and skills necessary to perform entry-level tasks of an IL Certified Nursing Assistant in the following clusters: communicating information, performing basic nursing skills, performing personal care skills, providing basic restorative skills, mental health, social services, and residents' rights.*



## Admission Requirements

### Documents Required Upon Application:

- **Completed Student Application Forms** (See ICI Application Packet)
- **Completed Health Care Worker Background Check Authorization** (See ICI Application Packet)
- **Copy of Photo Identification Card** (State ID/Driver's License/Passport)
- **Copy of Social Security Card**
- **Copy of Proof of US Citizenship / Immigration Status**
  - \* Examples: Birth Certificate, US Passport, Naturalization Certificate, Employment Authorization card, Legal Permanent Resident card (Greencard), US Visa, etc.
- **Copy of High School Diploma or GED Certificate**

*The following documents may also be accepted as proof of high school graduation or 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 equivalent to four-year high school*
- **Copy of Current Basic Life Support for Health Care Provider (CPR) Card**
  - \* *If none, applicant must enroll in ICI Basic Life Support for Health Care Provider class*
- **Completed Physical Examination Form, Immunization Records & COVID vaccine card**
- **Basic Skills or English Comprehension Test Score Report**
  - \* *Examples: ACT, SAT, TEAS-V, TABE, Compass, GRE, TOEFL, etc.*
  - \* *Completion of English college courses are NOT acceptable as alternative documentation*
  - \* *If none, applicant may take test in ICI (please schedule)*

# Program Cost & Fees as of 12/01/20

TUITION & FEES	AMOUNT
Tuition	\$ 850.00
General Fees	
Registration Fee (non-refundable)	75.00
Laboratory/Technology Fee	100.00
ID	15.00
<b>TOTAL TUITION &amp; FEES</b>	<b>\$ 1040.00</b>

## ADDITIONAL COSTS

Available in ICI but may be purchased elsewhere

- CPR Class (\$40)  
*Basic Life Support for Health Care Providers*
- Purchase directly from Vendor (if applicable)
- Textbook & Workbook (\$120)
- Uniform Scrubs (\$60)  
*Clinical Class ONLY Top: White, Pants: Burgundy/Maroon*
- Nursing Kit (\$60)  
*Stethoscope, Sphygmomanometer, Thermometer & probe covers, Gait Belt, Clinical: Face shield & N95 mask*
- HCW Background Check Fee (\$35)
- Physical Examination
- Antibody Titers (MMR, Varicella, HepB)  
*If no immunization records*
- Tuberculosis (TB) Test  
*PPD/Mantoux Skin Test or Quantiferon Blood Test*
- IL Written Competency Test Fee (\$75)  
*Due upon online registration for state exam*

## OTHER SCHOOL FEES (paid when and if applicable)

Credit/Debit Card Transaction Fee <small>(PER TRANSACTION AMOUNT; EXCEPT TUITION PAYMENTS)</small>	5%
Payment Plan Fee <small>(PAID UPFRONT)</small>	\$50
Program/Course Extension Fee <small>(PER MONTH)</small>	\$100
Enrollment Transfer Fee	\$100
Late Fee <small>(10 DAYS)</small>	\$40



## Payment Plans

*Tuition & Fees PLUS \$50 Payment Plan Fee  
Credit/Debit Card required*

### Finish Program in 8 to 10 Weeks

	Option 1	Option 2	Full Payment
Week 1	\$215.00	\$290.00	\$1040.00
Week 2	\$125.00	\$160.00	
Week 3	\$125.00	\$160.00	
Week 4	\$125.00	\$160.00	
Week 5	\$125.00	\$160.00	
Week 6	\$125.00	\$160.00	
Week 7	\$125.00		
Week 8	\$125.00		

### Finish Program in 4 to 6 Weeks

	Option 1	Option 2	Full Payment
Week 1	\$290.00	\$310.00	\$1040.00
Week 2	\$160.00	\$260.00	
Week 3	\$160.00	\$260.00	
Week 4	\$160.00	\$260.00	
Week 5	\$160.00		
Week 6	\$160.00		

### Finish Program in 3 to 4 Weeks

	Option 1	Option 2	Full Payment
Week 1	\$310.00	\$370.00	\$1040.00
Week 2	\$260.00	\$360.00	
Week 3	\$260.00	\$360.00	
Week 4	\$260.00		

## Funds & Grants



International Career Institute is a certified Workforce Innovation and Opportunity Act (WIOA) Training Provider.

