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SCHOOL HISTORY AND DESCRIPTION

In 2003, with a growing need for qualified EKG Technicians, Phlebotomy Technicians, Medical Assistants, Veterinary Assistants, and Massage Therapists, Northcoast Medical Training Academy introduced its new school to Kent and the surrounding areas with one goal in mind. That goal is to train our students with the best possible equipment and instructors that we can afford to produce the most sought-after graduates of our programs by employers in the medical field. In February, 2007 the Practical Nursing Program was implemented as an adjunct to the already existing programs at Northcoast. In all of the programs, students use modern equipment and facilities, similar to the kind that they can expect to find on the job. By emphasizing hands-on training, Northcoast Medical Training Academy provides people entering or reentering today’s competitive market with practical, skill-specific training vital to their success.

The school is located at 1832 S. R. 59, Kent, Ohio in the Gabriel Brothers Plaza (330-678-6600), and is directly on the Kent State University bus line. It currently occupies approximately 20,000 square feet of space on the ground floor of the building, and contains seventeen (17) classrooms designed for theory and laboratory instruction, nine (9) administrative offices, two (2) lobby/reception areas, one (1) student lounge, and four (4) gender-choice restrooms. The school, close to 20,000 square feet, is one of the finest school facilities of its kind in Northeast Ohio. An ample, free, well-lit parking area, including reserved spaces for the handicapped, is available in the parking lot in front of, adjacent to, and behind the school.

This institution, the facilities it occupies, and the equipment it uses comply with all federal, state, and local ordinances and regulations, including those related to fire, safety, building and health codes.

EDUCATIONAL PHILOSOPHY/MISSION STATEMENT

Quality in the workplace is generally the direct result of quality education, personal motivation, and a love for what one does. Therefore, Northcoast Medical Training Academy’s mission is to provide quality programs that are sound in curriculum (with continual updating), implemented by a qualified, experienced, and caring faculty. The programs are geared to serve those seeking a solid academic foundation in knowledge and quality clinical skills required to obtain employment in their chosen field of study. All of Northcoast Medical Training Academy programs emphasize hands-on training that is relevant to employers’ needs and focus on areas that offer strong long-term employment opportunities. Northcoast Medical Training Academy offers students the training to be able to succeed at the job site, and a variety of medical certifications to add to student credentials for employability.

To offer students the training and skills that will lead to successful employment, the school must:

- Evaluate and update educational programs as needed, based upon employer recommendations. (We reserve the right to make programs even better!)
- Provide a clean, safe, and enjoyable learning environment.
- Provide hands-on training on equipment that is in current use in the field(s).
- Select and hire sincere, caring, academically qualified teachers with direct professional experience in the vocations they teach.
- Promote self-discipline, motivation, and professionalism throughout the school so that students may enjoy success on the job and in society.
- Work closely with industry employers, always building positive professional relationships through a solid school reputation.
- Work with local communities and agencies as partners and vested neighbors supporting each other.
NOTE: Northcoast Medical Training Academy and all employees thereof are committed to ensuring that there is no false, erroneous or misleading information disseminated to any of our students at any time.

ADMISSIONS

Requirements and Procedures

Applying for admission early is the best way to assure that the specific classes you wish to take will be available. To apply, students must complete the Qualification Questionnaire or Application Form while visiting and touring the school.

All applicants are required to complete a personal interview with an admissions representative. Parents, spouses, family, and/or significant others are encouraged to attend. This gives the applicants and their families an opportunity to ask important questions relating to the school’s curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment into the program.

Once an applicant has completed and submitted the Enrollment Agreement, Qualification Questionnaire, and an on-site interview, the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the school will be immediately refunded.

School Policy Regarding Enrollment Dates and Regulations:

The school follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. Typically, prospective students enroll 1-60 days prior to a new quarter start and attend an orientation session prior to beginning their program at the school. If new programs are added there may be additional enrollment date requirements as needed. Orientation is mandatory and very helpful for any new student, and all enrolled students are required to attend. All enrolled students will be contacted to schedule their orientation session prior to starting school.

The following items must be completed at the time of application:

- Administrative evaluation of the application.
- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian. Applicant must turn 18 years of age before they start school).
- Financial agreement forms (bank loan paperwork, if necessary)
- Payment of an application fee of $50.00 for all diploma programs.
- If I am a current year senior, I understand that upon graduation I will need to furnish proof of my graduation to the school for my student file.

*The school reserves the right to reject students if the items listed above are not successfully completed.*

Prospective students must have an official high school transcript or a recognized equivalency certificate (GED). If an official transcript cannot be attained by the first day of class, a copy of the student’s diploma can be used until such document is received. A copy of the document will be placed in the student’s academic file and maintained by the Registrar.
Recognized Equivalents of a High School Diploma:

- A certificate demonstrating that the student has passed a state authorized examination (for example, the California High School proficiency exam) that the state recognizes as an equivalent of a high school diploma (note that certificates of attendance and/or completion are not included in this qualifying category);

- An official academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.

Student Health Forms:

*All students entering medical programs must also complete all Student Health Forms prior to the start of any training program. Student Health Forms are provided by the school. Once these forms are completed, the forms will be on record in the student’s academic file and maintained by the Registrar. The student is required to notify the Registrar of any contact information change.

*Students of all medical programs should have proper Ohio Health Department immunizations up-to-date prior to starting any clinical/externship. If requested, the school will furnish information regarding where immunizations can be obtained at low cost.

Credit for Previous Training

All program courses at Northcoast Medical Training Academy are offered in a sequential manner ranging from the attainment of a simple to a more complex knowledge base. Therefore, students are expected to attend and successfully pass all requirements associated with each course.

The appropriate Program Department Head and School Director will evaluate previous education and training for substantial equivalency to that offered at Northcoast. To avoid sitting out of classes for extended periods of time, any credit awarded will affect tuition costs ONLY. Upon determination of an acceptable credit transfer, tuition costs may be reduced accordingly. The School Director makes the final determination.

Students who request credit for previous education and training are required to provide the school with an official transcript from the educational institution. All acceptance of transfers or credits will be documented and maintained in the student’s academic file by the Register.

When applying for the Practical Nursing Program, records of student candidates with experience in the Armed Forces of the United States, or in the National Guard or in a reserve component will be reviewed by the Nursing Program administration. The Nursing Program administration will determine if the individual’s military education and skills training is substantially equivalent in content, length and clinical and/or laboratory experiences to the curriculum offered at Northcoast. Military candidates requesting credit for courses will be required to demonstrate their level of knowledge and ability to properly perform the required nursing skills by passing a comprehensive exam and/or demonstrating competency in the skills laboratory and clinical venue associated with each course. Should it be determined that the individual is knowledgeable and competent, credit will be awarded. However, students are strongly encouraged to attend all classes as they are scheduled in a sequential manner. Failure to attend classes will result in sitting out for extended periods of time until the next course is offered.
STATE/FEDERAL APPROVALS AND MEMBERSHIP

Program and institutional assessments may be conducted periodically by qualified examiners and members of the school’s Advisory Board, the State Board of Career Colleges and Schools and/or the Ohio Department of Health as well as the State of Ohio Medical Board. The purpose of these assessments is to evaluate the quality of the school’s programs, staff, and faculty, and to examine the school’s voluntary compliance with state standards and federal regulations.

- Approved by the State Board of Career Colleges and Schools.
  (Registration #03-07-1673T)
- Approved and fully accredited by ACCSC (Accrediting Commission of Career Schools And Colleges)
- Member of the Ohio Association of Career Colleges and Schools
- Member of the Kent Area Chamber of Commerce (2004 IMMY Award Winner)
- Authorized under federal law to enroll non-immigrant alien students
- Approved by the State of Ohio Medical Board to train Massage Therapists
- Approved by the Ohio Board of Nursing to train Practical Nurses.
- Approved by the United States Department of Agriculture (USDA)
- Approved to provide training to Workforce Initiative Agency (WIA), through the State of Ohio
- Approved to provide training through funding by the State of Ohio Employment office under the TAA (Trade Adjustment Act)
- Approved to provide training through the Ohio Bureau of Vocational Rehabilitation (BVR)
- Approved by NAHP (National Association for Health Professionals) to conduct on–site National Certification Testing for Registered Phlebotomy Technician Certification, Registered EKG Technician Certification, Registered Pharmacy Technician Certification, Registered Medical Billing and Coding Certification, and Registered Medical Assistant Certification.
- Approved for Veterans training.

School approvals and memberships and awards are displayed in the entrance lobby. The School Director can provide any additional information upon request.

STATEMENTS OF NON-DISCRIMINATION

Northcoast Medical Training Academy does not discriminate on the basis of gender, sexual orientation, age, physical or mental disability, race, creed, or religion in its admission to or treatment in any of its programs, activities, advertising, training, placement, or employment. However, should a discriminatory act occur against any student or employee, Northcoast will take the steps necessary to investigate the incident, correct any discriminatory effects, and prevent recurrence of such acts of discrimination, including disability harassment.

The Campus Director is the designated coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. The Campus Director also serves as the coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and for implementing proper and appropriate policies that relate to the requirements of the school and its employees regarding this Act.
The Title IX Education Amendments of 1972 and the Section 504 Rehabilitation Act of 1973 designated Coordinator is:

Timothy Runge, Campus Director/Owner
Northcoast Medical Training Academy
1832 S. R. 59
Kent, OH 44240
330-678-6600

The alternate designated Coordinator is:
Denise Isackila, Practical Nursing Freshman Course Coordinator
Northcoast Medical Training Academy
1832 S. R. 59
Kent, OH 44240
330-678-6600

Prospective students, current students, graduates, or employees who wish to file a grievance or complaint against the school or its representatives for disability discrimination, including disability harassment carried out by other students, employees, or third parties, or for other discriminatory acts covered under Title IX and Section 504, may do so as outlined in the STUDENT COMPLAINT/GRIEVANCE PROCEDURE section of the catalog.

ADMINISTRATION POLICIES

Academic Achievement

Grading

The progress and quality of students’ work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Medical Assistant/Phlebotomy Technician/Veterinary Assistant

<table>
<thead>
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<th>Quality Points</th>
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<tr>
<td>C</td>
<td>70-79</td>
<td>2.0</td>
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<tr>
<td>F</td>
<td>69 &amp; below</td>
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<tr>
<td>W*</td>
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Massage Therapy

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<td>A</td>
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<tr>
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<td>3.0</td>
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<tr>
<td>C</td>
<td>79-86</td>
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<tr>
<td>F</td>
<td>78 &amp; below</td>
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Practical Nursing

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<td>C</td>
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<td>F</td>
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<td>TR</td>
<td>Transfer</td>
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*Shown on Transcript when a student withdraws after the first week of a quarter.

Graduation Requirements

To be eligible for graduation, students must:

- Complete all required classroom quarters with a cumulative grade point average (G.P.A.) of 2.00.
- Meet the grade requirements for the quarter components.
- Meet the minimum attendance requirements for the selected program.
- Complete all program requirements.
- Be current with all financial obligations or loan payments.

Students on academic probation may qualify for graduation if, at the end of the probationary term, they meet the Satisfactory Academic Process requirements. Upon graduation, students will be awarded a certificate or diploma, from Northcoast Medical Training Academy depending on their program or course of study.

Student Awards

Awards for outstanding academic achievement are presented to deserving students based on performance. Graduates find these awards can be an asset when they seek future employment. "Honors" status is awarded for a final cumulative G.P.A. of 3.50 – 4.00. "Merit" status is awarded for a final cumulative G.P.A. of 3.00 – 3.49.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) will be measured at the end of each financial aid payment period and end of each course for all training programs. A cumulative academic grade average must be "C" or above at the end of each payment period and end of each course based upon the scheduled hours and weeks in the payment period for financial aid purposes and veteran’s benefits purposes. This cumulative average is based upon all academic activity from the first day of class through the end of each payment period and end of each course. Student must also complete the program in the within the maximum time frame.

Maximum Time for Completion

Students will have a maximum of one and one half (1.5) of the normally allotted time to complete their program of study. Maximum Time Frame is measured by program length (as measured in months). A student in a 10 month program has a maximum program completion time of 15 months. Students will be advised based on their current status. If at any point during the course of the program, it is determined that a student cannot meet the SAP standards, financial aid including veteran benefits will be terminated and they may be subject to dismissal from the program. All periods of enrollment count when assessing the maximum time frame, even periods when a student does not receive Title IV.
In order to complete the training and be considered a graduate within the maximum program completion time allowed, students must maintain a satisfactory rate of progress as defined below:

**Massage Therapy Diploma Program**
- At the end of 2 attempted quarters, a minimum of 11.8 credits must be earned and completed (1 quarter).
- At the end of 4 attempted quarters, a minimum of 23.6 credits must be earned and completed (2 quarters).
- At the end of 6 attempted quarters, a minimum of 35.4 credits must be earned and completed (3 quarters).
- At the end of 7.5 attempted quarters, a minimum of 54.0 credits must be earned and completed (5 quarters)

**Medical Assistant Diploma Program**
- At the end of 2 attempted quarters, a minimum of 13.7 credits must be earned and completed (1 quarter).
- At the end of 4 attempted quarters, a minimum of 27.3 credits must be earned and completed (2 quarters).
- At the end of 6 attempted quarters, a minimum of 46.9 credits must be earned and completed (3 quarters).

**Phlebotomy Technician Program**
- At the end of 1 attempted quarter, a minimum of 13.7 credits must be earned and completed (1 quarter).

**Practical Nursing Diploma Program**
- At the end of 2 attempted quarters, a minimum of 20.2 credits must be earned and completed (1 quarter).
- At the end of 3 attempted quarters, a minimum of 39.4 credits must be earned and completed (2 quarters).
- At the end of 4 attempted quarters, a minimum of 57.3 credits must be earned and completed (3 quarters).
- At the end of 6 attempted quarters, a minimum of 75.9 credits must be earned and completed (4 quarters).

**Veterinary Assistant Diploma Program**
- At the end of 2 attempted quarters, a minimum of 13.7 credits must be earned and completed (1 quarter).
- At the end of 4 attempted quarters, a minimum of 27.4 credits must be earned and completed (2 quarters).
- At the end of 6 attempted quarters, a minimum of 47.1 credits must be earned and completed (4 quarters).

A monthly review of attendance will be conducted and students will be advised based on current status. The Program Director or designee may implement academic/attendance probation, or dismissal from the campus.

Make up time may be granted, if available, to meet attendance and financial aid requirements for absences over the excused absence policy for each program. Make-up time is arranged with the Department Head.
Make-up time is not intended to allow a student to earn leave time or to improve overall attendance record. Make-up time must be completed within the current payment period and may not exceed 10% of the total monthly required hours.

Warning
If the student is not meeting the Satisfactory Progress Requirements at the end of a payment period and end of each course, the student will be given a Warning that s/he may be in jeopardy of losing eligibility for financial aid. The student will continue to receive financial aid during the warning period.

Academic/Attendance Probation:
If a student fails to meet the requirements for satisfactory academic/attendance progress at the end of the warning period, a consultation with the Program Director or designee will be scheduled to inform the student of their status. The student must file a successful appeal to be placed on academic/attendance probation. The Program Director or designee will review the student’s appeal for probation. If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with the campus satisfactory academic progress standards. During probation, the student may be required to sign a payment plan or furnish an alternate method of payment.

Notification: The Program Director or designee will inform the student of the need to appeal for Probation. The Program Director will notify the student of her/his dismissal from the school.

Appeal Procedure: A student must appeal probation by completing the appeal form. The appeal will describe in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress, and/or attendance standard, or the educational plan provided to the student. The student must also indicate what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. The Program Director will consider the appeal. Appeals will be reviewed on an individual basis and all decisions are final. Students will be notified in writing of appeal decisions within two weeks.

Reinstatement/Termination: Students who are reinstated through the appeal process will be reinstated on probation and financial aid eligibility will be reinstated for the payment period in which the appeal is successful. At the end of the probationary period, the student must be meeting the academic/attendance progress standards and the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student’s financial aid eligibility will be terminated and the student may be subject to termination from school.

Interruptions and Withdrawals: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will not be included in the student’s maximum time frame percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal and the hours attempted will be considered toward the maximum time frame. There are no withdrawn/passing or withdrawn/failing grades.

Course Repeats: A student may repeat a course they failed or did not complete. However, students repeating a course must complete the program within the maximum time frame allowed. Students will not receive financial aid for repeated coursework unless the student has not been in attendance for 180 days. All Financial Aid determinations are solely based on the rules and regulations set forth by the Department of Education.
Returning Students

Students who drop out and return to school must have their financial aid reviewed if they received financial aid funds during their previous enrollment. Students who return within 180 days will be considered in the same payment period they were in when they left school. Students will have to complete the hours remaining in the payment period for which they were previously paid before an additional payment of Title IV funds. Students returning after 180 days will be considered in a new payment period and will be eligible to receive additional funds as a new student up to the award year limit. If the school gives the student credit for hours previously attended, the school will treat the hours remaining in the program as if they are the student's entire program.

CHANGES IN MAJORS OR DEGREES PURSUIT OF A SECOND DEGREE

Northcoast Medical Training Academy does not offer any majors or degree programs.

NONCREDIT REMEDIAL COURSES

Northcoast Medical Training Academy does not offer any noncredit remedial courses.

Grading Scale

1. The Progress and quality of students’ work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Medical Assistant / Phlebotomy Technician / Veterinary Assistant:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>90 -100</td>
<td>A</td>
<td>4.0 quality points</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B</td>
<td>3.0 quality points</td>
</tr>
<tr>
<td>70 - 79</td>
<td>C</td>
<td>2.0 quality points</td>
</tr>
<tr>
<td>69 &amp; below</td>
<td>F</td>
<td>0.0 quality points</td>
</tr>
<tr>
<td>Withdraw</td>
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<tr>
<td>95-100</td>
<td>A</td>
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<tr>
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<td>A</td>
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*Shown on Transcript when student withdraws after the first week of a quarter

2. Students must maintain a "C" grade or better in each class of their program. Students who receive an "F" in any course will be withdrawn from the program. There are no withdrawn/ pass or withdrawn fail grades,
3. If a student does not complete all required course assignments by the end of the quarter, they may have two weeks into the next quarter to turn in their assignments or they will receive an “F” or failing grade which will be included in the calculation of the student’s GPA and will be included in the maximum program completion time.

4. Students are counseled as needed throughout the class regarding academic grades, clinical grades, attendance, tardiness, evaluations, semester GPA, cumulative GPA, and other pertinent information regarding student progress.

**Withdrawals**

**Week One**

Students will not be charged tuition if they begin their training program and withdrawal prior to midnight of the fifth (5th) scheduled school day following the first scheduled class session. Their names with not appear on any class roster or grade report and grades will not be recorded. For the purpose of calculating Maximum Completion Time and Satisfactory Academic Progress, the quarter will not be considered as an attempted quarter.

**Week Two and After**

When students withdraw from a quarter after the first week, their names will continue to appear on the class roster and a grade of “W” (Withdraw) will be entered. The quarter will be counted toward determining maximum Completion Time, and Satisfactory Academic Progress.

Withdrawal status remains on the permanent record. However, it will have no effect on the quarter grade or cumulative GPA.

Active students who do not attend any scheduled classes Week 1 and/or Week 2 of a new quarter will be considered “withdrawn”. Students wishing to be reinstated are required to make an appointment with Admissions, and **must** meet with the School Director for authorization to return prior to their reinstatement.

**Note:** Students who are contemplating withdrawing from a course should be cautioned that:

- The entire scheduled length of the quarter in which they are currently enrolled is counted in their maximum program completion time.
- They may have to wait for the appropriate course to be offered.
- They must repeat the entire course from which they elected to withdraw prior to receiving a final grade, tuition costs may be affected, and there may not be space available in the class upon their return.

**Official Withdrawal Notification**

Students who want to discontinue their training for any reason **must** make every attempt to schedule a meeting with a school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the education objective can be resolved during this session.
**Unofficial Withdrawal Notification**

For students who withdraw without notifying the school, the school will use fourteen (14) calendar day absences to determine that the student has unofficially withdrawn. The last day that the student ceased attending will then be used as the withdrawal date for calculating any return of Federal funds to the U. S. Department of Education. **If a student has a Federal loan, it is his/her responsibility to inform the funding agency/lender that he/she is no longer in school.** It is also the student’s responsibility to arrange for a Federal loan exit counseling session with the school’s financial aid office. **Note:** Students who withdraw from the school will not receive transcripts unless all financial obligations are met.

**Leave of Absence Policy**

Northcoast Medical Training Academy highly discourages the use of *Leave of Absence*. Students should be advised that interrupting their program for any length of time will affect their graduation date. However, under special circumstances, a *Leave of Absence* may be granted by the School Director. The student must request the *Leave of Absence* in writing and must include the reason for the request and a return date of no more than 180 days. A student may be placed on *Leave of Absence* for a period not to exceed 180 days in any 12-month period. Students will be considered “active” on the school’s student roster and will be encouraged to maintain any monthly financial commitments that they have contracted with the school. Students who do not return from *Leave of Absence* with the time frame of 180 days in any twelve (12) month period will be terminated form their enrolled program.

Students who need to take a *Leave of Absence* must adhere to the following procedures to return and continue their course of study:

- See Financial Aid Director before *Leave of Absence* is granted.
- Upon approval, student must sign and date a *Leave of Absence* form. The form will be retained by the Registrar in the student’s academic file.
- Upon return, the student must schedule an appointment with Admissions and Financial Aid prior to their entering any classes.

*Please note: In rare circumstances in which the student is unable to notify the school in advance, such as involvement in an accident, the student may still be eligible for a LOA with the appropriate documentation.*

*For additional information please refer to the student consumer handbook.*

**Termination Procedures**

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:

- Violation of the school’s attendance policy.
- Failure to maintain satisfactory academic progress (SAP).
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

*Students to be terminated are notified in writing and may appeal to the Campus Director.*
**Student Appeal Process**

Students who are terminated by the school will be informed of the right to appeal that decision. Students must initiate the appeal process by submitting to the School Director, in writing, within thirty (30) days of termination the reason why they should be readmitted to the school. The School Director will respond to the appeal, in writing, within two (2) weeks of receipt of the request.

Students will **not** be entitled to appeal if they are terminated for the following reasons:
- Exceeding the maximum program completion time.
- Violating the school’s attendance requirements and policies.

**Required Study Time**

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time by each instructor for each course.

**Units of Credit**

Northcoast Medical Training Academy utilizes the following Clock Hour to Credit Hour Conversions in compliance with the Accrediting Commission of Career Schools and Colleges (ACCSC), and in compliance with the definition provided by the State Board of Career Colleges and Schools:

Quarter Credit Hours:

One (1) quarter credit hour = thirty (30) units comprised of the following academic activities:
- One (1) clock hour in a didactic learning environment (classroom lecture) = two (2) units; or
- One (1) clock hour in a supervised laboratory setting of instruction = one and a half (1.5) units; or
- One (1) hour of externship = one (1) unit
- One (1) hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction = half (0.5) unit

The measurement of an academic program in credits **does not infer or guarantee in any way the transferability** of these credits to any other institution. **The acceptance of acquired credits rests solely with the institution to which the student is attempting to transfer these credits.**

*Note: Students should contact the Financial Aid Department for specific information regarding their program of study.*

**Class Size**

To provide meaningful instruction and training, classes are limited in size. Veterinary Asst., Medical Asst. and Phlebotomy Tech standard lecture classes may average fifteen (15) students. The maximum class size will not exceed twenty-five (25) students.
Massage Therapy has a maximum class size of ten (10) students and the Practical Nursing Program may have up to thirty-two (32) students with respect to class size. The School Director reserves the right to determine class sizes within the limitations of each program.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes will average fifteen (15) students or less per instructor, and/or laboratory assistant. Sometimes laboratory classes may be combined, but the instructor-to-student ratio of fifteen (15) students per instructor is maintained. The Practical Nursing Program will maintain a ten (10) student to one (1) instructor ratio in the skills laboratory.

