ACCESS CAREERS

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SCHOOL CATALOG

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MESSAGE FROM THE PRESIDENT

ACCESS CAREERS

Welcome to Access Careers!

Since 1998, Access Careers has been providing hands-on performance-based occupational training to prepare students for entry-level employment which meet the needs of the community. Today Access Careers continues to provide career oriented programs in the fields of allied health and information technology. We know the key to a successful career begins with proper education and training. The staff and faculty at Access Careers are dedicated to providing you with the skills you need and the skills the employers demand. I encourage you to take the next step towards an exciting and rewarding new career.

Sincerely,

Harry Sawhney
President

ACCESS CAREERS

MISSION STATEMENT

The mission of ACCESS CAREERS is to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning.

ACCESS CAREERS assists our students in developing skills to become independent and self sufficient adults who will succeed and contribute responsibly in a global community.

The school was established to serve the educational needs of not only our students but also our community, local businesses, industries and government.

It is our mission to keep the American People healthy and happy throughout their lives by providing quality education and training to students, who we do believe shall bring happiness not only for themselves but for their fellow citizens as well.

We expect from our trained graduates that they will prosper in all their future endeavors by serving the community and it's people.

VISION STATEMENT

In an ever-changing world, everything is taking a different shape very often. It is our goal to keep abreast with new technologies and paradigm. We will provide our students with knowledge and skills that requires keeping them at par with any change in their respective career, hence, they will always be able to cope up with the changes and deliver services according to the current needs.

GENERAL INFORMATION

ACCESS CAREERS offers programs in the field of Healthcare, Management and Technology. The school was established in 1998 to serve the educational needs of not only our students but also the community, area of businesses, industries and various government organizations.

LICENSES & ACCREDITATION:

ACCESS CAREERS is a Licensed Private Career School Supervised by New York State Education Department Bureau of Properitary School Supervision (BPSS) and accredited by the Council on Occupational Education (COE).

HOURS OF OPERATION:

Access Careers is open Monday to Thursday from 9am to 10pm. Friday and Saturday from 9am to 5pm. You are cordially invited to visit our facilities. Please call or email our admissions department for an appointment. Hours of operation may be adjusted to best meet the needs of students and faculty. Current or prospective students wishing further consumer information that is not covered in this catalog should contact the appropriate individual that is listed below between the hours stated in the catalog.

SCHOOL CALENDAR

The following holidays are observed by Access Careers:

New Years Day	Martin Luther King Day	Easter Sunday	Memorial Day
Independence Day	Labor Day	Thanksgiving Day	Christmas Day

DISCLAIMER:

The student should be aware that some information in the catalog might change. It is recommended that students considering enrolling in the school check with the School Director to determine if there has been any change from the information provided in the catalog. In addition, a catalog will contain information onthe school's teaching personnel and courses offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves a courses offered. Therefore, it is possible that the courses listed in the school's catalog may not beapproved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the School Director to determine if there are any changes in the courses, tuition and other fees offered or the teaching and non teaching personnel listed in the catalog. The school reserves the right to make such changes in regulations, curriculums, and charges as it deems necessary without previous notice and with the approval of the appropriate licensing agency. Students should review the school catalog for factual information.

NON- DISCRIMINATORY POLICY:

ACCESS CAREERS is an equal opportunity education institution. It does not discriminate on the basis of race; color, religion, age, sex, physical handicap, martial status, sexual preference or national origin in administration of its admissions policies, administrative policies and other school administered programs.

ADMINISTRATION:

All administration staff at ACCESS CAREERS is experienced / well educated and is licensed by the New York State Education Department (BPSS).

FACILITES FOR THE HANDICAPPED:

Access Careers facilities are accessible to the handicapped. Access Careers follows the ADA guidelines in providing reasonable accommodations for all such applicants

FACILITES, LOCATION & EQUIPMENT:

Access Careers, Hempstead Campus is located at 474 Fulton Avenue, Suite 201, Hempstead, NY 11550.
Access Careers, Isalndia Campus is located at 1930 Veterans Highway, Suite 10, Islandia, NY 11749.
Both campuses are easily accessible by both public and private transportation. Ample Parking is available for those students who drive. The allied health classrooms are fully equipped with supplies to train students to take the New York State Certified Nursing Exam. Equipment such as sinks, hospital beds, wheelchairs and other miscellaneous supplies are kept to comply with the latest testing requirements. Our computer labs are also fully equipped with the most up to date computers and software. All of the classrooms are well lit and the facilities are both handicap accessible and fully air-conditioned.

FACULTY:

All Faculties at ACCESS CAREERS are experienced in their field of training and are licensed by the NYS Education Department. Please refer to the Faculty listing in for specific details.

CLASS SIZE:

Maximum Theory Classes Ratio: 1 teacher to 20 students
Maximum Laboratory Classes Ratio: 1 teacher to 20 Students

CLASS INSTRUCTIONAL HOUR:

Access Careers courses or programs are defined in Instructional Hours. Each Instructional Hour is fifty minutes (50) in length and 30 minutes lunch time if course or program is equal to/or more than 6 hours. The instructional hour for the Nurse Aide course is sixty (60) minutes.

GENERAL INFORMATION:

- Students are not permitted to bring children or guests to classes with them. Under special circumstances, an adult may be permitted to audit a class or a class session. Please see the director for permission.
- Title IV eligible students will be eligible for the textbooks at the beginning of each class. Speak with your Instructor if you miss the distribution.
- Class attendance is taken every class session. If you are more than 15 minutes late, or you leave more than 15 minutes prior to the conclusion of the class, you will lose ½ hour of classtime. See Attendance Requirements for important information.
- Course outlines are distributed the first day of class. Course requirements are on the outline.
- Instructors will post grades at the completion of each class.
- Tutoring is available to all students free of charge. Please make arrangements with your instructor.
- Students must adhere to their payment schedule as established by the Financial Aid Office. If you do not know your schedule, or if you have any other questions about your account, please see a Financial Aid Counselor or the Bursar
- If an agency or corporation is sponsoring your education needs, please maintain a close relation with your case manager or company liaison officer regarding any special arrangements. You maybe required to sign a daily attendance roster.
- FAX and COPY services are not available for students. If you need any special accommodations please contact the director.
- LOST and FOUND: The school is not responsible forany personal items left on school premises. See the admininstrative front office staff for more information.
- Access Careers reserves the option to cancel or change class schedules to accommodate scheduling issues.

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

Applicants must meet with an Agent and have a one on one interview along with the following entrance requirements to be admitted to Access Careers. You may schedule an appointment by phone or email:

- If you are under 18 years of age a parent or guardian should be present during the enrollment.
- Complete the inquiry form and submit it to the Admission Office.
- Submit an official high school transcript or a high school diploma or a recognized equivalency confirming minimum High School graduation or a GED or a college diploma or a college transcript with a minimum of 24 completed credits.
- Students who have graduated from a foreign high school must fill out a sworn statement indicating they are a foreign high school graduate. They are required to provide a copy of the diploma, translated in English but if this is not possible, the signed sworn statement will suffice. Students who provide the sworn statement of Foreign High School Graduation (Form BPSS-115), may have to take a test approved by the NYSED Commissioner to validate their claim of a foreign diploma and ensure their ability to benefit from the instruction as per Policy Guideline 2-0300.
- Once accepted to the program a student must complete an Enrollment Agreement and present a valid Picture ID.
- For admission to the Patient Care Technician Program, a Nurse Aid/Nursing Assistant certificate of completion is also required.
- Students who need to apply for financial aid must meet the financial aid advisor and supply all paperwork necessary to support all Financial Aid requirements.

PURPOSE OF THE ADMISSIONS INTERVIEW

The admissions interview will enable our Admisssions Representative to evaluate the applicant's potential for success in our programs. The interview also enable the applicant to obtain valuable career information to help them make a decision on the choice of training and program of study. However, the responsibility for any decision or action taken will be that of the applicant assuming they meet the criteria.

ENGLISH AS A SECOND LANGUAGE (ESL) ADMISSIONS REQUIREMENTS:

(This Program is offered ONLY in the Hempstead Location)

ESL is a stand alone program that is limited to the person who has occupational competencies in their field of interest but because of lack proficiency in English they are not able to perform work proficiently. If they could demonstrate adequate English language skills then person can be employable.School admits the students who need instruction in English to be able to use the knowledge and skills thatthey already acquired in their home country language in order to obtain employment.

- All students must be at least eighteen (18) years of age on or before the first day of admission.
- Proof of education/certification.
- Student needs to take entrance exam (BEST) offered at the school before enrolling to the program.
- Based on student's performance on entrance exam, the student will be admitted to the level of English as a Second language program.
- Based on level of English as a Second language program admission the total program cost will be prorated.

ENROLLMENT AND START DATES:

New Students may enroll at anytime. Day and evening Classes start on Monday's every six to eight weeks and Weekend Classes start on Saturdays every six to eight weeks. Please check our website for accurate start dates or contact an Admissions Representative.

ORIENTATATION

On the first day of the class an orientation will be given to all new students. The purpose of the orientation is to acquaint the student With the goals of the school, its rules, regulations and the objectives of their course of study. The School will also provide Health, Safety (OSHA) and Fire Prevention training.

RE-ENTRY STUDENTS

Former students who wish to return to school must complete a request for reinstatement and have their record reviewed by the Director for approval. Students who previously failed the same course twice are not permitted to re-enter. Placement in class is determined through an evaluation conducted by the Director. Remaining tuition charges will be determined accordingly. Re-entry is also subject to class space availability. Students who wish to return to school whose last date of attendance is more than 365 days earlier must meet with the Director in order to begin the process.

TRANSFER CREDIT /ADVANCED STANDING

Access Careers does not permit currently enrolled students to transfer between classes. If a student wants to transfer to another program they must enroll as a new student. Any tuition paid to the school is non-transferrable unless pre-approved by the Director prior to the registration of the new program. At the discretion of the School Director, advanced standing may be given for prior education from other institutes. Students will be required to provide an official transcriptof any previous education and an official catalog with the course descriptions from the previous school. Advanced standing approval must be given prior to enrollment. Students wishing to receive recognition for previous training must show proof of previous training. The student should hold minimum of 'C' grade in the course for which he/she is willing to obtain credit. If below 'C' grade student has to repeat the course work again. Applicants must allow sufficient time to process requests in order to get credit for the courses. Note: The use of the word 'credit' does not apply to college credits, but rather to recognition for previous course work.

FELONY DISCLOSURE

Please be advised that if you have been convicted of a felony, you may not be eligible for certain clinical experiences, internships or certifcations associated with our education programs. Those with other non-felonuous criminal backgrounds may also find it difficult to secure employment within a health care setting.

