

# ACCESS CAREERS

## HEMPSTEAD (MAIN) CAMPUS

474 FULTON AVENUE, SUITE 201

HEMPSTEAD, NY 11550

TEL: 516.433.0034

FAX: 516.433.0341

[WWW.ACCESSCAREERS.NET](http://WWW.ACCESSCAREERS.NET)

## ISLANDIA (BRANCH) CAMPUS

1930 VETERANS HIGHWAY, SUITE 10

ISLANDIA, NY 11749

TEL: 631.630.9410

FAX: 631.630.9411

[WWW.ACCESSCAREERS.NET](http://WWW.ACCESSCAREERS.NET)

## SCHOOL CATALOG

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## ***MESSAGE FROM THE PRESIDENT***



### **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 Proprietary School Supervision (BPSS) and accredited by the Council on Occupational Education (COE).

### **HOURS OF OPERATION:**

Access Careers is open Monday thru Thursday from 9:00 am to 10:00 pm. 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 this 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 on the 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 be approved 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 notification 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.

## ***FACILITIES, LOCATION & EQUIPMENT:***

Access Careers, Hempstead Campus is located at 474 Fulton Avenue, Suite 201, Hempstead, NY 11550.

Access Careers, Islandia 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 may be 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 for any personal items left on school premises. See the administrative 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 Admissions Representative to evaluate the applicant's potential for success in our programs. The interview also enables 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 of proficiency in English they are not able to perform work proficiently. If they could demonstrate adequate English language skills then that person can be employable. School admits the students who need instruction in English to be able to use the knowledge and skills that they 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 Mondays 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.

## **ORIENTATION**

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 transcript of 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 a minimum of 'C' grade in the course for which he/she is willing to obtain credit. If below a '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 certifications associated with our education programs. Those with other non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

## **ONLINE / HYBRID PROGRAMS**

Please be advised that if you are enrolling in our online or hybrid programs you must have a computer or laptop with a working microphone. Attendance policies required for regular in school classes apply to online classes. Please refer to specific course syllabi for details, as well as the school catalog which can be downloaded from our website: [www.accesscareers.net](http://www.accesscareers.net) Even though you are not on the premises for the online portion of the program, instructors can track your activities online, will be taking daily attendance several times per class, and will maintain a detailed record of your attendance which will affect your grade and perhaps continued participation in school. Any E-books supplied by the school will have a subscription end date which will stated on the Schools Program Enrollment Agreement.



# ***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 this 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 to students as well.

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 of \$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. There is an additional 3.50% processing fee for any tuition paid by credit card.

## ***COLLECTIONS***

Students in arrears with their monthly payments may be sent to a collection agency. In accordance with the 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 may be 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 on active duty for a continuous period of at least 180 days, their eligibility extends for ten (10) years beyond the date of discharge. Those who entered the military after January 1, 1977 are eligible if they participated in the 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 savings and 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 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 up to \$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 academic year to pay for tuition and other educational expenses. 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](http://www.studentloans.gov) or [www.studentaid.ed.gov](http://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](http://www.workforcenewyork.org).

**ACCES VR:**

Students who have a vocational or an educational disability may qualify for training-related funding from the Office of Adult Career and Continuing Education Services (ACCES VR). Please contact your local office for current 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 the 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 academic requirements 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 an ongoing basis, with the exception of the holidays listed in the catalog. The course description section of the catalog gives the length of the program and distinguishes whether a course is a short-term program or is on a term basis. Final grades are given and permanently recorded at the 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 (mid-term/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 arrangements 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 may result in a negative impact on the student's financial aid and may extend the student's 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 device(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 considered 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 campus may 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](http://www.accesscareers.net).

## **DRUGS & DRUG TESTING POLICY:**

Access Careers requires that all students comply with current Federal and New York State law regarding the use of substances in order to remain eligible for academic or clinical activities (even if they visit another locality, state or foreign country where such substances may be permitted). Students shall be responsible for assuring that they do not participate in activities or ingest substances when visiting other U.S. states or foreign countries which may cause them to be ineligible to participate in academic or clinical activities because these substances are not permitted by Federal Law, in New York State, or by policy of Access Careers or our affiliated clinical sites. Failure to do so is a violation of Access Careers policy and is subject to disciplinary action.

Although the State of New York recently passed a law legalizing the use of recreational marijuana in New York for those age 21 and older, the use and possession of marijuana on Access Careers campuses remains prohibited. When a student has a positive drug test (either from a clinical site or from a drug test that may have been voluntarily undertaken by the student e.g. such as in preparation for a clinical affiliation) The student will be notified by either the Internship Coordinator or Director that a positive drug test report has been received. The student will be informed that he/she must take another drug test within one week of our receipt of the drug test report, at the student's expense.

The student will be immediately suspended from his/her academic/clinical program until clearance (fitness for duty) has been obtained. If the second drug test is negative, then the student will be reinstated and warned that any subsequent positive drug tests will lead to possible disciplinary action and/or possible external reporting to the Police Department. If the second drug test is positive or if the student declines to take a second drug test, then the student will be terminated from the program.

## **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 at Access 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 be instructor, student, employee, or visitor. 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 to perform sexual favors in return for something).
- All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution and forgery, alteration or use of institution documents of identification with intent to defraud.

- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meeting and programs, or other than school activities.
- Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
- 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 on premises.

In cases of violent acts or crimes committed, The Access Careers has the right to pursue and prosecute the student(s) and or person(s) involved, to the fullest extent of the law. A student/person, who is asked to leave 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 and attendance 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 a program/ 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's request. 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 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/externship Assignment 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 class breaks. 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 are asked 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 other act of this nature.
- School standards of ethics or dress are not observed.
- Any student who involves a third party in an act of intimidation or retribution 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 before a 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 decision.

### **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 to bring any suggestions, comments and concerns first to your instructor. If it cannot be resolved by your instructor you can file a complaint in writing to the Director. If the complaint is not resolved in a reasonable time you can contact the agencies below.

Who can file a complaint? If you are or were a student or an employee of a Licensed Career School in the State of New York and you believe that the school or any one 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 may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, 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 Floor NYC, NY 10001 or telephone the Department (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Their website is <http://www.acces.nysed.gov/bpss>. Bring all relevant proof of documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator 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 relevant documents 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 all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
4. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with a follow-up. You should provide all information requested as quickly as possible; Any delay may affect the investigation of our complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that the violations of law have been committed and the school fails to take satisfactory and appropriate 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 your complaint directly with the school management. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that 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 State Education Department.

# ***STUDENT SERVICES***

## ***STUDENT SERVICES:***

Student Services 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; computer based training (CBTs) Microsoft applications, CDs, and on-line resources. Wi-Fi Internet access is available throughout 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 assistance at 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: A \$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 at any time with prior appointment. Students are encouraged to submit updates to their records, such as address, 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 party without 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 proceed 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 Satisfactory Academic Progress (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 SAP 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 time frame 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 (mid-term/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	66-70%
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 He/She 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 in the State's standards, which we are following. Students must read and sign an agreement prior 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 the application for admissions all monies will be refunded without written request from the candidate 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 non-refundable application fee if written notice has been provided to the school by the student or from 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 monies received 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 her scholarship 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 an hourly 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 be made within 30 days of the planned start date.

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 applicant has not entered into instruction. All moneys will be returned except for the non-refundable fee. The non-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, plus tuition liability as of the student's last date of physical attendance. Total Tuition liability is limited to the one quarter in which the student withdrew or was terminated.

## ***RETURN OF TITLE IV FUNDS***

In accordance with the Higher Education 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 WITHDRAWAL:***

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 the student has earned. If a student who provides official notification in writing to the Registrar, the date of 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 withdrawal date no later than after 14 calendar days of non-attendance. The amount of Title IV funds earned by the student will be based on the last day of recorded attendance.

Access Careers will return the amount of Title 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 the law makes clear that Title IV funds are awarded to a student under 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 of Title IV funds that the student was originally awarded to receive. Withdrawn student may return to same program within 180 calendar days. Student eligible for any Title IV funds for which eligible prior to withdrawal.