**Attendance Policy -**

**Medical Assistant (MA), Veterinary Assistant (VA) & Phlebotomy Technician (PH)**

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Northcoast Medical wants only those individuals who complete all requirements of their chosen program and have a positive, professional attitude to become graduates and represent the school in the labor market. Therefore, each student is expected to attend every class session in which he/she is enrolled.

Attendance will be taken by the instructors, and recorded and maintained for each quarter by the Registrar. Students are required to be on time and stay for the duration of class. Students who deviate from this policy will be dealt with on an individual basis by faculty and staff. **Excessive absences, tardiness and/or leaving early may result in dismissal from the program.**

In the event of any absence from class, the student assumes the responsibility of immediately notifying the school and for making arrangements with individual instructors for any class work missed. Students are to call the school at **330-678-6600** no less than one-half (1/2) hour prior to class start time to report an absence or late arrival. **Students must report off every day absent.** Failure to call or notify the school of their absence may result in point loss for their current class.

Students are permitted **to miss a total of eighteen (18) hours of lecture per quarter.** Students who miss more than 18 hours of lecture per quarter will be required to make-up those hours. Example: if a student is absent for 25 hours, he/she will be required to make-up seven (7) hours. Students who miss more than the maximum hours permitted as outlined above will be required to make up the hours. A make-up project will be assigned by the instructor within a designated time period provided by the instructor. If satisfactorily completed, the instructor will complete a make-up hours form and turn it in to the Registrar for credit to the student’s attendance record. A student can be assigned multiple projects, depending on the number of hours missed in excess of those permitted. **Please note that students are not permitted to miss more than twelve (12) hours above the eighteen (18) hours allowed at any time during the quarter. Failure to make-up the time missed or absences exceeding the twelve (12) hour limit may result in withdrawal from the program.** The student **MUST** see the Department Head to arrange to make-up time. All class work and hours missed must be completed by the end of the quarter in which time was missed, unless arrangements have been made with the Campus Director prior to the end of the quarter. Failure to adhere to this policy may result in course failure and/or a student may not be scheduled for the next quarter.

*Should a holiday fall in the quarter, students are required to attend classes on a Friday to make-up missed time. For example: If two (2) holidays fall in one quarter (Memorial Day & Independence Day) students will be required to attend classes on two (2) Fridays in that quarter.*
**Make-up Work (MA, VA, PH)**

Arrangements to make up assignments, projects, tests, and work missed as a result of an absence will comply with the following rules:

1) When a student exceeds the eighteen (18) hour limit of time missed per quarter, they are **REQUIRED** to complete **ALL** make-up hours as assigned by the instructor.

**Attendance Policy- Massage Therapy (MT)**

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Northcoast Medical wants only those individuals who complete all requirements of their chosen program and have a positive, professional attitude to become graduates and represent the school in the labor market. Therefore, each student is expected to attend every class session in which he/she is enrolled.

Attendance will be taken by the instructors, and recorded and maintained for each quarter by the Registrar. Students are required to be on time and stay for the duration of class. Students who deviate from this policy will be dealt with on an individual basis by faculty and staff. **Excessive absences, tardiness and/or leaving early may result in dismissal from the program.**

In the event of any absence from class, the student assumes the responsibility of immediately notifying the school and for making arrangements with individual instructors for any class work missed. Students are to call the school at **330-678-6600** no less than one-half (1/2) hour prior to class start time to report an absence or late arrival. **Students must report off every day absent.**

Students are permitted to miss lecture hours per the following guidelines: **Courses MT 101-106:** students are permitted to miss a total of nine and a half (9.5) hours of lecture for each course. **Course MT 107+:** students are permitted to miss a total of six (6) hours of lecture for this course. **Course MT 108+:** students are permitted to miss a total of nine and a half (9.5) hours of lecture for this course.

*Total of 168 clinical hours must be completed in order to graduate.

**Make-up Work- MT**

Students who miss more than the maximum hours permitted as outlined above will be required to make up the hours. For example; if a student misses thirteen (13) hours of lecture in MT101, they are required to make up three and a half (3.5) hours **before the end of the course.** A make-up project will be assigned by the instructor. If satisfactorily completed, the instructor will complete a make-up hours form and turn it in to the Registrar for credit to the student’s attendance record. A student can be assigned multiple projects, depending on the number of hours missed in excess of those permitted. Failure to make up the time missed by the end of the course may result in withdrawal from the program or failure of the current class they did not make up required time in.

**Veteran Students**

Students who are eligible to receive Veterans Administration training allowances will have their training benefits **discontinued** when they are out of compliance with the school’s attendance policy. It should be noted that the school’s attendance policies apply to those students who are receiving VA benefits. Students who have their training benefits discontinued must comply with the school policy to be recertified for benefits.
Veteran’s that receive credit for classes previously taken cannot be certified with the Veterans Administration for the hours of any accepted transfer classes.

Students who have their training benefits discontinued by the Veterans Administration should contact the agency for their reinstatement policy.

Any student who would wish to continue with their program at Northcoast Medical Training Academy after losing V.A. benefits must meet with the Financial Aid Director at the school and make alternative tuition payment arrangements prior to continuing their program.

**Weather Emergencies/Calamity Days**

The school reserves the right to close during weather emergencies or other emergencies for the safety of students and staff. Under these conditions, classes will be rescheduled and/or make-up projects will be assigned to ensure that time is allotted for completion of the total program hours.

Should the school need to be closed due to weather-related circumstances, please check [www.I-Alert.com](http://www.I-Alert.com) on the Internet. School closings are listed by the school’s county (Portage). On the television, check “WKYC” (Channel 3). If you have cable/satellite providers, check your channel listings to locate the corresponding channel for WKYC.

**Clothing and Personal Property**

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student’s name and address.

Vehicles should always be locked as students would anywhere else to avoid the possibility of property loss due to theft. While Northcoast Medical Training Academy maintains a safe environment, students should be aware that theft can occur anywhere in public places and should always use available safeguards and common sense against such events. If you see something, say something to an administrator.

**Code of Conduct**

Students are required to follow standards of conduct that are typical of the working world. Students may be placed on probation, suspended, or terminated for violation of the school’s personal conduct standards. Violations include, but are not limited to, dishonesty, theft, unprofessional conduct, disrespect of an instructor, bullying behaviors (defamation of character, use of racial slurs, prejudicial comments, verbal threats and/or name calling while at school or through the use of social media), use of profanity, possession of firearms or weapons, cheating, insubordination, physical violence of any kind, noncompliance with safety rules, use of alcohol or drugs on school property, and vandalism of school property or equipment. Students who are terminated for any reason relating to theft, vandalism, physical violence, or any criminal activity will be subject to criminal prosecution by the school through local law enforcement entities. Students violating other school codes may be placed on probation for a maximum of ninety (90) days at the discretion of school administrators. If, in the opinion of the School Director, students can demonstrate adherence to the personal conduct rules following a violation and probation period determination, the probation period may be shortened. If terminated, students may reenter school the following quarter by filing a written request to be reinstated, and with subsequent permission of the School Director.
**Dress Code**

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times. Dress and grooming should be appropriate for the area of study.

All students in the MT, MA, PH, PN and VA programs are required by Northcoast Medical Training Academy to **wear medical scrubs and closed-toed shoes at all times** while in the school. **Facial, mouth and/or tongue piercings are not permitted. Hair color and styles must be conservative.**

There are **no exceptions** to this rule. This is to ensure that all students are ready to complete laboratory assignments and so that the school meets all OSHA regulations at all times.

All scrubs must be in good taste and in good condition, meeting all OSHA regulations and standards. Generally, students have about 3-4 sets of medical scrubs that they own which will be of great benefit as they enter the workforce.

**Grooming:**

1. All students must be well groomed and engage in **daily** personal hygiene practices.
2. Beards and/or mustaches, if worn, must be short, neat and well-trimmed.
3. Hands must be kept clean and infection control practices followed.
4. Fingernails must be kept clean and trimmed. Artificial nail enhancements of any kind are not permitted.
5. All facial piercing must be removed while on campus.

**PLEASE NOTE:** Students dressed inappropriately will **not** be permitted to attend school that day. Those who continually disregard the dress code will be warned in writing and, if necessary, disciplinary action will be taken, including the possibility of suspension and/or expulsion.

**Smoking Policy**

Northcoast Medical Training Academy is a non-tobacco facility. Smoking is allowed **ONLY** in personal vehicles. Cigarette butts must be extinguished and placed in receptacles within the automobile. Use of tobacco of any kind is not permitted within the school. Violation of this policy will result in disciplinary actions. Students are required to follow the smoking policy associated with each affiliated clinical site.

**Parking Policy**

Students are to park behind the building in the side lot. Gabriel Brother's parking lot is to be avoided.

**Alcohol and Drug Policy**

The use, possession, or distribution of alcoholic beverages or illegal chemical substances on school or clinical property or during related school experiences is prohibited. Any student found guilty of violation of this rule will be dismissed from the program and reported to local law enforcement authorities.

Students are expected to report physically and mentally fit for class and/or externship experiences. If a student is suspected of being “under the influence”, at the discretion of the faculty, the student will be sent for a “reasonable suspicion drug and alcohol screen”. Any student with a positive drug screen
must report to the Campus Director, and may be subject to dismissal.

Drug/Alcohol Abuse Counseling

Professional counseling is available to all students through the following agencies:

Townhall II                       Glenbeigh Hospitals
155 N. Water St.                 2863 State Route 45
Kent, OH  44240                  Rock Creek, OH 44084
(330) 678-3006                    1-800-234-1001

Additional private practitioners can be located in the Yellow Pages under Alcoholism Information and Treatment Centers.

Student Guidance and Counseling

Personal Counseling

Individual or family problems may present barriers to successful completion of education. Community support services are available in Portage County on a sliding fee scale cost to students in need of help. Mental Health and Recovery Board of Portage County agencies provide services designed to meet individual needs. Refer to their website at mental-health-recovery.org or call (330) 673-1756 with questions.

Academic Advisement and Tutoring

Students' educational objectives, grades, attendance, and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are available for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through their instructor, their Department Head/Program Director or the Campus Director. We are here to help you!

Disabled Students

Disabled students should make arrangements to meet with the School Director prior to the start of class to review facilities and required accommodations. Disabled students are welcome as all other prospective students. The school will attempt to make all reasonable accommodations.

Health/Medical Care

Students must take proper care of their health so that they can do their best at school. This means getting plenty of sleep, sufficient exercise, and eating nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

The school will not be responsible for rendering any medical assistance or transportation due to liability reasons, but will refer students to the proper facility upon request.
Comparability of Programs

Students who want information regarding how tuition, fees, and program length compare to other institutions should contact the State Board of Career Colleges and Schools at 30 E. Broad St., Suite 2481, Columbus, OH 43215-3414, (614) 466-2752.

Another good source to check for comparable programs is the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212.

Student Complaint/Grievance Procedure

The term "grievance" is defined as a dispute between a student, the school, employees, other students, or any other third party with respect to any complaints including complaints of discrimination of any kind, physical or mental, and that the grievance procedures outlines below apply to any and all parties listed above at any time.

Please note that the grievance procedures listed below apply to any complaints regarding any provision of the school's policies or procedures and specifically apply to any complaints alleging disability discrimination of any kind, physical or mental, and include complaints of disability harassment, under Section 504 of the Rehabilitation Act of 1973.

**Step I:** The student or any other party that makes a grievance known may at their sole discretion want to address the complaint with their instructor or the school's Designated Coordinator (listed in the Statements of Non-Discrimination Section of the student catalog, Page 4) in an informal effort to arrive at a mutually agreeable solution that provides satisfaction to the complainant. **Please note that it is NOT required of anyone making any complaint to participate in any informal resolution process and may select to file a formal grievance instead.**

**Step II:** If the complainant does not wish to participate in an informal resolution discussion for any reason, the individual may pursue a formal complaint by submitting in writing the specifics of the complaint to the school's Designated Section 504 Coordinator or the Alternate Coordinator as required by the Rehabilitation Act of 1973 (please see the names, phone numbers, and addresses of these Coordinators on Page 4 of the school's catalog). Please note, the formal written complaint should be filed within seven (7) days from the date of the allegation of the incident by the complainant to the school's Designated Coordinator. If the complaint involves the school's Designated Coordinator, please file the written complaint with the Alternate Designated Coordinator within seven (7) days from the date of the allegation.

**Step III:** An investigation will be conducted by the school's Designated Coordinator who will notify in writing the findings of the investigation to the complainant. A meeting will be set up to address the allegation, findings, and resolution to the complaint. If the complainant does not wish such a meeting (as it is NOT required), and/or resolution can be found mutually to the satisfaction of the complainant within seven (7) days of the allegation, the matter will be considered resolved and all appropriate written documentation of the allegation and resolution agreements will be provided to the complainant and maintained by the school.

If resolution cannot be found as to the allegation, the complainant has every right to pursue all other options of complaint as outlined in the school's catalog regarding the school's accreditation body, ACCSC, or the State Board of Career Colleges and Schools (Page 18 of the school catalog).

Please note, however, that at no time will Northcoast Medical Training Academy ever tolerate any retribution of any kind levied by anyone at Northcoast Medical Training Academy due to the
allegation(s) made by any complainant.

In the event that following a complete investigation by school administration and discussion with all parties involved there is any form of harassment or discrimination found, the school will take any and all necessary steps to prevent recurrence and will work diligently to remedy the discriminatory effects of harassment on the grievant and all others as deemed appropriate.

The Campus Director and an Alternate 504 Designated Representative will review all information from all parties involved.

The student, employee, or third party will be notified that they have the right to submit any and all evidence to support their claim, as well as the ability to present any witnesses on their behalf. All students, employees, or third parties at Northcoast Medical should note that any complaint that falls under Section 504 Rehabilitation Act of 1973 will be provided an adequate, reliable and impartial investigation of any complaint by the 504 Northcoast Designated Coordinator and the Alternate Designated Coordinator listed below.

The time limits set forth in the above procedure may be extended by mutual agreement of the school and the student. "Working days" shall not include Saturdays, Sundays, holidays, or vacation days.

The Campus Director is the designated coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. The Campus Director also serves as the coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and for implementing proper and appropriate policies that relate to the requirements of the school and its employees regarding this Act.

The Title IX Education Amendments of 1972 and the Section 504 Rehabilitation Act of 1973 designated Coordinator is:

Timothy Runge, Campus Director/Owner
Northcoast Medical Training Academy
1832 S. R. 59
Kent, OH 44240
330-678-6600

The alternate designated Coordinator is:

Denise Isackila, Assistant Program Administrator
Northcoast Medical Training Academy
1832 S. R. 59
Kent, OH 44240
330-678-6600

Prospective students, current students, graduates, employees, or third parties who wish to file a grievance or complaint against the school or its representatives for disability discrimination, including disability harassment carried out by other students, employees, or third parties, or for other discriminatory acts covered under Title IX and Section 504, may do so as outlined in the GRIEVANCE PROCEDURE section of the catalog.
Schools accredited by the ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES must have a procedure and operational plan for handling student, employee, or third party complaints.

If a student, employee, or third party does not feel that the school has adequately addressed a complaint or concern, the student, employee, or third party may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703) 247-4212  
ACCSC.org

If a student, employee, or third party feels that the school has not adequately addressed a complaint or concern, the student, employee, or third party may consider contacting the State Board of Career Colleges and Schools. All complaints considered by the State Board of Career Colleges and Schools must be in written form, with permission from the complainant(s) for the State Board of Career Colleges and Schools to forward a copy of the complaint to the school for response.

The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the State Board of Career Colleges and Schools. A copy of the State Board of Career Colleges and School's complaint form may be obtained by writing or calling the State Board of Career Colleges and Schools at:

Executive Director  
State Board of Career Colleges and Schools  
30 E. Broad St., Suite 2481  
Columbus, OH 43215-3414  
(614) 466-2752 or (877) 275-4219

Policy and Program Changes

The school catalog is current as of the time of printing. Northcoast Medical Training Academy reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate. Northcoast Medical Training Academy reserves the right to make changes in equipment and materials and to modify the curriculum as it deems necessary. Any changes made are done to make the educational experiences at Northcoast better for our students. When size and curriculum permit, classes may be combined to provide meaningful instruction and training, and to contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

Cancellation/Refund Policy

Cancellations:

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until an official of the school has approved it. If the school does not accept the Agreement, all monies will be refunded. Students have the right to cancel the Enrollment Agreement at any time.
An enrollment agreement may be cancelled within five (5) calendar days of signing provided the school is notified in writing as stated in Ohio Administrative Code 3332-1-10(F)(1). In such case, the school must refund in full all tuitions and fees paid. *If an applicant/student cancels or withdraws or is terminated by the Academy for any reason, refunds will be made according to the following policies, as required by the State Board of Career Colleges & Schools.*

**Refunds:**

A student wishing to officially withdraw should inform the School Director at least five (5) calendar days in advance of withdrawal. A student who returns to the Academy after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition.

A student’s last date of attendance (LDA) as documented by the Academy will be used to calculate any money the student owes and to calculate any refund the student is due.

Refunds in clock hour programs shall be made per each academic term in accordance with the following procedures:

A student who starts class and withdraws before the academic term is fifteen percent completed will be obligated for **twenty-five percent** of the tuition and refundable fees for the current academic term plus the registration fee.

A student who starts class and withdraws after the academic term is fifteen percent complete but before the academic term is twenty-five percent completed will be obligated for **fifty percent** of the tuition and refundable fees for the current academic term plus the registration fee.

A student who starts class and withdraws after the academic term is twenty-five percent complete but before the academic term is forty percent completed will be obligated for **seventy-five percent** of the tuition and refundable fees for the current academic term plus the registration fee.

A student who starts class and withdraws after the academic term is forty percent completed **will not be entitled to a refund** of the tuition and fees for the current academic term.

Refunds will be paid within forty-five (45) calendar days of a student’s LDA if the student officially notifies the Academy of his/her intent to withdraw; or in instances in which a student does not notify the Academy of his/her intent to withdraw, forty-five (45) calendar days from the date the Academy makes the determination that the student has withdrawn; or forty-five (45) calendar days from the date the Academy terminates a student.

**Note:** Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the **fifth** scheduled school day following the **first** scheduled class session. Their names will not appear on any class roster or grade report and grades will not be reported. However, they must pay the registration fee stated on the Enrollment Agreement. This is more beneficial to the student than the State of Ohio Refund Policy. When the student is due a refund to the tuition charged, the refund shall be made no later than forty-five (45) days from the last date of attendance. If tuition and fees are collected in advance of the class start date and the student does not start class or withdraws on the first day of class, the school shall retain no more than the registration fees.
**Financial Aid**

Northcoast Medical Training Academy offers students varying options for payment of tuition. Those able to pay tuition up-front obviously eliminate loan obligations. However, the school recognizes that many students lack the resources to begin their educational training. In all cases, except full quarterly payment-of-program tuition, students can expect to have a monthly charge and obligation as with most other higher-learning institutions. It is imperative that students view monthly payment obligations as any other important obligation so as not to have their education interrupted by not being able to attend. The school does not discount tuition for prepayment per state regulations.

Beginning with the 2010-11 academic year, Northcoast Medical Training Academy joined other U. S. colleges and universities in the Federal Direct Student Loan programs. Federal Stafford loans will disburse directly from the federal government.

**UEH Appeals**

Students who have lost their eligibility for financial aid will be notified via their Northcoast Medical Training Academy email accounts along with information on how to appeal their status in order to regain financial aid eligibility.

As part of the appeal process, students will be asked to provide documentation explaining why they failed to earn academic credit (either at a previously attended institution or while attending Northcoast Medical Training Academy). Documentation provided by the students must support the following:

- The reason(s) why the student was unable to earn passing grades; and
- That the student did not enroll solely for the purpose of receiving a credit balance of financial aid. Students may include personal academic reasons to explain their failure to earn academic credit.

Personal reasons include: illness, a family emergency, a death in the family, changes of living status, or military obligations. The student must provide professional third-party documentation to support these statements. Examples of third-party documentation might be a doctor’s or therapist’s note with diagnosis and illness start date, an accident or police report, a death certificate, or military deployment orders.

Academic reasons may include unexpected academic challenges, or a determination that the academic program did not meet the student’s needs. This includes an acceptable explanation of why academic credit was not earned and how the circumstances that lead to academic difficulties have been resolved.

All transcripts as well as the appeal request must be received but the Financial Aid Department no later than thirty (30) days after the first day of class. Any student that does not have the documents for the appeal prior to the first day of class will be required to sign a cash payment plan before attending Northcoast Medical Training Academy.

Appeals will be reviewed by the Financial Aid Appeal Committee
Books and Supplies Policy

The cost for books and supplies are included in the student’s tuition. The school has arranged for discounted books and supplies from the publisher and has passed the discount on to our students. However, if a student desires to purchase his/her own books and supplies, the student must notify the financial aid office two weeks prior to the start of classes. The amount owned for books and supplies with then be deducted from the student’s tuition amount.

If it has been determined that the student will have funds remained from their financial aid eligibility (Pell Grant or Federal loans) resulting in a credit balance, the school will issue the student the lesser of the credit balance or the amount needed to purchase books and supplies within the first week of classes. This policy assumes there are no financial aid eligibility issues (verification, unresolved C codes, delayed loan disbursement, conflicting information, etc.). The amount provided to the student to purchase books and supplies will be the actual amount requested by the student or the amount allowed in the student’s cost of attendance budget.

Students who desire to purchase their own books and supplies must come to school adequately prepared to begin their training program.

Northcoast Medical Training Academy Scholarship Program

Northcoast Medical Training Academy offers a Dean’s Scholarship to area high schools. As a community service supporter in the area, the Northcoast Medical Training Academy Scholarship Program may award over $500,000 to area high schools. High school students should check with their individual high school counselors for eligibility requirements. High school students interested in receiving these scholarships must apply in the high school counselor’s office. Each participating school must select a committee comprised of instructors who, with the approval of the Superintendent, will make the final selection. Selection of the scholarship recipient should be based on academic achievement, individual initiative of the graduate to achieve their goals, and the need for financial assistance in obtaining post-secondary education. The scholarship offered is five (5) graduates from each school that participates in the scholarship program. For each graduate chosen, the maximum value is $3,000 in tuition credit applied toward Massage Therapy, Medical Assistant, and Veterinary Assistant training programs offered at Northcoast Medical Training Academy. For each graduate chosen, the maximum value is $4,000 in tuition credit applied toward Practical Nursing training program offered at Northcoast Medical Training Academy. The scholarship is awarded based on a maximum of $3,000 or $4,000, depending on training program, per calendar year while the student is attending classes at Northcoast Medical Training Academy. Students whom are selected to receive a NCMTA scholarship must use the scholarship at NCMTA within 6 months of receiving the award or the awarded student forfeits the NCMTA scholarship to be used for another prospective high school student.