FINANCIAL AID / TUITION INFORMATION

TUITION AND METHOD OF PAYMENT:

Details of the cost of tuition, materials/supplies and fees for each program of study are included in the catalog. Please refer to tuition and fees for details. A Financial Aid Counselor will provide students with complete information on available funding and payment schedules. Access Careers accepts all fees in terms of cash, certified check, private and government voucher, grants, scholarship approval and credit card. The school has other tuition payment plans available for students also.

A plan tailored to meet your needs while attending school can be arranged at the time of registration with the bursar. This payment plan cannot be changed. In case of an emergency situation, you can provide a written request to the school to change your payment plans. The school may at the discretion of the Director, change this plan for you.

SERVICE CHARGE

If any part of a scheduled payment is more than three days late, the applicant will have to pay a late charge $50 per late payment. If the payment is made by check and that check is returned unpaid for any reason, you will pay a charge of fifty dollars for each check so returned. Such Check Return Fee will be due immediately along with the scheduled payment that the check was issued for.

COLLECTIONS

Students in arrears with their monthly payments may be sent to a collection agency. In accordance with he terms of their enrollment agreement, interest and or collection fees may be added to the balance owed by the collection agency.

FINANCIAL AID ELIGIBILITY REQUIREMENTS:

ACCESS CAREERS is an eligible institution under the following student financial programs:

- FEDERAL PELL GRANT
- FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT
- FEDERAL WORK STUDY PROGRAM
- FEDERAL DIRECT LOAN
- SUBSIDIZED, UNSUBSIDIZED AND PLUS LOANS

Financial aid is available for selected programs. To be eligible for Federal Title IV aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis.
- Be a U.S. citizen, national, or an eligible non-citizen and have financial need determined
- by the cost of attendance and expected family contribution.
- Maintain satisfactory progress, determined by the grade point average and progress towards
- program completion.
- Provide a financial aid transcript from any post-secondary institutions previously attended.
- Complete the verification process as required.

OTHER AID PROGRAMS:

A student who has financial need is given full consideration for grants and loans. The Financial Aid Office will assist students in the completion and submission of applications. Access Careers students maybe eligible to receive funds from one or more of the following State, Federal or other financial aid programs.

Veterans Benefits (VA):

Access Careers is approved for veterans training from Dependents of Veterans Affairs. Application for Veteran Education benefits may be picked up at the from the Veterans Administration office. Inquiries should be directed to:

Veterans Administration, 245 Houston Street, New York, NY 10014, and Tel:1(888) 442-4551 (GIBILL1). For those veterans who entered the military between January 31, 1955 and January 1, 1977, and served onactive duty for a continuous period of at least 180 days, their eligibility extends for ten (10) years beyondthe date of discharge. Those who entered the military after January 1, 1977 are eligible if they participated inthe Contributory Education Assistance Program. Only the VA can determine eligibility for these benefits.

Direct Loans- Subsidized and Un-subsidized:
Direct Loans are low interest loans made to the student by a lender such as a bank, credit union or savingsand loan association to help pay for tuition and other direct educational expenses during enrollment. These loans are insured by a guarantee agency. Students must apply for a Pell grant before qualifying for a Direct loan.

Subsidized ~~Stafford~~ loans are for students who show financial need for the loan based on the cost of attendance, the amount of your family's contribution, and other aid you are receiving. You may borrow upto $3,500.

Unsubsidized Stafford loans are not need-based and independent students can borrow an additional $6,000.

All loans are disbursed and credited to student accounts in at least two disbursements. Students may apply for a loan by completing the Free Application for Federal Student Aid (FAFSA) and a loan application.

Parent Loans (PLUS):
Parents of dependent students may borrow up to the cost of attendance per dependent child each academicyear to pay for tuitionandother educationalexpenses. Re-payment of principal borrowed plus interest begins within 60 days after the loan is disbursed. Dependence is determined by federal guidelines.

The Financial Aid Office will provide all students with the following information:

- Applicable fees
- Default consequence
- Maximum eligibility
- Applications
- Deferment guidelines
- Repayment schedules
- Current interest rates
- Loan consolidation

For further information regarding Direct Loans please visit the websites: www.studentloans.gov or www.studentaid.ed.gov

Employer/Union Tuition Reimbursement:
Some students may be eligible for tuition reimbursement through an employer or a labor union. Contact your work supervisor, Human Resources Department, or your union representative for details.

Workforce Investment Act Funding:
Access Careers qualifies for the Department of Labor Workforce Investment Act training grant program. For Information, you may contact the Workforce New York homepage at www.workforcenewyork.org.

ACCES VR:
Students who have a vocational or educational disabillity may qualify for training-related funding from the Office of Adult Career and Continuing Education Services (ACCES VR). Please contact your local office forcurrent information.

SCHOOL ACADEMIC POLICIES AND PROCEDURES

ATTENDANCE POLICY:

Students are expected to be in class for the prescribed number of hours for which they have enrolled. All students must be present for at least 90% of scheduled hours in order to graduate, except for programs that are mandated and that the student must attend 100% of the scheduled hours. Such programs are clearly stated on the enrollment agreement. Continuous absences, which, in the opinion of the faculty and administration, hinder educational objectives and result in unsatisfactory achievement which may lead to termination of the student's enrollment. Absences for acceptable personal or medical reasons will not lead to termination although the student's projected date of graduation may have to be revised. Excessive lateness and leaving early will be counted as absences. Access Careers attendance policy is based on a percentage of course hours attended. Poor attendance, tardiness, or early departure can substantially affect the student's ability to master the knowledge and skill objectives for satisfactory completion of the course. Consistent absence will affect the final grade thereby affecting the cumulative grade point average and putting the student at risk of falling below satisfactory progress standards. In addition to affecting the professionalism grade, there are also absolute limits for failing to attend. An absence accompanied by the documentation listed below may be considered excused and is not required to be made up for the course. Excused absences may not exceed 10% of the total course hours. All absences beyond the first 10% are considered unexcused regardless of reason or documentation. Since successful completion of Internship/externship requires completion of all assigned hours, all time absent from the scheduled Internship/externship hours must be made-up and 100% of internship/externship hours must be attended.

The following documented absences will be considered on appeal for excused absences in calculating final course "module" attendance:

- Mandated legal appointment
- Court appearance with subpoena provided
- Probation appointment with a letter from probation officer provided
- Jury duty with summons provided
- Military duty with a copy of orders provided
- Illness (self or family) with doctor's note containing an original signature. Students should understand that non-illness appointments (preventive visits, follow-ups, well-baby, etc) are typically expected by employers to be made outside of work hours and therefore Access Careers suggests the student do the same while in school
- Agency caseworker appointment with a letter from caseworker
- Bereavement accompanied with an obituary or death certificate

Permission to make-up time is determined in consultation with the instructor with final approval from the Director. Any further incidents of missed class will result in failure of the course.In rare cases, instructors may recommend additional make-up work or passing a student who has failed to meet the attendance requirement if there are extenuating circumstances involved and the student otherwise meets the academicrequirements for passing the course. The School Director must agree to the exception. Good attendance and timeliness are important workplace skills and are crucial to educational programs with a strong hands-on, practical component. Students are made aware of these policies at orientation and on the first day of all classes.

Late arrival, early departure and lateness returning from breaks are also incorporated into the cumulative absence and can result in a possible course failure. Tardiness or leaving class prior to dismissal will result in that time being considered absent to the nearest quarter-hour following the lateness or the preceding quarter-hour for leaving early. Continued lack of attendance may result in further disciplinary action including suspension or dismissal as a violation of the school's standards of conduct. The Director of Education and School President will make the dismissal decision based upon recommendations from the instructor and department chair.

Students who are absent 14 consecutive calendar days in any course will be considered to have withdrawn from the course unless the student has contacted the school during this period of absence to indicate their intention to return.

MARKING PERIODS & GRADES:

Access Careers conducts classes on going basis, with the exception of the holidays listed in the catalog. Thecourse description section of the catalog gives the length of the program and distinguishes whether acourse is a short-term program or is on a term basis. Final grades are given and permanently recorded atthe end of a program or at the end of a term of a program. Every student will be given a Grade Report Card showing the final grades for each subject taken. Written examinations (midterm/final), seminars, quizzes, Class participation and practical training help evaluate the competencies taught in the programs offered at Access Careers. Failure is set at 65% for an individual unit, and 70% for a curriculum. Students who have not failed the program/course may participate in private tutoring or independent study in order to increase their grade point average.

ACADEMIC REVIEW POLICY FOR ALL STUDENTS IN A 900 HOUR PROGRAM:

The Registrar will review all students enrolled in a 900 hour program at the end of the first month. If the student falls below 70% GPA or if they have missed more than 10% of the scheduled hours the student will be notified in writing.

MAKE-UP WORK:

Classroom work missed because of an absence can be made up through arrangement with the Instructor and the Registrar or School Director. The student is responsible for initiating any request to make up work missed because of class absence. Make-up work, however, does not remove an absence. Absences exceeding more than 10% of instructional hours, within that module, must be made up in supervised work, documented by faculty / instructor in order for the student to receive credit. Makeup hours must be completed prior to the completion of the module that the absence was recorded in. Failure to make up the missed hours of attendance in the mandatory time frame my result in a negative impact on the students financial aid and may extend the students graduation date or lower your attendance grade. Attendance at make-up sessions will be permanently recorded in the students' attendance ledger which is maintained by the instructor.

DRESS CODE POLICY:

While attending classes at Access Careers, students are required to dress in a proper manner. Students who violate the dress or behavior code will not be permitted to attend or remain in the class, laboratory or clinical experience and an absence will be recorded.

- Healthcare Programs: All students are required to wear seal blue scrubs with the school logo.
- Other Programs: All students are required to wear dress in a proper manner.
- Students are not permitted to wear shorts, torn, dirty or inappropriate clothing.
- Students are not permitted to wear hats or any other head covering unless it is for religious reasons.

DEVICE POLICY:

Personal, on-campus use of audio and image recording equipment must have the written authorization of the School Director. In addition, it is required that any authorized person secure the approval of the person they are recording prior to use of the devices(s). The equipment/device(s) include, but are not limited to: cell phone cameras/audio recorder, digital/still/motion picture/video cameras, analog and digital tape recorders, solid state digital recording devices or any device capable of recording sound and/or image. Use of audio and image recording devices for personal use without authorization are consider intrusions to academic, management, and student communities. Violation of this policy may be cause for disciplinary action up to and including dismissal from school and/or criminal record.

DRUG ABUSE POLICY:

It is the policy of Access Careers that any person found to be in possession of, under the influence of, using, selling, offering for sale, or trading drugs or alcohol (whether or not for monetary gain) on our campusmay be subject to disciplinary action up to and including dismissal from school. Access Careers has a Drug and Alcohol Prevention Program which can be viewed on our website: www.accesscareers.net.