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***

<b>If Termination Occurs</b>	<b>The School May Keep</b>
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***

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

### ***First Term Refund Policy***

<b>If Termination Occurs</b>	<b>The School May Keep</b>
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***

<b>If Termination Occurs</b>	<b>The School May Keep</b>
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)***

<b>If Termination/ withdrawal occurs</b>	<b>The school May keep</b>
The 1 <sup>st</sup> week of instruction or 0-15% of the program	0%
The 2 <sup>nd</sup> week of instruction or 16-30% of the program	25%
The 3 <sup>rd</sup> week of instruction or 31-45% of the program	50%
The 4 <sup>th</sup> week of instruction or 46-60% of the program	75%
The 5 <sup>th</sup> 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, Hardeep	1998	Masters Marketing	President	40	<a href="mailto:harry@accesscareers.net">harry@accesscareers.net</a>
Sawhney, Mini	1998	BS Management	School Director, CAO, Agent	40	<a href="mailto:mini@accesscareers.net">mini@accesscareers.net</a>
Valentin, Venus	2017	Associates	Director, Registrar, Career Services, Agent	40	<a href="mailto:registrar@accesscareers.net">registrar@accesscareers.net</a>
Alvarez, Yolanda	2010	Associates	Admissions Agent, CNA Coordinator	40	<a href="mailto:Yolanda@accesscareers.net">Yolanda@accesscareers.net</a>
Ella Elwin	2020	Bachelor of Arts	Admissions Agent, Bursar	30	<a href="mailto:ella@accesscareers.net">ella@accesscareers.net</a>
Leonardo, Liany	2018	High School Diploma	Admissions Agent	30	<a href="mailto:liany@accesscareers.net">liany@accesscareers.net</a>
Desmonie, Elena	2023	High School Diploma	Admissions Agent	40	<a href="mailto:Elena.desmonie@accesscareers.net">Elena.desmonie@accesscareers.net</a>
Jeannott, Michelle	2015	BA Psychology	Financial Aid Administrator	40	<a href="mailto:Financial-aid@accesscareers.net">Financial-aid@accesscareers.net</a>
Maharaj,Dhanwantee	2019	BA Psychology	Admissions Agent	40	<a href="mailto:lisa@accesscareers.net">lisa@accesscareers.net</a>

**Main & Branch Campus Chief Administrative Officer : Mini Sawhney, 474 Fulton Avenue, Hempstead, NY 11550.**

Please contact her at: Tel: (516) 433-0034 Email: [mini@accesscareers.net](mailto:mini@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 Finance	President, Director, Admissions Agent	40	<a href="mailto:harry@accesscareers.net">harry@accesscareers.net</a>
Weinstein, Steven	2016	MS Psychology	Director, Bursar, Career Services	40	<a href="mailto:sweinstien@accesscareers.net">sweinstien@accesscareers.net</a>
Nazneen, Farisa	2021	LPN, Associates	Director, Registrar, Admissions Agent	40	<a href="mailto:farisa@accesscareers.net">farisa@accesscareers.net</a>
Aleman, Peter	2023	BS in Marketing	Admissions Agent	40	<a href="mailto:peter@accesscareers.net">peter@accesscareers.net</a>
Jeannott, Michelle	2015	BA Psychology	Financial Aid Administrator	40	<a href="mailto:Financial-aid@accesscareers.net">Financial-aid@accesscareers.net</a>
Alvarez, Yolanda	2010	Associates	CNA Coordinator	40	<a href="mailto:Yolanda@accesscareers.net">Yolanda@accesscareers.net</a>

**MAIN CAMPUS (HEMPSTEAD) INSTRUCTORS**

Name	Employed Since	Highest Educational Degree	Experience Since	Courses Taught	Full Time/ Part Time
Delano, Courtney	2016	Masters Physician Asst New York Institute of Technology- Brookville, NY	Since 2002	Medical Assistant Hybrid	Part Time
Ramos, Sally	2019	BS Healthcare Admin Adelphi University-Garden City, NY	Since 2003	Medical Assistant Hybrid	Part Time
Bienaime, Barbara	2019	Medical Assistant Suburban Tech Institute- Hempstead, NY	Since 2006	Patient Care Technician	Part Time
Maness Williams, Danielle	2022	Currently in LPN School BOCES (Board of Cooperative Services)-Hicksville, NY	Since 2018	Patient Care Technician	Part Time
Goodman, Beatrice	2019	RN & MS in Clinical Nurse Leader Utica College-Utica, NY	Since 1987	Nursing Assistant	Part Time
Piper, Joy	2009	RN & MS/Health Long Island University Brookville, NY	Since 2007	Nursing Assistant	Part Time
Pierre, Frances	2022	RN & MBA Health Care Mgt St. Josephs University- Patchogue, NY	Since 2010	Nursing Assistant	Part Time
Frisco, Thomas	2014	MS Pharmacy Long Island University, Brooklyn, NY	Since 1999	Pharmacy Technician	Part Time
Otero, Alicia	2019	Certified Dental Assistant Suffolk Community College- Brentwood, NY	Since 2008	Dental Assistant Hybrid	Part Time

**BRANCH CAMPUS (ISLANDIA) INSTRUCTORS**

Name	Employed Since	Highest Educational Degree	Experience Since	Courses Taught	Full Time/ Part Time
Delano, Courtney	2016	Masters Physician Asst New York Institute of Technology- Brookville, NY	Since 2002	Medical Assistant Hybrid	Part Time
Ramos, Sally	2019	BS Healthcare Admin Adelphi University-Garden City, NY	Since 2003	Medical Assistant Hybrid	Part Time
Bienaime, Barbara	2019	Medical Assistant Suburban Tech Institute- Hempstead, NY	Since 2006	Patient Care Technician	Part Time
Paquette, Tracy	2022	Certified Medical Assistant BOCES(Board of Cooperative Services)-Patchogue, NY	Since 1995	Patient Care Technician	Part Time
Rai, Marie	2020	RN & MS in Healthcare Science Central Michigan State University- Mt Pleasant, MI	Since 1980	Nursing Assistant	Part Time
Layton, Patricia	2021	RN- Suffolk Community College- Brentwood, NY	Since 1987	Nursing Assistant	Part Time
Felice, Jodi	2019	RN Degree Pilgram State School of Nursing, Commack, NY	Since 1976	Nursing Assistant	Part Time
Otero, Alicia	2019	Certified Dental Assistant Suffolk Community College- Brentwood, NY	Since 2008	Dental Assistant Hybrid	Part Time

# SCHOOL CATALOG APPENDIX B

<b>PROGRAM NAME</b>	<b><i>Medical Assistant Hybrid (Hempstead &amp; Islandia)</i></b>
<b>DURATION:</b>	900 hrs (440 Online hours, 160 classroom hours, 300 hours internship/externship)
<b>TOTAL COST:</b>	\$13,495 (Registration Fee \$100, Tuition \$13,395)
<b>PREREQUISITE</b>	High School Diploma or GED
<b>OBJECTIVE</b>	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.
<b>DESCRIPTION:</b>	<p><b>ANATOMY &amp; PHYSIOLOGY: 60 hours-Online Theory</b> 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.</p> <p><b>COMMUNICATIONS WITH MEDICAL LAW &amp; ETHICS: 60 hours-Online Theory</b> 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. The Medical Law &amp; Ethics module 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.</p> <p><b>EKG TECHNICIAN: 60 hours (28 hours Online, 32 hours Skills)</b> 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.</p> <p><b>MEDICAL BILLING &amp; CODING WITH EHR: 60 hours-Online Theory</b> Students will be given an overview of the MediSoft software and its capabilities and OSMA requirements &amp; standards as well as an introduction to diagnostic coding (ICD-10-CM and procedural coding (CPT). 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.</p> <p><b>MEDICAL OFFICE MANAGEMENT &amp; OFFICE PROCEDURES: 60 hours (44 hrs Online Theory, 16 hrs Skills)</b> 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. In the Office Procedures module 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</p>

**MEDICAL TERMINOLOGY 60 hours-Online 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 TRANSCRIPTION & CAREER DEVELOPMENT 60 hours-Online Theory**

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. The Career Development module will discuss what professional certifications exist. How to find a job in this field. How to apply for a job, Résumé writing and Interview techniques

**PHARMACOLOGY & LABORATORY SKILLS: 60 hours-(40 hrs Online Theory, 20 hrs Skills)**

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. The Laboratory Skills module 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 specialty facilities.

**PHLEBOTOMY & OSHA 60 hours (28 hours Online, 32 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. OSHA discusses safety and health as well as the Standard Precautions that are set by the CDC. Emphasis will be placed on universal precautions and OSHA guidelines

**ASEPTIC TECHNIQUES & MEDICAL EXAMINATION PROCEDURES 60 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. The Medical Examination Procedures module 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 oximetry. 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 microscopic 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.