The recipient will be chosen based on high school or post-secondary G.P.A. of 2.00 or better, or a GED with a minimum score of 45 or 450; proven membership in clubs or organizations that promote interest in health care, the environment, or furthering community interests; and a one-page essay including volunteer time to causes bigger than themselves plus how the applicant plans to further in their profession. Application information can be acquired from participating high school guidance offices or by calling the Academy at 330-678-6600.
STUDENT SERVICES

Student Assistance

Northcoast Medical Training Academy may assist students in finding part-time or full-time employment while they attend school. Assistance may include but is not limited to resume preparation advice, application/cover letter advice, thank-you/follow-up letter advice, advice in preparing for an interview, aids in securing an interview, and a list of available jobs and employers appropriate to the field of student study.

It should be noted that Northcoast Medical Training Academy is in no way obligated to provide any employment assistance while students attend school. Any assistance provided is merely a courtesy.

Graduation

The school strongly encourages and expects students to maintain satisfactory attendance, conduct, and academic progress so that prospective employers may view them favorably.

While the school cannot and does not guarantee any graduate employment, the administration personnel has had a great deal of experience and outstanding past success in placing thousands of graduates in employment related to, or specifically in, their field of study.

Northcoast Medical Training Academy will assist students and expects students to be very active in their employment search as graduation nears.

All graduating students participate in the following career-planning activities:

- Preparation of Resumes and Letters of Introduction - This is an important step in a well-planned job search.
- Interviewing Techniques - Students acquire effective interviewing skills through practice exercises.
- Job Referrals by Career Planning Services - The Career Development Department compiles job openings from employers in the area.
- On-Campus Interviews - Companies may visit the school (at their discretion) to interview graduates for employment opportunities.

*All students are expected to participate in the career planning process and failure to do so may jeopardize these privileges, as well as potential employment opportunities.

*Northcoast is required to maintain employment statistics for the Department of Education. Therefore it is imperative that once a graduate gains in field employment they notify the school of their success in their job search.

Student Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The school believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

Northcoast Medical Training Academy is a relatively small school so the instructors and administration will take the time to get to know each student. Students often make lifelong friends while attending school as well as study partners or ride-sharing companions. Northcoast Medical Training Academy wants to provide the atmosphere with which everyone will want to be associated.
**Housing Assistance**

Although the school does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance. The school will be helpful with information and recommendations for students moving into the area.

**Transportation Assistance**

The school maintains information on public transportation. This school is located on the KSU bus line on State Route 59, and is very easy to find from any location.

**Field Trips**

Northcoast Medical Training Academy believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to professional locations within our local area. Students can expect to participate in some field trips for any program they have selected while attending Northcoast Medical Training Academy. All students will be required to sign a Field Trip Release Form prior to participating in any school-related activity that takes place off campus. Failure to sign a Field Trip Release Form may result in the student being denied participation. **Please note, no staff or faculty member is permitted to transport any student at any time due to insurance/liability reasons.**

**Crime Awareness And Campus Security Act**

In compliance with the Federal Crime Awareness and Campus Security Act, the school publishes and distributes annually to all current students and employees a campus security report. Highlights of this report are outlined below. Students or employees who want to review the full report may obtain a copy from the School Director.

Whenever any of the following crimes occur on this campus, the information is reported to local police agencies and recorded on an incident report. These statistics are available to students and employees.

1. Murder
2. Sexual Assault
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson

Whenever an arrest is made for the violations stated below, the school records the incident and makes the statistics available to students and employees.

1. Liquor Law Violations
2. Drug Abuse Violations
3. Weapons Violations

**Family Education Right To Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Timothy Runge, Campus Director/Owner
Northcoast Medical Training Academy
Administrator 1832 St. Rt. 59
Kent, Ohio 44240
330-678-6600

Alternate Contact:
Denise Isackila, Interim Program
1832 St. Rt. 59
Kent, Ohio 44240
330-678-6600
FINANCIAL INFORMATION

Tuition and Fees

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog. The content and schedule for the programs and academic terms are described in this catalog.

<table>
<thead>
<tr>
<th>Program</th>
<th>*Effective 1/23/17</th>
<th>Tuition</th>
<th>Book(s)*</th>
<th>Estimated Program Cost</th>
<th>General Fee*</th>
<th>Application Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapy Diploma</td>
<td>$13,574</td>
<td>$416**</td>
<td>$13,990</td>
<td>-0-</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Medical Assistant Diploma</td>
<td>$13,668</td>
<td>$322**</td>
<td>$13,990</td>
<td>-0-</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Phlebotomy Technician</td>
<td>$3,285.50</td>
<td>$212**</td>
<td>$3,497.50</td>
<td>-0-</td>
<td>$50</td>
<td></td>
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<tr>
<td>Practical Nursing</td>
<td>$19,456</td>
<td>$534**</td>
<td>$19,990</td>
<td>-0-</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Veterinary Assistant Diploma</td>
<td>$13,750</td>
<td>$240**</td>
<td>$13,990</td>
<td>-0-</td>
<td>$50</td>
<td></td>
</tr>
</tbody>
</table>

*These are total costs for tuition. Registration fees will also be included in the final program price entered in the Enrollment Agreement. Students shall be responsible for all other costs that are associated with their program (i.e. vaccines, background check, externship insurance). All other costs will be disclosed prior to signing of the enrollment agreement.

**Subject to change without notice per book publisher(s).

PLEASE NOTE THE FOLLOWING ITEMS ARE PROVIDED AND INCLUDED IN THE TUITION:

- The use of all supplies and equipment.
- A stethoscope is also included for students to keep for all programs except the Massage Therapy Program.

If a student finds that a particular book (not included as a student book in this catalog) may be useful as a future reference tool, the book can be purchased from the school. Students will be charged for any damaged or lost books that need to be replaced.

There is a $35.00 fee per graduate for all those wishing to go through commencement exercises. This cost covers the cap and gown rental as well as diploma and certificate covers.

Practical Nursing student graduation fees are $50.00 which includes a lamp, nursing school pin, diploma and certificate cover. All graduates are highly encouraged to participate in graduation!

*Please note all graduation fees must be paid by deadline dates set by administration. Students will be notified months in advance of graduation fees and failure to pay these costs may result in not participating in graduation.

Voluntary Prepayment Plan

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.
ADMINISTRATION

School Director/Education Director Timothy J. Runge
- 1982 B.S. Graduate of Kent State University Administrative Criminal Justice
- 20 years as an instructor for over 21 different courses
- Experience as Department Head/Placement Director/Education Director/Assistant School Director
- 27 years experience in proprietary education
- 2 years direct experience as an ACCSC Team Leader (National Accreditation Body)
- NEOCPCS member for over 5 years

Program Administrator Carolyn McCune, MSN, RN
- Masters of Science from Kent State University – 1995
- Experience as a Registered Nurse: Labor and Delivery, Intensive Care
- 14 years experience as a Nursing Instructor
- 8 years experience as LPN Director

Assistant Program Administrator Denise Isackila, BSN, RN
- Bachelor of Science in Nursing Degree from Kent State University - 1991
- Experience as a Registered Nurse: Charge Nurse Skilled Unit, and Field Nurse
- Experience as a Nurse Supervisor
- 30+ years as a Nurse (Registered Nurse and/or Licensed Practical Nurse)
- 9 years’ experience as Practical Nursing Course Coordinator

Director of Admissions Sandra Simyak
- 6 years Executive Director, home care agency
- 3 years executive Administrative Assistant, home care agency
- 3 years Medical Office Manager
- 2 years continuing education/through American Institute of Banking Business Mgt/Finance
- 30 years experience as Human Resource director
- 6 years experience as Admissions Director

Director of Financial Aid Janet Mayfield
- 25+ years accounting & payroll
- 6 years shipping/receiving manager for 3-store chain
- 9 years direct experience as Financial Aid Officer

Registrar/Compliance Officer Emily Grund
- Associates Degree in Accounting Technology
- Several years experience as an Administrative Assistant
- 3 years experience as Registrar

Bursar/Operations Manager Michael Pope
- Bachelors Degree in Fashion Design from Kent State University
- 7 years experience as Bursar
- Experience in the banking industry

Student Services Director Angela Fisher
- 8 years experience as Medical Assistant Externship Coordinator
- Several years experience as Medical Assistant

FACULTY

All faculty members are Registered Nurses, Licensed Practical Nurses, Certified Medical Assistants, Veterinarians, Veterinarian Technicians, experienced Veterinarian Assistants, or Licensed Massage Therapists. All faculty members meet the State Board of Career Colleges and Schools requirements and standards. All faculty members are on file with the State Board of Career Colleges and Schools and their qualifications have been reviewed by the Board through the required instructor qualifications form for each instructor.

*A complete faculty list is available from the Campus Director upon request.*
HOURS OF OPERATION

School opens at 8:00 a.m. Monday through Friday and is open until 9:30 p.m. as needed. The school is open on Saturdays to accommodate the weekend program as needed.

FINANCIAL AID OFFICE:

Monday through Thursday 9:00 a.m. – 5:00 p.m.
Friday 9:00 a.m. – 3:00 p.m.

ADMISSIONS OFFICE:

Monday through Thursday 9:00 a.m. – 5:00 p.m.
Friday 9:00 a.m. – 3:00 p.m.

*Financial Aid and Admission Office Hours are subject to change as determined by the Campus Director. Special arrangements will be made as needed to accommodate those students who need to meet with Financial Aid or Admissions at a time not scheduled above.

MEDICAL PROGRAM(S) DAYS/HOURS:

Massage Therapy Diploma Program*

Day: 8:30 a.m. – 5:00 p.m. Tuesday and Thursday (Qtrs 1 & 2)
9:00 a.m. – 5:00 p.m. Monday and Wednesday (Qtr 3)
1:00 p.m. – 5:00 p.m. Mondays (Qtr. 4)
9:00 a.m. – 1:00 p.m. Mondays and Wednesdays (Qtr. 5)

*(Classes meet twice a week for student convenience, clinic hours may vary)

Medical Assistant Diploma Program

Day: 8:30 a.m. - 2:30 p.m. Monday through Thursday
Evening: 5:30 p.m. – 10:30 p.m. Monday through Friday

Phlebotomy Technician Certificate

Day: 8:30 a.m. - 2:30 p.m. Monday through Thursday
Evening: 5:30 p.m. – 10:30 p.m. Monday through Friday

Practical Nursing Diploma Program

Day 8:00 a.m. – 2:00 p.m. Monday through Friday
Evening 3:30 – 9:30 p.m. Monday through Friday
Weekend 5:30 – 10:30 p.m. Friday
8:00 a.m. – 6:00 p.m. Saturday

Veterinary Assistant Diploma Program

Day: 8:30 a.m. - 2:30 p.m. Monday through Thursday
# ACADEMIC CALENDARS
## 2018-2019

### Medical Assistant Diploma Program
**Day Classes** – Monday through Thursday  
**Evening Classes** – Monday through Friday

<table>
<thead>
<tr>
<th>Qtr Start Date</th>
<th>Qtr End Date</th>
<th>Qtr Start Date</th>
<th>Qtr End Date</th>
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</thead>
<tbody>
<tr>
<td>January 1, 2018*</td>
<td>March 9, 2018</td>
<td>December 31, 2018</td>
<td>March 8, 2019</td>
</tr>
<tr>
<td>March 12, 2018</td>
<td>May 18, 2018</td>
<td>March 11, 2019</td>
<td>May 17, 2019</td>
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<tr>
<td>May 21, 2018</td>
<td>July 27, 2018</td>
<td>May 20, 2019</td>
<td>July 26, 2019</td>
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<tr>
<td>July 30, 2018</td>
<td>October 5, 2018</td>
<td>July 29, 2019</td>
<td>October 4, 2019</td>
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<tr>
<td>October 8, 2018</td>
<td>December 14, 2018</td>
<td>October 7, 2019</td>
<td>December 13, 2019</td>
</tr>
</tbody>
</table>

*Classes resume 1/2/18  
*Classes resume 1/2/19

### Phlebotomy Technician Certificate Program
**Day Classes** – Monday through Thursday  
**Evening Classes** – Monday through Friday

<table>
<thead>
<tr>
<th>Qtr Start Date</th>
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<th>Qtr End Date</th>
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<tr>
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<td>December 14, 2018</td>
<td>October 7, 2019</td>
<td>December 13, 2019</td>
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</tbody>
</table>

*Classes resume 1/2/18  
*Classes resume 1/2/19

### Veterinary Assistant Diploma Program
**Day Classes** – Monday through Thursday

<table>
<thead>
<tr>
<th>Qtr Start Date</th>
<th>Qtr End Date</th>
<th>Qtr Start Date</th>
<th>Qtr End Date</th>
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<tbody>
<tr>
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<td>July 30, 2018</td>
<td>October 5, 2018</td>
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<tr>
<td>October 8, 2018</td>
<td>December 14, 2018</td>
<td>October 7, 2019</td>
<td>December 13, 2019</td>
</tr>
</tbody>
</table>

*Classes resume 1/2/18  
*Classes resume 1/2/19
# Massage Therapy Diploma Program

**Day Classes** – Tuesday/Thursday (Quarters 1 and 2)
Monday/Wednesday (Quarters 3, 4, 5)

<table>
<thead>
<tr>
<th>Qtr Start Date</th>
<th>Qtr End Date</th>
<th>Qtr Start Date</th>
<th>Qtr End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 27, 2017</td>
<td>March 2, 2018</td>
<td>November 12, 2018</td>
<td>February 15, 2019</td>
</tr>
<tr>
<td>March 5, 2018</td>
<td>May 25, 2018</td>
<td>February 18, 2019</td>
<td>May 10, 2019</td>
</tr>
<tr>
<td>May 28, 2018</td>
<td>August 17, 2018</td>
<td>May 13, 2019</td>
<td>August 2, 2019</td>
</tr>
<tr>
<td>August 20, 2018</td>
<td>November 9, 2018</td>
<td>August 5, 2019</td>
<td>October 25, 2019</td>
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## STUDENT HOLIDAYS AND VACATION BREAK SCHEDULE

<table>
<thead>
<tr>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Years</td>
<td>New Years</td>
</tr>
<tr>
<td>January 1</td>
<td>12/31/18 – 1/1/19</td>
</tr>
<tr>
<td>Martin Luther King, Jr</td>
<td>Presidents Day</td>
</tr>
<tr>
<td>January 15</td>
<td>February 18</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>May 28</td>
<td>May 27</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Independence Day</td>
</tr>
<tr>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 3</td>
<td>September 2</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Nov 22 – 23</td>
<td>Nov 28 – 29</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Winter Break</td>
</tr>
<tr>
<td>Dec 17 – 28</td>
<td>12/23/19 – 1/3/20</td>
</tr>
</tbody>
</table>

**Classes resume 1/2/2018**

**Classes resume 1/2/2019**
MASSAGE THERAPY
DIPLOMA PROGRAM

900 CLOCK HOURS/54 QUARTER CREDIT HOURS
FIVE (5) TWELVE-WEEK QUARTERS
(60 weeks to complete)

PROGRAM DESCRIPTION

The Northcoast Medical Training Academy Massage Therapy Diploma Program has been designed to dovetail hands-on clinical experiences with the most up-to-date academic theories in this exciting and rewarding field. Students benefit from the academic instruction in the areas of medical terminology, anatomy, physiology and small business management. Students will also enjoy learning from professional licensed Massage Therapists the necessary hands-on clinical skills to enter the workforce as entry level Massage Therapists or the with the ability to open their own practice. Northcoast Medical Training Academy’s Massage Therapy Diploma Program exceeds the minimum requirements of the State Medical Board of Ohio with respect to clock hours. Simply, the school anticipates many requirement changes for massage therapy programs and wants to be an industry leader, not a follower. Northcoast Medical Training Academy is also one of the very few massage therapy schools that includes a course in Small Business Management. The school administration feels that graduates of our program should be given every advantage to succeed should they select to open their own practice. The school’s Massage Therapy Diploma Program is set up through a solid curriculum (for students who complete the program) to take the MBLEx License Exam. Students will also benefit from a 168-hour internship that will be completed with a school arranged and approved practicing Licensed Massage Therapist. The school administration firmly believes that this extra real-world experience will provide students with the confidence they need to succeed in their new career. The Director of Career Education will assist all graduates of the Massage Therapy Diploma Program in finding entry-level positions in their new career industry.

Upon completion of the Massage Therapy Diploma Program, passage of the MBLEx Licensure Exam, and issuing of the massage license from the Ohio Medical Board, graduates can gain occupations in the following areas of the massage therapy field: Licensed Massage Therapist working for massage therapy clinics, health resorts, health spas, athletic clubs, cruise ships, wellness centers, rehabilitation centers, hospitals, nursing homes, chiropractic offices, salons, sports medicine clinics, physical therapy clinics, home hospice, retirement centers, or self-employed with private clientele.
MASSAGE THERAPY
PROGRAM OUTCOMES

Upon completion of the Massage Therapy Program, the graduate will receive a diploma and will be eligible to sit for the MBLEx (Massage and Bodywork Licensing Exam) and, after passing, may apply for licensure with the State Medical Board of Ohio. The graduate will meet the program objectives as follows:

1. Have an extensive understanding of Anatomy and Physiology including all systems of the body, general pathology as it relates to indications of massage therapy, and advanced muscles and kinesiology.

2. Ability to properly and safely provide relaxation massage as an entry level practitioner to clients including but not limited to proper draping, pressure, and techniques allowable under the Ohio Scope of Practice.

3. Understand the Ohio Scope of Practice, legal ramifications of working outside of the Scope of Practice, and how to identify and report others not abiding by State Law.

4. Demonstrate basic knowledge of what is required when working in a spa, clinic, physician’s office, hospital, hospice or other environment employing massage therapists.

5. Understand the ethics of massage therapy and the value of the therapeutic relationship with emphasis on communication and confidentiality.

6. Fundamental understanding of business skills such as marketing, accounting, invoicing, tax requirements, communication, scheduling, up-selling, and business loans.

7. Use principles of basic pharmacology side effects when assessing contraindications for massage therapy.

8. Competently interview, assess, and evaluate clients on an individual basis and properly document results and treatment plans.
PERFORMANCE OF REQUIRED ACTIVITIES

The MT Program at Northcoast Medical Training Academy is committed to equal opportunity for all. Massage Therapy courses meet the needs of prospective students with physical and/or learning disabilities. All prospective students must meet the following guidelines:

1. Work in a standing position for long periods;
2. Use abdominal muscles for squatting while applying upper body strength;
3. Physically apply up to ten (10) pounds of pressure for compression techniques;
4. Touch/massage all applicable body parts (i.e. feet, thigh, scalp, etc.) for both male and female clients;
5. Receive massage on all applicable body parts from fellow students (includes limited clothing);
6. Discriminate between hot/cold and deep/light pressure when using hands;
7. Manual dexterity required for therapy application;
8. Work one-on-one in close proximity with another;
9. Speak clearly enough for clients to understand, and understand the verbal communications of English-speaking clients/patients;
10. Read, write and comprehend clearly enough to understand and follow written instruction and to take written tests/exams;
11. Communicate effectively in writing, using appropriate grammar, vocabulary and word context;

CREDENTIAL AWARDED UPON COMPLETION OF THE MASSAGE THERAPY DIPLOMA PROGRAM:

Upon successful completion of the program requirements, graduates will be awarded the Diploma of Massage Therapy from Northcoast Medical Training Academy. This program normally takes sixty (60) weeks or fourteen (14) months to complete.

REQUIREMENTS FOR GRADUATION

- Successful completion of appropriate coursework and a final cumulative grade point average of at least 2.00.
- Met all attendance requirements plus successful completion of 168 clinical hours
- Current with all financial obligations.
MASSAGE THERAPY
DIPLOMA PROGRAM

COURSE LISTING

QUARTER 1:

MT101: ANATOMY & PHYSIOLOGY I
MT102: MASSAGE THERAPY I

QUARTER 2:

MT103: ANATOMY & PHYSIOLOGY II
MT104: MASSAGE THERAPY II

QUARTER 3:

MT105: ANATOMY & PHYSIOLOGY III
MT106: MASSAGE THERAPY III

QUARTER 4:

MT107: SMALL BUSINESS MANAGEMENT & ETHICS

QUARTER 5:

MT108: MASSAGE THERAPY REVIEW (Anatomy & Physiology and Practical Program)
MASSAGE THERAPY
DIPLOMA PROGRAM

COURSE DESCRIPTIONS

MT101: ANATOMY & PHYSIOLOGY I 6.4 Credit Hours
This course introduces students to Anatomy and Physiology as they apply to massage therapy. Students will learn about the organization of the human body from the introductory point to the chemical, cellular, and tissue levels of organization. The principles of support and movement will be instructed with respect to the skeletal system, joints, muscle tissue, and muscular system. This course completes instruction with the introduction of the control systems of the human body including pathology as it relates to the human body systems presented. Prerequisite: None

MT102: MASSAGE THERAPY I 5.4 Credit Hours
This course is designed for students to learn about origin, insertion, innervations, and actions of up to two hundred muscles. Students will learn how muscles work in groups and where these muscles are located throughout the human anatomy. Students will spend more than half of the time in the laboratory where they will learn the history and benefits as well as the basic procedures necessary to complete a full-body therapeutic massage. Several laboratory exercises covered in the massage practical portion of this class will allow students to practice the many individual movements that constitute a full-body massage. Prerequisite: None

MT103: ANATOMY & PHYSIOLOGY II 6.4 Credit Hours
This course continues with the principals and identification of the muscular system, dividing the muscles into departments. The study then turns to the maintenance of the human body. Students will learn about the nervous tissues; the spinal cord and the spinal nerves; sensory, motor, and integrative systems; the autonomic nervous system; and finally, the special senses including pathology as it relates to the human body systems presented. Prerequisites: MT101

MT104: MASSAGE THERAPY II 5.4 Credit Hours
This course is also designed for students to allow them to develop their skills and learn the many elements presented by the instructor to complete a professional therapeutic full-body massage. This course builds on the concepts from Massage Therapy I and the curriculum provides the students with many additional skills and information necessary to provide a therapeutic full-body massage. Students explore the various parts of the body that require specific training and skills to conduct full-body massages. Massages of special regions such as the abdomen, liver, stomach, face, hands and back will be covered. Prerequisites: MT102
Massage Therapy Course Description (cont)

MT105: ANATOMY & PHYSIOLOGY III 6.4 Credit Hours

This course continues to present the systems of the human body starting with the endocrine system. Blood, the heart, blood vessels, and hemodynamics with respect to the cardiovascular system will be studied. Students will learn about the lymphatic system and nonspecific resistance to disease and immunity. Students delve into the respiratory system, the digestive system, nutrition and metabolism, the importance of fluids, electrolytes and acid-based homeostasis, and the urinary system. Studies conclude with a review of overall pathology and instruction of basic pharmacology as they relate directly to massage therapy including identification and precautions.
Prerequisites: MT101, MT103