STUDENT ETHICS:

Students must observe ethical standards both academically and professionally. Cheating, plagiarism or promoting another's work as your own is strictly forbidden. Observation of all copyright laws is required. Unauthorized access to computer information or to private computer systems is unacceptable. Generally accepted rules of Internet etiquette are part of the professional demeanor expected of students atAccess Careers. Failure to observe these standards will result in disciplinary action up to and including dismissal from school. Students are expected to conduct themselves with due regard for the rights of others and in particular, that their behavior will not interfere with the ability of Access Careers to carry out its academic functions. Breaches of discipline may result in disciplinary action, including suspension or dismissal.

ACADEMIC CONDUCT:

A student must conduct themselves in a professional manner at all times. There is absolutely no profanity allowed at any time, or any place on or near the school premises. A student may not verbally or physically threaten, or commit violent act(s) or crime(s) against any person, be they instructor, student, employee, orvisitor. Based on the circumstances of the situation of misconduct, a student will either;

- Be asked to leave the school for a day
- Placed on probation for a term or be dismissed permanently by the school.

The following are unacceptable and will not be tolerated:

- All forms of bias including race, religion, ethnicity, gender, disability, national origin and creed as demonstrated through verbal, written communication and physical acts.Sexual harassment including hostile environment and quid pro quo (forcing an individual toperform sexual favors in return for something).
- All types of dishonesty, including cheating, plagiarism, knowingly furnishing false informationto the institutionand forgery alteration or use of institution documents of identification withintent to defraud.
- Intentionaldisruptionorobstructionofteaching,research,administration, disciplinaryproceedings, public meeting and programs, or other then school activities.
- Physical abuse of any person on school premises or at functions sponsored or supervised by theschool.
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to the use of alcoholic beverages and/or controlled dangerous substances on school premises.
- No Smoking / No Drugs / Drinking alcoholic beverages in premises.

In cases of violent acts or crimes committed, The Access Careers has the right to pursue and prosecute thestudent(s) and or person(s) involved, to the fullest extent of the law. A student/person, who is asked toleave the premises of the school and refuses to do so voluntarily, will be escorted off the premises by Police.The Access Careers will apply these methods to ensure safety for everyone and to create an atmosphere where education is the primary goal. Academic dismissal will be based on student's academic progress andattendance as described under attendance, conduct, and probation policies.

A student who is been dismissed has the right to appeal to the School Director, if they feel that their situation merits individual attention due to unusual circumstances that contributed to their failure of aprogram/ course. The student must write to the School Director stating the reason for the appeal. The letter must state;

- The unusual circumstances the student feels caused the failure, and
- What they have done or plan to do to alleviate the problems they have had in academic performance.

The School Director may request additional information or documentation in support of the student'srequest. The performance of a student appealing an academic dismissal is been reviewed by the Academic Board. The academic Board is composed of the student's instructor, a senior faculty member and the School Director. Every area of the student's performance is been explored, and a decision concerning the request is made at the end of the review. The Academic Board has the final decision on student performance issues and may implement conditions for the student's continuation in the program/course.

INTERNSHIP/EXTERNSHIP POLICY

Several programs at Access Careers require completion of an internship/externship. Students are required to complete 100% of their clinical hours. During the internship/externship, students apply their knowledge and skills in an actual work setting while under the supervision of qualified personnel. Internship/externship hours are arranged according to the needs of the internship/externship sites and students are responsible for adjusting their schedules to the availability of internship/externship hours. Most sites require daytime schedules. Students are required to complete a physical and may be subjected to a background check as a condition of their internship/externship and should have satisfied all of those requirements by the completion of the classroom portion of the program. Although these requirements are covered, in detail, during the Admissions process and in the publication Rules and Regulations, students are encouraged to consult with their instructors or school administrators to double check that they have met all such requirements before being offered an internship/externship. The institution expects students to successfully complete these requirements timely so that these requirements do not impact their ability to accept the internship/externship offer. Students who are accepted into the program but then cannot meet all requirements for any reason will not be eligible for an internship/externship offer and will be withdrawn from the program until they are able to satisfy the requirements. Upon completion of the necessary requirements, the student may appeal for re-entry into their program.Internship/externshipAssignment Students must arrange travel to their internship/externship assignment(s). In addition, based on clinical site availability or program requirements, students may be required to complete their internship/externship at more than one clinical site. Students who studied in the evening session must be prepared to attend internship/externship(s) during the day, and all students must make arrangements to meet site scheduling requirements. Students may petition the school to use a site they have located on their own, but the site will only be approved following a visit from school personnel and the execution of an internship/externship contract. Students are required to submit weekly time sheets signed by the site supervisor reflecting the hours they have completed. All internship/externship hours must be successfully completed before a student can officially graduate from their program in which he/she is enrolled.Should a student refuse their first internship/externship site offer, for a reason which is acceptable to the School's Internship/externship Coordinator, or Director, a second internship/externship site may be located and offered to the student. If the student refuses the second internship/externship site the student may be dismissed from their program. Should a student abandon a site, or be terminated by their site, Access Careers will not be obligated to locate and offer another internship/externship site for the student, and may result in dismissal from their program. It is expected and required that students will behave professionally and attend as required by their internship/externship site.

CAMPUS SECURITY:

To comply with New York State regulations, Access Careers provides students, faculty and staff with information regarding sexual assault prevention, the legal consequences of sex offenses, the availability of counseling and support services, and the school's policies and security procedures.

The entrance to the campus building is always locked and students need to be buzzed in. Students are asked not to stay in the building except during the hours of the school's operation.

Access Careers has a recorded video surveillance camera system and can be viewed at any time/anywhere by management.

Access to all facilities including offices, classrooms, lounges, and libraries is by key only when classes are not in session. Students are asked to remain in their classrooms or in the lounge areas during classbreaks. A member of the administrative staff must accompany prospective students when they tour the school. Strangers are not permitted to loiter in any area of the school. Students, faculty and staff areasked to notify the administration immediately if they see a suspicious person or activity at any time.

LEAVE OF ABSENCE:

Students requesting a Leave of Absence (LOA), must do so in writing, in advance, using the LOA Request Form. LOA's may not exceed 180 days in length within any 12-month period for any reason. Each request will be evaluated on an individual basis. Students must be in good academic standing to be eligible to apply for a Leave of Absence. Students must be current on their monthly payment plan, as appropriate, and continue making any regularly scheduled tuition payments during the time that they are on an approved Leave of Absence. In all cases, appropriate documentation justifying the LOA will be required. Students must complete an exit interview with the Financial Aid department prior to starting their approved LOA and will not accrue any additional charges while on LOA. A student returning from LOA must be evaluated by the Director before returning and will only be allowed to return to the program at the beginning of the module. Students who do not return from the LOA on the scheduled return date indicated on the LOA Request Form will be automatically withdrawn from the school effective that date and will be charged as outlined in the refund policy described in the school catalog and Enrollment Agreement.

WITHDRAWAL & DISMISSAL FROM SCHOOL:

The school reserves the right to terminate a student for any of the following reasons:

- Unlawful possession, use or distribution of firearms, drugs or alcohol on school property is strictly prohibited. Any student caught may be subject to sanctions under local, state, and federal law.
- Unsatisfactory progress due to attendance or academic grades which does not meet the school requirements
- Unsatisfactory behavior
- Noncompliance with rules & regulations of the institution
- Tuition Delinquency or Financial obligations are not maintained
- Verbal or physical abuse of faculty, staff, or another student.
- Verbal or physical abuse or actions contrary to the objectives of the school including in subordination toward faculty or staff; intimidation of students, staff, or others who may be in or near the school, retribution for real or imagined injury, the use of intoxicating liquor or illegal drugs, malicious destruction of school or student property, stealing or any otheract of this nature.
- School standards of ethics or dress are not observed.
- Any student who involves a third party in an act of intimidation orretribution will be immediately terminated.

In such an event, Access Careers will inform the student in writing of the effective date of expulsion. Tuition that results in an overpayment will be refunded within 30 days. If a student withdraws beforea module ends without appropriate documentation, then all work done during that module is lost. Course credit and grades are given only for completed modules. The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

Dismissed students who request re-admittance will be considered on a case-by-case basis. Previous attendance, academic performance, financial history, and general attitude will be considered. Please see director for the appeals process.

REINSTATEMENT:

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within 5 days for short programs and 30 days for long program following the decision of School Director.

MITIGATING CIRCUMSTANCES:

If a student fails to achieve satisfactory progress for a program, the student may appeal. The School Director may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, or other significant occurrence outside the control of the student for an additional period. These circumstances must be documented by the student to demonstrate that the cited circumstances have had an adverse impact on their performance. No waivers will be provided for graduation requirements. Students are advised to refer to the section of the catalog concerning appeals for more information on the process. The Director of the school will inform the student in writing as to the descion.

GRADUATION REQUIREMENTS:

Candidates for graduation must:

- Successfully complete all courses and credits required for the program
- Earn a cumulative grade point average of at least 70%
- Complete all competency and skill performance testing required for the program
- Attend any required graduation meeting(s) and seminars for Career Services
- Attend exit interview(s) conducted by the Financial Aid Director if the student has utilized student loans
- Attend exit interview with the Career Services office and submit an approved resume and cover letter
- Be current in all payments owed to the School.

Students will earn a diploma upon meeting the graduation requirements.

COMPLAINT PROCEDURES:

We believe that students are the most important people at our school. As a student, you are encouraged tobring any suggestions, comments and concerns to your Teachers, Staff, Director and/or even Management.If the problem is not resolved in a reasonable time, submita written statement about it to the SchoolDirector/President.

Who can file a complaint?If youareor were a student or an employee of a Licensed Career School in the State of NewYork andyou believe that the school or anyone representing the school has acted unlawfully,you have the right to file a complaint with the New York State Education Department (BPSS).

What can a student or employee complain about?You maymakecomplaintsabouttheconduct of the school, advertising, standards and methodsof instruction, equipment, facilities, qualifications of teaching and management personnel,enrollment agreement, methods of collecting tuition and other charges, schoollicense orregistration, school and student records and private school agent.