**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.

<b>PROGRAM NAME</b>	<b><i>Dental Assistant Hybrid (Hempstead &amp; Islandia)</i></b>
<b>DURATION:</b>	900 hrs
<b>TOTAL COST:</b>	\$7,495 (Registration Fee \$100, Tuition \$7,395)
<b>PREREQUISITE</b>	High School Diploma or GED
<b>OBJECTIVE</b>	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.
<b>DESCRIPTION:</b>	<p><b>The Dental Assistant Profession 30 hours Online</b> Students will discuss the history of dentistry. That will then lead them to the introduction of the dental assistant program and professional and legal aspects of being a professional Dental Assistant.</p> <p><b>Sciences in Dentistry 60 hours Online</b> Topics include the function and anatomy of the Head and Neck and The Oral Cavity. Students will also discuss oral histology and embryology.</p> <p><b>Oral Health and Prevention of Dental Diseases 30 hours Online, 30 hours Lab</b> Topics in the module include Preventative Dentistry which includes discussions on Dental Health Programs which are available to help educate and prevent dental deterioration. Oral Pathologies and Nutrition will be discussed and how it effects dental health.</p> <p><b>Infection Prevention in Dentistry 60 hours Lab</b> Students will discuss methods of disease transmission and how it can be prevented by sterilization. Microbiology and oral pathology and will be discussed and how it contributes to the spread of infections</p> <p><b>Occupational Health and Safety 60 hours Online</b> This Unit will teach students on how pre cleaning and barriers protect against the spreading of infection and how to safeguard themselves and the patients. Students will discuss chemical and waste management as well as dental waterlines. Emphasizes will be given on disinfection and the preparation of the treatment room.</p> <p><b>Foundation of Clinical Dentistry 60 hours Online, 30 hours Lab</b> Students will be study the Instruments used in Four Handed Assisting and the procedures and protocols associated with this practice. This will lead to students learning how to pack and store instruments correctly for processing for sterilization and when to order more product because of inventory management. Students will also discuss pain &amp; anxiety control and how to handle the patients and how to keep them calm.</p> <p><b>Assisting in Comprehensive Dental Care 60 hours Online</b> Students will discuss and learn the differences between the following dental specialties Pediatric Dentistry, Prosthodontics, Periodontics, Endodontics, Restorative Dentistry, Orthodontics, Oral &amp; Maxillofacial Surgery</p> <p><b>Patient Information and Assessment 60 hours Online</b> Students will be taught the soft skills of handling dental patients. After discussing the dental basics, students will be given another orientation to the dental profession where they will discuss Office Equipment, Patient Relations, Dental Patients and the The Dental Examination. How to manage patient information and patient clinical records and charts. Students will also be made aware of medical emergencies and how to communicate and behave effectively in the dental office. Teachers will also discuss on effective telephone techniques when dealing with patient scheduling.</p> <p><b>Dental Materials 30 hours Online, 30 hours Lab</b> Students will discuss and practice with the many different materials, equipment and elements used in preparing and working on teeth. Differences in the types of Coronal Polishing &amp; Dental Sealants and when they should be used will be discussed.</p> <p><b>Radiographic Imaging 30 hours Online, 30 hours Lab</b> Students will learn how to properly prepare, set up use the X ray machine so as to effectively take and produce x-rays of the teeth correctly for the dentist.</p> <p><b>Clinical Internship 300 hours</b> Upon completion of the dental assistant coursework, students will complete 300 hour internship program designed to provide the experience in the competencies necessary for employment in a medical office.</p>

<b>PROGRAM NAME</b>	<b><i>Nursing Assistant / Nurse Aide (Hempstead &amp; Islandia)</i></b>
<b>DURATION:</b>	125 hrs (95 hrs of classroom training & 30 hrs of internship)
<b>TOTAL COST:</b>	\$1,500 (Registration Fee \$100, Tuition \$1,400)
<b>PREREQUISITE</b>	High School Diploma or GED
<b>OBJECTIVE</b>	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.
<b>CERTIFICATION REQUIREMENTS:</b>	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 physical performed 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.
<b>DESCRIPTION:</b>	<p><b>Introductory Curriculum and Resident's Rights</b> <b>25 hours</b>  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 the hospital.</p> <p><b>Basic Nursing Skills:</b> <b>11 hours</b>  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.</p> <p><b>Personal Care Skills:</b> <b>41.5 hours</b>  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.</p> <p><b>Mental Health &amp; Social Services: 2.5 hours</b>  This course is designed for students to learn changes in patient's behavior, atypical patients and diverse culture behavior.</p> <p><b>Care of Residents with Special Needs:</b> <b>7 hours</b>  This course is designed for student to learn various techniques in managing patients with disabilities.</p> <p><b>Basic Restorative Services:</b> <b>8 hours</b>  This course is designed for students to learn about restoring patients for self-care, the use of assistive devices and the maintenance of ROM.</p> <p><b>Internship:</b> <b>30 hours</b>  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.</p>

<b>PROGRAM NAME</b>	<b><i>Patient Care Technician (Hempstead &amp; Islandia)</i></b>
<b>DURATION:</b>	120 hrs
<b>TOTAL COST:</b>	\$2,000 (Registration Fee \$100, Tuition \$1,900)
	<b><i>EKG Technician</i></b>
<b>DURATION:</b>	60 hrs
<b>OBJECTIVE</b>	To prepare individuals for entry level Electrograph technicians (EKG/ECG)
<b>DESCRIPTION:</b>	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.
<b>PROGRAM NAME</b>	<b><i>Phlebotomy Technician</i></b>
<b>DURATION:</b>	60 hrs
<b>OBJECTIVE</b>	To prepare individuals to perform skin and venipuncture procedures
<b>DESCRIPTION:</b>	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
<b>PREREQUISITE</b>	Nurse Aid/Nursing Assistant Certificate
<b>OBJECTIVE</b>	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
<b>DESCRIPTION:</b>	<p><b>Medical Terminology with an Overview of Anatomy &amp; Physiology: 24 hours</b> This course introduces basic medical terminology and the related anatomy and physiology related to the topics of the heart and circulation.</p> <p><b>Infection Control: 6 hours</b> 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</p> <p><b>Theory of EKG: 3 hours</b> This course provides an overview on the history of EKG development.</p> <p><b>Theory of Phlebotomy: 3 hours</b> This course provides an overview on the history of Venipuncture and the development of procedures.</p> <p><b>Practice of Electrocardiography: 39 hours</b> 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.</p> <p><b>Practice Phlebotomy: 39 hours</b> 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 laboratory safety.</p> <p><b>Career Development: 6 hours</b> This course is designed to discuss what professional certifications exist in this field. Students will discuss how to create a resume, apply for a job and interview techniques.</p>



<b>PROGRAM NAME</b>	<b><i>Pharmacy Technician (Hempstead Only)</i></b>
<b>DURATION:</b>	120 hrs
<b>TOTAL COST:</b>	\$1,900 (Registration Fee \$100, Tuition \$1,800)
<b>PREREQUISITE</b>	High School Diploma or GED
<b>OBJECTIVE</b>	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.
<b>DESCRIPTION:</b>	<p><b>Introduction to Pharmacy Technician 6 hours</b> 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.</p> <p><b>Drug Types, Dosage, Distribution &amp; Routes of Administration 15 hours</b> Topics that will be discussed during this topic are distinguishing Drug Types including formulation, types of medications and how they are administered to patients. Distribution of drugs and how they should be stored.</p> <p><b>Drug Information Sources 9 hours</b> 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.</p> <p><b>Transcription of Prescriptions &amp; Hospital Orders 15 hours</b> How to interpret prescriptions and abbreviations on prescriptions. Students will also learn how to transcribe, record, and label prescriptions.</p> <p><b>Federal Pharmacy Law 6 hours</b> Students will discuss the many insurance and federal laws that regulate the distribution on drugs</p> <p><b>Controlled Substances Regulations 6 hours</b> 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.</p> <p><b>Introduction to Pharmacology 9 hours</b> 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.</p> <p><b>Drug Classifications 18 hours</b> The Student will study the action, mechanism, indications, adverse effects and be able to cite 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</p> <p><b>Pharmaceutical Mathematics 18 hours</b> 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.</p> <p><b>Parental Admixtures &amp; Sterile Products 6 hours</b> 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.</p> <p><b>Clinical Laboratory Skills 12 hours</b> 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.</p>



# SCHOOL CATALOG APPENDIX C

<b>COE Data Collection for 2019-2020 Hempstead</b>			
Name Of Program	Completion Rate	Placement Rate	Licensure Exam Pass Rate
Dental Assistant	80%	76%	
Medical Assistant	78%	86%	
Nursing Assistant	86%	83%	75%
Patient Care Technician	83%	74%	
Pharmacy Technician	81%	76%	

<b>COE Data Collection for 2019-2020 Islandia</b>			
Name Of Program	Completion Rate	Placement Rate	Licensure Exam Pass Rate
Dental Assistant	NA	NA	
Medical Assistant	NA	NA	
Nursing Assistant	75%	80%	76%
Patient Care Technician	76%	76%	

<b>COE Data Collection for 2020-2021 Hempstead</b>			
Name Of Program	Completion Rate	Placement Rate	Licensure Exam Pass Rate
Dental Assistant	71%	77%	
Medical Assistant	85%	83%	
Nursing Assistant	79%	77%	81%
Patient Care Technician	77%	81%	
Pharmacy Technician	75%	79%	

<b>COE Data Collection for 2020-2021 Islandia</b>			
Name Of Program	Completion Rate	Placement Rate	Licensure Exam Pass Rate
Dental Assistant	80%	75%	
Medical Assistant	78%	86%	
Nursing Assistant	79%	81%	81%
Patient Care Technician	80%	79%	

# SCHOOL CATALOG APPENDIX D

Medical Assistant Hybrid Tuition: \$13,395 (\$6,698 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%	\$6,698
During the second week	80%	\$5,358
During the third week	65%	\$4,354
During the fourth week	50%	\$3,349
During the fifth week	30%	\$2,009
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%	\$5,358
During the third week	65%	\$4,354
During the fourth week	50%	\$3,349
During the fifth week	30%	\$2,009
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.

Dental Assistant Hybrid Tuition: \$7,395 (\$3,698 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%	\$3,698
During the second week	80%	\$2,958
During the third week	65%	\$2,404
During the fourth week	50%	\$1,848
During the fifth week	30%	\$1,109
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%	\$2,958
During the third week	65%	\$2,404
During the fourth week	50%	\$1,848
During the fifth week	30%	\$1,109
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.