MT106: MASSAGE THERAPY III 5.4 Credit Hours

This course helps students to develop their skills and learn the many elements presented by the instructor to complete a professional therapeutic full-body massage. Rules and regulations of limited practitioners will be initially reviewed along with basic ethics principles and the history of massage therapy is presented. Additionally, students continue to learn the musculoskeletal system with respect to Anatomy and Physiology and advanced muscle structure and movement. Hydrotherapy, application of basic Western techniques, variations of massage, chair massage, myofascial release, neuromuscular therapy, aromatherapy, hot stone massage, as well as trigger-point therapy and special testing procedures, are all part of this course’s instruction.
Prerequisites: MT102, MT104

MT107: SMALL BUSINESS MANAGEMENT & ETHICS 7.1 Credit Hours

This course is designed to provide students with the basic understanding of what business is in relation to owning and operating their own private massage therapy practice. This course covers basic fundamentals of the economy as it relates to massage therapy, careers and opportunities, marketing, advertising, management of a massage business, the need for an effective business plan, and the ethics of massage and social responsibility. As the major focus of this course, all students will focus on ethics and the related materials needed to pass the MBLEx exam. Students will be made aware of the actual items that they will need to know as they enter the massage industry to help them be focused and successful in an ever-growing and competitive field as a licensed massage therapist.
Prerequisite: None

MT108: MASSAGE THERAPY (ANATOMY/PHYSIOLOGY & PRACTICAL PROGRAM REVIEW) 11.5 Credit Hours

This course is designed as a review course for all massage therapy students in anticipation of them taking the MBLEx exam for licensure upon program completion. Students will review the many anatomy and physiology terms that they have learned in MT101 and MT102 and MT103. Students will review ethics, business, pathology, pharmacology, and clinical information previously presented. This course includes practice examinations in class, and will strive to prepare students to be successful in passing the MBLEx. With an ever-changing industry that gains national recognition and state reciprocal licensing agreements, the school will continually adapt this course to the information that places Northcoast Massage Therapy Program students in the best possible position to be able to pass whatever examinations are most accepted and recognized by the massage therapy industry.
Prerequisite: MT101 through MT107
MASSAGE THERAPY
DIPLOMA PROGRAM

LIST OF EQUIPMENT AND
MATERIALS
(TEXTBOOKS/SUPPLIES/WORKSTATIONS)

TEXTBOOKS:

Cengage Publishing; 1-800-354-9706
*Theory and Practice of Therapeutic Massage, 6th Ed. ISBN# 978-1-285-18755-6

Elsevier; 1-866-545-2502
*Mosby’s Pathology for Massage Therapists, 3rd Ed. ISBN# 978-0-323-08472-7

Books of Discovery; 1-800-775-9227
*Trial Guide to the Body, 5th Ed. ISBN# 978-0-9829786-5-8

Wiley and Son; 1-800-225-5945

Elsevier; 1-866-545-2502

Cengage Publishing; 1-800-354-9706
*Theory & Practice of Therapeutic Massage, 6th Ed. ISBN#14354.8524.6

*Indicates student-issued books to be kept by the students

All Medical Program, Veterinary Program, Phlebotomy Program and Massage Program students will use a specific computer laboratory set up for them. All software relating to coding or patient records as well as Microsoft Office Suite Downloads are loaded on the following 14 computers that have Microsoft Vista 2008 as the operating system:

Dell 4.0 gig
  2.0 Gig.
  Memory 120
  Gig. Hard
  Drive
  19” Flat Screen LCD Dell
  Monitors Internet Keyboard
  Dell Lighted Scrolling Mouse

The medical/veterinary/phlebotomy/massage computer room has two (2) high-speed high capacity laser Brother printers that are networked to all of the computers. Additionally, all student computers, which are used individually as each class utilizes this laboratory, are connected to our high-speed T-1 Internet line. This is the fastest connectivity available to the school. Microsoft Windows Vista is the operating system used by the school.
*Students: Please do NOT change settings on any computer at any time. These computers are maintained via contract with PCSurgeons located in Kent to ensure that they experience little to no downtime for all student benefit. By altering or changing settings on any computer or printer a student may jeopardize computer laboratory effectiveness, the Northcoast computer vendor contract, or damage equipment. Please note, should a student go against the school policy and alter a computer, that student will be subject to any and all costs associated with restoring the computer or the computer laboratory to its original functioning format.

Should there be a need for any of the students at Northcoast Medical Training Academy to conduct research or gain any additional information on any assigned project, the Medical/Veterinary/Massage Computer Laboratory computers are available during the afternoon when classes are not scheduled. Generally, the Laboratory computers are available for student use between 2:30 p.m. – 5:30 p.m. Monday through Thursday, and from 9:00 a.m. – 3:00 p.m. every Friday. Additional times may be available when classes are not held in the computer laboratory.

All students should note that the computer laboratory may have a scheduled class or use time by a particular program or class. These times are scheduled in advance and are posted on the wall to the right of the computer room door. Please observe and respect the use of the computer laboratory by another class or group AT ALL TIMES. Classes that have scheduled use times by their instructor will take precedence, and all other students MUST remain out of the computer laboratory until the scheduled time is completed. Thank you in advance for your expected understanding and cooperation.
MAJOR EQUIPMENT:

MASSAGE EQUIPMENT:

THREE MASSAGE CLIENT ROOMS AND MASSAGE CLINIC WAITING ROOM

(3) CHAIRS  (3) SMALL HEAD PILLOWS
(1) DESK   NUMEROUS SHEET SETS
(1) OFFICE CHAIR   NUMEROUS BLANKETS
(1) 2-DRAWER CABINET  (1) WATER COOLER
(3) FLOOR LAMPS   (4) WASTE BASKETS
(1) TABLE LAMP   (3) MIRRORS
(3) SHELVING RACKS   (4) WALL CLOCKS
(3) CD PLAYERS   NUMEROUS MUSIC CD’s
(3) MASSAGE TABLES   NUMEROUS WHITE HAND TOWELS
(3) ROLLING STOOLS   (2) WHEELED HAMPER
(1) PILLOW-Large   (4) WALL PICTURES

MASSAGE LECTURE ROOM & LAB

10-MOTOR MASSAGE CHAIR   (1) LARGE METAL SUPPLY CABINET
THERAPIST-SELECT HAND-HELD MASSAGE UNIT   (1) BOSTON ELECTRIC PENCIL SHARPENER
(9) MASSAGE TABLES   (1) BAG OF ALPHABET LETTERS
(3) ROLLING STOOLS   (2) METAL WHEELED CARTS
(5) TRAVEL MASSAGE CHAIRS   NUMEROUS SHEET SETS
(1) TRAVEL SUPPLY CASE ON WHEELS   NUMEROUS WHITE WHEELED CARTS
(4) INSTRUCTIONAL MASSAGE CHAIRS   (1) TRASH CAN
(5) BOLSTERS   (1) DESK
(3) LAUNDRY BASKETS   (1) OFFICE CHAIR
(1) DVD PLAYER   (1) LASKO TOWER HEATER
NUMEROUS MUSIC CD’s   (1) LASKO TOWER FAN
(2) DIGITAL OSCILLATING ROOM HEATERS   (3) SETS BONGERS
(1) WALL CLOCK   (8) REFILLABLE MASSAGE JARS
(1) STAPLES 4-DRAWER FILING CABINET   (3) SPATULAS
(1) 1-DRAWER FILING CABINET ON WHEELS   (2) DRESSING ROOM DIVIDERS
(1) 3-SHELF UNIT   (1) TV w/DVD & VIDEO PLAYER ON CART
(1) FLOOR LAMP   (1) OVERHEAD PROJECTOR
   (1) TRASH CAN   (1) POWER POINT PROJECTOR

ANATOMY AND PHYSIOLOGY INSTRUCTION ROOM

(2) 4-DRAWER FILE CABINETS   (1) BOOKSHELF 4-tier
(1) DESK   (1) PENCIL SHARPENER
(1) OFFICE CHAIR   (1) OVERHEAD PROJECTOR
(3) METAL WHEELED CARTS   (1) EXAMINATION TABLE
(1) PROJECTOR for POWER POINT   (1) PODIUM
(1) WALL CLOCK   (1) POCKET PROJECTOR
(1) LAPTOP   (1) OVERHEAD PROJECTOR
(1) BOOKSHELF 3-tier

COMPUTER LABORATORY:   (Shared with all Northcoast Programs)

NETWORK SERVER   STUDENT WORKSTATIONS (14)   APPLICABLE SITE LICENSES
APPLICABLE SOFTWARE   ETHERNET HUB   ROUTER
UPS (BATTERY & BACKUP)   BROTHER LASER PRINTERS   COMFORTABLE SWIVEL CHAIRS
T-1 INTERNET CONNECTION   PATCH PANEL   ALL CABLE
# MASSAGE THERAPY DIPLOMA PROGRAM

## PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course Titles</th>
<th>Total Clock Hours</th>
<th>Total Credit Hours</th>
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<tbody>
<tr>
<td>MT101: Anatomy &amp; Physiology I</td>
<td>96.0</td>
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<tr>
<td>Classroom Lecture</td>
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<tr>
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<td>Laboratory</td>
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Northcoast Medical Training Academy utilizes the following Clock Hour to Credit Hour Conversion in compliance with the Accrediting Commission of Career Schools and Colleges (ACCSC), and in compliance with the definition provided by the State Board of Career Colleges and Schools:

Quarter Credit Hours:

One (1) quarter credit hour = thirty (30) units comprised of the following academic activities:

- One (1) clock hour in a didactic learning environment (classroom lecture) = two (2) units; or
- One (1) clock hour in a supervised laboratory setting of instruction = one and a half (1.5) units; or
- One (1) hour of externship = one (1) unit
- One (1) hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction = half (0.5) unit

**DESCRIPTION OF OUTSIDE PREPARATION REQUIRED FOR THE CLASSROOM PORTION OF THE PROGRAM**

All students at the Northcoast Medical Training Academy will be required to spend time externally from the scheduled classroom time preparation prior to each class.

- Reading assignments will be required of the material to be covered so that those students will gain the greatest possible benefit of learning through the classroom lectures.
- Assignments that relate to quarter curriculum will be required on a daily or weekly basis in addition to the outside reading assignments.
- Reinforcing through assignments outside of class will enhance skill development, the skills that are/were presented in the class or laboratory.
- Students will be assigned projects appropriate to each class based on designed syllabi and instructor. Individual as well as group projects will be utilized and require outside preparation as it relates to appropriate quarter curriculum.

*Students should expect outside study time, assignment time, reading, and project time to equal approximately one-half of the total scheduled classroom time each quarter of their program.*
The Medical Assistant Program is designed to provide the students with the knowledge and hands-on skills to perform competently and professionally in a variety of entry-level medical positions. The students will receive training in front-office skills (record management, ICD-10 billing and coding, CPT insurance, patient charts) and back-office skills (clinical skills relating to a wide array of direct patient care situations). Students will receive a strong background in phlebotomy the first quarter that they are in the Medical Assistant Program. Students will be trained by medical health professionals who have had appropriate and direct experience working in the health-care field and are approved by the State Board of Career Colleges and Schools. It is the strong belief of Northcoast Medical Training Academy that students require the proper academic portion of medical training curriculum in conjunction with an even blend of direct hands-on skill instruction and practice in the clinical and laboratory setting.

Students will be expected to attend school every day scheduled in appropriate medical attire (scrubs) and to conduct themselves as professionals at all times. Instruction does not only stop with the academic curriculum and clinical skill sets, but also includes daily preparation by instructors to learn what it means to be a health care professional. Patient care is much more than the physical side of health care. The graduates of Northcoast Medical Training Academy will represent the highest ethical and professional standards possible. Northcoast Medical Training Academy wants to ensure that the solid, professional, and sincere reputation established by the administration and instilled within each student/graduate is what employers will come to expect, admire, and hire. Students will be required to successfully complete and pass a 180-hour externship set up for and monitored by Northcoast Medical Training Academy. Students will be placed at various medical facilities to gain experience in real-life settings that will help them improve skills and confidence as a medical assistant. Students will be placed only at approved sites by the school and at the discretion of the Northcoast Medical Training Academy administration and staff. During the course of the program, students will be certified for CPR and receive a certification card from the American Heart Association. Upon completion of the Medical Assistant Program, students will be able to take the National Association for Health Professions (NAHP) Nationally Registered Certified Medical Assistant Test on site to add to their credentials and employability in the medical field. Graduates of the Medical Assistant Program will also be eligible to take the Nationally Registered Certified Phlebotomy Technician, the Nationally Registered Certified Coding Specialist, the Nationally Registered Certified Pharmacology Technician, as well as the Nationally Registered Certified EKG Technician exams. Students are highly encouraged to take and pass all five (5) certification exams, as these certifications will without question add a great deal to their credentials and make them desirable by many employers.

Upon completion of the program, graduates can gain occupations in the following areas of the medical field: Medical Assistant, Unit Clerk, Pharmacy Assistant, Radiology Assistant, Laboratory Technician, Phlebotomist Specialist/Technician, Medical Secretary, Patient Accounts Representative, Medical Records File Clerk, Medical Billing/Coding Clerk.
MEDICAL ASSISTANT
DIPLOMA PROGRAM

PROGRAM OUTCOMES

Upon completion of the Medical Assistant Program, the graduate will receive a diploma and will be eligible to sit for the National Association for Health Professionals (NAHP) Nationally Registered Certified Medical Assistant exam. The graduate will meet the program objectives as follows:

1. Demonstrate knowledge of laboratory standards, law and ethics and infection control practices.

2. Understand and utilize appropriate medical terminology.

3. Utilize proper procedures for collecting a variety of specimens including a basic knowledge of the operation of common equipment used.

4. Possess a basic knowledge of human anatomy, physiology and pathophysiology.

5. Demonstrate competent and safe phlebotomy practices.

6. Use professional and caring communication when collaborating with clients, families, healthcare team members and other significant individuals.

7. Utilize appropriate data collection techniques and possess ability to relay pertinent and accurate information to the healthcare professional.

8. Have a fundamental understanding of office administrative skills.

9. Possess a working knowledge of preparing and processing insurance claims including proper coding procedures.

10. Demonstrate basic knowledge of pharmacology and demonstrates ability to properly and safely administer medications.

11. Demonstrate basic knowledge of what is required when working in a physician’s office, hospital, laboratory or other environment employing medical assistants.

PERFORMANCE OF REQUIRED ACTIVITIES

The MA Program at Northcoast Medical Training Academy is committed to equal opportunity for all. Medical Assistant courses meet the needs of prospective students with physical and/or learning disabilities. All prospective students must meet the following guidelines:

1. Submit a criminal background check free of criminal convictions as listed in the Criminal Record Policy (this must be submitted prior to the first day of class);

2. Work one-on-one in close proximity with another;

3. Speak clearly enough for clients to understand, and understand the verbal communications of English-speaking clients/patients;

4. Read, write and comprehend clearly enough to understand and follow written instruction and to take written tests/exams;

5. Communicate effectively in writing, using appropriate grammar, vocabulary and word context;
6. Frequently work in a standing position and do frequent walking;
7. Make quick appropriate decisions under stressful situations;
8. Carry out procedures that prevent the spread of infection, e.g. frequent hand washing or using masks and gloves, etc.

**CREDENTIAL AWARDED UPON COMPLETION OF THE MEDICAL ASSISTANT DIPLOMA PROGRAM**

Upon successful completion of the program requirements, graduates will be awarded a Diploma in Medical Assisting from Northcoast Medical Training Academy. This program normally takes forty (40) weeks or ten (10) months to complete.

**EXTERNSHIP REQUIREMENTS**

Students are required to have the following documents completed by the timeline indicated below:

**BEFORE the first day of class**

- Background check 5 year Ohio resident. Ohio resident less than 5 years- FBI check.

**2nd Quarter**

- **Titers**: MMR, Varicella, Hepatitis B
- **Immunizations**: 2 Step TB tests, TDap, Flu Shot (Oct.-May)

**3rd Quarter**

- 10 Panel urine drug screen
- Liability Insurance (completed in class)

**REQUIREMENTS FOR GRADUATION**

- A total of 75 successful blood draws (25 per quarter).
- Successful completion of appropriate coursework and a final cumulative grade point average of at least 2.00.
- No more than 18 hours of lecture absences per each quarter for Quarters 1-3, **plus** successful completion of a 180-hour externship.
- Current with all financial obligations.
- Please note that all students in this program must take and pass the National Medical Assistant Certification Examination as a requirement for graduation.

**NOTE:** *This is required to ensure that all Northcoast graduates of this program will be competitive in their job search and eventual employment in the field.*
MEDICAL ASSISTANT
DIPLOMA PROGRAM

COURSE LISTING

QUARTER 1:

MA110  MEDICAL TERMINOLOGY/
        INTRODUCTION TO PHLEBOTOMY/PATIENT RELATIONS COMPLIANCE AND
        COMPETENCY

MA111  CLINICAL LABORATORY PROCEDURES
        PHLEBOTOMY TECHNIQUES & PROCEDURES

QUARTER 2:

MA112  CARDIOPULMONARY AND ELECTROCARDIOGRAPHY
        EKG TRAINING/CPR TRAINING AND CERTIFICATION

MA113  FIRST AID FOR MEDICAL OFFICE/PHARMACOLOGY
        MUSCULAR SYSTEM/DIGESTIVE SYSTEM

QUARTER 3:

MA114  MEDICAL INSURANCE (CPT)
        CODING (ICD-10)

MA115  MEDICAL SPECIALTIES
        BODY SYSTEMS

QUARTER 4:

MA116  MEDICAL CLINICAL EXTERNSHIP
        (off-site placement by Northcoast Externship Coordinator)
MEDICAL ASSISTANT
DIPLOMA PROGRAM

COURSE DESCRIPTIONS

MA110: MEDICAL TERMINOLOGY/INTRODUCTION TO PHLEBOTOMY & PATIENT RELATIONS/COMPLIANCE AND COMPETENCY 6.7 Credit Hours

This course is designed to introduce students to the variety of medical terms that they will encounter in the medical field as a Medical Assistant. Students will learn about the various terminology relating to body planes, circulatory system, urinary system, skin, ear and eye, hematology, microbiology, the reproductive system, as well as anatomy and physiology. Students will be introduced to the field of phlebotomy with respect to laboratory standards, ethical issues, quality assurance, infection control and isolation techniques, medical asepsis hand-washing, blood collection, and proper toxic waste disposal. Students will be provided instruction in the use of the metric system, syringes and needles, evacuated system, butterfly collection system, coagulation and anticoagulants, tourniquets, micro-collection equipment, collection of unopette blood sample, and the use of specimen collection trays. Conflict management and patient satisfaction instruction will be presented. Issues relating to laws that regulate compliance will be discussed. Phlebotomy-related compliance policies will be instructed. Topics involving proper documentation, limits on invasive specimen collection procedures, patient safety, age-specific care, and phlebotomy procedures will all be presented. Daily lectures in each class and ample time in the clinical laboratory setting to apply learned skills will be provided to students. Students will perform invasive procedures and check vital signs. Students will be instructed in the use of professional communication skills with patients and fellow health care professionals. Conflict management and patient satisfaction will be presented. Students will be expected to study presented material as well as be required to meet any laboratory skill evaluations for this course.
Prerequisite: None

MA111: CLINICAL LABORATORY PROCEDURES
PHLEBOTOMY TECHNIQUES & PROCEDURES 7.0 Credit Hours

This course starts by introducing clinical laboratory procedures that are common to a physician's office or clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. During the phlebotomy techniques and procedures of this course, students will learn blood collection process, patient identification, patient positioning, accession numbering, selection of venipuncture site, performing a safe sterile venipuncture, venipuncture by syringe and evacuated tube methods, the failed venipuncture, patient reactions, intravenous and indwelling lines, prioritizing specimen collection, and arterial punctures. Venipuncture for infants/children, finger-stick punctures differing types of patients (anticoagulant, resistant, obese, psychiatric, isolated, and damaged or collapsing vein patients) will be instructed. Instruction will also include a variety of special specimen considerations and procedures such as: fasting, timed and stat specimens, special collection techniques, making blood smears, glucose testing, Surgicutt bleeding time method, blood cultures, urine culture collection, and specimen preservation and transport. Maintenance and care of laboratory equipment and supplies are presented. Students perform several invasive procedures and check vital signs. Students will learn the medical terminology specific to the course material. Students will be expected to study presented material as well as be required to meet any laboratory skill evaluations for this course.
Prerequisite: MA110
Medical Assistant Course Description (cont):

MA112: CARDIOPULMONARY AND ELECTROCARDIOGRAPHY
EKG TRAINING/CPR TRAINING AND CERTIFICATION 6.8 Credit Hours

This course examines in more detail the circulatory system and respiratory system with respect to the functions of the heart and lungs. Students will gain knowledge about the electrical pathways of the heart muscle preparing them to connect EKG leads and recording and electrocardiogram. The most up-to-date EKG machines will be used to facilitate student understanding of importance of proper physician diagnosis of heart-related illnesses. A cardiopulmonary resuscitation (CPR) course within this quarter will enable students to respond appropriately to a cardiac emergency. Students will gain actual CPR certification and CPR cards while in this course. Students will be expected to study presented material as well as be required to meet any laboratory skill evaluations for this course.
Prerequisite: MA111

MA113: FIRST AID FOR MEDICAL OFFICE/PHARMACOLOGY
MUSCULAR SYSTEM/DIGESTIVE SYSTEM 6.8 Credit Hours

This course has generally four major areas of instruction. The first part of this course focuses on handling basic office type emergencies. An introduction of pharmacology with drug classifications, dosages, and conversions will be covered. Understanding medications, PDR, and prescriptions is included. The muscular system and common disorders as well as the digestive system and diseases relating to the digestive system will be instructed. This course/quarter finishes strongly with the basic understanding of nutrition and diets, including special patient dietary needs. Students will be expected to study presented material as well as be required to meet any laboratory skill evaluations for this course.
Prerequisite: MA112

MA114: MEDICAL INSURANCE (CPT)/CODING (ICD-10) 6.8 Credit Hours

This course develops student proficiency in preparing and processing insurance claims. Various types of insurance programs, including plans, type, and scope of coverage are discussed. National coding systems that are commonly used for claims processing are studied. Students learn how to obtain appropriate information from patient charts and ledgers in order to complete insurance forms accurately. Students are given simulated billing situations, and then must select the appropriate forms as well as use the proper codes to process the insurance claim for optimal reimbursement. The use of the most recent year's CPT and ICD coding books will be used to facilitate the most recent relevant training for our students. Appropriate coding software will also be a part of this program allowing students to gain hands-on experience and practice with coding and claims. Students will become familiar with this course's specific medical terminology. This course is part of Quarter 3, and follows information presented in MA115. Students will be expected to study presented materials as well as be required to meet any laboratory skill evaluations for this course.
Prerequisite: MA113
Medical Assistant Course Description (cont):

MA115: MEDICAL SPECIALTIES/BODY SYSTEMS 6.8 Credit Hours

This course starts out with focus on the skeletal system. The nervous system is covered next with appropriate reviews prior to testing. The endocrine system and integumentary systems are then discussed in detail over a two-week period. As in all courses throughout the program, students will perform invasive procedures in a clinical setting and check vital signs. Students will become familiar with diseases, causes, symptoms, tests, and treatments related to each of the systems. Patient scheduling and charting then become the focus of the course. Practice rooming patients as well as effective professional communication (in-person and on the telephone) relating to the medical assistant's role are all discussed. Students will be expected to study presented materials as well as required to meet any skill evaluations during all laboratory and clinical portions of the course.
Prerequisite: MA114