How can a student or employee file a complaint?The steps you must take to file a complaint are:

1. Write to the New York State Education Department (BPSS) at 116 West 32nd Street 14th FloorNYC, NY 10001 or telephone the Department (212) 643-4760, requesting an interview for thepurpose of filing a written complaint. Their website is http://www.acces.nysed.gov/bpss. Bring all relevant proof of documents with you to theinterview, including an enrollment agreement, financial aid application, transcripts, etc. Aninvestigator from the department will meet you and go through your complaint in detail.
2. Write to the Council on Occupational Education at 7840 Roswell Road, Bldg 300 / Suite 325,Atlanta, GA 30350 or telephone the COE (800) 917 2081 or (770) 396 3898. Their website is: http://www.council.org. Submit all relevantdocuments with your written complaint.
3. If you cannot come for an interview, send a letter or call the office to request a complaint form.You must complete and sign this form and mail it to the office.Please include with it copies of allrelevant documents. You should keep the originals. You must file a complaint within two yearsafter the alleged illegal conduct took place. The Bureau cannot investigate any complaint mademore than two years after the date of the occurrence.
4. The investigator will attempt to resolve the complaint as quickly as possible and may contactyou in the future with follow-up you should provide all information requested as quickly aspossible; delay may affect the investigation of our complaint. When appropriate, theinvestigator will try to negotiate with the school informally. If the Department determines thatthe violations of law have been committed and the school fails to take satisfactory andappropriate action then the Department may proceed with formal disciplinary charges.
5. In addition to filing a complaint with the Department, you may also try to resolve yourcomplaint directly with the school management. Use the school's internal grievance procedureor discuss your problems with teachers, department heads, or the school director. We suggestthat you do so in writing and that you keep copies of all correspondence to the school. However,the school cannot require you to do this before you file a complaint with the New York SateEducation Department.

STUDENT SERVICES

STUDENT SERVICES:

Student Service's department offers assistance, advice and feedback to our students regarding any problems, concerns, or questions relating to the successful completion of their program.

LIBRARY & MEDIA SERVICES:

Students have access to library all the time during normal office hours. The library collection includes books, periodicals, videos; computerbased training (CBTs) Microsoft application, CDs, and on-line resources. Wi-Fi Internet access is available through out the premises.

TUTORIAL SERVICES:

Tutorial services are available on an individual basis. Any student interested in attending a tutoring session should contact the School Director to make the necessary arrangements.

PLACEMENT ASSISTANCE:

The school maintains a full time placement assistance service for its graduates during normal office hours. Career Services provides assistanceat the time of graduation such as resume preparation, mock Interview preparation with entry-level positions available in local job market. However,while placement assistance service may be provided, it is understood that the school cannot promise nor guarantee employment to any student or its graduates.

TRANSCRIPTS AND DIPLOMA:

Upon successful graduation a Student will be presented their Official Transcript and Certificate of Completion at no charge. Any additionally requests for will be charged as follows: An $8 fee will be charged for any duplicate transcript requests and a $25 fee will be charged for any duplicated Certificate of Completion requests. If a student would like to request a duplicate document they must do so by contacting the school and completing a 'Request for Paperwork' form.

STUDENT RECORDS:

The school will maintain student records as per Section 126.11(b) of the Commissioners Regulations of BPSS. BPSS schools are required to maintain permanent student records for twenty years. Upon graduation, students will be given a copy of their records. The student should maintain these records indefinitely. The records that the school will maintain are as follows:

- Attendance Records
- Academic Progress and grades (unofficial transcript)
- Financial Records
- Referral record
- The Enrollment Agreement
- Records of meetings, appeals, disciplinary actions and dismissals
- A copy of the graduation certificate
- Medical Records (where applicable)

Student records are maintained by the school administrator and are available for review by the student atany time with prior appointment. Studentsareencouraged tosubmitupdates totheir records, such asaddress, phone number changes or changes in financial aid,as soon as possible. All records are private and are handled with confidentiality.

Access Careers complies with the Family Educational Rights and Privacy Act (FERPA), which provides guidelines on storage and releasing of student and former student records. Information in student records is considered confidential between the individual and the Institute, and will not be released to a third partywithout the written consent of the student.

SATISFACTORY ACADEMIC PROGRESS (SAP)

PROCESS AND OVERVIEW:

All students enrolled at Access Careers must be in good academic standing and must maintain satisfactory progress toward graduation. A student must maintain a specific grade point average, good attendance, and precede through his/her program of study in a specified time frame not to exceed 1.5 times the published length of the program. In order to continue as a student at Access Careers and in order to continue receiving financial assistance, it is required that students make SAP toward completion of their program of study. All students must maintain SAP according to the following standards in order to continue enrollment. For students who have been awarded Financial Aid, SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid. For all Non-Financial Aid Students SAP will be measured at the end of the marking period. At that time the Registrar will determine the Satisfactory Academic Progress of each student in accordance with the following:

- Any student who is absent more than 10% of the total number of instructional hours offered during each marking period of the student's program, excluding approved leaves of absence shall be dismissed or placed on academic probation.
- Any student who fails to meet a cumulative average of 70% for the curriculum or course, regardless of attendance, shall be dismissed or placed on academic probation.

TIME / PACE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP):

The school's satisfactory academic progress policies must contain a Pace measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe of 150%. For clock hour schools, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete. To calculate pace take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted.

For Example:

Program	Normal Program Timeframe	Maximum Program Timeframe
Medical Assistant Day Program	30 weeks	45 weeks
Medical Assistant Evening Program	36 weeks	54 weeks

For our 900 clock hour program, at the end of the second (2nd) payment period which is at 450 Scheduled Hours, the student will have to have completed a minimum of 300 hours in order to determine if they will be able to complete the program in the 150% time frame allotment. This evaluation will be determined by dividing 300, which is the number of hours completed by 450 which is then number of hours scheduled. This percentage has to be over 67%. Any percentage over 67% the student could be able to complete the program within 150% of the time allotted for the program. So the student is making satisfactory pace progress. Students who have failed to meet the pace standards will be terminated from the program. Determination and notification of Time/Pace progress will be determined by the school Registrar, who in turn will notify the Financial Aid Administrator.

QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP):

Access Careers receives quantitative information about all students from the Instructors. The quantitative academic progress report is recorded manually by the instructor and then entered into the electronic database by the Registrar at the end of each course or module.

GRADING SYSTEM

Written examinations (midterm/final), seminars, quizzes, Class participation and practical training help evaluate the competencies taught in the programs offered at Access Careers. Failure is set at 65% for an individual unit, and 70% for a curriculum. Students who have not failed the program/course may participate in private tutoring or independent study in order to increase their grade point average.

Grading System

Letter Equivalent	**Grading Scale**
A	91-100%
B	81-90%
C	71-80%
D	70-66%
F	0-65%

Please note that to graduate from a Program/Curriculum you must achieve 70% or higher.

*****At the end of the first payment period (450 hours) all Title IV Students must achieve and or maintain a 70% grade point average***

GRADES

Courses with grades of "I" (Incomplete) or "F" (Fail) will be considered as part of scheduled clock hours and will be calculated in the students attempted but not completed hours. Incomplete or Failed courses do not influence the GPA until they are completed. Courses assigned the letter grade of "I" or "F" are counted in the maximum timeframe calculation.

- Incomplete courses must be completed within 7 calendar days of the course end date or the grade posted for the course will be calculated with the incomplete work having zero value grades.
- Failed courses must be repeated in order to successfully complete the course/module.Repeated Courses Classes for which the student received a failure grade may be repeated one time. Repeated course work may change a student's cumulative grade point average since the most recent grade received for a course will be used in this calculation. Repeated course work will be counted toward the number of clock hours attempted by a student for calculating cumulative maximum time frame. The Registrar will notify the student of any incomplete or failed courses/modules. The Director may extend this time limit at their discretion upon receipt of a written appeal by the student.

SAP EVALUATIONS INCREMENTS FOR TITLE IV STUDENTS ONLY:

The Registrar will monitor SAP at the end of the first payment period. The Financial Aid Administrator will do an official review (i.e., for Title IV/SAP purposes) at the end of the payment period (450 hours.)

FINANCIAL AID WARNING FOR TITLE IV STUDENTS ONLY:

The Registrar will do an official review of SAP at the end of the first payment period (450 hours). If the student falls below 70% GPA or if they have missed more than 10% of the scheduled hours the student will be placed on Financial Aid Warning for one payment period. A student who is put on a Financial Aid Warning can receive Title IV aid for the current payment period. If they are still not meeting SAP at the end of the Warning period, the student would become ineligible for financial aid and would have to appeal. If the appeal was granted, the student will be placed on Financial Aid Probation.

FINANCIAL AID PROBATION FOR TITLE IV STUDENTS ONLY:

If the student does not make SAP at the end of the Financial Aid Warning period, they will lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision.
An Academic Plan-of-Action for students who have failed to meet SAP standards as defined by the Department of Education will be established by the school and the student. Financial Aid SAP eligibility is not the same as Academic probation. Access Careers will work with the student to develop a planned curriculum to ensure that s/he has a realistic academic plan and that the coursework listed is required for the student's declared program. Once this Academic Plan-Of-Action is developed and agreed upon, it will be signed and dated by the Director or Registrar at the school and the student.

STUDENT APPEAL PROCEDURES:

A student, who wished to appeal a disciplinary action and/or decision made in reference to the Satisfactory
Academic Progress policy, must submit a typed letter to the Director within five (5) days from the date of the decision was made. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Director will hear any student who disagrees with a SAP decision, on an appointment basis only. The student will be notified of the Directors decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal. A student, who wishes to appeal any SAP decision made by the Director, must submit a typed letter to the President with supportive documentation explaining the reason why the student is wishing to appeal the decision. The President will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal. The President's decision shall be final.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The Family Educational Rights and Privacy Act of 1974 ("FERPA" or the "Act") establishes the privacy rights of students (parents if the student is under 18) with regard to educational records. The act makes provision for inspection, review and amendment of educational records by the student and requires, in most instances, prior consent from the student for disclosure of such records to third parties. The consent must be in writing, signed and dated by the student and must specify records to be released, the reason for the release, and the names of the parties to whom such records will be released. The act applies to all persons formerly and currently enrolled at an educational institution. No exclusion is made for non-U.S. citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution, and deceased persons.

In order for Access Careers to disclose personally identifiable information from a student record to anyone other than the student the student must sign a FERPA waiver form which is available in the front office. I further understand that, for any such disclosure over the phone, even to I understand that, in order for Access Careers to disclose personally identifiable information from my educational records to anyone other than myself, I must provide consent. I further understand that, for any such disclosure over the phone, even to myself, the college must authenticate the caller.