Nursing Assistant / Nurse Aide Tuition: \$1,500 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%	\$1,400
During the second week	75%	\$1050
During the third week	50%	\$700
During the third week	25%	\$350
After the fourth week	0%	\$0

Patient Care Tuition: \$2000 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%	\$1900
During the second week	75%	\$1425
During the third week	50%	\$950
During the third week	25%	\$475
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



# **SCHOOL CATALOG APPENDIX E**

## **PLANS AND POLICIES OF SCHOOL**

It is crucial to the institution's entire operation that the technical infrastructure be protected and secured from internal and external hardware and software threats. The Data Protection Plan describes the following elements of the work and computing environments and how the work environment will protect the data, for each of these features or their equivalent:

- a. Standalone, non-networked PC or authorized data enclave
- b. No use of the data on laptop computers
- c. Data may be used only by individuals with contractual authorization for data use
- d. Data use must be in the office environment described in the security plan and not at home or any other off-site location
- e. Password-protected access to all computers storing the data
- f. Automatic activation of password protection after five minutes of inactivity on the computer
- g. Secure storage of any and all removable devices holding the data (e.g., CDs, diskettes, zip drive disks, etc.) through encryption and storage in a locked compartment or room when not in use
- h. Storage of detailed printouts derived from data analysis in a locked compartment or room when not in use
- i. Shred all detailed listings and printouts that are no longer needed
- j. Prepare and maintain a log of all data files acquired.
- k. Record dates that data and paperwork are received and returned or destroyed
- l. Pledge to destroy or return all files containing Restricted Data at the end of the project
- m. Report any and all violations of the Data Safeguarding Plan to Administration
- n. No transmittal of data or detailed tabulations with cell sizes of less than 11 via e-mail or e-mail attachment or FTP (either over the Internet, an Intranet system, or within a local area network).
- o. Brief all staff that has access to the Restricted Data about the Data Protection Plan, appropriate data use, and penalties for inappropriate use.

### **Protection Against Power Failure:**

To protect against power failure, the server at the institution has a battery backup with automatic shutdown processes that kick in once the power goes off in order to guard against data loss or equipment failure.

### **Protection against Equipment Failure and External Threats (viruses, malware, hackers, etc.):**

The data from the server is backed up remotely every night through a backup system installed by the school. The school has a firewall with a security maintenance update license, renewed annually. In addition to these warranty and maintenance packages, we contract with a network service and consultation company for regular server and device management, maintenance, and monitoring; including break/fix when not performed in-house. Virus protection software (ESET) is installed and continuously updated (multiple times per day) on each server and workstation.

Access to information stored on these servers is restricted by user account security policies in the server based on campus, department, workgroup, and position.

**Maintenance & Repair:**

All servers are under warranty with the manufacturer, some with a purchased extended warranty. All servers have nightly online backups to an offsite data center. Servers are replaced when determined to be obsolete or an extended warranty can no longer be purchased for the equipment. Maintenance is provided by in-house staff and through an annual contract with a technical/network servicing company.

**Software Licensing:**

Licensing is purchased for all major software packages to maximize value. Current licensing includes products from Microsoft, GENESIS, Star Campus Solutions, Quickbooks, and others as appropriate. These license agreements are purchased annually or in multi-year bundles depending on need and value.

The students also use Elsevier and Cengage Publisher products. Students sign in to Google Classroom to access class materials for hybrid and traditional courses. Both publishers used at the college have technical support in the event the issue is not resolved with the instructor or the systems administrator on the campus level.

A systems administrator is employed by the college to maintain online and traditional education's technical needs including but not limited to technical support.

**Student Records Security:**

Student records are maintained in GENESIS software for all Title IV students and in a new LMS-Star Campus Solutions database for all Non-Title IV students. There is a LAN network established in the school which is accessible by authorized personnel only. The network has multiple layers of password protection. Student Lab computers are also protected against any changes to the local system. Students are able to use the computers for various classes and all changes (desktop background, mouse speed, etc.) revert to the approved configuration at each restart.

**Fireproof File Cabinets:**

All student files are kept in fireproof cabinets in the financial aid office and/or file room. Both permanent grade and attendance records are kept in the fireproof cabinets while the student is in school. When the financial aid officer is gone, the financial aid office and/or file room is locked to help ensure the records against theft, vandalism, or other adverse actions.

Electronic duplicate records for both campuses are available at the main campus. See the school's duplicate record policy for reference.

The school purchased a security system, which is monitored both through wireless devices and hardware to ensure safety and security.



**Availability and Evaluation of the Plan**

The plan is made available to the administration, faculty, and staff via the website. Upon hire, all applicable plans are made available to all employees at the college. They can access this plan at [www.acescareers.net](http://www.acescareers.net)

The plan is evaluated at least once annually by the administration.



## **PURCHASING, MAINTAINING, REPLACING, AND DISPOSING OF OBSOLETE EQUIPMENT AND SUPPLIES**

The primary scope of the Equipment Plan established by the school is to provide guidelines for the Purchase, Maintenance, Replacement, Upgrade, and Disposal of Obsolete Equipment and Supplies.

### **Purchasing New and Replacement of Equipment and Supplies:**

Major purchases of equipment and supplies at the institution are planned in advance and worked into current or future budgets. The School Director handles the day-to-day matters relating to the purchase of equipment and supplies. It is the responsibility of the School Director to coordinate this with approval from the President. The institution provides the relevant equipment sufficient to operate its programs. Instructors and Staff members are required to submit all requests for equipment and supplies to the School Director for approval.

### **Repair and Maintenance of Equipment and Supplies:**

Mr. Guiseppe Pacificador provides computer support for the school. He is responsible for the initial troubleshooting, and maintenance of all computer hardware and software. If the issue is beyond his scope and requires repairs he is expected to report it to the School Director who then contacts PBX For Sale Inc., a company contracted by the school to provide hardware, software, and networking services. In such a case an expense voucher is created for the expense and is approved by the School Director. Generally, the equipment in use requires little maintenance and takes quite some time to become obsolete. Supplies are evaluated when they come in for functionality and safety by instructors and staff. If there is an issue with supplies it is reported to the School Director.

### **Obsolete Equipment:**

Computer systems and other equipment that become obsolete, un-operational, and irreparable are required to be disposed of or replaced from the Classroom, Media room and Administration Office and moved to the storage room. The school engages the services Microcenter Inc., a data handling company to erase the data on the hard drive.

Henceforth, the computers are sent to a local recycling company for disposal. The School Director authorizes the disposal of equipment which cannot be repaired. The equipment is then moved to the

storage room for further disposal. Electronic equipment is discarded according to the rules and regulations of the Environment Protection Agency as well as the Islandia or Hempstead City Department of Waste Management.

At times when the computers pose no safety hazards, the hard drives are re-formatted and the computers are donated to a local charity or school. For non-computer-related equipment that becomes obsolete or outdated, instructors and staff members must report such equipment to the School Director. The School Director will use his/her discretion to decide if the equipment needs to be repaired, replaced, or disposed of.

### **Annual Budget:**

The institution has an annual budget for the purchase of equipment and supplies at the institution. The items are line items on the annual budget at the institution. Funds are allocated from the annual budget for purchasing and maintaining of instructional equipment and supplies and media resources to ensure that they are adequate and sufficient to meet the various needs in providing the best possible services to the students. The budget is allocated for \$ 2000/- per month (per campus) for such matters and if required can be increased by the School Director with the prior approval of the President.

### **Safety Guidelines for Equipment and Supplies:**

All Instructors, Staff, and Administration personnel are responsible for ensuring that all equipment and supplies meet required safety standards. All unsafe equipment or supplies should be reported to the School Director immediately. The School Director will take the necessary action to rectify the safety concerns of any equipment or supplies utilized at the institution. In addition, Instructors are responsible for safely storing all instructional supplies and equipment. First aid supplies are readily available for use in School and are continuously replenished.

### **Emergency Purchases System:**

Should an emergency arise for the purchase and/or repair of equipment or supplies, the School Director can authorize and allocate funds to alleviate the emergency and thus allow continuous operation of training with the as little inconvenience as possible. If the emergency purchase requires significant acquisition or repair costs and must be made available immediately, the School Director can instantly contact the President for advice and approval. The Director is authorized to approve up to \$2000 for emergency purchases to assure the acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction.

## **Instructional Equipment and Supplies Inventory System:**

The School Director is responsible for the oversight of the instructional equipment inventory. The inventory lists of equipment and supplies are maintained on computerized spreadsheets. The list is revised as new items are purchased or old items are retired. The School Director works with the cooperation of the instructors in updating and completing inventories of equipment and supplies.

Instructors are responsible for the care, maintenance, and daily count of the equipment and supplies in their classroom (usually by visual inspection). Instructors are to report any concerns, repairs, or need for updates to the School Director. The School Director is responsible for following up with these reports from instructors regarding the equipment.

The Instructors and Staff regularly consult with School Director to address specific maintenance, upgrade, and replacement needs concerning infrastructure, hardware, and software. As issues arise concerning any of these areas, timelines and assignments are determined, and funds are allocated. Follow-up on these items addresses the effectiveness and timelines in which the issue has been addressed. A complete record is maintained itemizing all hardware and specifications to aid in streamlining the efficiency and effectiveness.