Go to [www2.illinoisworknet.com](http://www2.illinoisworknet.com) for information & eligibility requirements.

# Program Information

## PHLEBOTOMY

*190 Clock Hours (100 Hours Theory & Laboratory and 90 Hours Externship)*

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



## Admission Requirements

### Documents Required Upon Application:

- *Completed Student Inquiry and Application Forms (See ICI Application Packet)*
- *Completed Health Care Worker Background Check Authorization (See ICI Application Packet)*
- *Copy of Photo Identification Card (State ID/Driver's License/Passport)*
- *Copy of Social Security Card*
- *Copy of Proof of US Citizenship / Immigration Status*
  - \* *Examples: Birth Certificate, US Passport, Naturalization Certificate, Employment Authorization card, Legal Permanent Resident card (Greencard), Visa, etc.*
- *Copy of High School Diploma or GED Certificate*

*The following documents may also be accepted as proof of high school graduation or 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 equivalent to four-year high school*
- *Copy of Current Basic Life Support for Health Care Provider (CPR) Card*
  - \* *If none, applicant must enroll in ICI Basic Life Support for Health Care Provider class*
- *Completed Physical Examination and Immunization Record*
- *Basic Skills or English Comprehension Test Score Report*
  - \* *Examples: ACT, SAT, TEAS-V, TABE, Compass, GRE, TOEFL, etc.*
  - \* *Completion of English college courses are NOT acceptable as alternative documentation*
  - \* *If none, applicant may take test in ICI (please schedule)*

# Program Cost & Fees

TUITION & FEES	AMOUNT
Tuition	\$ 1,700.00
General Fees	
Registration Fee	75.00
Laboratory/Technology Fee	100.00
ID	15.00
<b>TOTAL TUITION &amp; FEES</b>	<b>\$ 1,890.00</b>
With *Benchmark Scholarship	\$1,380.00

## ADDITIONAL COSTS

Available in ICI but may be purchased elsewhere

- CPR Class (\$40)  
Basic Life Support for Health Care Providers
- Purchase directly from Vendor (if applicable)
- Textbook & Workbook (\$80)
- Uniform Scrubs (\$60)  
*Clinical Class ONLY Top: White, Pants: Burgundy/Maroon*
- HCW Background Check Fee (\$35)
- Physical Examination
- Antibody Titers (MMR, Varicella, HepB)  
*If no immunization records*
- Tuberculosis (TB) Test  
*PPD/Mantoux Skin Test or Quantiferon Blood Test*
- Professional Liability Insurance  
*Required prior to Externship*
- Phlebotomy Technician Certification (\$117.00)  
*National Healthcareer Association*

## OTHER SCHOOL FEES (paid when and if applicable)

Credit/Debit Card Transaction Fee	5%
(PER TRANSACTION AMOUNT; EXCEPT TUITION PAYMENTS)	
Payment Plan Fee (PAID UPFRONT)	\$50
Program/Course Extension Fee (PER MONTH)	\$100
Enrollment Transfer Fee	\$100
Late Fee (10 DAYS)	\$40



## Payment Plans

FOR SCHOLARSHIP ONLY  
Tuition & Fees PLUS \$50 Payment Plan Fee  
Credit/Debit Card required

8-Weeks		
Upon Enrollment	\$100	Full
Week 1	\$280	Payment
Week 2	\$150	\$1380.00
Week 3	\$150	
Week 4	\$150	
Week 5	\$150	
Week 6	\$150	
Week 7	\$150	
Week 8	\$150	

## Funds & Grants



International Career Institute is a certified Workforce Innovation and Opportunity Act (WIOA) Training Provider.

Go to [www2.illinoisworknet.com](http://www2.illinoisworknet.com) for information & eligibility requirements.