REFUND POLICY AND CANCELLATION POLICY

CANCELLATIONS AND REFUND POLICIES:

The institution's policy on refund is appropriate according to standards. These standards measure equivalent inthe state's standards, whichwe are following. Students must read andsign an agreementprior to registration the Institution's refund policy is published in the catalog and uniformly administered:

- The non-refundable application fee will be refunded in full if the school rejects the applicant. If the applicant cancels his/her application within seven (7) calendar days of signing theapplication for admissions all monies will be refunded without written request from thecandidate except the non-refundable fee that does not exceed more than $ 100.00.
- Students may cancel the Enrollment Agreement at any time prior to the start of classes,
- All payments made to the school will be refunded in full within 30 days except for the nonrefundable application fee if written notice has been provided to the school by the student orfrom the date the institute may terminate the student or determine withdrawal by the students.
- The School reserves the right to reject any applicant for admission. In such cases, all moniesreceived will be returned to the applicant.
- All monies to be refunded shall be returned in the form of a corporate check. If tuition was paid through a Loan Program, monies will be refunded directly to the issuing loan institution. No exceptions will be solicited under any circumstances.
- Access Careers reserves the right to request the withdrawal of any student if his or herscholarship or conduct does not conform to the standards of the school.
- Placement assistance is offered to all graduates upon completion. However, while placement assistance services may be provided it is understood that the school cannot promise or guarantee employment to any student or graduate.
- Upon successful completion of the selected course and satisfaction of all monetary obligations,Access Careers will award a Diploma / Certificate of Completion.
- All class time in excess of the 10% allowed absences for the entire course will be charged anhourly rate according to the contract signed.
- All refunds to students will be made without the need for the students to request the refund.
- If tuition and fees are collected prior to the start date of a program and the school cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall bemade within 30 days of the planned startdate.

An applicant may cancel this agreement at no penalty by notifying the school in writing within seven (7)calendar days after midnight of the day on which this agreement was signed provided the applicanthas not entered into instruction. All moneys will be returned except for the non-refundable fee. Thenon- refundable registration fee will not exceed $100.00 for any given program.Thereafter a student will be liable for:Non refundable registration fee plus, the cost of any textbooks or supplies issued and accepted by the student, plusTuition liability as of the student's last date ofphysical attendance.TotalTuition liability islimited to the one quarter in which the student withdrew or wasterminated

RETURN OF TITLE IV FUNDS

In accordance with the HigherEducation Amendments of 1998, Public Law 105-244 (the Amendments of 1998) the amount of Title IV Program Assistance earned is based on the amount of time the student spends in academic attendance and bears no relationship to the student's incurred institutional charges.

If a student formally or informally withdraws prior to completion of his or her program of study, federal law requires the school to determine how much Title IV federal financial aid was earned by the student and whether any portion of aid awarded must be returned by the student and the school. If you withdraw or plan to withdraw, you should notify your career advisor.

Access Careers will calculate the amount of Title IV aid that you have earned based on a payment period. Refunds will continue to be calculated by the enrollment period. The student will be obligated for any tuition, fees, books, or equipment not covered by Title IV funds. Whether a student is entitled to a refund of funds paid from sources other than Title IV aid is determined by the point in the enrollment period at which the student withdraws or drops out.

When you withdraw during a payment period, the amount of FA assistance that you have earned up to that point is determined by a specific formula. If you have received (or the school received on your behalf) less assistance than the amount that you earned for the payment period, you will be able to receive those additional funds. If you have received more assistance than you have earned, the excess funds must be returned.

DETERMINATION OF WITHDRAWL:

Up through the 60% attendance point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment has been attained, a student has earned 100% of the Title IV funds.

Once Access Careers has determined that a student has withdrawn, the last day of recorded attendance or academically related activity, is used to determine the amount of Title IV funds thestudent has earned. If a student who provides official notification in writing to the Registrar, the dateof Access determination would be the same as the student's written notification. For a student who withdraws without providing official notification to the school, Access will determine the withdrawaldate no later than after 14 calendar days of non-attendance. The amount of Title IV funds earned bythe student will be based on the last day of recorded attendance.

Access Careers will return the amount of Tile IV funds for which it is responsible no later than 45 calendar days after the date of determination of withdrawal. Post withdrawal disbursement of Grant Funds disbursed directly to the student ASAP, but no later than 45 calendar days after date of determination.

The change to thelaw makes clear that Title IV funds are awarded to a studentunder the assumption that the student will attend school for the entire period for which the financial assistance was awarded. If a student withdraws, the student may no longer be eligible for the full amount ofTitle IV funds that the student was originally awarded to receive. Withdrawn student may return to sameprogram within 180 calendar days. Student eligible for any Title IV funds for which eligible prior towithdrawal.

In accordance with Federal regulations, Title IV funds will be returned using the following allocation priority:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Federal Supplement Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The student

NEW YORK STATE CANCELLATION AND REFUND POLICIES:

1. A student who cancels after signing the enrollment agreement receives all funds paid with the exception of the non-refundable registration fee which cannot exceed $100, provided it is done prior to or during the first week of instruction.

2. Thereafter, a student will be liable for:

a) The non-refundable registration fee plus
b) The cost of any textbooks or supplies accepted plus
c) Tuition liability as of the student's last date of physical attendance.

Tuition liability is divided by the number of terms or quarters in the program. Total tuition liability is limited to the term or quarter during which the student withdrew or was terminated and any previous terms completed.

The enrollment agreement will state the exact refund policy for the program enrolled.

First Quarter Refund Policy

If Termination Occurs	**The School May Keep**
Prior to or during the first week	0%
During the second Week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

Subsequent Quarters

If Termination Occurs	**The School May Keep**
During the first week	25%
During the second Week	50%
During the third week	75%
After the third week	100%

First Term RefundPolicy

If Termination Occurs	**The School May Keep**
Prior to or during the first week	0%
During the second Week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%
After the fifth week	100%

Subsequent Terms

If Termination Occurs	**The School May Keep**
During the first week	20%
During the second Week	35%
During the third week	50%
During the fourth week	70%
After the fourth week	100%

Mini Refund Policy (for courses less than 6 weeks)

If Termination/ withdrawal occurs	**The school May keep**
The 1st week of instruction or 0-15% of the program	0%
The 2nd week of instruction or 16-30% of the program	25%
The 3rd week of instruction or 31-45% of the program	50%
The 4th week of instruction or 46-60% of the program	75%
The 5th week of instruction or after 60% of the program	100%

School Catalog Appendix A

STATEMENT OF OWNERSHIP

Payless Enterprises Inc. **DBA Access Careers**is a New York State Corporation, with locations at:

Hempstead Campus
474 Fulton Avenue, Suite 201
Hempstead, NY 11550
Tel: (516) 433-0034
Fax: (516) 433-0341

ADMINISTRATION

Name	Employed Since	Educational Degree	Experience	Work Week	
Sawhney, Mini	1998	BS Management	School Director	40	mini@accesscareers.net
Alvarez, Yolanda	2010	Associates	Admissions Agent, Bursar	40	Yolanda@accesscareers.net
Ella Elwin	2020	Bachelor of Arts	Admissions Agent, Bursar	30	ella@accesscareers.net
Lisa Dhanwantee	2021	High School Diploma	Admissions	40	lisa@accesscareers.net
Leonardo, Liany	2018	High School Diploma	Admissions Agent	40	liany@accesscareers.net
Jeannott, Michelle	2015	BA Psychology	Financial Aid Administrator	40	Financial-aid@accesscareers.net
Valentin, Venus	2017	Associates	Registrar	40	registrar@accesscareers.net

Islandia Campus
1930 Veterans Highway, Suite 10
Islandia, NY 11749
Tel: (631) 630-9410
Fax: (631) 630-9411

ADMINISTRATION

Name	Employed Since	Educational Degree	Experience	Work Week	
Sawhney, Hardeep	1998	Masters Marketing	School Director	40	harry@accesscareers.net
Sawhney, Hardeep	1998	Masters Marketing	Admissions Agent, Bursar	40	harry@accesscareers.net
Saunders, Candice	2020	High School Diploma	Admissions Agent	40	candice@accesscareers.net
Weinstein, Steven	2016	MS Psychology	Director of Recruitment and Career Services	40	sweinstien@accesscareers.net
Nazneen, Farisa	2018	LPN, Associates	School Director	40	farisa@accesscareers.net

INSTRUCTORS

Name	Employed Since	HighestEducational Degree	Experience Since	Courses Taught	Approx Hours taught
Dr. Reza, Z	2015	MD Doctorate University of Almata	Since 1984	Medical Assistant, PCT	24 hrs/wk
Delano, Courtney	2016	Masters Physician Asst NYIT	Since 2002	Medical Assistant, PCT	30 hrs/wk
Ramos, Sally	2019	BS Healthcare Admin Adelphi University	Since 2003	Medical Assistant, PCT	37 hrs/wk
Haq, Israr	2018	MS Pharmaceutical Sciences Kingston University, London	Since 1999	Medical Assistant, PCT	12 hrs/wk
Maqbool, Farisha	2018	LPN Eastern Boces Medical Asst Hunter Buisness	Since 2010	Medical Assistant, PCT	12 hrs/wk
Augello, L	2017	RN Degree Queensboro College	Since 1979	Nursing Assistant, PCI	12 hrs/wk
Tribley, Alisa	2018	MSN-NE Degree Sacred Heart University	Since 2005	Nursing Assistant, PCI	30 hrs/Mth
Johnson, Rosalyn	2018	RN Degree State University Farmingdale	Since 1978	Nursing Assistant, PCI	30 hrs/Mth
Hussain, Fauzia	2018	RN Degree State University of Albany	Since 1995	Nursing Assistant, PCI	30 hrs/Mth
Piper, Joy	2009	RN & MS/Health Long Island University	Since 2007	Nursing Assistant, PCI	12 hrs/wk
Marshall-Richardson, Tamara	2017	RN Degree City College of NY	Since 2000	Nursing Assistant, PCI	30 hrs/Mth
Osit-Tuska, Karin	2019	MA in Nursing NY University	Since 1975	Nursing Assistant, PCI	12 hrs/wk
Frisco, Thomas	2014	MS Pharmacy Long Island University	Since 1999	Pharm Technician	12 hrs/wk
Obasohan, Stanley	2017	MPH Baruch College	Since 1984	MBC, Computer Application	12 hrs/wk
Ghadami, Parvin	2018	DDS University of Karnatak	Since 1994	Dental Assistant	30 hrs/wk