Access Careers has a policy and procedure for the systematic continuous follow-up of student completers and employers of completers. The placement statistics by program is reviewed on a regular basis. Coordination of services is all encompassing, Access Careers works diligently to keep open communication between its staff, graduates and employment sites. However, in an effort to ensure that the follow-up process remains systematic and continuous, the office staff equally divides the work. The Plan for Follow Up of Program Outcome has the following salient features:

## **Personnel Responsible for data completion, placement and licensure pass rates-Main and Branch Campuses**

Placement personnel is responsible for working with the administration to main placement data systemically and continuously at both campuses. Administration, staff, and placement personnel work together to main completion and licensure pass rate data for all programs at both campuses.

## **Methods for collection of data on completion, placement, and licensure.**

### **i. Completion**

Completion data is maintained by personnel working in the administrative office and reviewed by the administration regularly and systematically for program improvement.

### **ii. Placement**

Placement personnel gather placement data from graduates and employers of graduates and regularly review this data with the administration.

### **iii. Licensure Pass Rates**

Licensure pass rates are collected and stored by administrative office personnel. Administrative personnel shares this data with the administration and placement personnel regularly.

## **Exit Interview**

This form is completed by the student before graduation and assists the follow-up staff with locating the student's employment status. The student is required to list his/her current address, phone number, and e-mail.

## PLAN FOR FOLLOW UP OF PROGRAM OUTCOME

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Three months after the student textures; *Graduate Follow-Up* is started. The students are contacted via email, text messages, and/or telephone. This helps the school in retrieving the completer's employer information.

Once an office staff member can contact a completer and receive the necessary employer information, then an *Employer Feedback Form* is faxed or mailed to the respective employer. These forms provide data related to program effectiveness and are used to improve all aspects of the programs offered at the institution.

**All information collected from completers and employers of completers is focused on program effectiveness for various modes of delivery and relevance to job requirements.**

The *Employer Feedback Form* is used to determine the effectiveness of our graduates' performance on the job, modes of instructional delivery, and relevance to job requirements. The employer's input is vital to our follow-up procedure. It allows us to evaluate the effectiveness of our educational programs.

Furthermore, we can improve the quality of program outcomes based on students' input via telephone and employers' input via telephone and/or survey. This allows us to

measure how satisfied the students are with the educational experience they received at the institution.

**On an annual basis, completion, placement, licensure, and follow-up information is made available to all Faculty, Administration, and Occupational Advisory Committee (OAC) members and utilized for continuous improvement.**

All completion, placement, and licensure are available to faculty and staff during staff and faculty meetings. During this meeting, faculty and administration discuss the student's needs and goals. For example, if we see a vast number of students making a similar suggestion about his/her program or employers asking that we consistently review a certain skill in the lab, then we take action to make sure we include necessary changes/accommodations as a part of instruction.

**Information collected is utilized to evaluate and improve the quality of program outcomes.**

In summary, the institution uses completion, placement, and licensure information to evaluate and improve the quality of the courses offered.

## Main and Branch Campuses

### **Scope and Availability**

This plan covers the employees, students, and visitors to Access Careers. The plan is made available to students and employees via the institution's website. Upon enrollment, students can access the plan online or request a copy from the registrar. This allows them to obtain basic information related to the plan. Employees upon, hire have the plan available to them via the website.

### **Safety and Health Plan:**

The purpose of the Comprehensive Safety and Health Plan is to create and maintain a safe and healthy workplace free of recognized hazards that may cause harm to employees. This plan is consistent with the guidelines set by the New York State Education Department, Bureau of Proprietary School Supervision (BPSS).

The policy states:

*“Effective management of health and safety at Access Careers is fundamental to delivering excellence in teaching and training. Health and safety should be a concern to everyone since our mutual efforts and vigilance are necessary to eliminate incidents that result in personal injury and loss of property. The majority of injuries and property losses are costly and preventable. Through the dedicated efforts of everyone involved, we can maintain a safe and healthy environment while accomplishing the mission of the school. Access Careers will make reasonable efforts to provide a safe and healthful working environment for all employees, students, and others who may utilize the school’s facilities. All school departments/units will develop and implement safety policies and procedures that promote an injury-free environment. Anyone engaged in School related activities must exercise personal responsibility and care to prevent injury and illness to themselves and others who may be affected by their acts or omissions. No person shall intentionally interfere with or misuse anything provided by the School in the interests of health and safety. Only properly trained individuals are permitted to use tools or operate equipment, vehicles, and machines that require specific safety training for safe operation. Faculty and staff administrators will be held accountable for fulfilling their safety responsibilities. Flagrant disregard of the School’s safety policies and procedures may result in disciplinary actions. Priority should be given to safe working conditions and job safety practices in planning, budgeting, direction, and implementation of school’s activity.”*

### **Responsibilities:**

Everyone with supervisory responsibility (faculty and staff) is to help in assuring that safe working conditions exist. Supervisors provide training for accident prevention, as necessary for those under their direction. School Administration staff members will review incident and accident reports and recommend procedures to resolve any other safety issues. All personnel will be encouraged to bring up any safety issues with their supervisor, or by directly contacting the designated Safety Monitor in the Front Office.

The Safety monitor's responsibility includes:

- Auditing the safety program to assure compliance
- Keeping the accident prevention program up-to-date
- Scheduling health and safety training as required.
- Working with supervisors and employees to resolve safety complaints

- Keeping safety bulletin boards up-to-date
- Maintaining safety records such as copies of accident reports, training records, safety inspection reports, etc.
- Keeping all personnel aware of current safety concerns

## **Safety and Health Orientation for New Students, Faculty & Staff Members:**

All new Students, Faculty & Staff Members must receive instruction on the following:

- Procedures for reporting fire, police, or medical emergencies
- Procedures for evacuation during an emergency
- The locations of fire alarm pull stations and fire extinguishers
- Procedures for reporting all accidents and incidents to supervisors and filling out Accident/Incident Report form which is available from all administrative office
- Procedures for reporting unsafe conditions or acts to supervisors. They are to, when possible, take action to correct unsafe conditions (e.g. wiping up small, non-toxic spills, or remove a tripping hazard)
- Location of first-aid kits
- Identification and explanation of all warning signs and labels used in the work area
- The use and care of any required personal protective equipment
- Description of safety training employees are required to attend

## **Self-Inspection of Work Site:**

Supervisors conduct periodic inspections of work areas under their supervision using a self-audit safety form. In addition, supervisors continually check work areas for unsafe conditions and practices so immediate corrective action can be taken. An annual self-audit inspection will be done of all work areas by the Safety Committee. The attached self-audit safety forms will be used and corrective action for problems will be noted on the forms. Files of completed self-audits will be maintained by the Safety Committee in the administrative office's permanent file.

## **Safety Meetings:**

The School's units are encouraged to meet periodically to discuss safety and health issues, and to receive new information that becomes available. Employees should also use this time to express concerns or ask questions about health and safety, although they are encouraged to raise safety concerns at any other time. We are unable to mandate regular meetings due to the varied schedules worked in the areas.

## **Accident Reporting and Investigation:**

All accidents and near accidents (incidents) are to be reported on the Accident/Incident Form and must be submitted to the Safety Monitor for permanent records.

All accidents and/or near accidents are investigated by the supervisor and the investigation results are documented on the Accident/Incident Report. Supervisors may request the assistance of all related personnel to investigate any accident and especially to recommend any corrective action to prevent a recurrence of the accident.



## **First Aid:**

First-aid supplies and first-aid certified individuals are stationed in all work areas. A measure to provide immediate first aid attention to personnel who suffer minor injuries, at least one person is trained in first aid and CPR.

## **Emergency:**

In the event of a major emergency, employees are asked not to leave without notifying their supervisor or the designated emergency coordinator first. Employees who have critical emergency duties are asked to remain on campus to address the immediate response before departing. In case of an emergency please note the following numbers:

<b>Emergency Number (Fire, Police, Ambulance):</b>	<b>dial 911</b>
<b>Non-Emergency Number: (Police):</b>	<b>dial 311</b>
<b>Business Owner:</b>	<b>dial 516.818.9119</b>

## **Emergency Care for Injury and Sudden Illness:**

Although medical emergencies rarely occur in schools, the potential does exist. The school has responsibility for the safety and well-being of students during the hours of school attendance, while on school property, or during school-sponsored activities. Every student will be required to provide the following emergency information at the time of enrollment:

- Address and Phone Number of people to be contacted during emergency

This information will be required annually and will be kept on file in an accessible location at each school. In the event of serious injury, the student will be taken to the nearest hospital. An employee will wait for the ambulance service and direct the Paramedics to the proper department quickly. A school Director or its designee will accompany the student to the hospital and remain with the student until the contact person arrives. Efforts to notify the contact person(s) will continue until they are completed.

The School Director will report immediately any serious injuries suffered by students or teachers while under the jurisdiction of the school. Any staff member who witnesses an injury, or assists with the care of an injury/illness will complete the injury report.

The students or staff members who object to the procedures contained in this policy are responsible for submitting to the School Director a written emergency plan for his/her approval.

## **Personal Protective/Safety Equipment:**

Employees and students must wear personal protective/safety equipment when required by regulation or when it is determined that personal protective equipment is required for an extra level of employee protection or comfort.