MA116: MEDICAL CLINICAL EXTERNSHIP 6.0 Credit hours

The Northcoast Medical Training Academy administration will seek out and place all medical assistant students at appropriate and valuable externship sites for the completion of 180 hours of real-life medical assistant industry experience. Externship sites are established, approved and maintained by the school. Students do not find or select a site and, while the school attempts to place students at externship sites at locations near student residences, the school fully reserves the right to place students at the most appropriate externship site based upon availability. Students can make requests to the externship coordinator and all reasonable attempts to place students at sites that provide the appropriate clinical experiences and help reduce logistical concerns will be made when possible. Students will gain experience directly related to the skills that will be required of them upon graduation and employment in the field. Students will become familiar with policies/procedures of the facility at which they are placed, and will conduct themselves professionally at all times. Anything short of professionalism may result in a student being terminated from the site, and a failing grade given. Students should treat their externship placement as if they were an employee of that facility. Oftentimes the site will hire a quality externship student. Students will be required to meet externship skill evaluations required, and should note a large portion of an earned grade is determined by externship site feedback and externship coordinator. Students who fail an externship or create issues at a site are subject to academic probation, reassignment to another site to repeat the entire externship requirement, or in severe cases termination from the program.
Prerequisite: MA115

Note: Should a student be asked to leave a scheduled externship site, it will be the student's responsibility to arrange for an alternate site. The site must be secured within 2 weeks of removal and must be approved by the Externship Coordinator.
MEDICAL ASSISTANT/PHLEBOTOMY SKILL EVALUATIONS

Procedure 1.1  Medical Asepsis Hand-washing
Procedure 1.2  Removal of Contaminated Gloves
Procedure 1.3  Blood Collection in an Isolated Room
Procedure 1.4  Biohazard Waste Handling Procedures
Procedure 1.5  Response to Accidental Biohazard Exposure
Procedure 1.6  Collecting an Unopette Sample
Procedure 1.7  Patient Identification Procedures

Procedure 2.1  Venipuncture by Syringe
Procedure 2.2  Venipuncture by Evacuated Tube Method
Procedure 2.3  Finger-stick Skin Puncture
Procedure 2.4  Heel-stick Skin Puncture
Procedure 2.5  Making a Blood Smear
Procedure 2.6  Surgicutt Bleeding Method

Procedure 3.1  Collecting a Clean catch Urine Specimen
Procedure 3.2  Collecting a Bagged Urine Specimen
Procedure 3.3  Collecting a 24-Hour Urine Specimen
Procedure 3.4  Collecting a Throat Culture Specimen
MEDICAL ASSISTANT
DIPLOMA PROGRAM

LIST OF EQUIPMENT AND MATERIALS
(TEXTBOOKS/SUPPLIES/WORKSTATIONS)

TEXTBOOKS:

Cengage Publishing; 1-800-354-9706
*BUNDLE PACKAGE: ISBN #978-1-13-315898-1

-OR-

Medical Assisting Administrative and Clinical Competencies, 7th Ed. ISBN# 978-1-13-315898-1

Workbook to Accompany Medical Assisting Administrative and Clinical Competencies, 7th Ed. ISBN# 978-1-111-13514-0


Medical Assistant Exam Student Study Guide (Students MUST purchase)

NON-ISSUE STUDENT USE TEXTBOOKS

American Heart Association/CPR 2016

Healthcare Procedure Coding Systems (H.C.P.C.S.), 2011


2014 ICD-10-CM and ICD-10-PCS Workbook, 1st Ed.

ICD-10-CM Diagnostic Coding Education, Planning, and Implementation, 1st Ed., 2013


• Northcoast Medical Training Academy maintains current ICD medical insurance and medical coding books, current Taber’s reference books, current year CPT coding books, and PDR reference books.

• Northcoast Medical Training Academy offers to all graduates of the Medical Assistant Program the ability to take the National Association for Health Professionals (NAHP) Nationally Registered Certified Medical Assistant, Nationally Registered Certified Phlebotomy Technician, Nationally Registered Certified Coding Specialist, Nationally Registered Certified Pharmacology Technician, and Nationally Registered Certified EKG Technician tests on-site.

• Students will gain American Heart Association CPR Certification on-site at no additional charge.

*Indicates student-issued books to be kept by the students
Northcoast Medical Training Academy currently maintains all of the equipment and books, and is ready to provide a quality Medical Assistant Diploma Program curriculum to all students who are and will be enrolled in the Medical Assistant Diploma Program.

Northcoast Medical Training Academy also maintains a library bookcase that has over 200 medical books available for student use. These books can be checked out by title and ISBN number through the Campus Director or the Program Department Head at the student’s discretion.

All Medical Program, Veterinary Program, Phlebotomy Program and Massage Program students will use a specific computer laboratory set up for them. All software relating to coding or patient records as well as Microsoft Office Suite Downloads are loaded on the following 14 computers that have Microsoft Vista 2008 as the operating system:

- Dell 4.0 gig
- 2.0 Gig. Memory
- 120 Gig. Hard Drive
- 19" Flat Screen LCD Dell Monitors
- Internet Keyboard
- Dell Lighted Scrolling Mouse

The medical/veterinary/phlebotomy/massage computer room has two (2) high-speed high capacity laser Brother printers that are networked to all of the computers. Additionally, all student computers, which are used individually as each class utilizes this laboratory, are connected to our high-speed T-1 Internet line. This is the fastest connectivity available to the school. Microsoft Windows Vista is the operating system used by the school.

*Students: Please do NOT change settings on any computer at any time. These computers are maintained via contract with PCSurgeons located in Kent to ensure that they experience little to no downtime for all student benefit. By altering or changing settings on any computer or printer a student may jeopardize computer laboratory effectiveness, the Northcoast computer vendor contract, or damage equipment.

Please note, should a student go against the school policy and alter a computer, that student will be subject to any and all costs associated with restoring the computer or the computer laboratory to its original functioning format.

Should there be a need for any of the students at Northcoast Medical Training Academy to conduct research or gain any additional information on any assigned project, the Medical/Veterinary/Massage Computer Laboratory computers are available during the afternoon when classes are not scheduled. Generally, the Laboratory computers are available for student use between 2:30 p.m. – 5:30 p.m. Monday through Thursday, and from 9:00 a.m. – 3:00 p.m. every Friday. Additional times may be available when classes are not held in the computer laboratory.

All students should note that the computer laboratory may have a scheduled class or use time by a particular program or class. These times are scheduled in advance and are posted on the wall to the right of the computer room door.

Please observe and respect the use of the computer laboratory by another class or group AT ALL TIMES. Classes that have scheduled use times by their instructor will take precedent, and all other students MUST remain out of the computer laboratory until the scheduled time is completed. Thank you in advance for your expected understanding and cooperation.
MEDICAL ASSISTANT
DIPLOMA PROGRAM

MAJOR EQUIPMENT

COMPUTER LABORATORY: (Shared with all Northcoast Programs)

- NETWORK SECURITY SERVER
- DELL STUDENT WORKSTATIONS (14)
- APPLICABLE SOFTWARE & SITE LICENSES
- ETHERNET HUB
- ROUTER
- UPS UNIT (BATTERY & BACK-UP)
- BROTHER LASER PRINTERS (2)
- TV/VCR COMBINATION (3)
- 3-M OVERHEAD PROJECTORS [(3) with pull-down screens for (3) classrooms]
- COMFORTABLE CHAIRS (for each student)
- T-1 HIGH-SPEED INTERNET CONNECTION
- PATCH PANEL & ALL CABLES
- LAPTOP COMPUTERS WITH POWERPOINT PROJECTORS (3)

MEDICAL EQUIPMENT:

- ANATOMICAL MODEL(S) VARIOUS
- BLOOD CHEMISTRY ANALYZER (HEMOGLOBIN B DIGITAL UNIT) – 12 (TOTAL)
- ELECTROCARDIOGRAPHY MACHINE/COMPUTERIZED (1) EKG MACHINES (TOTAL)
- GLUCOMETERS (8)
- DIASCREEN 50 MACHINE
- HANDHELD HEMOGLOBIN (11)
- COAGACHEK DIGITAL BLOOD ANALYZER
- CHOLESTEC DIGITAL LIPID PROFILE ANALYZER
- HAND-HELD DOPPLER UNIT (for OBG infant heart rate & vascular blood flow)
- MEDICAL EXAMINATION TABLES (2)
- PATIENT EXAM ROOM (SET-UP)
- MICROSCOPES (1)
- SPHYGMONANOMETERS (24)
- STETHOSCOPES (for each student)
- MAYO STANDS (for each laboratory)
- TRAINING INJECTION ARMS (2 MULTI-RACIAL)
- SURGICAL INSTRUMENTS (several sets)
- AED AUDIO TRAINING DEFIBRULATOR - CPR
- CURRENT TABER’S REFERENCE BOOKS FOR EACH LABORATORY
- FULL BODY SKELETON (2)
- APPROPRIATE TOXIC WASTE RECEPTICLES (each laboratory)
- VARIOUS ANATOMICAL LAMINATED FRAMED REFERENCE POSTERS
- ALL VACUTAINERs AND INCIDENTAL SUPPLIES FOR DAILY USE
- MEDICAL WASTE DISPOSAL UNITS FROM STERICYCLE
- VARIOUS MEDICAL VIDEO TAPES TO SUPPLEMENT INSTRUCTION
- CPR MANUALS
- OSHA STANDARDS MANUAL AND CD FOR REFERENCE AND INSTRUCTION
- ALL TEST MANUALS FOR VARIOUS MEDICAL CERTIFICATION FROM NAHP
### MEDICAL ASSISTANT DIPLOMA PROGRAM

#### PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course Titles</th>
<th>Total Clock Hours</th>
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<tbody>
<tr>
<td>MA110: Medical Terminology/Introduction to Phlebotomy/Patient Relations/Compliance &amp; Competency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom Lecture</td>
<td>40.0</td>
<td>Classroom Lecture 2.7</td>
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<tr>
<td>Laboratory</td>
<td>80.0</td>
<td>Lab/Shop 4.0</td>
</tr>
<tr>
<td></td>
<td>120.0</td>
<td>6.7</td>
</tr>
</tbody>
</table>

| MA111: Clinical Laboratory Procedures/Phlebotomy Techniques & Procedures      |                  |                    |
| Classroom Lecture                                                            | 60.0              | Classroom Lecture 4.0 |
| Laboratory                                                                    | 60.0              | Lab/Shop 3.0       |
|                                                                                | 120.0             | 7.0                |

| MA112: Cardiopulmonary & Electrocardiography/EKG Training/CPR Training         |                  |                    |
| Classroom Lecture                                                            | 50.0              | Classroom Lecture 3.3 |
| Laboratory                                                                    | 70.0              | Lab/Shop 3.5       |
|                                                                                | 120.0             | 6.8                |

| MA113: First Aid for Medical Office/Pharmacology/Muscular System/Digestive System |                  |                    |
| Classroom Lecture                                                            | 50.0              | Classroom Lecture 3.3 |
| Laboratory                                                                    | 70.0              | Laboratory 3.5      |
|                                                                                | 120.0             | 6.8                |

| MA114: Medical Insurance (CPT)/Medical Coding (ICD-9)                          |                  |                    |
| Classroom Lecture                                                            | 50.0              | Classroom Lecture 3.3 |
| Laboratory                                                                    | 70.0              | Laboratory 3.5      |
|                                                                                | 120.0             | 6.8                |

| MA115: Medical Specialties/Body Systems                                       |                  |                    |
| Classroom Lecture                                                            | 50.0              | Classroom Lecture 3.3 |
| Laboratory                                                                    | 70.0              | Laboratory 3.5      |
|                                                                                | 120.0             | 6.8                |

| MA116: Medical Clinical Externship                                            |                  |                    |
| Externship                                                                    | 180.0             | Externship 6.0     |

| TOTAL LECTURE                                                                | 300.0             | TOTAL LECTURE 19.9 |
| TOTAL LABORATORY                                                            | 420.0             | TOTAL LAB/SHOP 21.0 |
| TOTAL EXTERNSHIP                                                            | 180.0             | TOTAL EXTERN 6.0   |
| TOTAL                                                                        | 900.0             | TOTAL 46.9        |
MEDICAL ASSISTANT
DIPLOMA PROGRAM

CLOCK HOUR TO CREDIT HOUR CONVERSION

Northcoast Medical Training Academy utilizes the following Clock Hour to Credit Hour Conversion in compliance with the Accrediting Commission of Career Schools and Colleges (ACCSC), and in compliance with the definition provided by the State Board of Career Colleges and Schools:

Quarter Credit Hours:

One (1) quarter credit hour = thirty (30) units comprised of the following academic activities:

- One (1) clock hour in a didactic learning environment (classroom lecture) = two (2) units; or
- One (1) clock hour in a supervised laboratory setting of instruction = one and a half (1.5) units; or
- One (1) hour of externship = one (1) unit
- One (1) hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction = half (0.5) unit

DESCRIPTION OF OUTSIDE PREPARATION REQUIRED FOR THE CLASSROOM PORTION OF THE PROGRAM

All students at the Northcoast Medical Training Academy will be required to spend time externally from the scheduled classroom time preparation prior to each class.

- Reading assignments will be required of the material to be covered so that those students will gain the greatest possible benefit of learning through the classroom lectures.
- Assignments that relate to quarter curriculum will be required on a daily or weekly basis in addition to the outside reading assignments.
- Reinforcing through assignments outside of class will enhance skill development, the skills that are/were presented in the class or laboratory.
- Students will be assigned projects appropriate to each class based on designed syllabi and instructor. Individual as well as group projects will be utilized and require outside preparation as it relates to appropriate quarter curriculum.

*Students should expect outside study time, assignment time, reading, and project time to equal approximately one-half of the total scheduled classroom time each quarter of their program.
PHLEBOTOMY TECHNICIAN
CERTIFICATE PROGRAM
240 CLOCK HOURS/13.7 CREDIT HOURS

(Ten Weeks to Complete Certification Program)
Phlebotomy Certification Examination Eligible
National Certification Eligible On-Site Through NAHP

PROGRAM DESCRIPTION

The Phlebotomy Technician Program is designed to provide all students with the knowledge and hands-on skills to perform competently as a skilled Phlebotomist. The Phlebotomy Technician Program curriculum blends the fundamentals and advanced skills in phlebotomy that are needed to become a valued member of today’s health services care team. Lecture and direct hands-on laboratory experience are dovetailed as integral parts of this program. Students also will receive a solid background in the fundamentals of professional patient relations, accurate record keeping, standard precautions and safety regulations (OSHA), and measures for working in this health care field. Students will train on the same types of equipment typically found and utilized by current phlebotomists in clinics, doctors’ offices, medical centers, and hospitals. Students will be required to satisfactorily complete all evaluation skills listed as part of the program for each course. Upon successful completion of this program, students will be eligible to take the Nationally Registered Certified Phlebotomy Technician Exam offered by the National Association of Health Professionals (NAHP). If graduates are successful, they will gain the credential of a Nationally Registered Certified Phlebotomy Technician (NRCPT), and may have access to higher wage scales and greater local and regional job opportunities. Since there is an increasing demand for Phlebotomists, graduates can be employed at a variety of venues such as: hospitals, physicians’ offices, specialty clinics, blood collection centers, nursing homes, and service providers for home health care services and reference laboratories.

Upon completion of this program, graduates can gain occupations as: Phlebotomists, Blood Collection Specialists, or Phlebotomy Technicians in the laboratory, hospital, clinic, or physician’s office or medical group setting.
PHLEBOTOMY TECHNICIAN
CERTIFICATE PROGRAM

PROGRAM OUTCOMES

Upon completion of the Phlebotomy Technician Program, the graduate will receive a certificate and will be eligible to sit for the National Association for Health Professionals (NAHP) Certified Phlebotomy Technician exam. The graduate will meet the program objectives as follows:

1. Demonstrate knowledge of laboratory standards, law and ethics and infection control practices.
2. Understand and utilize appropriate medical terminology.
3. Utilize proper procedures for collecting a variety of specimens including a basic knowledge of the operation of common equipment used.
4. Possess a basic knowledge of human anatomy and physiology related to phlebotomy procedures.
5. Demonstrate competent and safe phlebotomy practices.
6. Use professional and caring communication when collaborating with clients, families, healthcare team members and other significant individuals.

PERFORMANCE OF REQUIRED ACTIVITIES

The MA Program at Northcoast Medical Training Academy is committed to equal opportunity for all. Medical Assistant courses meet the needs of prospective students with physical and/or learning disabilities. All prospective students must meet the following guidelines:

1. Work one-on-one in close proximity with another;
2. Speak clearly enough for clients to understand, and understand the verbal communications of English-speaking clients/patients;
3. Read, write and comprehend clearly enough to understand and follow written instruction and to take written tests/exams;
4. Communicate effectively in writing, using appropriate grammar, vocabulary and word context;
5. Frequently work in a standing position and do frequent walking;
6. Make quick appropriate decisions under stressful situations;
7. Carry out procedures that prevent the spread of infection, e.g. frequent hand washing or using masks and gloves, etc.

CREDENTIAL AWARDED UPON COMPLETION OF THE PHLEBOTOMY TECHNICIAN PROGRAM

Upon successful completion of the program requirements, graduates will be awarded a Certificate of Phlebotomy Technician. This program normally takes ten (10) weeks or two and one half (2.5) months to complete. Students will then be permitted to test on site for their Nationally Registered Certified Phlebotomy Technician certification through National Association for Health Professionals (NAHP).
REQUIREMENTS FOR GRADUATION

- A total of 25 successful blood draws.
- Successful completion of appropriate coursework and a final cumulative grade point average of at least 2.00.
- No more than 18 hours of lecture absences.
- Current with all financial obligations.
- Please note that all students in this program must take and pass the National Phlebotomy Technician Certification Examination as a requirement for graduation.

**NOTE:** This is required to ensure all Northcoast graduates of this program will be competitive in their job search and eventual employment in the field.

PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

COURSE LISTING

**PH110**  
MEDICAL TERMINOLOGY/INTRODUCTION TO PHLEBOTOMY/PATIENT RELATIONS COMPLIANCE AND COMPETENCY

**PH111**  
CLINICAL LABORATORY PROCEDURES  
PHLEBOTOMY TECHNIQUES & PROCEDURES
PHLEBOTOMY TECHNICIAN
CERTIFICATE PROGRAM

COURSE DESCRIPTION

PH110: MEDICAL TERMINOLOGY/INTRODUCTION TO PHLEBOTOMY & PATIENT RELATIONS/COMPLIANCE AND COMPETENCY  6.7 Credit Hours

This course is designed to introduce students to the variety of medical terms that they will encounter in the medical field as a Medical Assistant. Students will learn about the various terminology relating to body planes, circulatory system, urinary system, skin, ear and eye, hematology, microbiology, the reproductive system, as well as anatomy and physiology. Students will be introduced to the field of phlebotomy with respect to laboratory standards, ethical issues, quality assurance, infection control and isolation techniques, medical asepsis hand-washing, blood collection, and proper toxic waste disposal. Students will be provided instruction in the use of the metric system, syringes and needles, evacuated system, butterfly collection system, coagulation and anticoagulants, tourniquets, micro-collection equipment, collection of unopette blood sample, and the use of specimen collection trays. Conflict management and patient satisfaction instruction will be presented. Issues relating to laws that regulate compliance will be discussed. Phlebotomy-related compliance policies will be instructed. Topics involving proper documentation, limits on invasive specimen collection procedures, patient safety, age-specific care, and phlebotomy procedures will all be presented. Daily lectures in each class and ample time in the clinical laboratory setting to apply learned skills will be provided to students. Students will perform invasive procedures and check vital signs. Students will be instructed in the use of professional communication skills with patients and fellow health care professionals. Conflict management and patient satisfaction will be presented. Students will be expected to study presented material as well as be required to meet any laboratory skill evaluations for this course.
Prerequisite: None

PH111: CLINICAL LABORATORY PROCEDURES  
PHLEBOTOMY TECHNIQUES & PROCEDURES  7.0 Credit Hours

This course starts by introducing clinical laboratory procedures that are common to a physician's office or clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. During the phlebotomy techniques and procedures of this course, students will learn blood collection process, patient identification, patient positioning, accession numbering, selection of venipuncture site, performing a safe sterile venipuncture, venipuncture by syringe and evacuated tube methods, the failed venipuncture, patient reactions, intravenous and indwelling lines, prioritizing specimen collection, and arterial punctures. Venipuncture for infants/children, finger-stick punctures differing types of patients (anticoagulant, resistant, obese, psychiatric, isolated, and damaged or collapsing vein patients) will be instructed. Instruction will also include a variety of special specimen considerations and procedures such as: fasting, timed and stat specimens, special collection techniques, making blood smears, glucose testing, Surgiccut bleeding time method, blood cultures, urine culture collection, and specimen preservation and transport. Maintenance and care of laboratory equipment and supplies are presented. Students perform several invasive procedures and check vital signs. Students will learn the medical terminology specific to the course material. Students will be expected to study presented material as well as be required to meet any laboratory skill evaluations for this course.
Prerequisite: PH110
PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

SKILL EVALUATIONS

The following list of procedures will make up the skill evaluations for this certification:

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PHLEBOTOMY TECHNICIAN
CERTIFICATE PROGRAM

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PHLEBOTOMY TECHNICIAN
CERTIFICATE PROGRAM

MAJOR EQUIPMENT:

COMPUTER LABORATORY: (Shared with all Northcoast Programs)

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- APPLICABLE SOFTWARE & SITE LICENSES
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- BROTHER LASER PRINTERS (2)
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- 3-M OVERHEAD PROJECTORS [(3) with pull-down screens for (3) classrooms]
- COMFORTABLE CHAIRS (for each student)
- T-1 HIGH-SPEED INTERNET CONNECTION
- PATCH PANEL & ALL CABLES
- LAPTOP COMPUTERS WITH POWERPOINT PROJECTORS (3)

MEDICAL EQUIPMENT:

NOTE:

The Phlebotomy Technician Program students will be able to use any/all of the equipment listed under Major Equipment for the Medical Assistant Program as deemed appropriate by the instructors.

Northcoast Medical Training Academy currently maintains all of the above equipment and is ready to provide a quality Certificate Program curriculum to all students who enroll in the Phlebotomy Technician Program.
# PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

## PROGRAM OUTLINE

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<tbody>
<tr>
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## CLOCK HOUR TO CREDIT HOUR CONVERSION

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Quarter Credit Hours:

One (1) quarter credit hour = thirty (30) units comprised of the following academic activities:

- One (1) clock hour in a didactic learning environment (classroom lecture) = two (2) units; or
- One (1) clock hour in a supervised laboratory setting of instruction = one and a half (1.5) units; or
- One (1) hour of externship = one (1) unit
- One (1) hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction = half (0.5) unit
All students at Northcoast Medical Training Academy will be required to spend time externally from the scheduled classroom time preparation prior to each class.

- Reading assignments of the material to be covered will be required so that those students will gain the greatest possible benefit of learning through the classroom lectures.