ACCESS CAREERS

SCHOOL CATALOG APPENDIX B

PROGRAM NAME	***Medical Assistant (Hempstead & Islandia)***
DURATION:	900 hrs (600 hours classroom and 300 hours internship/externship)
TOTAL COST:	$12,500 (Registration Fee $100, Tuition $12,400)
PREREQUISITE	High School Diploma or GED
OBJECTIVE	The Medical Assistant program prepares students to perform both administrative and clinical duties under the direction of a physician. Students will be trained in a broad range of skills that are essential to a career in a medical setting - including administrative tasks and clinical duties. This program will focus on medical practices and procedures, medical ethics and law, medical insurance and record keeping and patient preparation for basic laboratory procedures and tests. The program will also prepare students to work as cardiac monitoring technicians. A 300 hour internship is required upon completion of the course(work.
DESCRIPTION:	**COMPUTER FUNDAMENTALS 18 hours-Skills** This course is designed to teach keyboarding and to introduce the student to the Microsoft Office Suite and the Internet. This course will also provide the student with knowledge and experience in using Internet Explorer to browse the web and create and the basics of using Microsoft Office. **MEDICAL TYPING & TRANSCRIPTION 70 hours- Skills** Emphasis in keyboarding will be placed on accuracy and attaining the highest rate possible. Minimum speed goal of 35 wpm is required. The student will learn formatting procedures for basic business correspondence and for centering tables on an electronic keyboard. In addition, the student will continue to develop speed and proficiency in keyboarding by taking timed writings and practicing assigned drills. **ANATOMY & PHYSIOLOGY 60 hours-Theory** The course consists of teaching the basic structure and functions of the human body. It also emphasizes on the various systems of the body such as cardiovascular, respiratory, neurology, gastroenterology, nephrology, and others. The course will also describe in detail about the most common diseases and disorders corresponding to each system. **MEDICAL TERMINOLOGY 60 hours-Theory** This course is designed to familiarize the student with the structure and function of the human body. Medical words, phrases and abbreviations relating to the body in health and disease will be covered. Emphasis will be placed on correct spelling, pronunciation and defining medical terms associated with selected body systems, disease conditions, and treatment modalities. All courses in this program will emphasize age appropriate terminology and care and cultural differences awareness **MEDICAL LAW & ETHICS 6 hours-Theory** This course is designed to introduce the student to the knowledge of and other laws that a Medical Assistant should be aware off. In this course the student will also focus on medical practices with an emphasis on legal and ethical responsibilities. Students are introduced to HIPAA requirements, Medical Ethics and Medical Law. Topics discussed will be Duty of Care, Reasonable Care, Negligence, Medical Malpractice and Personal Liability. **INTERPERSONAL COMMUNICATION 12 hours-Theory** This course is designed to introduce the students on how to have effective communication with patients and colleagues. In this course students learn about the 5 C's of communication and communication barriers. **MEDICAL OFFICE PROCEDURES 30 hours-Skills** Instructors will discuss and role play topics such as professional appearance and attitude, keeping up the general cleanliness of the reception area. Students will also role play on how to greet and communicate with arriving patients, escorting them to the examination rooms and in general how to manage patient flow effectively **COMPUTERIZED MEDICAL BILLING & CODING 60 hours-Skills** Students will be given an overview of the MediSoft software and its capabilities and OSMA requirements & and standards as well as an introduction to diagnostic coding (ICD-10-CM and procedural coding (CPT). **MEDICAL RECORDS MANAGEMENT 24 hours-Skills** Students get an overview of medical insurance; learn coding procedures, and insurance billing procedures. Students also learn through computerized billing simulations how to create, save, retrieve, edit, and maintain patient files. In addition, post payments to patient accounts, produce insurance claim forms, correct and resubmit rejected claims, produce insurance claim activity reports and enter electronic claims.

OFFICE CARE AND MANAGEMENT 18 hours-Skills
Students will discuss criteria for the control of professional, business, expendable and non- expendable, supplies. They will also learn how to maintain a system of inventory control, Separate and store drug samples according to their classification, Care for supplies on delivery from the supplier and order supplies as needed in the medical office

ASEPTIC TECHNIQUES 18 hours-Skills
This course introduces basic laboratory assisting skills, including the fundamentals of microbiology, urinalysis and clinical asepsis. Students are introduced to the proper techniques in the collecting of bacterial specimens, the collection and analysis of urine samples, strep testing, care of laboratory equipment, methods of sterilization, and the care and use of microscopes and instrument classification. Emphasis will be placed on universal precautions and OSHA guidelines

MEDICAL EXAMINATION PROCEDURES 30 hours-Skills
The course instructs and demonstrates the proper techniques of various laboratory procedures. The course teaches the basic guidelines for lab safety procedures and the use of personal protective equipments such as hand washing and sterilization of instruments. The course will explain and demonstrate the proper techniques used for examination of each body systems. Examinations includes proper eye examination utilizing Snellen's and Jaeger charts, ear examination with audiometer, blood withdrawal for glucose level with a sterile lancet, and application of dressing and bandages. The course will also teach in the proper techniques of taking vital signs which includes taking various types of body temperatures, measuring of weight and height, measuring blood pressure with sphygmomanometer, taking respiration and pulse rate, and measuring oxygen saturation with a pulse oximetery. In addition, the course also instructs the proper techniques to obtain urine specimen, use of Reagent strips, perform a specific gravity test, perform a pregnancy test and prepare urine specimen for m icroscopic examination. The course will describe in detail the purpose and various methods to obtain a fecal occult blood test, Pap smear, hemoglobinometer, and Accucheck advantage glucose meter. The course will demonstrate the purpose and the proper use of spirometry test and intradermal skin test. The course will review all the universal signs and standard precautions in regard to human blood and body fluids and also discuss the purpose of the regulatory bodies (OSHA, CLIA) regarding disease transmission. The course will teach the proper preparationmethodsforatreatmentroomandaminorsurgicaltraywhenassistingthephysician.

MEDICAL OFFICE EMERGENCIES 24 hours-Skills
This course introduces the student to basic clinical skills and emphasis is placed on the most frequently performed emergency procedures in a medical office. Also students learn different kind of emergencies and protocol to follow in an emergencyprocedure.

MEDICATION ADMINISTRATION 18hours-Theory
Student will learn about the medical environment in the office, the language of medicine, medical specialties, the medical staff, the roles of medical professionals, medical ethics, social policy issues. Students will also learn about medical law, and confidentiality issues, patient relations, scheduling, maintaining, and following up appointments, methods of keeping records. Lastly, Student will learn methods to finding and keeping a job, research employment opportunities, job application process, interviewing for a position, and continuing education.

OFFICE SURGERY PROCEDURES 24 hours-Skills
This course introduces basic laboratory assisting skills, including the fundamentals of microbiology, urinalysis and clinical asepsis. Students are introduced to the proper techniques in the collecting of bacterial specimens, the collection and analysis of urine samples, strep testing, care of laboratory equipment, methods of sterilization, and the care and use of microscopes and instrument classification. Emphasis will be placed on universal precautions and OSHA guidelines

EKG 54 hours-Skills
The course begins with a basic description of the major internal and external structures of the heart. It will also describe the major functions of the cardiovascular system, major blood supply of the heart, and electrical conduction pathway of the heart. The instructor will explain the reasons for performing an EKG and also demonstrate the proper method for obtaining a standard EKG rhythm strip. All students will have the opportunity to practice their EKG techniques utilizing a computer based 12 Lead EKG as well as utilizing a 12 Lead EKG machine. It will also emphasize on interpretation of various rhythm abnormalities from EKG strips. The course will describe in detail the EKG characteristics of sinus rhythms, atrial rhythms, ventricular rhythms, atrioventricular blocks, and pacemaker rhythms. The course will teach on how to handle and resolve troubleshooting problems that arise when obtaining an EKG reading.

	PHLEBOTOMY 54 hours-Skills The course concentrates on the proper techniques of blood drawing. It also demonstrates the various methods utilized for blood drawing such as butterfly syringe, needle syringe, and evacuated tube system. The course also consists of describing the terminology used to order laboratory tests and identifying and labeling the parts of the laboratory equipments. The course will teach proper methods of applying gloves, gowns and masks for laboratory procedures. Each student will have the opportunity to practice their phlebotomy skills on mannequin arms and most importantly the students will have an opportunity to practice their technique under the supervision of their instructor **MEDICAL LABORATORY PROCEDURES 30hours-Skills** This course introduces the student to basic clinical skills and emphasis is placed on the most frequently performed laboratory procedures in the physician's office including hematology, blood chemistry, immunology and microbiology. Consideration is given to the fundamentals of vital signs, various methods and equipment used to measure cardinal signs, determining height and weight, patient preparation and positions, methods of examination, assisting the physician with emphasis on routine physical examination obstetric examinations, gynecological examinations, urological examinations and pediatric examinations. Students will also have practical experience in procedures performed in medical specialtyfacilities. **CAREER DEVELOPMENT 6 hours-Theory** This course discusses what professional certifications exist. How to find a job in this field. How to apply for a job, Résumé writing and Interview techniques **OSHA 6 hours-Theory** This course discusses safety and health as well as the Standard Precautions that are set by the CDC **HIPPA 6 hours-Theory** This course is designed to teach The student to better understand the governing rules and regulations regarding patient confidentiality and ethics. **INTERNSHIP 300 hours** Upon completion of the medical assistant coursework, students will complete 300 hour internship program designed to provide the experience in the competencies necessary for employment in a medical office.

PROGRAM NAME	***Certified Nursing Assistant (Hempstead & Islandia)***
DURATION:	125 hrs (95 hrs of classroom training & 30 hrs of internship)
TOTAL COST:	$1,400 (Registration Fee $100, Tuition $1,300)
PREREQUISITE	High School Diploma or GED
OBJECTIVE	The Certified Nurse Assistant program prepares students to perform clinical duties under the direction of a physician or registered nurse. Students will be trained in a broad range of skills that are essential to a career in a medical setting including clinical duties.
CERTIFICATION REQUIREMENTS:	To become a New York State Certified Nursing Assistant, one is required to complete 125 hours of training which includes 95 hrs of classroom training and 30hrs internship/externship in a Registered Health Care Facility. (Students must hand in their completed physical prior to their scheduled externship date.Any student who does not submit a current physicalperformed in the past six months before the last day of classroom training will be dropped from the CNA program. The decision will be submitted to the student in writing by the director). Upon successful completion of training the student may appear for the New York State Nursing Home Nurse Aide Competency Examination.The exam consists of two parts:1) a Clinical Skills exam (practical portion); and 2) a Written (oral) exam.A student must pass both parts successfully to become a CNA.
DESCRIPTION:	**Introductory Curriculum andResident'sRights** **25hours** This course is designed for students to learn basic levels of hierarchy of residents' needs, effective communication with residents, charting, standard precaution, medical asepsis, safety and emergency procedures. This course introduces the student to basic clinical skills and emphasis is placed on those procedures most frequently performed in hospice or thehospital. **BasicNursingSkills:** **11hours** This course is designed for student to learn on taking vital signs, various methods and equipment used to measure cardinal signs, determining height and weight, patient preparation positions, and methods of examination. Also, students learn infection control, PPE and OSHA regulations. **PersonalCareSkills:** **41.5hours** This course is designed for student to learn direct and indirect care of patients. Emphasis will be placed on personal hygiene for resident patients and unconscious patients. **Mental Health &SocialServices:2.5hours** This course is designed for students to learn changes in patient's behavior, atypical patients and diverse culturebehavior. **Care of Residents withSpecialNeeds:** **7hours** This course is designed for student to learn various techniques in managing patients with disabilities. **BasicRestorativeServices:** **8hours** This course is designed for students to learn about restoring patients for self-care, the use of assistive devices and the maintenance of ROM. **Internship:** **30hours** Upon completion of the CNA coursework, students will complete a 30 hour internship program designed to provide experience in the competencies necessary for employment in a hospice or hospital.