Employees are informed of the specific personal protective/safety equipment requirements for their



position on the following occasions:

- During New Employee Safety Orientation conducted by their supervisor
- When a job procedure changes, requiring a change in personal protective/safety equipment
- During safety meetings
- As a regular part of any written safety procedure or standard operating procedure

## **Fire and Safety:**

The building has an exit procedure to be followed in case of a fire. This procedure is rehearsed in periodic drills which are performed every quarter; however, staff and faculty are requested to discuss them with students so that no one is completely unprepared if there is an emergency.

The facility has posted safety maps denoting first aid stations, exit routes, fire extinguisher locations, and special hazard areas. A copy of the map is displayed on the safety bulletin board. The facility is routinely inspected by the City of Hempstead Fire Department for compliance.

In the event of a fire, leave the building by means of the stairways and proceed down to the back of the parking lot. Fire Department regulations require that this area be cleared to facilitate their operations.

**NEVER use the Elevators in a Fire, Storm or Weather Emergency. ALWAYS use the stairways**

## **Natural Disasters:**

In the event of a ***Natural Disaster***, the following procedures should be followed:

1. **Hurricanes:** Stay away from windows. Stay inside the school building if not instructed to evacuate.
2. **Floods:** Move to the second floor of the building. Do not evacuate unless instructed to do so
3. **Severe Storms:** Stay inside school property and move away from windows, water, faucets, sinks, and anything metal. Do not use telephones. Turn off and unplug computers and any other electrical equipment.
4. **Snow Storms:** To protect all students and faculty, *Access Careers* will cancel all classes and clinical externships when these weather conditions threaten the area. Please tune the radio or television to a local station for current news. When it is announced that Nassau County Public Schools are closed, *Access Careers* will also be closed for all activities. Check the school website to find out when classes will resume. If the school has sustained damages, it will not reopen. A phone recording will relay this information. In the event of a weather emergency or cancellation of school, students are to follow the decisions of the Nassau County School Board.

## **Safety Bulletin Board:**

There is a Safety Bulletin Board located near the administrative office, near the classroom and the offices of all personnel.

## **Emergency Evacuation:**

In the event that a building must be evacuated for the protection and safety of members of the community, students and employees are asked to move quickly from the premises to a location specified by Public Safety Officer.

1. No one will be permitted to return to his or her office/classroom until Public Safety Officer feels confident the emergency is resolved.
2. Evacuation of a building does not mean employees are permitted to leave work for the remainder of the day or that class is canceled.
3. If it appears the evacuation will be for an extended period of time, the Facilities Coordinator will inform the faculty of other available classroom space and the Director of Human Resources or his/her designee will coordinate administrative personnel to a temporary office location.
4. If the situation takes place in a classroom building during evening hours; the Public Safety staff will work with the faculty to find suitable locations for classes.
5. If a situation arises that calls for the evacuation of all buildings, school personnel and students should report to the front of the building.

## **Chain of Command Call System**

1. The School Director will receive all important updates and will then notify faculty to confirm that the school is closed and/or if the school has reopened.
2. Department supervisors are responsible for contacting their department's staff. Instructors will have a class list with students' telephone numbers on it and will be required to call their students.
3. Once a storm has passed and the faculty receives word from the School Director, each faculty member will contact their students to update them with important information. Teachers have a class roster for attendance purposes with every student's phone number available.
4. Administration will contact department supervisors who will then contact their respective teams of co-workers.
5. There will be a voicemail recording of the latest data regarding school closure and a posting on the school's website: [www.accesscareers.net](http://www.accesscareers.net)

In the event of snow, heavy rains, or other unusual weather conditions creating hazardous travel during working hours the School Director will decide if and when the office will be closed early to permit employees to leave. If such weather conditions occur at night or on weekends, you must use your own judgment. We do, however, expect all employees to make every reasonable effort to report to work.

This plan will be evaluated annually (with input from employees) by governing body and necessary amendments will be made, if and when needed.

## **1. The Scope and Availability of the services**

The Media Center is available to students during regular school hours, their lunch breaks, and after school. Media Center hours are from 10:00 am -8:00 pm Mon-Thurs. and 10:00 am-4:00 pm Fri-Sun. In order to enhance the academic learning received by instructors and facilitate overall academic performance, Access Careers has a Media Center that includes a library and instructional supplies designed for student and faculty use.

## **2. A variety of current and relevant educational materials reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual material and equipment; internet access; and other materials to help fulfill the institution's purposes and support its educational programs.**

The library's capacity is approximately 1-2 students. It contains various computers with Internet access (an internet resource list is available), books, magazines, journals, encyclopedias, and DVDs that support the institution's purposes and educational programs. Students may review books and magazines on campus, however, no literature may leave the school grounds. The library is intended to encourage studies and assist students with research. Videotapes, DVDs, and online videos may be viewed by students, with the use of a projector online training videos, may be accessed by instructors for instructional purposes. Televisions and VCR/DVD players to accommodate instructional videos/DVDs are stored in the instructors' workroom and the library and are available to be checked out by instructors in the mornings before school. Projectors are available in classrooms and the computer is located in the library for instructors to utilize for the purpose of showing media during class. The institution provides technical support for the Learning Resource Center. Students also have access to publisher resources and online resources 24/7.

## **3. The administrative, supervisory, or instructional person responsible for the implementation and coordination of the media services**

The Media Services Coordinator is responsible for the operation and maintenance of the Media Center. To ensure that students and instructors utilize the resources and services in the process of learning, the Media Serves Coordinator communicates with the instructors to encourage students to utilize the library, especially to aid in completing assignments. Computers with Internet access are also available to accommodate students' research needs. After initial instruction and approval by a member of the faculty or staff, a student is granted access to a computer.

The Media Serves Coordinator receives input from instructors regarding supplies, equipment, and learning resources. In addition, she also keeps an inventory of these items. The Media Serves Coordinator is the staff member responsible for the implementation and coordination of the media services. When the Media Serves Coordinator is not available, an instructor has delegated these responsibilities.

#### **4. Roles and responsibilities of designated staff members:**

The roles and responsibilities of all staff members are to maintain the organization and cleanliness of the library. Faculty and staff must communicate with each other about any issues relating to media services such as lost or damaged references, inventory updates, and technical problems. Student and faculty input is used to improve the institution's media services.

#### **5. Orientation for user groups (i.e., Instructors, students, and others)**

Our media center can be utilized by instructors, students, and guests. Orientation for each user group varies (including but not limited to technical training required to successfully utilize the Learning Resource Center) :

##### **a. Instructors:**

When a new faculty member is hired, he/she receives an orientation packet, a job description form, and a tour of the campus. Along with general school policies and procedures, library rules are also explained. Thereafter, it is the instructor's responsibility to reference the Media Center Usage Policy and Procedures.

##### **b. Students:**

A student is acquainted with media services at the time of his/her enrollment. The Director of Admissions gives every student a complete tour of the campus and provides general information about the library. In addition, our institution's catalog identifies the library under Student Services; all students are provided with a catalog. Instructors give a full media services orientation to all students the first-day instruction begins during the time allotted for computer learning within their regularly scheduled class time.

##### **c. Guests:**

During normal school operating hours, invited guests are cordially welcomed to our facility, given a brief tour, and made aware of our educational center. Reference materials are accessible to guests but may not be removed from school grounds.

#### **6. Facilities and technical infrastructure essential for using media.**

The institution has the Resource Center located in the Library. This is a facility designed to be utilized for media purposes. Internet access is provided, and print publications are accessible for instructor use.

The institution employs technical personnel for the purpose of maintaining the technical infrastructure of the college, including but not limited to the Learning Resources.

## **7. Annual budgetary support for the services.**

An annual budget is developed to support our institution's media services. This budget outlines the essential materials needed to continue our goal of having proper media available to students. These figures include the purchase of additional periodicals, materials, and supplies. See the budget for more information. The institution's annual budget will reflect a line item for learning resources.

## **8. Annual evaluation of the effectiveness of the media center services and utilization of the results to modify and improve media services.**

All students of the institution are encouraged to complete a Student Survey which includes an evaluation of the effectiveness of the media services available to them. Furthermore, the form invites students to comment on their experiences. Faculty members distribute this form to their students typically at the culmination of a program. However, since forms are regularly available in the library, students are free to complete and submit one to his/her instructor at any given time. In addition, the Faculty, Administration, and Advisory committee annually evaluate the Learning Resources available at the school. These evaluations are used for the purpose of improving the media services provided to our students. The administration reviews the evaluations and determines the need for improving media services.

## **9. A current inventory of media resources is maintained.**

An inventory of media resources is maintained by the Media Serves Coordinator.

## **10. Provisions are made for necessary repair, maintenance, and/or replacement of media equipment and supplies.**

The school has an Equipment Plan that provides provision for the repair, maintenance, replacement, and disposal of obsolete media equipment and supplies.

## **11. Services for creating instructional media (both print and non-print) are adequate and appropriate to support all students and faculty in meeting the objectives of the education program.**

Adequate services are provided for creating instructional media (both print and non-print) to appropriately meet the educational needs of the students and support the faculty in doing so. Requests for supplies and instructional materials are submitted to the campus director for approval.