- Assignments that relate to quarter curriculum will be required on a daily or weekly basis in addition to the outside reading assignments.

- Skill development will be enhanced by reinforcing through assignments outside of class, the skills that are/were presented in the class or laboratory.

- Students will be assigned projects appropriate to each class based on designed syllabi and instructor. Individual, as well as group projects, will be utilized and require outside preparation as it relates to appropriate quarter curriculum.

**Note: Students should expect outside study time, assignment time, reading, and project time to equal approximately one-half of the total scheduled classroom time each quarter of their program.**
VETERINARY ASSISTANT
DIPLOMA PROGRAM

900 CLOCK HOURS/47.1 QUARTER CREDIT HOURS
FOUR (4) QUARTERS
(40 weeks to complete)

PROGRAM DESCRIPTION

The Veterinary Assistant Diploma Program at Northcoast Medical Training Academy has been designed to meet the growing need for Veterinary Assistants. Veterinary Assistants will enjoy an exciting and rewarding job that comes from working with various animals.

The Veterinary Assistant Diploma Program will provide instruction in lecture and laboratory hands-on formats. Students will learn about the terminology used in the veterinary field, as well as basic animal care (wash, feed); obtain and prepare animal records, charts, and histories; how to provide specialized nursing care; preparation of animals, instruments, and equipment for surgery; assist in surgical procedures; and applicable computer software to record all transactions necessary to the veterinary office (billing, notification of appointments, customer service skills, and scheduling protocol). Students will also be instructed (to the Veterinary Assistant level) in animal behavior; handling and restraint; various biological systems such as digestive system, skeletal and muscular systems, urinary and endocrine systems, respiratory and circulatory systems, and the nervous system and sensory organs. Instruction will also include the areas of basic nutrition, basic physical examinations, pathology, immunology, basic clinical parasitology, emergency care, and very basic common veterinary pharmacology. Finally, students will learn instrumentation and the principals of aseptic technique, surgical and anesthetic preparation, and laboratory animal general procedures. Northcoast Medical Training Academy believes that students need hands-on training that provides real-world experiences to make the students the best potential employees. A solid blend of professional relevant classroom instruction and hands-on clinical laboratory practice is what employers are seeking in a graduate. All students will be placed by the school at an externship site for a period of 180 hours to be completed during their fourth quarter. These externship sites will be with a veterinarian, animal clinic, animal shelter, or animal hospital approved by the school. Dedication and sincere caring to this rewarding career is essential to student success in this and all medical programs. The Placement Director will assist all graduates in finding the right entry-level position to begin the exciting and very rewarding career as a Veterinary Assistant.

Upon completion of the Veterinary Assistant Diploma Program, graduates can gain occupations in the following areas of the veterinary and animal care field: Veterinary Assistant at a clinic or animal hospital; Veterinary Assistant working directly for a Veterinarian’s office; Laboratory Technician; Animal Care Specialist; work at a veterinary supply store, drug or feed manufacturer, humane society, or animal shelter.
VETERINARY ASSISTANT
DIPLOMA PROGRAM

PROGRAM OUTCOMES

Upon completion of the program, the graduate will obtain a diploma in Veterinary Assisting. The graduate will meet the program objectives as follows:

1. Possess knowledge of canine and feline body systems, physiology and diseases.
2. Demonstrate the proper restraints for canine and feline patients.
3. Demonstrate the ability of critical thinking to better assist the veterinarians in the field.
4. Demonstrate the proper documentation of patient histories, prescribed medications, anesthetic agents and vaccinations.
5. Demonstrate knowledge of anesthetic agents and the ability to properly monitor patients during surgical procedures.
6. Possess a working knowledge of the equipment used in the veterinary field.
7. Demonstrate the ability to perform in-house lab work and prepare samples for reference labs.
8. Possess a working knowledge of radiology procedures and safety requirements set forth by OSHA and the Department of Health.
9. Understand and practice ethics while working with clients and patients.
10. Demonstrate compassion while interacting with clients and patients.
11. Demonstrate the ability to maintain a professional demeanor at all times.

PERFORMANCE OF REQUIRED ACTIVITIES

The VA Program at Northcoast Medical Training Academy is committed to equal opportunity for all. Veterinary Assistant courses meet the needs of prospective students with physical and/or learning disabilities. All prospective students must meet the following guidelines:

1. Work one-on-one in close proximity with another;
2. Speak clearly enough for clients to understand, and understand the verbal communications of English-speaking clients/patients;
3. Read, write and comprehend clearly enough to understand and follow written instruction and to take written tests/exams;
4. Communicate effectively in writing, using appropriate grammar, vocabulary and word context;
5. Frequently work in a standing position and do frequent walking;
6. Make quick appropriate decisions under stressful situations;
7. Ability to lift up to 50 pounds;
8. Carry out procedures that prevent the spread of infection, e.g. frequent hand washing or using masks and gloves, etc.
CREDENTIAL AWARDED UPON COMPLETION OF THE VETERINARY ASSISTANT DIPLOMA PROGRAM:

Upon successful completion of the program requirements, graduates will be awarded a Diploma of Veterinary Assistant from Northcoast Medical Training Academy. This program normally takes forty (40) weeks or ten (10) months to complete.

REQUIREMENTS FOR GRADUATION

- Successful completion of appropriate coursework and a final cumulative grade point average of at least 2.00.
- No more than 18 hours of lecture absences for each quarter for Quarters 1-3, plus successful completion of 180-hour externship.
- Current with all financial obligations.
VETERINARY ASSISTANT
DIPLOMA PROGRAM

COURSE LISTING

QUARTER 1 (This Quarter Focuses Mainly on Canines):
  VA101: ANIMAL NUTRITION/LIFE CYCLES/CANINE FOCUS

QUARTER 2 (This Quarter Focuses Mainly on Felines):
  VA102: BODY SYSTEMS/FELINE FOCUS

QUARTER 3 (This Quarter Focuses Mainly on Hospital Procedures)
  VA103: LAB/HOSPITAL PROCEDURES/EQUINE/EXOTICS

QUARTER 4 (180 Hours Off-Site)
  VA104: VETERINARY CLINICAL EXTERNSHIP
VA101: ANIMAL NUTRITION/LIFE CYCLES/CANINE FOCUS  13.7 Credit Hours

This quarter is designed to lay down a foundation of understanding that all veterinary assistants need to build from. Students start by learning about safety and sanitation, many legal and ethical situation that veterinary assistant may be faced with, as well as focusing on the veterinary medical terms and abbreviations. Students also learn about the basic structure of life, the cell and how it functions. Our main focus this quarter is canine, students will gain knowledge in identification and production of the various breeds and the individual health maintenance requirements for each. During this quarter students will learn basic grooming techniques, animal behavior as well as being able to read the body language of a canine animal. In the laboratory setting, students will learn specific procedures, how to perform those procedures, as well as why these procedures are necessary in the veterinary assistant field. Students will learn the basic knowledge of a physical examination, how to take patients history and document in a medical charts. Students will learn procedures for scheduling appointments as well as basic knowledge of managing the veterinary office and maintaining sufficient work flow. Off-site instruction is a required part of this quarter. Students are expected to study presented material and meet all skill evaluation items that are required for this quarter.
Prerequisite: None

VA102: BODY SYSTEMS/FELINE FOCUS  13.7 Credit Hours

This quarter begins with a review of important information learned in quarter one. The students then dive right into what a Medical Record is. The necessary information needed for procedures as well as how to handle and file medical records. The course then focuses on communication and client relations as well as microscopic parasites and organisms. This quarter will then focus on the feline identification chapter as well as explain the various diseases for feline patients. During this course students will also learn about the multiple body systems such as the immune, digestive, musculoskeletal, circulatory, respiratory, renal, nervous and sensory. Pet First Aid and CPR, as presented by the American Red Cross, is also covered during this course. A hands-on cat dissection lab will be held at the end of the course to help build on the students understanding of each body system and how each system works together to promote homeostasis of our small animal patients. Off-site instruction is a required part of this quarter. Students are expected to study presented material and meet all skill evaluation items that are required for this quarter.
Prerequisite: None
Veterinary Assistant Course Descriptions (cont.)

VA103: LAB/HOSPITAL PROCEDURES/EQUINE/EXOTICS  13.7 Credit Hours

This quarter is designed to introduce students to surgical preparation and procedures, anesthesiology, radiology, pharmacology, equine, exotics and laboratory animals and testing. Students will continue to learn about the different body systems, such as the Endocrine and Reproductive systems as well as learning about Animal Nutrition. Students will learn aseptic techniques, preparing animals for surgery and instruments used during surgical procedures. Students will have an understanding of anesthesia agents used in the field and the importance of monitoring patients under anesthesia. Students will learn about the different pharmaceuticals used in veterinary medicine and why they are prescribed. Students will also learn the procedures for taking and developing radiographs and the basics of reading a radiograph. Students will be exposed to equine and exotics, learning about nutrition, housing, preventative medicine, and diseases. Off-site instruction is a required part of this quarter. The coursework will be enhanced by required weekly job shadows at veterinary hospitals, animal facilities, and field trips. Students are expected to study presented material and meet all skill evaluation items that are required for this quarter.
Prerequisite: VA101, VA102

VA104: VETERINARY CLINICAL EXTERNSHIP  6.0 Credit Hours

This quarter is strictly an off-site, school-assigned and approved externship. Students must complete all 180 hours of this externship during this final 10-week quarter. Northcoast Medical Training Academy will complete all paperwork, monitor and evaluate student attendance and progress. Externship sites include animal hospitals, veterinary clinics, animal shelters, or other approved sites that can provide valuable learning experiences related to the duties of a Veterinary Assistant.
Prerequisite: VA101, VA102, VA103
VETERINARY ASSISTANT
DIPLOMA PROGRAM

LIST OF EQUIPMENT AND MATERIALS
(TEXTBOOKS/SUPPLIES/WORKSTATIONS)

TEXTBOOKS:

Cengage Publishing; 1-800-354-9706
*Veterinary Assisting Fundamentals and Applications ISBN# 978-1-4354-5387-6

Cengage Publishing; 1-800-354-9706
*Delmar’s Veterinary Technician Dictionary ISBN# 978-0-7668-1421-9

Elsevier; 1-866-545-2502
*Mosby’s Veterinary PDQ, 2nd Ed. ISBN# 978-0-323-24066-6

Saunders Veterinary Anatomy Coloring Book, 2nd Edition

American Red Cross Cat/Dog First Aid, CPR, Safety Series, Vol. 3

Anatomy Charts (various sources)

Animal-related Videos

Power Point Presentations

Handouts from Various Sources

Guest Speakers

Field Trips

*Indicates student-issued books to be kept by the students

Northcoast Medical Training Academy currently maintains all of the equipment and books, and is ready to provide a quality Veterinary Assistant Diploma Program curriculum to all students who are and will be enrolled in the Veterinary Assistant Diploma Program.

Northcoast Medical Training Academy also maintains a library bookcase that has over 100 veterinary books available for student use. These books can be checked out by title and ISBN number through the Campus Director or the Program Department Head at the student’s discretion.
All Medical Program, Veterinary Program, Phlebotomy Program and Massage Program students will use a specific computer laboratory set up for them. All software relating to coding or patient records as well as Microsoft Office Suite Downloads are loaded on the following 14 computers that have Microsoft Vista 2008 as the operating system:

- Dell 4.0 gig
- 2.0 Gig. Memory
- 120 Gig. Hard Drive
- 19” Flat Screen LCD Dell Monitors
- Internet Keyboard
- Dell Lighted Scrolling Mouse

The medical/veterinary/phlebotomy/massage computer room has two (2) high-speed high capacity laser Brother printers that are networked to all of the computers. Additionally, all student computers, which are used individually as each class utilizes this laboratory, are connected to our high-speed T-1 Internet line. This is the fastest connectivity available to the school. Microsoft Windows Vista is the operating system used by the school.

*Students: Please do NOT change settings on any computer at any time. These computers are maintained via contract with PCSurgeons located in Kent to ensure that they experience little to no downtime for all student benefit. By altering or changing settings on any computer or printer a student may jeopardize computer laboratory effectiveness, the Northcoast computer vendor contract, or damage equipment.

Please note, should a student go against the school policy and alter a computer, that student will be subject to any and all costs associated with restoring the computer or the computer laboratory to its original functioning format.

Should there be a need for any of the students at Northcoast Medical Training Academy to conduct research or gain any additional information on any assigned project, the Medical/Veterinary/Massage Computer Laboratory computers are available during the afternoon when classes are not scheduled. Generally, the Laboratory computers are available for student use between 2:30 p.m. – 5:30 p.m. Monday through Thursday, and from 9:00 a.m. – 3:00 p.m. every Friday. Additional times may be available when classes are not held in the computer laboratory.

All students should note that the computer laboratory may have a scheduled class or use time by a particular program or class. These times are scheduled in advance and are posted on the wall to the right of the computer room door. Please observe and respect the use of the computer laboratory by another class or group AT ALL TIMES. Classes that have scheduled use times by their instructor will take precedence, and all other students MUST remain out of the computer laboratory until the scheduled time is completed. Thank you in advance for your expected understanding and cooperation.
MAJOR EQUIPMENT

COMPUTER LABORATORY: (Shared with all Northcoast Programs)

- NETWORK SERVER
- STUDENT WORKSTATIONS (14)
- APPLICABLE SOFTWARE AND SITE LICENSES
- ETHERNET HUB
- ROUTER
- UPS UNIT (BATTERY BACKUP)
- 2 BROTHER LASER PRINTERS
- COMFORTABLE CHAIRS (one for each student)
- PATCH PANEL AND ALL CABLES

VETERINARY EQUIPMENT:

CLASSROOMS

- STUDENT LECTURE TABLES AND CHAIRS
- TV/DVD COMBINATION
- 3-M OVERHEAD PROJECTOR
- EPSON PROJECTORS (3)
- PULL DOWN SCREENS (3)
- LAPTOP COMPUTERS (3)
- STAINLESS STEEL UTILITY CART (4)
- STAINLESS STEEL DOUBLE SINK (2)
- K9 HIP MODEL
- FELINE SKELETAL MODEL
- SUNDRY JAR (5)
- FELINE EAR MODEL

VETERINARY EQUIPMENT LAB RM 17

- STAINLESS STEEL TREATMENT TABLE (6)
- STAINLESS STEEL EQUIPMENT RACK
- STAINLESS STEEL DOUBLE SINK
- SURGICAL STEEL INSTRUMENTS
- LARGE DIGITAL PET SCALE
- MICROSCOPE (4)
- V6500 CENTRIFUGE
- MICROHEMATOCRIT CENTRIFUGE
- NAIL CLIPPERS (4 large, 3 medium, 3 small)
- ANDIS HAIR CLIPPERS (2)
- SUNBEAM HAIR DRYER (2)
- FLEXIBLE FLOOR LAMP
- SHORELINE CAGES (4 small, 2 large)
- PET CARRIER (1 large, 1 small)
- HEAVY DUTY GLOVES (1 pair)
- EAR/EYE RINSE KIT
- CANINE LEAD (12)
- CANINE JAW MODEL
- PETSCOPE (4)
- CANINE MUZZLES (all sizes)
- DISSECTION EQUIPMENT
- REFRACTOMETER
- THERMOMETER (6)
- CANINE EAR MODEL
- BRUSHES/COMBS (various sizes)
- STETHOSCOPE (14)
- SUNDRY JAR (5)
- FECAL LOOPS (4 large, 2 small)
- OTO/OPHTHALMASCOPE
- SCHIRMER TEAR TEST
- FLOURASCENE STAIN
- BLACK LIGHT

**VETERINARY EQUIPMENT LAB RM 13:**

- STAINLESS STEEL TABLE
- STAINLESS STEEL EQUIPMENT RACK
- STAINLESS STEEL TREATMENT TABLE
- STAINLESS STEEL CART
- ANESTHESIA MACHINE
- SINGLE SINK
- MOBILE SURGICAL TRAY (2)
- ADJUSTABLE FLOOR LAMP
- STAINLESS STEEL SURGICAL INSTRUMENTS
- X-RAY VIEWER
- SMALL ANIMAL SCALE
- AUTOCLAVE
- ENDOTRACHEAL TUBE (4)
- EQUIPMENT TRAY (5)
- SUNDRY JAR
- LARYNGOSCOPE
## VETERINARY ASSISTANT DIPLOMA PROGRAM

### PROGRAM OUTLINE

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<tr>
<th>Course Titles</th>
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VETERINARY ASSISTANT
DIPLOMA PROGRAM

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DESCRIPTION OF OUTSIDE PREPARATION REQUIRED FOR THE CLASSROOM PORTION OF THE PROGRAM

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- Students will be assigned projects appropriate to each class based on designed syllabi and instructor. Individual, as well as group projects, will be utilized and require outside preparation as it relates to appropriate quarter curriculum.

**Note: Students should expect outside study time, assignment time, reading, and project time to equal approximately one-half of the total scheduled classroom time each quarter of their program.
NORTHCOAST MEDICAL TRAINING ACADEMY

PRACTICAL NURSING PROGRAM
OVERVIEW OF THE PROGRAM

Classes of up to 32 students are admitted each class start for the full-time program of 48 weeks, 30 hours each week. Day classes are held Monday through Friday from 8:00 a.m. to 2:00 p.m.; afternoon classes are held Monday through Friday from 3:30 p.m. – 9:30 p.m. Clinical experience follows the day and afternoon class schedules as closely as possible. Students may have clinical experiences at other times to accommodate clinical objectives.

One class of up to 32 students is admitted each class start for the week-end (part-time) program of 96 weeks, 15 hours each week. Classes are held from 5:30 to 10:30 p.m. on Fridays and 8:00 a.m. to 6:00 p.m. on Saturdays. Clinical experience follows the class schedule as closely as possible. Classes may have clinical experiences at other times to accommodate clinical objectives.

Admission to the school is granted to those who meet the admission requirements including passage of the pre-admission examinations.

Graduates of the PN program who meet all of the Ohio Board of Nursing requirements are eligible to take the national nursing examination provided by NCLEX-PN. Successful passage of this exam enables the graduate to be employed as a practical nurse providing care for patients in various settings within the scope of practice defined by the Ohio Board of Nursing.

PROGRAM PHILOSOPHY

The faculty of the PN Program place a high value on life and human dignity, and view quality education as a prerequisite to placing well-prepared and caring nurses in healthcare settings. The PN Program shares the mission of Northcoast Medical Training Academy to provide quality programs that are sound in concept, implemented by a competent faculty, and geared to serving those seeking a solid foundation in knowledge to obtain employment in their chosen field of study.

We believe in accordance with 4723-5-4 of the Ohio Administrative Code that the knowledge required to become a competent practical nurse is drawn from the basic biological, physical, and technological sciences of human anatomy and physiology, chemistry, microbiology, nutrition, pharmacology, mathematics, and computer operations. Social and behavioral sciences assist in developing a foundation for understanding and communicating with individuals or groups across the lifespan as well as understanding the effects of multiple experiences upon human behavior. Finally, knowledge of basic nursing art and science prepares the graduate to deliver safe nursing care across the life span and to function within the defined scope of practice for a practical nurse. The nurse cares for individuals within a care environment to promote health and maintain psychosocial and physiological integrity.

The basic premises for the science of caring in nursing taught in this program are based on the broad and complex premises explained by nurse theorist Jean Watson in *Caring Science as Sacred Science*, (2005 F.A. Davis and Co.).

This theory requires grounding in a humanistic value system combined with a scientific knowledge base that guides the nurse’s actions.
Caring

Caring can be effectively demonstrated and practiced only interpersonally. Carative factors result in the satisfaction of certain human needs while promoting health and individual growth. A caring environment is one that offers development of potential while allowing for choice of the best action by each person. Caring integrates biophysical knowledge with that of human behavior to promote health and to minister to those who are ill. The practice of caring is central to nursing. As a given, caring must be grounded on a set of universal human values – kindness, concern and love of self and others.

Individual

The individual is valued as a unique, dynamic being influenced by biological, psychological, cultural, spiritual, and developmental forces from which human needs are realized. As human needs are met, the individual achieves balance and harmony within by creating ways to cope with these experiences.

Health

Health is a dynamic process of attempting to live up to one’s potential from birth to death. One’s health is self-defined. It reflects the complex nature of balance and harmony within the person with multiple biological and socio-cultural systems, and is influenced by personal and cultural norms. As health is self-defined, illness represents an individual’s interpretation and response to disease or other disharmony within himself or his environment.

Practical Nursing

Practical nursing is an integral part of a profession that provides nursing care to individuals in a variety of contemporary health-care settings. A practical nurse functions only under the direction of a licensed physician, dentist, podiatrist, or registered nurse, and within the scope of the practical nurse as stated in the Ohio Nurse Practice Act (Ohio Revised Code 4723.01). This means that the PN participates in the nursing process by contributing observations to the nursing assessment and development of the nursing care plan, implementing the planned actions, and contributing to evaluation of the planned care. Northcoast prepares future PN graduates to collaborate with members of the health care team appropriately and professionally.

Nursing Education

Nursing education is an organized, goal-directed process by which knowledge, skills, attitudes, and behaviors are developed in the learner based on fundamental values. This process moves in stages from simple to complex, from the known to the unknown, and from normal to abnormal. Bloom’s taxonomy for categorizing levels of abstraction are used to test knowledge, comprehension, application, and analysis of subject matter presented in this program. Education is a life-long process.

It is the mechanism by which an individual pursues life goals, broadens human potentials and opportunities, develops creative thinking, and clarifies values.

The natural development of humanistic values can be facilitated through the exchange of attitudes and beliefs and of the learning and role modeling that occur between the student nurse and the nursing educator. Practical nursing contributes to and maintains high standards of humanistic nursing care empowered by this educational process.
Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and may apply for endorsement to practice in other states. The graduate realizes that continuing education is essential to adapt to the changing patterns of health care. Northcoast faculty seek to inspire, motivate, and educate every student with the ultimate goal of empowering the highest quality graduate not only academically and clinically, but also as a caring human being who aspires to contribute his or her best to society.

Client Needs

Nurses perform functions to meet the needs of clients in various settings. The National Council of State Boards of Nursing analyzed nursing activities that meet client needs in relation to the frequency of their performance, their impact on maintaining client safety, and the settings in which they are performed. Four major categories were identified: safe and effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity. The faculty believes that practical nursing education is embodied in these categories and is integrated in the concepts of the nursing process, caring, communication and documentation, and teaching and learning.

CONCEPTUAL FRAMEWORK

The curriculum of the PN program is designed to prepare students in the core competencies performed by entry-level practical nurses to assist individuals to meet human needs in a variety of health care settings while developing humanistic values and altruistic behaviors that define a caring nurse.

Courses are organized around the framework of client needs identified by the National Council of State Boards of Nursing and incorporate the PN Program philosophy and program objectives based on Watson’s science of caring. Integrated within the courses are the concepts and processes identified by the current NCLEX-PN Plan as fundamental to the practice of nursing. These are defined as follows:

Nursing Process: The clinical problem-solving process that provides a scientific approach for delivering care to clients. The steps of this process include data collection, planning, implementation, and evaluation.

Caring: Encounters between the nurse and other persons that are grounded in a humanistic value system of altruistic behaviors that foster mutual respect and trust. In this collaborative environment, the nurse provides support and compassion to help clients achieve desired outcomes. Caring is the essence of nursing.