### \* BENCHMARK SCHOLARSHIP

Scholarship Grant for Phlebotomy Students  
30% Off Tuition (Applied Immediately)  
Must maintain grade of B  
Must be paying tuition out of pocket

# Program Information

## EKG TECHNICIAN TRAINING PROGRAM

### 40 Clock Hours

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



## Admission Requirements

### DOCUMENTS REQUIRED UPON APPLICATION:

- **Completed Student Inquiry and Application Forms** (See ICI Application Packet)
- **Completed Health Care Worker Background Check Authorization** (See ICI Application Packet)
- **Copy of Photo Identification Card** (State ID/Driver's License/Passport)
- **Copy of Social Security Card**
- **Copy of Proof of US Citizenship / Immigration Status**
  - \* Examples: Birth Certificate, US Passport, Naturalization Certificate, Employment Authorization card, Legal Permanent Resident card (Greencard), Visa, etc.
- **Copy of High School Diploma or GED Certificate**

The following documents may also be accepted as proof of high school graduation or 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 equivalent to four-year high school
- **Copy of Proof of Prior Training and/or Certification in Allied Health** (Optional but Preferred)
  - \* Examples: Official Transcript, License, Completion Certificate
- **Copy of Current Basic Life Support for Health Care Provider (CPR) Card**
  - \* If none, applicant must enroll in ICI Basic Life Support for Health Care Provider class
- **Basic Skills or English Comprehension Test Score Report**
  - \* Examples: ACT, SAT, TEAS-V, TABE, Compass, GRE, TOEFL, etc.
  - \* Completion of English college courses are NOT acceptable as alternative documentation
  - \* If none, applicant may take test in ICI (please schedule)

# Program Cost & Fees

TUITION & FEES	AMOUNT
Tuition	\$ 750.00
General Fees	
Registration Fee	75.00
Laboratory/Technology Fee	100.00
ID	15.00
<b>TOTAL TUITION &amp; FEES</b>	<b>\$ 940.00</b>

## ADDITIONAL COSTS

Available in ICI but may be purchased elsewhere

- CPR Class (\$40)  
Basic Life Support for Health Care Providers

Purchase directly from Vendor (if applicable)

- Textbook & Workbook (\$75)
- HCW Background Check Fee (\$35)
- EKG Technician Certification (\$117.00)  
National Healthcareer Association



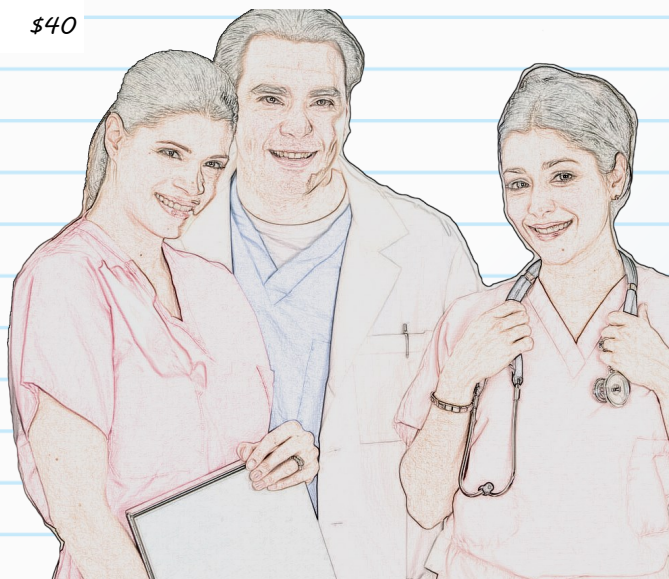
## Payment Plans

Tuition & Fees PLUS \$50 Payment Plan Fee  
Credit/Debit Card required

5-Weeks		
Upon Enrollment	\$100.00	Full
Week 1	\$290.00	Payment
Week 2	\$150.00	\$940.00
Week 3	\$150.00	
Week 4	\$150.00	
Week 5	\$150.00	