PROGRAM NAME	***Patient Care Technician (Hempstead & Islandia)***
DURATION:	**120 hrs**
TOTAL COST:	**$1,900 (Registration Fee $100, Tuition $1,800)**
PREREQUISITE	**Nurse Aid/Nursing Assistant Certificate**
OBJECTIVE	The Patient Care Technician program prepares students to perform clinical duties under the direction of a physician. Students will be trained in a broad range of skills that are essential to a career in a medical setting. Topics include EKG, Phlebotomy
DESCRIPTION:	**Medical Terminology with an Overview of Anatomy & Phyisology: 24 hours** This course introduces basic medical terminology and the related anatomy and physiology related to the topics of the heart and circulation. **Infection Control: 6 hours** This course introduces basic laboratory assisting skills, including the fundamentals of microbiology, urinalysis, and clinical asepsis. Students are introduced to the proper techniques in the collecting of bacterial specimens, the collection and analysis of urine samples, strep testing, care of laboratory equipment, methods of sterilization, and the care and use of microscopes and instrument classification. Emphasis will be placed universal precautions and OSHA guidelines and HIPAA laws **Theoory of EKG: 3 hours** This course provides an overview on the history of EKG development. **Theoory of Phlebotomy: 3 hours** This course provides an overview on the history of Venipuncture and the development of procedures. **Practice of Electrocardiography: 39 hours** This course gives an in-depth study of non-invasive electrophysiology of the heart, including theory and practice in electrocardiographic techniques such as holter monitoring, and graded exercise testing, pacemaker evaluation and Doppler vascular blood flow studies. Different types of medications used in cardiac disorders and a brief overview of surgical and advanced intervention are emphasized. This course focuses on the process of evaluating and analyzing ECG tracings and determining the presence of dysrhythmias. **Practice Phlebotomy: 39 hours** This course is designed for students to learn techniques and procedures given by the CLIA. Students will study order of blood tubes and capillary blood tubes drawn, following CLIA standard procedures. During the course student will master blood drawn and OSHA regulations pertaining to laboratorysafety. **Career Development: 6 hours** This course is designed to discuss what professional cerfifications exisit in this field. Students will discuss how to create a resume, apply for a job and interview techniques.

PROGRAM NAME	***Pharmacy Technician (Hempstead & Islandia)***
DURATION:	**120 hrs**
TOTAL COST:	**$1,900 (Registration Fee $100, Tuition $1,800)**
PREREQUISITE	**High School Diploma or GED**
OBJECTIVE	Pharmacy technicians work under the supervision of a licensed pharmacist and must be willing to take direction, they must also be able to work independently. Pharmacy technicians must truly care about and find satisfaction in serving the patient. Due to the critical nature of many common pharmacy duties, the pharmacy technician must enjoy performing precise work, where details can be a matter of life or death. Even if a task is repetitive, a pharmacy technician must be able to complete the task accurately every time, as taught in pharmacy technician schools.
DESCRIPTION:	**Introduction to Pharmacy Technician 6 hours** Students will discuss the role of the Pharmacy Technician and some other topics such as their function, duties, potential places of employment and job outlooks. Other topics such as pharmacy law, standards of practice and codes and ethics and drug controls. **Drug Types, Dosage, Distribution & Routes of Administration 15 hours** Topics that will be discussed during this topic are distinguishing Drug Types including formulation, types of medications and how they are administrard to patients. Distribution of drugs and how they should be stored. **Drug Information Sources 9 hours** Students will learn how to use the American Drug Index, the handbook of Injectable Drugs, the handbook of Non-Prescription Drugs. Other pharmacy publications will also be used as reference. **Transcription of Prescriptions & Hospital Orders 15 hours** How to interrupt prescriptions and abbreviations on prescriptions. Students will also learn how to transcribe, record, and label prescriptions. **Federal Pharmacy Law 6 hours** Students will discuss the many insurance and federal laws that regulate the distribution on drugs **Controlled Substances Regulations 6 hours** Instructors will discuss the Drug Enforcement Administration and how the agency controls, defines, and keeps records or order forms and prescriptions. Topics on what mandatory paperwork and forms to fill in compliance with the agency will also be discussed. **Introduction to Pharmacology 9 hours** Students will be taught about the Receptor Theory. How drugs are absorbed and distributed throughout the body. Students will learn how they are metabolized and finally how they are cleared out through the body through excretion or elimination. **Drug Classifications 18 hours** The Student will study the action, mechanism, indications, adverse effects and be able to site examples for the several drug Classes. Other classification topics include: Drugs that Affect the Cardiovascular System, Drugs that Act of the Central Nervous System, Drugs that Affect the Endocrine System, Miscellaneous Drug Classifications and also Chemotherapeutic Agents **Pharmaceutical Mathematics 18 hours** Students will practice and complete several hands on worksheets that will use fractions, decimals, roman numerals, weights and measures, conversion from metric, calculating flow and infusions rates are also other examples of mathematical topics. **Parental Admixtures & Sterile Products 6 hours** The instruction will discuss and define the term Parenteral products. Students will be able to understand the reason for the use of parenteral products and also discuss the advantage and disadvantages in using parenteral medication. **Clinical Laboratory Skills 12 hours** This hands on skills portion will demonstrate the proper methods of counting tablets, Demonstrations to perform proper method of reconstituting liquid products, filling of a capsules, the proper method of using forceps to handle weights, using the mortar and pestle and the proper technique of preparing an IV.

PROGRAM NAME	***EKG Technician (Hempstead & Islandia)***
DURATION:	**60 hrs**
TOTAL COST:	**$850 (Registration Fee $50, $800)**
OBJECTIVE	**To prepare individuals for entry level Electrograph technicians (EKG/ECG)**
PREREQUISITE	**High School Diploma or GED**
DESCRIPTION:	**This course is intended to train the students in understanding the techniques and operation of accurate EKG recording. It also teaches the basic principles of electro physiology of heart and recognizing the waveforms of electrocardiograph. The course covers medical terminology and medical law and helps the students to take the national certification exam for electrocardiograph technician.**

PROGRAM NAME	***Phlebotomy Technician (Hempstead & Islandia)***
DURATION:	**60 hrs**
TOTAL COST:	**$950 (Registration Fee $50, Tuition $900)**
OBJECTIVE	**To prepare individuals to perform skin and venipuncture procedures**
PREREQUISITE	**High School Diploma or GED**
DESCRIPTION:	**This course is intended to provide the understanding of basic principles of blood drawing, practicing blood draw on artificial arm, identification of color coded tubes common sites of venipuncture and skin puncture; universal precut (Precautions) and isolation techniques and handling the specimens for accurate results**

PROGRAM NAME	***Medical Billing (Hempstead & Islandia)***
DURATION:	**94 hrs**
TOTAL COST:	**$1,900 (Registration Fee $100, Tuition $1,800)**
OBJECTIVE	**To prepare individuals for entry level positions as billing clerks, insurance billers, in a health care facility**
PREREQUISITE	**High School Diploma or GED**
DESCRIPTION:	**This course intends to teach students the basic concepts, procedures and applications necessary to perform tasks involved in health insurance and all types of billing, reviewing and filing of insurance claim forms. These topics include: Computer Fundamentals,Understanding the Medical Language, Medical Coding, Computerized Medical billing & Medical Office Simulation.**

PROGRAM NAME	***Medical Billing Clerk (Hempstead Only)***
DURATION:	**300hrs**
TOTAL COST:	**$4,000 (Registration Fee $100, Tuition $3,900)**
OBJECTIVE	**To prepare individuals for entry level positions as billing clerks, insurance billers, in a health care facility**
PREREQUISITE	**High School Diploma or GED**
DESCRIPTION:	**This course intends to teach students the basic concepts, procedures and applications necessary to perform tasks involved in health insurance and all types of billing, reviewing and filing of insurance claim forms. These topics include: Computer Fundamentals, Understanding the Medical Language, Medical Coding, Computerized Medical billing & Medical Office Simulation.**

PROGRAM NAME	***Dental Assistant (Hempstead & Islandia)***
DURATION:	900 hrs
TOTAL COST:	$6,500 (Registration Fee $100, Tuition $6,400)
OBJECTIVE	The Dental Assistant program prepares students to perform both administrative and clinical duties under the direction of a Dentist. Students will be trained in a broad range of skills that are essential to a career in a dental setting - including administrative tasks and clinical duties. This program will focus on dental practices and procedures, medical ethics and law, medical insurance and record keeping and patient preparation for basic laboratory procedures and tests. A 300 hour internship is required upon completion of the coursework.
PREREQUISITE	High School Diploma or GED
DESCRIPTION:	The topics to be covered are as follows; The Dental Assistant Profession Sciences in Dentistry Oral Health and Prevention of Dental Diseases Infection Prevention in Dentistry Occupational Health and Safety Patient Information and Assessment Foundation of Clinical Dentistry Radiographic Imaging Dental Materials Assisting in Comprehensive Dental Care Clinical Internship

PROGRAM NAME	***Microsoft Office Master Pack (Hempstead Only)***
DURATION:	300hrs
TOTAL COST:	$4,000 (Registration Fee $100, Tuition $3,900)
OBJECTIVE	To prepare individuals for entry level positions as office assistant / office administrative assistants
PREREQUISITE	High School Diploma or GED
DESCRIPTION:	This course is intended to delivers the tools to help you get great results with less work. Office Action Pack makes easier to communicate your ideas effectively & achieve more in less time. These topics include: Computer Fundamentals, Microsoft Word, Microsoft Excel, Access Introduction to PowerPoint & Microsoft Outlook

PROGRAM NAME	***Medical Office Administration 900hrs (Hempstead Only)***
DURATION:	900hrs
TOTAL COST:	$10,000 (Registration Fee $100, Tuition $9,900)
OBJECTIVE	To train individuals to work in medical facilities, physicians office, hospitals and other medical professions
PREREQUISITE	High School Diploma or GED
DESCRIPTION:	Topics include: Computer fundamentals, MS Word, MS excel, MS Access, MS PowerPoint, MS Outlook, understanding Medical language, Medical coding, Computerized medical billing, Medical office simulation practice, Internship/externship