Communication: The verbal, nonverbal, or both types of interactions between the client, significant others, and members of the health care team.

Documentation: The validation of the events and activities associated with client care through written or electronic record that reflects standards of practice and accountability into the provision of care. It is a critical component of a nurse’s responsibility.

Teaching and Learning: Strategies to facilitate the acquisition of knowledge, skills, and attitudes that lead to a planned change in behavior, used when the nurse functions in the role of a teacher.
PROGRAM OUTCOMES

Upon completion of the PN Program, the graduate will receive a diploma and will be eligible to file an application with the Ohio Board of Nursing to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The graduate will meet the program objectives as follows:

1. Develop sensitivity to self and others that commits the nurse to help other people achieve such goals as satisfaction, comfort, freedom from pain and suffering, and higher level wellness.

2. Draw upon the cognitive abilities of knowledge comprehension, application, and analysis of scientific principles to employ critical thinking in delivery of nursing care.

3. Utilize the nursing process to contribute to meeting the physiological, psychosocial, cultural, and spiritual needs of individuals and groups, including end-of-life care.

4. Function safely as a competent beginning practical nurse in a diversity of health care environments within the scope of practice defined by the Ohio Nurse Practice Act.

5. Demonstrate knowledge of legal, ethical, historical, and emerging issues in nursing including the law and rules that regulate the practice of nursing.

6. Demonstrate interpersonal caring and compassion in interactions with clients while providing support to help them achieve desired outcomes.

7. Use professional and caring communication when collaborating with clients, families, health team members, and other significant individuals.


9. Understand and communicate cultural awareness of individuals and groups by respecting the beliefs and values of clients across the life span, even when these beliefs and values differ from their own.

10. Promote health and higher level functioning for clients in person-to-person relationships.

11. Use principles of teaching and learning when helping clients to acquire knowledge, skills, and attitudes that lead to a purposeful change in behavior.

12. Demonstrate safe pharmacotherapeutics including medication, administration and assistance with self-administration of medications.
COST OF THE PROGRAM

TUITION (FOUR QUARTER PROGRAM) $19,396.00
BOOKS $594.00
$19,990.00

There is a $50 application fee

FINGERPRINTING AT ORIENTATION $37.00 or $68.00*
*BCII only or FBI also if student has resided out of state in last 5 years

DRUG SCREEN AT ORIENTATION $30.00

LIABILITY INSURANCE $38.00

GRADUATION COSTS:

SCHOOL PIN $10.00
GRADUATION EXPENSES- (Hall rental, diploma printing, diploma cover) $40.00
FLORENCE NIGHTINGALE LAMP (STUDENTS KEEP) $50.00

LICENSURE FEES:

FINGERPRINTING FOR LICENSURE (FBI/BCII) $68.00
APPLICATION $75.00
EXAM FEE $200.00
ADMISSION INTO THE PRACTICAL NURSING PROGRAM

REQUIREMENTS FOR ADMISSION:

1. General application.
2. A minimum 2.00 GPA from high school and/or an accredited college, or a GED with a score of at least 45/450.
3. No convictions of crimes as listed in the Criminal Record Policy.
4. Passage of a pre-entrance test with a 75% or higher score.

APPLICATION/ADMISSION PROCESS:

FIRST SET OF ADMISSION CRITERIA

1. Complete an application.
2. Submit the following documentation:
   An official high school and/or accredited college transcript showing scores with at least a 2.00 GPA OR a GED with a score of at least a 45/450.
   Recognized Equivalents of a High School Diploma:
   * A certificate demonstrating that the student has passed a state authorized examination (for example, the California High School proficiency exam) that the state recognizes as an equivalent of a high school diploma (note that certificates of attendance and/or completion are not included in this qualifying category);
   * An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
   Please note: If you are submitting a foreign transcript, it must be translated into the U.S.A. equivalent G.P.A. This must be received prior to collecting any funds from you and before you will be permitted to sit for the pre-entrance examination.
3. Sign a statement of awareness of the Criminal Record Policy.
4. Pay the nonrefundable pre-entrance test fee of $50.00. (Cash, money order or personal check made payable to Northcoast Medical Training Academy).
   Schedule and take the pre-entrance exam. Candidates have two (2) attempts to pass the exam with a 75% or higher score. The second opportunity to take the exam is offered for a cost of $25.00 (cash only). If after two (2) attempts, the candidate fails to attain a 75% or higher test score, they are not eligible for admission for a period of one (1) year. Please note: Students who fail the pre-entrance exam after two (2) attempts must wait at least six (6) months to retake the pre-entrance exam for a third and final time at a cost of $25.00 (cash only). Upon passage, the student must adhere to the entire admission process.
   Students who take and pass the pre-entrance exam but wait one (1) year or longer to enter the program must restart the application process including retaking and passing the pre-entrance test. The first attempt is offered free of charge. However, if the applicant fails the exam, a test fee of $25.00 (cash only) will be assessed for the second attempt.
   The exams and scores of applicants who have taken and passed pre-entrance tests associated with other nursing schools within the past year will be presented to the test coordinator who, after review, will determine whether a substitution will satisfactorily meet this requirement.
Admission will be considered after completion of the following: general application, have a minimum GPA of 2.00 OR minimum GED score of 45/450, signed the Statement of Awareness of the Criminal Record Policy, and passed the pre-entrance examination with at least a 75% score

SECOND SET OF ADMISSION CRITERIA

Full admission will be considered after completion of the following:

1. Submitted the completed enrollment materials along with the $50.00 application fee. (Cash, money order, or check made payable to Northcoast Medical Training Academy).
2. Completed all financial paperwork. All financial aid must be approved prior to the class start date.
3. A $200.00 (refundable) down payment may be charged in order to hold a position on the class start date and will be applied to the total tuition amount upon admission.

CRITERIA DUE PRIOR TO CLINICALS (4.5 weeks)

4. Demonstrated physical and emotional ability to perform the routine tasks expected of a nursing student while in class and clinical settings by scheduling an appointment within six (6) months of the anticipated start date to have a physical examination performed by your primary care provider. The completed Health Examination Form must include documentation of the following information and be signed by the primary care provider:
   a. Required immunizations - 2-step PPD (TB, annual), MMR, and Hep B. Varicella (chickenpox) or date of disease, T-Dap (whooping cough) within the past 10 years, Influenza (during fall/winter months)

   *Please note that some clinical facilities may require additional immunizations.
   b. Verification of physical and emotional ability to perform required nursing activities.
5. Provided a copy of current CPR certification for Healthcare Providers attained from the American Heart Association ONLY.
6. Submit a negative drug screen result (10-12 panel) within three (3) months of enrollment.
7. Criminal background check conducted within three (3) months of enrollment.
8. Professional Liability Insurance. The cost of this insurance is approximately $35.00-$45.00 per year.
9. Attended the mandatory Practical Nursing Orientation.

Please note: Students will not be permitted to participate in clinical experiences until the following documents have been received: 1) Required immunizations 2) CPR certification 3) Criminal background check 4)Proof of student Professional Liability Insurance and 5) a negative drug screen result.

Applications are maintained for one (1) year only, after which time the process of admission must be restarted. A representative from the Practical Nursing Program Admissions Department is available to answer questions regarding admissions into the program Monday through Thursday, 9:00am--5:00pm and on Friday, 9:00am--3:00pm.
CHANGES TO PROGRAM POLICIES

The goal of Northcoast Medical Training Academy and the Practical Nursing Program is to continually improve the quality of education provided. With that aim in mind, efforts will be made to maintain the policies as stated in the PN Student Handbook at the time of enrollment. However, there may be times when revisions must be made in order to continue to offer the best education possible. It is during this time that the program reserves the right to make necessary policy changes.

The program will not make changes to policies that pertain to student progression and/or completion during enrollment. However, students should be aware that if they withdraw from and/or fail a course in the program, they will be held to the standards as written in the most recent Student Handbook upon readmission. If the student does not return from a Leave of Absence at the end of 180 days, the student is considered terminated from their program and must reapply for admission. Should this circumstance occur, students will be subject to the conditions as written in the most current PN Student Handbook upon readmission into the program.

In the event that it becomes necessary to make changes to policies other than progression and/or completion requirements, the student will be notified in the following manner:

1) The director of the program (or designee) will meet with each class that is affected by the change and provide a written copy of the revision and/or addition, explain the changes and answer any related questions.

2) The student will be asked to sign a copy of the written policy verifying understanding of the new and/or revised policy. A signed copy will be placed in the student file and a copy will be given to the student for their own personal records.

TRANSFERS/ADVANCED STANDING

Students are expected to attend and successfully pass all classes, skills labs and clinicals associated with each course in a sequential manner. Therefore, any credit given for courses taken outside of Northcoast Medical Training Academy will potentially affect tuition costs ONLY and is at the sole discretion of the Campus Director.

Records of student candidates with experience in the Armed Forces of the United States, or in the National Guard or in a reserve component will be reviewed by the Nursing Program administration. The Nursing Program administration will determine if the individual's military education and skills training is substantially equivalent in content, length and clinical and/or laboratory experiences to the curriculum offered at Northcoast. Military candidates requesting credit for courses will be required to demonstrate their level of knowledge and ability to properly perform the required nursing skills by passing a comprehensive exam and/or demonstrating competency in the skills laboratory and clinical venue associated with each course. Should it be determined that the individual is knowledgeable and competent, credit will be awarded. However, students are strongly encouraged to attend all classes as they are scheduled in a sequential manner. Failure to attend classes will result in sitting out for extended periods of time until the next course is offered.
CANCELLATION/REFUND POLICY

Cancellations:

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until an official of the school has approved it. If the school does not accept the Agreement, all monies will be refunded. Students have the right to cancel the Enrollment Agreement at any time.

Students may withdraw without a penalty within five (5) business days following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment. An enrollment agreement may be cancelled within five (5) calendar days of signing provided the school is notified in writing as stated in Ohio Administrative Code 3332-1-10(F)(1). In such case, the school must refund in full all tuitions and fees paid.

If an applicant/student cancels or withdraws or is terminated by the Academy for any reason, refunds will be made according to the following policies, as required by the State Board of Career Colleges & Schools.

Refunds:

A student wishing to officially withdraw should inform the School Director at least five (5) calendar days in advance of withdrawal. A student who returns to the Academy after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition.

A student’s last date of attendance (LDA) as documented by the Academy will be used to calculate any money the student owes and to calculate any refund the student is due.

Refunds in clock hour programs shall be made per each academic term in accordance with the following procedures:

A student who starts class and withdraws before the academic term is fifteen percent completed will be obligated for **twenty-five percent** of the tuition and refundable fees for the current academic term plus the registration fee.

A student who starts class and withdraws after the academic term is fifteen percent complete but before the academic term is twenty-five percent completed will be obligated for **fifty percent** of the tuition and refundable fees for the current academic term plus the registration fee.

A student who starts class and withdraws after the academic term is twenty-five percent complete but before the academic term is forty percent completed will be obligated for **seventy-five percent** of the tuition and refundable fees for the current academic term plus the registration fee.

A student who starts class and withdraws after the academic term is forty percent completed **will not be entitled to a refund** of the tuition and fees for the current academic term.
Refunds will be paid within forty-five (45) calendar days of a student’s LDA if the student officially notifies the Academy of his/her intent to withdraw; or in instances in which a student does not notify the Academy of his/her intent to withdraw, forty-five (45) calendar days from the date the Academy makes the determination that the student has withdrawn; or forty-five (45) calendar days from the date the Academy terminates a student.

Note: Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth scheduled school day following the first scheduled class session. Their names will not appear on any class roster or grade report and grades will not be recorded. For the purpose of calculating Maximum Completion Time and Satisfactory Academic Progress, the quarter will not be considered as an attempted quarter. However, they must pay the registration fee stated on the Enrollment Agreement. This is more beneficial to the student than the State of Ohio Refund Policy.

When the student is due a refund to the tuition charged, the refund shall be made no later than forty-five (45) days from the last date of attendance. If tuition and fees are collected in advance of the class start date and the student does not start class or withdraws on the first day of class, the school shall retain no more than the registration fees.

STATEMENTS OF NON-DISCRIMINATION

Northcoast Medical Training Academy does not discriminate on the basis of gender, sexual orientation, age, physical or mental disability, race, creed or religion in its admission into or treatment in any of its programs, activities, advertising, training, placement or employment. However, should a discriminatory act occur against any student or employee, Northcoast will take the steps necessary to investigate the incident, correct any discriminatory effects and to prevent recurrence of such acts of discrimination, including disability harassment.

The Campus Director is the designated coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. The Campus Director also serves as the coordinator to ensure compliance with section 504 of the Rehabilitation Act of 1973 and for implementing proper and appropriate policies that relate to the requirements of the school and its employees regarding this Act.

The Title IX Education Amendments Act of 1972 and the Section 504 Rehabilitation Act of 1973 designated Coordinator is:

Timothy Runge, Campus Director/Owner
Northcoast Medical Training Academy
1832 State Rt. 59; Kent Ohio 44240
330-678-6600

The alternate designated Coordinator is:

Denise Isackila, Practical Nursing Freshman Course Coordinator
Northcoast Medical Training Academy
1832 State Rt. 59; Kent, Ohio 44240
330-678-6600
Prospective students, current students, graduates or employees who wish to file a grievance or complaint against the school or its representatives for disability discrimination, including disability harassment, carried out by other students, employees, or third parties, or for other discriminatory acts covered under Title IX and Section 504, may do so as outlined in the **Student Complaint/Grievance Procedure** section of the Handbook.

The PN Program of Northcoast Medical Training Academy is committed to equal opportunity for all. However, the student must be able to perform the following activities to progress through the program:

1. Frequently work in a standing position and do frequent walking;
2. Lift and/or transfer patients up to 6 inches from a stooped position, then push or pull the weight up to three (3) feet;
3. Lift and/or transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
4. Physically apply up to the (10) pounds of pressure to bleeding sites, or in performing normal CPR activities;
5. Respond and react quickly to auditory instructions/requests or monitoring equipment, and perform auditory auscultation;
6. Physically be able to perform up to a twelve (12) hour clinical experience;
7. Perform close and distant visual activities involving objects, persons, and paperwork, as well as to discriminate depth and color perception;
8. Discriminate between sharp/dull and hot/cold when using hands;
10. Ability to read medication labels and patient records;
11. Perform mathematical calculations for medication preparation and administration;
12. Speak English clearly enough for patients to understand, and understand the verbal communications of English-speaking patients;
13. Communicate effectively in writing, using appropriate grammar, vocabulary, and word context;
14. Make quick appropriate decisions under stressful situations;
15. Carry out procedures that prevent the spread of infection, e.g. frequent hand washing or using masks and gloves, etc.

- Please note that all applicants are responsible to determine their own level of eligibility with respect to these qualifications and **MUST identify to the school any particular accommodation that they may need or require**.
- Students with a disability who enter the PN Program do so with the full understanding that they will be expected to meet all course requirements with any reasonable accommodation that may be provided by the school.

*The nursing Faculty and the PN Program Director will evaluate all requests for “reasonable accommodation”.*
CRIMINAL RECORD POLICY

This policy serves to protect the patients, students, and staff of Northcoast Medical Training Academy and Clinical Affiliation sites. The safety and well-being of the patients for whom care is provided is our primary consideration.

For convenience, all students will have the opportunity to have a criminal records check done during orientation at Northcoast Medical Training Academy at their own expense. The Ohio Bureau of Criminal Identification and Investigation will perform the criminal background check and the results will be sent directly to the school and/or the Ohio Board of Nursing. Students are not permitted to participate in clinical experiences until their report is received.

Students who have failed to disclose criminal records on their application may be immediately terminated from the program for falsification of the application.

Students must notify the PN Director of all arrests within one (1) week of the occurrence. Students who are found guilty of any of the crimes listed on the following page will be immediately dismissed from the Practical Nursing Program.

Any misconduct on or off school property and/or clinical sites that is directly related to and affects the welfare and morale of the school is within the scope of authority and the discretion of the PN Director with respect to discipline/program termination.

While Northcoast Medical Training Academy PN Program can provide education for students who have not been convicted of certain crimes (see OAC 3701-60-06), the Ohio Board of Nursing (OBN) reserves the right to review all applications and deny or revoke licensure at its own discretion. Therefore, Northcoast does not guarantee that student applications for licensure will be accepted by OBN.
## OAC 3701-60-06 Criminal records check: disqualifying offenses.

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<td>Cruelty to animals</td>
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</tr>
<tr>
<td>2909.23</td>
<td>Making terroristic threat</td>
<td>2925.05</td>
<td>Funding of drug or marijuana trafficking</td>
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<tr>
<td>2909.24</td>
<td>Terrorism</td>
<td>2925.06</td>
<td>Illegal administration or distribution of anabolic steroids</td>
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<tr>
<td>2911.01</td>
<td>Aggravated robbery</td>
<td>2925.11</td>
<td>Possession of drugs</td>
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<td>2911.02</td>
<td>Robbery</td>
<td>2925.13</td>
<td>Permitting drug abuse</td>
</tr>
<tr>
<td>2911.11</td>
<td>Aggravated burglary</td>
<td>2925.14</td>
<td>Illegal use, possession, dealing, selling, or advertising of drug paraphernalia</td>
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<tr>
<td>2911.12</td>
<td>Burglary</td>
<td>2925.141</td>
<td>Illegal use or possession of marijuana drug paraphernalia</td>
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<tr>
<td>2911.13</td>
<td>Breaking and entering</td>
<td>2925.22</td>
<td>Deception to obtain drugs</td>
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<tr>
<td>2913.02</td>
<td>Theft</td>
<td>2925.23</td>
<td>Illegal processing of drug documents</td>
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<td>2913.03</td>
<td>Unauthorized use of a vehicle</td>
<td>2925.24</td>
<td>Tampering with drugs</td>
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<tr>
<td>2913.04</td>
<td>Unauthorized use of property, computer, cable, or telecommunication property</td>
<td>2925.36</td>
<td>Dispensing drug samples</td>
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<tr>
<td>2913.05</td>
<td>Telecommunications fraud</td>
<td>2925.55</td>
<td>Unlawful purchase of pseudoephedrine product</td>
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<tr>
<td>2913.11</td>
<td>Passing bad checks</td>
<td>2925.56</td>
<td>Unlawful sale of pseudoephedrine product</td>
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<tr>
<td>2913.21</td>
<td>Misuse of credit cards</td>
<td>2927.12</td>
<td>Ethnic intimidation</td>
</tr>
<tr>
<td>2913.31</td>
<td>Forging identification cards</td>
<td>3716.11</td>
<td>Placing harmful objects in food or confection</td>
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</table>
INSURANCE

The State of Ohio does not permit schools to protect their students with student liability insurance. All students enrolled in the nursing program must provide proof of student liability insurance. Information will be given to each student to assist in the process of obtaining student liability insurance. It is the student's responsibility to apply and acquire the insurance prior to beginning the first clinical rotation or the student may not attend. The cost of this insurance is approximately $35.00-$45.00 per year.

GRADING POLICY

Students will be evaluated periodically by the course instructors with midterm and final student conferences, and a final evaluation at the end of each term. A minimum average grade of 80% (GPA of 2.00) must be achieved in every academic course and a grade of “satisfactory” must be achieved in every lab and clinical component in order to pass the course. A final grade of "unsatisfactory" in any clinical or laboratory portion of the course will result in failure of the course.

Grading Scale:

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<thead>
<tr>
<th></th>
<th>Theory</th>
<th>Clinical</th>
<th>Lab</th>
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<tbody>
<tr>
<td>A</td>
<td>94 -100 (4.00)</td>
<td>Satisfactory = S</td>
<td>Satisfactory = S</td>
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<tr>
<td>B</td>
<td>87 – 93 (3.00)</td>
<td>Unsatisfactory = U</td>
<td>Unsatisfactory = U</td>
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<tr>
<td>C</td>
<td>80 – 86 (2.00)</td>
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<td>F</td>
<td>79 &amp; below (0.00)</td>
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<td>W</td>
<td>Withdraw</td>
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ATI COMPREHENSIVE PREDICTOR EXAMINATION

Students are required to pass the ATI Comprehensive Predictor Examination with an 85% or higher probability of passing the NCLEX-PN licensure exam as part of the PN107 Professional Transitions course requirements. Students will have a total of three (3) attempts to pass. Two (2) attempts will be offered during the PN107 course. The third and final attempt will be scheduled within two (2) weeks of the last day of classes at the student's expense. Failure to pass the ATI Predictor Exam after three (3) attempts will result in failure of the entire PN107 Professional Transitions course.

SKILLS LAB

When included in a course, the skills lab provides the student the opportunity to learn and practice in preparation for competency testing. The student will be given a total of three (3) opportunities to satisfactorily demonstrate competency in each skill.

If any attempt at the demonstration is satisfactory, the student may progress to the next student demonstration and continue to participate in the clinical rotations.

If the student is unsatisfactory in all three (3) attempts, the student will receive an “unsatisfactory” grade, and cannot progress to the next student demonstration or continue to participate in the clinical rotations. The student will be awarded an “F” grade for the course, be dismissed from the program, and will need to reapply. (See the Readmission Policy.)
Students who are absent on a Skills Lab day will be required to make-up the Lab and pay a fee of $40.00 per hour. The fee is due at the time of the make-up Lab. Cash or Money order is acceptable. (No checks or credit cards will be accepted). Failure to be current with Skills Lab may affect the outcome of the Clinical experience.

EVALUATION OF CLINICAL PERFORMANCE

For all clinical courses, the student’s clinical performance is evaluated as “satisfactory” or “unsatisfactory” according to the clinical learning objectives, expectations, clinical preparation, patient confidentiality, professionalism, and patient’s mental, emotional, and physical safety. In addition, students must receive at least 80 points on the 100 Point Clinical Evaluation Tool. For “satisfactory” performance, each student must be totally prepared for every clinical experience as directed and deemed so by the Instructor.

CLINICALS AND PRECEPTORSHIP

Clinical sites for clinical experiences and individual preceptorships for students are required for various classes. Therefore, clinical sites will be made available to the student by the school at the Director's discretion. Students are expected to remain at the clinical sites for the entire time scheduled and are NOT permitted to leave for breaks and/or lunches. Students will be scheduled for clinical experiences as indicated by the course syllabus. Students will be assigned to a preceptorship site and individual as indicated by the requirements of the final course, Professional Transitions. Clinical hours are included on the class schedule. Due to available clinical sites, students will need to be flexible regarding the clinical site locations and times.

Note: Students who are dismissed by the Administration of any clinical facility will be subjected to disciplinary action. Upon investigation into the incident, students may be dismissed from the program at the discretion of the school Administration. Students who qualify may return to retake the entire course when appropriate clinical placement is available. Upon return, students will be placed on clinical and classroom probation for the remainder of the program.

TEST POLICY

Tests will be administered according to the course syllabus. Students are not permitted to use any hand-held computer instruments during testing unless otherwise indicated by the instructor. It is very important that other students are not distracted during the testing period. Therefore, students are not permitted to leave and reenter the room. Questions regarding course content should be addressed before taking the exam. All materials must be cleared from desks and cell phones must be turned off. All quizzes/exams are timed and will begin and end according to a preset time schedule regardless of when the student enters the classroom.