In order to be a leader in the community and offer quality educational services to benefit everyone, Access Careers has the plan to improve and maintain the physical facilities.

The facilities are adequate, safe, and clean. All utilities for the various areas are appropriate. A janitorial service company has been hired by the schools for cleaning the classrooms and both the main and branch campuses.

On a daily basis, the person who discovers a physical problem or identifies a maintenance need reports it to the School Director in writing. Appropriate action is taken to ensure the safety and well-being of students, visitors, and staff, as well as to provide the optimal environment for learning. All persons involved are advised of appropriate actions to be taken.

Laboratory, and classroom safety policies and procedures are carried out as per OSHA requirements. A professional bio-hazardous waste removal company removes disposable waste and sharps.

### **Technological Infrastructure**

All computers have internet access and a computer lab houses 15 computers at the Main Campus and 14 lab computers are available at the Branch Campus. These computers are utilized as a part of the media services and for instructional purposes. The school employs designated personnel in-house to troubleshoot technical issues. In the event the issues cannot be solved, the school contracts a technology company to resolve matters.

The institution has a data protection plan in ensuring the privacy, safety, and security of data contained within the technical infrastructure of the institution network.

The institution contracts a technology company and employs technology personnel to ensure the computer system and network reliability and emergency backup for all technical services.

### **Personnel**

All personnel is expected to keep facilities at the institution clean and safe (including but not limited to monitoring the safety and need for replacement of all equipment and supplies and reporting any issues to the Campus Director). The institution has contracted with a janitorial services company that is responsible for cleaning the school (at both locations) on a daily basis. However, everyone working at the institution is expected to maintain a clean learning environment. The school hires the services of a handyman to handle all small repairs and renovations on a when-required basis. Building maintenance like maintaining Elevators, Parking Lot, External Lighting, Inside, common hallway lighting, and all Heating and Cooling is the responsibility of the landlord



### **Equipment and Supplies**

The institution has an Equipment Plan that provides for the replacement and repair of all instructional equipment and supplies. Safety of equipment and supplies is maintained by the School Director and instructors. The plan includes but is not limited to a section relating to emergency purchases.

All personnel is required to request approval to purchase equipment and supplies from the Campus Director. The college maintains an inventory of all equipment and supplies to ensure continuous instruction at the college. The institution also maintains a policy for emergency purchases.

### **Relevant State Laws and Federal Codes**

The President and School Director are responsible to monitor compliance with all relevant state laws. The school consistently maintains compliance with all relevant state laws.

The current physical facilities are more than adequate to accommodate the programs that are currently offered.

The school's classroom maintenance is managed by a part-time maintenance crew that is employed by Access Careers. The Landlord is responsible for exterior maintenance and Access Careers manages the interior maintenance.

All buildings meet federal codes pertaining to OSHA and American Disability Act. Electrical equipment is checked for frayed wires with every use. A designated instructor for each program keeps an inventory of supplies and is responsible for ordering new supplies and equipment for their specific program.

OSHA requirements pertaining to biohazardous waste are carried out by instruction to students and personnel involved, as well as the utilization of a biohazardous waste collection company. Improvements/upgrades in equipment and supplies are accomplished through communication and follow-up with student, faculty, and personnel input.

Our facility consists of the following:

- Lecture rooms equipped with the appropriate classroom furniture.
- The labs and classrooms have all the supplies needed by the students. Sinks with running water are located throughout the building for all clinical procedures.
- A library (Media Center) with books on the programs offered, magazines, trade journals, educational CDs, diskettes, and videotapes.
- Media Center housing 1 computer with internet access. This area is easily accessible to the students.
- A pantry offers a refrigerator, microwave, and Beverage and snacks vending is available.
- There are handicap-accessible restrooms available.
- Administrative offices with computer access, phones, fax machine, and copier.
- The exterior of the building is well lit and adequate parking is available.



- Meet all OSHA requirements and are equipped with an eye wash station in each area.
- Have disposal services for Biohazardous waste.
- All programs meet all required OSHA regulations.
- First Aid kits are available in the available in main Administrative Office and each classroom.

### **Access and Safety**

The Institution not only provides a safe, clean and adequate environment for students and staff but also the appropriate supplies to support the learning process. Furthermore, the school has a plan for reporting and dealing with incidents. A bio-hazardous waste protocol is taught to all students within the curriculum. During orientation, new employees are instructed on Incident Reports and OSHA requirements for health and safety, as well as the school's policies.

Physical facilities at the institution provide adequate safe facilities with appropriate supporting utilities for classrooms, laboratories, offices, restrooms, lounges, meeting rooms and parking, emergency lighting, and unobstructed access to Emergency exits and staircases.

### **Availability and Evaluation of Plan**

Students are informed about the plan at the time of enrollment and while signing the Enrollment Agreement. The plan is available online at the school website at [www.accesscareers.net](http://www.accesscareers.net). The Student can also request a hard copy from the Registrar during operating hours.

Employees are given access to all applicable plans upon hire. The plan is made available to employees via the institution's website and all employees are informed that they can access the plan at [www.accesscareers.net](http://www.accesscareers.net)

The plan is evaluated annually and evaluation results are used for the improvement of the school and for future revisions to the plan.



The Career Services Department of the institution provides no-cost assistance to students in obtaining employment. The Career Services Department abides by Affirmative Action and Equal Employment Opportunity guidelines. The Career Services Department is responsive to the needs of students and the community by offering educational and career objectives suited to their interests and abilities. The school has a written Plan for Placement services which includes the following elements:

**Scope:**

The Career Services Department is committed to providing a comprehensive approach to preparing students for short- and long-term employment and career goals.

Internship/Externship resources and referrals are available to enhance student vocation and academic objectives. The Career Services Department ensures a successful transition for students seeking career opportunities and upward mobility.

The Career Services Department has the following goals:

1. To help students make appropriate and realistic career choices and career directions.
2. To guide students to develop their academic career interests in line with their short or long goals.
3. To manage and give information on current career opportunities
4. To look for the range of career profiles for students
5. To help students prepare for interviews and develop their communication skills
6. To organize various activities such as seminars/ workshops/ lectures and training.
7. To obtain referrals through notices of job openings ( written and verbal) communicated to the main office
8. Attain Student Feedback
9. Attain Employer Feedback

**1. Identification of Responsibility of Placement Officer:**

Placement assistance is provided by the Placement Officer. The Placement Officer is responsible for the activities of the Career Services Department. He/She gets the support of other staff and the School Director.

The Placement Officer is responsible for:

***a. Internship Opportunities***

Placement Officer will look for internship opportunities for the current students so as to gain hands-on experience before getting into the real employment pool information will be posted on the Bulletin Board. Online information will be communicated with the students through email.

## ***b. Conducting Resume Development Workshops***

The Career Services Officer will help students in developing a professional resume and gain the skills needed to update it independently in the future.

## **2. File/listing of Employers and Finding Current Employment Opportunities**

Placement Officer will communicate with various businesses and industries in the service area. Placement Officer will coordinate with local healthcare centers for prospective employment opportunities for current and future healthcare program graduates. Such information will be posted on the Bulletin Board. Employers visit the campus to meet students and acquaint them with their company. Online information will be communicated with the students through email. A media room containing current information on vocational, technical and academic careers and job opportunities is available for student use. The Center is equipped with career guides and online Internet access.

## **3. Counseling of Students and Interview Preparations**

Mock interview sessions are conducted for students with prospective employers. The Placement Officer will take assistance from School Director to communicate with the advisory committee members since they represent different service areas. Depending upon their availability, an interview panel will be set up so that students will get real-life interview experience. Placement Officer will also brief the students about participating in Career/Job fairs. The information about current and future job/career fairs will be posted on the Bulletin Board.

## **4. Communications network between Placement Officer, School Staff, and Employers**

Staff collection of information from completers is done with an Exit Interview form.

This form is completed by the student prior to graduation and assists the follow-up staff with locating the student's employment status. The student is required to list his/her current address, phone number, and e-mail. Three months after the student

graduates, *Graduate Follow-Up* is started. The students are contacted via emails, texts, and/or telephone. This helps the school in retrieving the completer's employer

information. Once an office staff member is able to contact a completer and receive the necessary employer information, then an *Employer Feedback Form* is faxed or mailed to the respective employer. The Placement Officer is responsible for communicating with these employers on regular basis.

## **5. Maintenance of Placement Records**

The Career Services Department generates a wide range of data. All the students' records are maintained electronically as well as physically in the secure storage area. Confidentiality is considered a priority while accessing the records.

In summary, the institution uses placement information to evaluate and improve the quality of the courses offered. The information is gathered and then delineated down to the Faculty, OAC members, and Administration. Placement information is an important tool used to improve the quality of programs offered at Access Careers and in fulfilling the school mission.

## **6. Evaluation and Results**

The administration evaluates the plan at least once annually. The results of the evaluations are shared with faculty and staff at faculty and staff meetings.

# PLAN FOR STUDENT RETENTION

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This plan has been developed to address the retention of students at the institution. The institution implements several strategies for retaining students.