PROGRAM NAME	***Network Specialist (Hempstead Only)***
DURATION:	900hrs
TOTAL COST:	$11,000 (Registration Fee $100, Tuition $10,900)
OBJECTIVE	To prepare individuals for entry level positions in the networking field
PREREQUISITE	High School Diploma or GED
DESCRIPTION:	This course teaches students the topics to become a Microsoft Certified Systems Engineer. These topics include: A+, Network +, MCSE, CCNA, CCNP and an Internship/externship

PROGRAM NAME	***Programming Specialist (Hempstead Only)***
DURATION:	**900hrs**
TOTAL COST:	**$11,000 (Registration Fee $100, Tuition $10,900)**
OBJECTIVE	**To Prepare individuals for entry level positions in programming and web design**
PREREQUISITE	**High School Diploma or GED**
DESCRIPTION:	**This course teaches students the topics to become a Computer Programmer. These topics include: Computer Fundamentals, C++, Unix Server Basics, Introduction to Oracle, Oracle Database Administration, E-commerce, Visual Basic, .NET and internship/externship.**

PROGRAM NAME	***ESL Full Program (Hempstead Only)***
DURATION:	**750 hrs**
TOTAL COST:	**$4,500 (Registration Fee $100, Tuition $4,400)**
OBJECTIVE	**To prepare individuals basic American conversation.**
PREREQUISITE	**BEST Test with a score of 0-41**
DESCRIPTION:	**This course is intended to develop the student's ability to use the English Language in Contemporary American contexts.**

School Catalog Appendix C

COE Data Collection for 2016-2017 Hempstead, NY			
Name Of Program	Completion Rate	Placement Rate	Licensure Exam Pass Rate
Medical Assistant	84%	81%	
Nursing Assistant	80%	83%	82%
Patient Care Technician	75%	80%	
Pharmacy Technician	80%	82%	
COE Data Collection for 2015-2016 Hempstead, NY			
Name Of Program	Completion Rate	Placement Rate	Licensure Exam Pass Rate
Medical Assistant	71%	75%	
Nursing Assistant	82%	85%	83%
Patient Care Technician	85%	79%	
Pharmacy Technician	75%	80%	
COE Data Collection for 2014-2015			
Name Of Program	Completion Rate	Placement Rate	Licensure Exam Pass Rate
Medical Assistant	81%	83%	
Nursing Assistant	93%	89%	85%
Patient Care Technician	90%	95%	
Pharmacy Technician	82%	89%	
Medical Billing	81%	83%	

ACCESS CAREERS

School Catalog Appendix D

Medical Assistant Tuition:$12,400 ($6,200 per Term)		
If Termination occurs during this Term of the Program	Percentage of the First Terms Tuition Refunded to Student Non-Financial Aid If tuition is paid in full	Amount of First Terms Tuition Refunded to Student Non-Financial Aid If tuition is paid in full
Prior or during the first week	100%	$6,200
During the second week	80%	$4,960
During the third week	65%	$4,030
During the fourth week	50%	$3,100
During the fifth week	30%	$1,860
After the fifth week	0%	$0
If Termination occurs during the Second Term of the Program	Percentage of the Second Terms Tuition Refunded to Student If tuition is paid in full	Amount of Second Terms Tuition Refunded to Student If tuition is paid in full
During the second week	80%	$4,960
During the third week	65%	$4,030
During the fourth week	50%	$3,100
During the fifth week	30%	$1,860
After the fifth week	0%	$0

If you attend this program with Financial Aid Assistance through Title IV Funding, the refund policy will be calculated as In accordance with the Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998. If a student formally or informally withdraws prior to completion of his or her program of study, federal law requires the school to determine how much Title IV federal financial aid was earned by the student and whether any portion of aid awarded must be returned by the student and the school.

Access Careers will calculate the amount of Title IV aid that you have earned based on a payment period. Refunds will continue to be calculated by the enrollment period. The student will be obligated for any tuition, fees, books, or equipment not covered by Title IV funds. Whether a student is entitled to a refund of funds paid from sources other than Title IV aid is determined by the point in the enrollment period at which the student withdraws or drops out.

When you withdraw during a payment period, the amount of FA assistance that you have earned up to that point is determined by a specific formula. If you have received (or the school received on your behalf) less assistance than the amount that you earned for the payment period, you will be able to receive those additional funds. If you have received more assistance than you have earned, the excess funds must be returned.

Nurse Aide Tuition: $1,400 for this quarter		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,300
During the second week	75%	$975
During the third week	50%	$650
During the third week	25%	$325
After the fourth week	0%	$0

Patient Care Tuition: $1,900 for this quarter		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,800
During the second week	75%	$1,350
During the third week	50%	$900
During the third week	25%	$450
After the fourth week	0%	$0

Pharmacy Tech Tuition: $1,900 for this quarter		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,800
During the second week	75%	$1,350
During the third week	50%	$900
During the third week	25%	$450
After the fourth week	0%	$0

EKG Technician Tuition: $850 for this course 5 Weeks in Length / 60 hours		
If Termination occurs	Percentage of Tuition Refunded to Student If tuition is paid in full	Amount of Tuition Refunded to Student If tuition is paid in full
0-15% of the program (up to 9 hrs)	100%	$800
16-30% of the program (10 to 15 hrs)	75%	$600
31-45% of the program (16 to 21 hrs)	50%	$400
46-60% of the program (22 to 28 hrs)	25%	$200
After 60% of the program	0%	$0

Phlebotomy Technician Tuition: $950 for this course 5 Weeks in Length / 60 hours		
If Termination occurs	Percentage of Tuition Refunded to Student If tuition is paid in full	Amount of Tuition Refunded to Student If tuition is paid in full
0-15% of the program (up to 9 hrs)	100%	$900
16-30% of the program (10 to 15 hrs)	75%	$675
31-45% of the program (16 to 21 hrs)	50%	$450
46-60% of the program (22 to 28 hrs)	25%	$225
After 60% of the program	0%	$0

Medical Billing Tuition: $1,900 for this quarter		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,800
During the second week	75%	$1,350
During the third week	50%	$900
During the third week	25%	$450
After the fourth week	0%	$0

Medical Billing Clerk Tuition: $3,900 ($1,950 per quarter) if you enroll in the M-Th 6pm-9pm or Sat & Sun 10am-4:30pm		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,950
During the second week	75%	$1,462
During the third week	50%	$975
During the third week	25%	$487
After the fourth week	0%	$0
If Termination occurs during the Second Quarter of the Program	Percentage of the Second Quarter Tuition Refunded to Student If tuition is paid in full	Amount of Second Quarter Tuition Refunded to Student If tuition is paid in full
During the first week	75%	$1,462
During the second week	50%	$975
During the third week	25%	$487
After the third week	0%	$0

Medical Billing Tuition: $3,900 for this quarter if you enroll in the M-Th 10am-2pm or M-Th 10am to 4:30pm		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$3,900
During the second week	75%	$2,925
During the third week	50%	$1,950
During the third week	25%	$975
After the fourth week	0%	$0

MS Office Master Pack Tuition:$3,900 ($1,950 per quarter)if you enroll in the M-Th 6pm-9pm or Sat & Sun 10am-4:30pm		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,950
During the second week	75%	$1,462
During the third week	50%	$975
During the third week	25%	$487
After the fourth week	0%	$0
If Termination occurs during the Second Quarter of the Program	Percentage of the Second Quarter Tuition Refunded to Student If tuition is paid in full	Amount of Second Quarter Tuition Refunded to Student If tuition is paid in full
During the first week	75%	$1,462
During the second week	50%	$975
During the third week	25%	$487
After the third week	0%	$0

Medical Office Admin Tuition:$10,900 ($5,450 per Term)		
If Termination occurs during this Term of the Program	Percentage of the First Terms Tuition Refunded to Student If tuition is paid in full	Amount of First Terms Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$5,450
During the second week	80%	$4,360
During the third week	65%	$3,542
During the fourth week	50%	$2,725
During the fifth week	30%	$1,635
After the fifth week	0%	$0
If Termination occurs during the Second Term of the Program	Percentage of the Second Terms Tuition Refunded to Student If tuition is paid in full	Amount of Second Terms Tuition Refunded to Student If tuition is paid in full
During the second week	80%	$4,360
During the third week	65%	$3,542
During the fourth week	50%	$2,725
During the fifth week	30%	$1,635
After the fifth week	0%	$0

Networking Specialist Tuition:$10,900 ($5,450 per Term)		
If Termination occurs during this Term of the Program	Percentage of the First Terms Tuition Refunded to Student If tuition is paid in full	Amount of First Terms Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$5,450
During the second week	80%	$4,360
During the third week	65%	$3,542
During the fourth week	50%	$2,725
During the fifth week	30%	$1,635
After the fifth week	0%	$0
If Termination occurs during the Second Term of the Program	Percentage of the Second Term Tuition Refunded to Student If tuition is paid in full	Amount of Second Term Tuition Refunded to Student If tuition is paid in full
During the second week	80%	$4,360
During the third week	65%	$3,542
During the fourth week	50%	$2,725
During the fifth week	30%	$1,635
After the fifth week	0%	$0

Programming Specialist Tuition:$10,900 ($5,450 per Term)		
If Termination occurs during this Term of the Program	Percentage of the First Terms Tuition Refunded to Student If tuition is paid in full	Amount of First Terms Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$5,450
During the second week	80%	$4,360
During the third week	65%	$3,542
During the fourth week	50%	$2,725
During the fifth week	30%	$1,635
After the fifth week	0%	$0
If Termination occurs during the Second Term of the Program	Percentage of the Second Terms Tuition Refunded to Student If tuition is paid in full	Amount of Second Terms Tuition Refunded to Student If tuition is paid in full
During the second week	80%	$4,360
During the third week	65%	$3,542
During the fourth week	50%	$2,725
During the fifth week	30%	$1,635
After the fifth week	0%	$0

ESL Full Tuition: $4,400 ($1,467 per quarter for 3 quarters)		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,467
During the second week	75%	$1,100
During the third week	50%	$733
During the third week	25%	$366
After the fourth week	0%	$0
If Termination occurs during the Second Quarter of the Program	Percentage of the Second Quarter Tuition Refunded to Student If tuition is paid in full	Amount of Second Quarter Tuition Refunded to Student If tuition is paid in full
During the first week	75%	$1,100
During the second week	50%	$733
During the third week	25%	$366
After the third week	0%	$0
If Termination occurs during the Second Quarter of the Program	Percentage of the Second Quarter Tuition Refunded to Student If tuition is paid in full	Amount of Second Quarter Tuition Refunded to Student If tuition is paid in full
During the first week	75%	$1,100
During the second week	50%	$733
During the third week	25%	$366
After the third week	0%	$0