## OTHER SCHOOL FEES (paid when and if applicable)

Credit/Debit Card Transaction Fee	5%
(PER TRANSACTION AMOUNT; EXCEPT TUITION PAYMENTS)	
Payment Plan Fee (PAID UPFRONT)	\$50
Program/Course Extension Fee (PER MONTH)	\$100
Enrollment Transfer Fee	\$100
Late Fee (10 DAYS)	\$40



# Program Information

## REHABILITATION AIDE PROGRAM

### 24 Clock Hours

*The Rehabilitation Aide Training is a continuing education program for licensed, certified, or registered healthcare providers, which is designed to provide them with knowledge and practical skills in rehabilitation services in order to perform tasks and activities designed and supervised by professional therapy personnel specifically designed to improve residents' functional abilities and/or prevent further deterioration.*

*Upon completion of the program, the student will be able to:*

- ⇒ *Determine his/her role as a Rehabilitation Aide in terms of the principles, policies & procedures of the rehabilitation and restorative programs;*
- ⇒ *Work under the supervision and direction of a Licensed Registered Physical Therapist (PTR/L) and/or Restorative Nurse in caring for patients with major neuromuscular, musculoskeletal, cardiac, and neurological disorders;*
- ⇒ *Assist patients in using assistive devices utilized in performing everyday activities;*
- ⇒ *Observe safety measures in and out of the health care facility; and*
- ⇒ *Recognize residents' rights in administering rehabilitation procedures and providing restorative care.*



*The IL Chapter Continuing Education Committee has approved this course according to the Criteria for Approval of Continuing Education offerings established by the Illinois Physical Therapy Association.*

## Application / Registration Procedures:

1. *Submit copy of Nursing Assistant certificate or health care professional license*
2. *Complete the ICI Continuing Education Enrollment Form*
3. *Pay the tuition and fees (in full or by payment arrangement)*



## Program Cost & Fees

**Tuition and Fees: \$349.00**

**Discounted Rate for ICI Alumni: \$299.00**

*Payment arrangement available*

*Cost of books & materials: TBA*

# Program Information

## C.N.A. RECERTIFICATION

Certified Nursing Assistants in Illinois who have not provided nursing or nursing-related services for pay within a period of 24 consecutive months may undergo the Recertification process in order to regain certification and be listed on the Health Care Worker Registry.

Nursing Assistant Responsibilities: The first responsibility is to contact the Health Care Worker Registry. A letter outlining the process and procedure will be sent to the nursing assistant by the Registry.

Contact information: Health Care Worker Registry  
525 W Jefferson St, 4th Flr Springfield, IL 62761  
Phn: 217-785-5133; Fax: 217-524-0137



*In order for a nursing assistant to be eligible for recertification, he/she must:*

**1 PASS A MANUAL SKILLS PERFORMANCE TEST**

- ⇒ No findings of administrative abuse, neglect or theft
- ⇒ Fingerprint criminal history records check (Health Care Worker Background Check Act)
- ⇒ Choose date of evaluation from available clinical class schedules
- ⇒ Demonstrate competence in all 21 Performance Skills with an Approved Evaluator

**2 PASS A WRITTEN COMPETENCY TEST**

- ⇒ Administered by Southern Illinois University at Carbondale (SIU-C)
- ⇒ Register for state exam online; choose preferred test site and date online
- ⇒ ICI State exam reviews available at no cost (reviewers & practice tests provided)
- ⇒ Test results transmitted electronically to the registry
- ⇒ Must complete full BNATP if written competency failed three times

## Admission Requirements



- Copy of Health Care Worker Registry Instructions/Communication
- Completed Student Inquiry and Application Forms
- Copy of Photo Identification Card (State ID/Driver's License/Passport)
- Copy of Social Security Card
- 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

## Program Cost & Fees

Tuition	\$ 200.00
General Fees	
Registration Fee	75.00
Laboratory Fee	50.00
<b>TOTAL</b>	<b>\$ 325.00</b>

### Why go to ICI for your Recertification?

- theory refresher - access to online modules
- review for NA state exam
- job search/hiring assistance

### PAYMENT PLAN OPTION

Downpayment (upon registration; nonrefundable)	\$ 75.00
Final Payment	\$ 250.00



*Education beyond teaching...Caring beyond learning.*

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