The following are strategies the institution utilizes to maintain the retention of students:

- Faculty and staff are responsible for providing ongoing input about the retention of all students. Feedback from faculty and staff must be reported to the School Director.
- Students can be placed on attendance and/or academic improvement plans by instructors-Improvement plans are to be implemented as soon as the students are identified as being at risk of dropping out of the program. Faculty and the School Director work together to develop the most beneficial plan for each student and are responsible for following up on the progress of the completion of the plan.
- Counseling is provided for students seeking academic or other counseling. Students are to see the School Director for reference related to counseling.
- Student input is a vital resource for the revision process of the plan.
- The institution provides Department of Social Services information for students seeking assistance from local agencies.

Students can seek counseling from the instructor or see the School Director. The School Director will advise the student or refer the student to the appropriate staff member for assistance.

The Retention Plan is evaluated annually by the administration and the results of the evaluation process are shared with faculty and staff in regular faculty meetings.

Developing a variety of means for program evaluation is vital to the assessment of the effectiveness of an institution's student services. Access Careers has a Student Services Department that is administered by a designated employee. This Department provides assistance and guidance to students planning and completing their occupational education program. The chief components of this department are: Admissions Process, Social Services, Assistance in Media Center, Data Protection, Physical Resources, Placement Services and Counseling (Academic and Other).

Students are introduced to services during the admissions process and during the campus tour. Students are given introductory information regarding the function of the Student Services Department and its role in facilitating their progress towards program completion. Students are provided a more detailed description of student services and its various functions during their orientation presentation their first week on campus. The designated personnel for student services presents information on each component of student services and the availability and accessibility to these components.

Designated personnel are responsible for overseeing the components of the Student Services Department. Student Services personnel and School Director ensure that all of the components of the program are evaluated by students and staff. This information is provided to the School Director for the purpose of maintaining and improving the Students Services Center.

The Student services process begins with the Admission Process. Admission Representatives familiarize the prospective student with relation to the student services offered at the institution. Although the school has designated personnel for student services, the instructors fulfill most of our students' student service needs. If an instructor is unable to meet the needs of the student the student is referred to the School Director or the designated Student Services Personnel.

### **Admissions Counseling**

The Student services process begins with the Admission Process. An initial interview process is requested of all students during the admissions process of any program. The interviewer asks about student interests, academic background, and commitment to program completion. Admission Representatives familiarize the prospective student with relation to the student services offered at the institution. Students are introduced to services during the during the campus tour. Students are given introductory information regarding the function of the Student Services Department and its role in facilitating their progress towards program completion.

### **Media Services Assistant**

The Learning Resources Center (library) is a part of Student Services offered at the college. Designated Personnel oversee the Media Center and the instructors oversee it when designated personnel are not available. The Media Services Library provides both students and staff access to a variety of learning tools for educational purposes.

Materials include a School Library, Computers (with Internet access) and Videos/DVDs for use. The Media Services Library is available to all Students/Instructors before and after school hours and during regularly scheduled breaks.

Students and staff requiring assistance with media materials may ask designated personnel for assistance with their needs. Alternative personnel are available two nights per week to provide assistance for students attending school in the evening. Students attending evening classes may also utilize the Media Center with an instructor's approval in the event alternative personnel are unavailable.

### **Data Protection and Health and Safety**

A Data Protection Plan is in place to ensure the safety of data used at the institution, including but not limited to hackers. A Health and Safety Plan is put in place for the purpose of maintaining a health learning environment and for reporting accidents or illnesses.

### **Physical Facilities Plan and Equipment Plan**

These plans are implements to ensure that the college is maintaining, replacing and equipment and keeping the Physical Facilities in good condition. These plans are services we provide for the student to enhance their learning experience.

### **Placement and Follow-Up**

The institution offers placement services to all graduates and non-graduate completers. Designated personnel are assigned to perform placement services for the students. Follow up on graduates in completed by designated personnel at the college.

### **Grievance, Financial Aid and Student Records**

The grievance policy is published in the school catalog. Personnel are in place to work with students that have a grievance. Financial Aid assistance is available for the the Medical Assistant program. Financial Aid personnel are dedicated to inform and assist students with all Financial Aid questions.

### **Social Services**

Designated personnel shall maintain and make available to all students a directory of community resources and information. A board is also updated weekly with information pertinent students' needs.

Students requesting information regarding social services may utilize the directory of social services at any time that the Social Services Center is available. Students are required to use this service during regularly scheduled times. Times that student services is open are posted on the door of the office.

Students may access the directory independently or request assistance with utilizing the directory. Students may also utilize the student computers to access information as well.

Students are provided anonymity when utilizing the directory and services provided in the Student Services Directory.

## **Counseling**

The Student Services Coordinator is responsible for counseling students and referring them to Social Services. In addition, if a student is struggling academically the coordinator will refer them to our tutoring program and schedule an appointment to meet with the Instructor for academic counseling. Behavioral and attendance related counseling is conducted with the instructor and/or the School Director.

## **Documentation, Evaluation Methods and Dissemination Results**

The designated personnel are responsible for the tracking, evaluation and maintaining of the Student Services Department. An evaluation form is completed by a random sample of students and staff yearly. The evaluation form provides information with regard to the effectiveness of the Student Service Department, services available, and materials available. Individuals completing the evaluation form are encouraged to include any comments and feedback regarding the Student Services Department.

The information from this evaluation form is utilized by the designated personnel and the School Director for the purpose of providing the students and staff with student services, assistance and materials that furthers the education of the student population. The results of the Student Services Evaluations are disseminated at staff and faculty meetings.



Student records are permanently retained by the school and are available to students upon request. Student records will be provided to any party only after written request has been made by the student subject to the policy below.

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, a student or former student has the right to inspect his/her educational record which is maintained by the School. In order to insure that the School's records are not inaccurate or misleading and to provide an opportunity for the correction or deletion of such inaccurate or misleading data, a student may request a hearing to challenge the content of his/her record. The student must comply with the following procedure:

- A. Procedure for Examination – All requests to inspect a student's educational record must be in writing. Upon receipt of a completed request, or as soon as practical thereafter but in no event longer than three (3) school days after the request is received, the Administration shall notify the student of the date, time and place for inspection of his/her educational record. The date shall not be more than thirty (30) days after the request was received.
- B. Challenge to the Record - A student may challenge any data in his/her educational record which he/she considers to be in violation of the privacy or other rights of the student. To avail themselves of such a hearing, the student shall file written challenge to the record. Such challenge shall specify the following:
  - a) The specific data contested to be inaccurate, misleading or in violation of the privacy or the right of the students.
  - b) The reasons why the data is contested to be inaccurate, misleading or in violation of the right of privacy or the rights of the students.
  - c) The names and addresses of all persons who have, or may have knowledge, information, records or other data relevant to the contested data.
  - d) A request for a hearing on the challenge.
- C. Release of Information - Access Careers does not permit access to or release of confidential information without the written consent of the student, to any individual or agency for any reason except the following:
  - 1) When records are required by school officials in the proper performance of their duties,
  - 2) Organizations conducting studies for educational and governmental agencies,
  - 3) U.S. Government agencies as listed in Public Law 93-380,
  - 4) Accrediting agencies,
  - 5) Parents of dependent children as defined in the Internal Revenue Code of 1954,
  - 6) Appropriate persons in connection with an emergency,
  - 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution,
  - 8) In connection with the award of financial aid and 9) In response to legal court orders.





Financial Aid Students must complete and FERPA sign an authorization form in the Financial Aid Office in order for parent(s), spouse, or other relative(s), to discuss and/or disclose education records with school personnel.

Access Careers maintains files containing the following information for each student:

- 1) Last four digits of Social Security number ( as per BPSS regulation)
- 2) Name,
- 3) Local address, Local telephone number,
- 4) Medical information.

Additional items of information which maybe released without the written approval of students include: dates of attendance, date and place of birth, participation in officially recognized activities, and the most recent previous educational institution attended.

To file a complaint or grievance regarding FERPA, you may contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901, Email: [ferpa@ed.gov](mailto:ferpa@ed.gov)

## **POLICY FOR STORAGE & ACCESS TO STUDENT RECORDS MAIN & BRANCH CAMPUSES**

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The student records are kept in fire-proof, lock and key cabinets. These records are accessible to the Registrar and School Director only. The Financial Aid files' storage and maintenance are handled by the Financial Aid Officer under a locked Fireproof Cabinet. All other courses' files are maintained and stored by the Registrar and the School Director. As and when any staff members, counselors, and/or instructors require a student file they must take the permission of the Registrar and /or School director. The student's files that are more than a year old are transferred to the storage room and kept for 7 years. Preserving and protecting student records is provided by the use of storage devices, duplicate physical and computer records, security files, or other measures that ensure both the preservation and security of the records from fire, theft, vandalism, and adverse actions.

All computer-generated records are administered by IT professionals/directors only. All paper copies of the student records are stored in the locked storage room and have access to authorized personnel only. All paper copies of the student records are stored in the locked storage room and are accessible to Authorized personnel only.

All the electronic data is preserved by taking daily backs thru the backup system in place. This backup system and all other computer systems are protected by security passwords and copies transferred out of the main or branch facilities. All records are permanently stored electronically at the main campus, including the main and branch campus records.