Make-up quizzes and/or exams may be administered in an alternate format at the discretion of the instructors and Course Coordinators. Make-up quizzes/tests must be taken upon the first day of return from any absence. It is the student's responsibility to contact the instructor to arrange for the make-up.

Additional quizzes may be given and may be announced or unannounced. A 5% deduction of the total points will be applied to make-up tests/exams taken without appropriate documentation for the absence. Appropriate documentation for an absence must be provided on the day of return to school. Late assignments may not be accepted.
Students must obtain at least an 80% on tests/quizzes in order to receive a passing grade. Students should maintain a record of all grades received so they can know their standing in the course at all times.

Students who are having problems learning the material are encouraged to seek assistance from the instructor or designated faculty as soon as the problem is identified and not wait until the final week of the course. It is the student’s responsibility to be aware of their own strengths or weaknesses in test-taking and to seek assistance as needed. An 80% or higher grade average is required in order to pass each course. Cheating on any test/quiz is reason for program expulsion.

TEST REVIEW POLICY

Test Review is a privilege granted to the student as an additional learning technique. A review may be provided after the test has been taken by all course students. All materials must be cleared from desks before distributing tests and/or answer sheets for review. There will be no arguing or disrespect allowed or tolerated during the review. Students are not permitted to write, or record in any way, test questions during test review. If students have concerns about a specific question, they must submit their concerns about the question in writing documenting at least three (3) citation sources supporting their point of view. It must be received within 72 hours of the test review including weekend and holiday hours.

Electronic mail, faxes, registered letters, or other methods that document the time in which the concern is received are the most appropriate methods for submission. The student will have a response related to the question within 72 hours of receiving the written documentation. The final decision will be made by the Course Coordinator with input from the course faculty.

PROGRESSION

Each course must be completed with at least an 80% (2.00 GPA) and a "satisfactory" passing grade in clinical and/or lab and a minimum of 80 points on the Clinical100 Point Grading System (if applicable) in order to progress to the next course. All courses must be completed within 150% (six attempted quarters) of the time for the program.

A final course grade of less than 80% (2.00), an “unsatisfactory” clinical grade and/or less than 80 points on the Clinical100 Point Grading System and/or an “unsatisfactory” lab grade will result in failure of the course. Students will be required to retake any failed course at their own expense. All students should note that being required to retake any course due to poor academic performance may cause them to wait a period of time (possibly quarters) to retake the course due to scheduling concerns.

Note: In addition to the aforementioned requirements for progression, all PN103 Pharmacology & IV Therapy students are required to pass a basic math calculations examination with an 80% or higher test score in order to progress through the PN103 course. All PN107 Professional Transitions students are required to pass the ATI NCLEX-PN Comprehensive Predictor exam with an 85% probability of passing the NCLEX-PN licensure exam in order to successfully pass the PN107 course.
ACADEMIC WARNING

An Advising Form will be completed for the following:

**Academic:** A theory grade below 80% **at midterm** in the course.

**Clinical:** Unsatisfactory clinical performance **at midterm** in the course and/or unsafe practice in the clinical setting at any time.

**Skills Lab:** Unsatisfactory or unsafe laboratory performance at any time during the program.

**Nonacademic:** Conduct, Attendance

The student must meet with the Faculty Course Coordinator to formulate a plan for improvement. Failure to meet the terms of the plan by the end of the course may result in failure of the course.

WITHDRAWAL

Students withdrawing (personal or medical) from the program must do the following:

a) Submit a written letter of intent to withdraw to the PN Director.
b) Meet with the Registrar and complete a student withdrawal form.
c) Meet with the Financial Aid Director.
d) Make an appointment with the Campus Director and/or PN Director to discuss circumstances and options for returning.

LEAVE OF ABSENCE

Northcoast Medical Training Academy strongly discourages the use of Leaves of Absence. Students should be advised that interrupting their program for any length of time will adversely affect their graduation date. However, under special circumstances, a Leave of Absence may be granted by the School Director. The student must request the Leave of Absence in writing, must include the reason for the request, and must include a return date of no more than 180 days. Students will be required to furnish proof of hardship for consideration. A student may be placed on a Leave of Absence for a period not to exceed 180 days in any twelve (12) month period.

Students will be considered “active” on the school’s roster and will be encouraged to maintain any monthly financial obligations that they have contracted with the school. Students who do not return at the end of 180 days will be considered terminated from the program and must reapply for admission.

Should this circumstance occur, students will be subject to the conditions as written in the most current PN Student Handbook upon readmission into the program.
Students who need to take a Leave of Absence must adhere to the following procedures:

a) Meet with the PN Director to discuss the intent to take a Leave of Absence and provide proof of hardship. The PN Director will grant approval to take a Leave of Absence as appropriate.

b) Meet with the Registrar and complete a Leave of Absence form. The form will be retained by the Registrar in the student’s academic file.

c) Meet with the Financial Aid Administrator to discuss financial obligations.

d) Upon return, the student must schedule an appointment with the following personnel: the PN Director, the Financial Aid Administrator and the Registrar prior to entering any classes.

DISMISSAL

At the discretion of the Program Director, a student may be dismissed or suspended from the program and/or punitive actions may be taken for any of the following infractions:

1. A final grade of less than 80% and/or failure to meet course requirements.
2. Violation of the Ohio Board of Nursing Code of Student Conduct.
3. Absenteeism exceeding policy limits.
4. Cheating on any test or examination at any time.
5. Violation of confidentiality of patient information.
6. Lying to an instructor or nursing staff.
7. Submitting another’s work as your own (plagiarism).
8. Use or possession of unauthorized drugs or alcohol and reporting for class or clinical while under the influence of alcohol or drugs.
10. Failure to demonstrate respect toward all staff, patients, and students associated with Northcoast Medical Training Academy and contracted agencies.
11. Endangering the safety of any staff, patient and/or student associated with Northcoast Medical Training Academy and contracted agencies.

READMISSION

In the event that a student of the Practical Nursing Program is unsuccessful in a course, the student may reapply in writing for readmission, except in cases of dismissal for punitive or disciplinary reasons. The student will be considered for readmission a limit of two (2) times as with any other applicant and admission criteria will be based on current program requirements. Readmission is evaluated on an individual basis and is not guaranteed. The student reentering the nursing program will be admitted into the course in which completion was unsuccessful.

The student shall be financially responsible for a $100.00 readmission fee prior to readmission into the Practical Nursing Program.

Students who are readmitted into the nursing program are subject to the conditions as stated in the most current Student Handbook.
Please note: Due to changes in the curriculum and nursing student requirements the following time limits will be implemented:

- Students restarting the program within six (6) months of failure or withdrawal are required to pay the $100.00 readmission fee only.
- Students restarting the program after six (6) months due to failure or withdrawal are required to pay the $100.00 readmission fee and resubmit the following documentation: 1) drug screen 2) criminal background check 3) physical exam 4) current CPR certification through the American Heart Association 5) any required immunizations.
- Students restarting the program after one (1) year or more due to failure or withdrawal must complete the entire application/admission process as listed in the Application/Admission Policy.
- Students returning after two (2) years must complete the entire application/admission process as listed in the Application/Admission Policy. The student is required to repeat the entire program.

It is strongly recommended that students audit the prerequisite classes before entering the course to be retaken as curriculum changes and program improvements are imminent.

**DRESS CODE FOR CLASS DAYS**

Students are required to wear scrub suits to class. The scrub suits must be professional in appearance ie. clean, wrinkle-free and loose fitting. Tops must be at a length that no skin is exposed during any movement or during any position assumed. Pants must be loose-fitting and of a length that they do not touch the floor or extend above the ankle when standing. Scrubs may be of any color and/or print the student chooses. Students may wear scrub cover-ups and/or a solid color top under scrubs. Clean closed-toe shoes are to be worn. Sweat shirts, jackets, sandals, slippers, moccasin-type footwear, boots, hats and/or headscarves are not permitted. Hair extensions, accessories, hair color and styles must be conservative. Headbands that are of a solid color and no wider than 3 inches may be worn. Jewelry worn in facial, mouth and/or tongue piercings is prohibited at ALL times while the student is in school, attending school functions and/or representing the school.

**DRESS CODE FOR SKILLS LABORATORY**

Scrubs must be worn with close-toed shoes. Hair must be tied back away from face for safety purposes. (See Clinical Dress Code for jewelry policy)

**DRESS CODE FOR CLINICAL DAYS**

Name pin and proper clinical identification must be worn at all times.

Uniforms: School uniforms must be clean, wrinkle-free and worn to all clinical experiences.

*Uniforms are not to be worn outside of approved Northcoast activities.

Shoes: Shoes must be all white professional leather shoes with quiet heels. Clogs or slides are not permitted. Shoes must be clean and kept in good condition. Shoelaces are to be washed regularly.
Undergarments: All undergarments must be skin-tone color and pattern-free.

Grooming:

1. All students must be well groomed and engage in daily personal hygiene practices.
2. Beards and/or mustaches, if worn, must be short, neat, and well-trimmed.
3. Hair must be neatly groomed. Long hair must be arranged back in ponytails, braids, or buns so it does not fall on front of face, back of collar, obstruct vision, or interfere with professional patient care. Hair extensions, accessories, hair color and styles must be conservative. Head bands of a neutral solid color with no embellishments and no wider than 3 inches may be worn. Hair guidelines must be maintained at all times while in uniform. This includes classroom, lab and clinical areas, and during travel to and from these areas.
4. Make-up may be used in moderation and natural in appearance.
5. Scented products: No perfume, cologne, aftershave, scented hand lotion and/or hand sanitizer is to be worn during clinicals.
6. Hands must be kept clean and infection control practices followed.
7. Fingernails must be kept clean and at a length as to not exceed the finger tips. Artificial nail enhancements of any kind are not permitted; nail polish must be clear.
8. Any tattoos must be covered.

Jewelry:

The only jewelry permitted in the laboratory or clinical settings are the following:

1. One smooth metal ring band.
2. A plain watch with plain leather (white, brown, or black) or metal band with a second hand. Digital watches are unacceptable.
3. Earrings must be small studs, only one per earlobe. No jewelry may be worn in any pierced facial, body, mouth, or tongue areas.

**ATTENDANCE POLICY**

All students are expected and required to take advantage of all scheduled learning experiences and classes. The experiences are arranged to provide students with appropriate and comprehensive training and development of both knowledge and skills. It is the student’s responsibility to meet the objectives with a positive attitude for both the theory and practice portions of the program. Tardiness to class, absences, or leaving scheduled classes or clinical experiences will cause difficulties in meeting student objectives and may result in the failure to complete all requirements of the program. It is vital that all students entering the PN Program understand that the school will follow all attendance policies set forth below to the letter. Northcoast Medical wants only those individuals who complete all requirements of the PN Program and have a positive professional attitude to become graduates and represent the school in the medical field labor market.

Attendance will be taken by the instructors, and recorded and maintained for each quarter by the Registrar. Deductions in time will occur in 0.25 hour (15 minute) increments. Students are required to be on time and stay for the duration of class. Students who deviate from this policy will be dealt with on an individual basis by faculty and staff. Excessive tardiness or leaving classes early may result in a student’s dismissal from the training program.
**ABSENCE FROM CLASS**

In the event of any absence from class, the student assumes the responsibility of immediately notifying the school by calling the school at 330-678-6600 (Ext. 232) no less than one-half (½ hour) prior to class start to report an absence. The student assumes the responsibility for making arrangements with individual instructors to obtain material missed as a result of being late for classes or leaving classes early.

Students are permitted to **miss a total of 18 hours of lecture per quarter**. Students who miss an excess of 18 hours of lecture per quarter will be required to make up those hours. Example: if a student is absent for 25 hours, he/she will be required to make up seven (7) hours. If class size allows, day students can attend the afternoon class; afternoon students can attend the day class. All requests to attend an alternate lecture time must be submitted on the Request to Attend Alternate Lecture Form. Requests are limited to unusual circumstances and will not be granted on a continual or frequent basis. **All requests must be made in advance of the scheduled day of lecture that you are planning to attend.**

If this is not feasible, the student **must** see the Faculty Course Coordinator to receive an assigned make-up project to complete their make-up hours. **Please note that there is a limit of two 6-hour make-up projects per course. All class work and hours missed must be completed by the end of the individual quarter in which the hours were missed, or course failure will result.**

**NOTE:** **Students are not permitted to make up hours until the eighteen (18) hour limit has been exceeded.**

**ABSENCE FROM CLINICAL**

To report an absence from any clinical site, students are required to call the clinical instructor no less than one-half (½) hour prior to the clinical start time and either speak directly to their clinical instructor or leave a message on the instructor’s cell phone.

Students are permitted to miss a **total of 18 hours of clinical time for the entire length of the program.** Due to restrictions in the number of students included in each clinical group, make-up time is not guaranteed. **Students are not permitted to carry more than 18 owed clinical hours into any Quarter.** Therefore, students are strongly advised to attend all clinical experiences as scheduled.

**REMEMBER,** a student **MUST** report off every day absent from class to the school at 330-678-6600 (ext. 232) and every day absent from clinical to the clinical instructor. Failure to report off according to this policy will result in **A MAJOR PROGRAM INFRACTION.**

**Total absences cannot exceed 18 hours of lecture per quarter, and 18 hours of clinical time for the entire length of the program without jeopardizing the student’s ability to remain in the program.**

**NOTE:** **Students are not permitted to make up hours until the eighteen (18) hour limit has been exceeded.**
CLASS MAKE-UP WORK

Arrangements to make up assignments, projects, tests, and work missed as a result of absence must be made with the approval of the Instructor in accordance with course requirements.

Students must obtain a **Make-up Hours** form from their Course Coordinator. This form must be completed and verified by an instructor in the program to be valid. All forms are to be turned in to the Course Coordinator by the last day of the quarter in which the student's absence exceeds 18 hours. If class size allows, day students can attend the afternoon class; afternoon students can attend the day class. All requests to attend an alternate lecture time must be submitted on the **Request to Attend Alternate Lecture Form**. Requests are limited to unusual circumstances and will not be granted on a continual or frequent basis. **All requests must be made in advance of the scheduled day of lecture that you are planning to attend.** If this is not feasible, the student must see the Course Coordinator to receive an assigned make-up project to complete their make-up hours. **Please note that there is a limit of two 6-hour make-up projects per course.**

**NOTE:** **Students are not permitted to make up hours until the eighteen (18) hour limit has been exceeded.**

CLINICAL MAKE-UP DAYS

Students are strongly encouraged to attend all clinical experiences as scheduled. Due to restrictions in the number of students permitted for each clinical group, make-up time is not guaranteed.

All requests to attend clinical makeup time must be submitted on the **Request for Clinical Make Up Hours Form**. It is the student's responsibility to contact the clinical instructor to make arrangements and to obtain the Course Coordinator's signature. **Please note that the 100 point grading system does apply when clinical make-up hours are scheduled.** The student clinical experiences are important components of each course, therefore, **students are not permitted to carry more than 18 owed clinical hours into PN 107 preceptorship.** In order to graduate from Northcoast Medical Training Academy, a student must make up any clinical hours in excess of eighteen (18) during the length of their program. *Clinical days missed may affect student grades for the course.*

- Students are not permitted to make up hours until the eighteen (18) hour limit has been exceeded.

**NOTE:**
- A student who is absent three (3) **consecutive** days, either class days or clinical days, without notifying the Nursing Office and/or the clinical instructor, may be withdrawn from the program.

SCHOOL CLOSING DUE TO CALAMITY DAYS

The school reserves the right to close during weather and/or other emergency situations for the safety of students and staff. Should the school need to close, please check local TV stations (3,5,8) as well as radio stations WNIR and WKDD for school closing information and updates. The school will notify the media ASAP in the event that the school will be closed. Please note that the school is an authorized participant of the WKYC Channel 3 “I-Alert” school closing system.

Should a calamity day occur, the following procedure will be implemented:
School closing on a scheduled lecture day:
Students are required to complete the readings, assignments and/or Study Guides as listed on the course syllabi. Study guides/assignments will be checked for completion and hours will be calculated accordingly. Instructors will cover any missed material to ensure completion of the entire program.

School closing on a scheduled lab day:
The lab time will be rescheduled within the course in which it was missed.

School closing on a scheduled clinical day:
There are no calamity days for clinical experiences. Students are required to report to their clinical sites as scheduled on the course syllabi regardless of school closure. Should attendance not be feasible, students need to follow the procedure for reporting an absence from clinical.

CLASSROOM PROTOCOL
The Faculty and Administration of the PN Program believe that classroom attendance is essential to the student’s success. It is expected that the student will be attentive and interactive in the classroom and laboratory settings.

The Instructor reserves the right to dismiss any student who disrupts the normal conduction of classroom activities. All recording of lecture content must be preapproved by the Instructor. Students are responsible for cleaning up after themselves before leaving the classroom. Cell phones and/or pagers must be turned off during classroom and clinical hours.

LICENSEURE/NCLEX-PN EXAMINATION
Northcoast Medical Training Academy PN Program will provide the potential graduate with information regarding the application process.

In order to take the NCLEX-PN examination to become a licensed practical nurse in Ohio, the graduate must make application to the Ohio Board of Nursing and register with Pearson VUE to take the exam. The examination is given at selected computer centers located in this area and throughout the United States. If a graduate chooses to test and be licensed in a state other than Ohio, information should be sought from that Board of Nursing or appropriate licensing authority in that state.

The Ohio Board of Nursing (OBN) requires that both the BCI&I and FBI criminal background investigations be submitted along with applications for licensure. Opportunities for background checks will be provided at the school for student convenience.

Application for licensure will be the responsibility of the student. Once the student has completed the requirements for the program, the Director will submit the appropriate forms to the Ohio Board of Nursing indicating that the graduate has completed the approved program and, therefore, has met the academic requirements for licensure. The Ohio Board of Nursing determines eligibility to sit for the examination in Ohio. The graduate will receive authorization to test from Pearson VUE and will then be able to schedule the NCLEX-PN examination with the testing center.

Please note: the licensure application fee, exam fee and fingerprinting costs are the financial responsibility of the student.
HEALTH/MEDICAL CARE

Students are expected to take proper care of their own health by getting proper sleep, exercise, and diet. However, should the student become ill during class/clinical time and require further medical treatment, the student may seek medical care on their own. If the student is incapacitated and is unable to leave the facility on his/her own, the paramedics (911) will be called. The school will not be responsible for rendering any medical assistance or transportation due to liability reasons. An incident report will be filed with the Course Coordinator following the incident. The Instructor reserves the right to request the student who exhibits signs or symptoms of illness to be seen by a physician. Students may be required to submit a physician’s statement that they are able to resume nursing responsibilities before being permitted to return to the program. If an injury or illness alters a student’s ability to meet the technical standards, that student will not be able to attend the classroom and/or clinical portion of the curriculum. Although a reasonable attempt to make accommodations will be made, the attendance policy does remain in effect.

Students taking prescribed narcotics under the care of a physician must bring a physician’s statement to the Course Coordinator indicating that the student is able to safely meet the requirements of the Program.

STUDENT HEALTH FORMS

All PN Program students will be required to complete a Student Health Form providing the staff with information about who to call in the case of an emergency.

INJURY

A student who is injured while in class or the clinical area must report the injury to the Instructor on the day it occurs. Any injury, even though it may seem minor, should be reported in writing. Students will be referred to emergency care at their own expense for injuries or illness, and will be referred to their physician for follow-up care. Because students are not covered by Workers Compensation by either the school or the clinical sites, each student will assume the financial responsibility for any illness or accident while enrolled in the program. If an injury occurs at a clinical site, the student must follow the policy and procedure for injury required by that facility.

PREGNANCY

A student who is pregnant and who wishes to remain in the program must sign a waiver releasing the school and its affiliating agencies from ANY liability should her activities be detrimental. The student’s primary care provider (PCP) must also provide written approval in order for the student to continue in the program. The PCP’s written approval must be updated following each prenatal visit. Failure to report a pregnancy and have a signed waiver and physician’s release could result in dismissal from the program.
BLOOD/BODY FLUID EXPOSURE PROTOCOL

Should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, this procedure should be followed: Immediately report the incident to the Instructor. Complete the required forms for variance according to facility protocol. Obtain emergency first aid care from the facility as per protocol.

Contact your personal health care professional for follow-up. The individual student is responsible for drug therapy costs and subsequent follow-up testing.

COMPUTER LAB POLICY

Computer technology will be used throughout the curriculum of the school and at the clinical/externship sites. Computers are provided for faculty and student use to enhance the curriculum. It is vital to all that these policies are adhered to as they will be strictly enforced for the benefit of all.

1. No food, drinks, or snacks may be brought into the computer lab.

2. Computers must be “shut down” properly. It is the instructor’s responsibility to know safe use of computer equipment.

3. Clean up after use: dispose of scrap materials; return books and equipment to proper place; push chair back in to work station.

4. Do not change settings (display, short cuts, screen savers, desktops, etc.) without permission.

5. No viewing of personal email, facebook, twitter, youtube, or any other non-school related website.

6. Keep the lab clean at all times.

7. Report any malfunction to the school office ASAP.

LEARNING RESOURCE CENTER
CHECKOUT POLICY AND PROCEDURE

PN Students may checkout items from the Learning Resource Center (LRC) located in Rooms 1, 3, 4 and 5 Monday – Friday 8:00am – 9:30pm. When an item is checked out, the student must complete the checkout form located next to the LRC. The student must inform an instructor that an item has been checked out so the instructor can initial the checkout form.

Students may retain checked out materials for no longer than two weeks to allow other students access to the material. Returned items are given to an instructor who will initial the item as returned. Any student that does not return an item to the LRC will be responsible for the replacement cost of that item.
SMOKING POLICY

Northcoast Medical Training Academy is a non-smoking facility. Smoking (including electronic smoking devices) is allowed ONLY in personal vehicles. Cigarette butts must be extinguished and placed in receptacles within the automobile. Use of tobacco of any kind is not permitted within the school. Violation of this policy will result in disciplinary actions. Students are required to follow the smoking policy associated with each affiliated clinical site.

PARKING POLICY

Students are to park behind the building in the side lot in such a way as to not block any exit routes. Gabriel Brother’s parking lot is to be avoided.

ALCOHOL AND DRUG POLICY

The use, possession, or distribution of alcoholic beverages or illegal chemical substances on school or clinical property or during related school experiences is prohibited. Any student found guilty of violation of this rule will be dismissed from the program and reported to local law enforcement authorities.

Practical nursing students are expected to report physically and mentally fit for class, clinical, and observational experiences. If a student is suspected of being “under the influence”, at the discretion of the faculty the student will be sent for a “reasonable suspicion drug and alcohol screen”. Any student with a positive drug screen must report to the PN Director and Campus Director, and may be subject to dismissal.

A student who is taking a prescribed legal drug which could affect his/her performance is responsible for notifying the Course Coordinator and providing a physician’s statement indicating that he/she is able to safely and efficiently perform the duties of a practical nursing student.

*A student must also notify the PN Director of any criminal drug statute conviction within five (5) days of such conviction.

DRUG/ALCOHOL ABUSE COUNSELING

Professional counseling is available to all students through the following agencies:

Townhall II       Glenbeigh Hospitals
155 N. Water St.  2863 State Route 45
Kent, OH  44240   Rock Creek, OH 44084
(330) 678-3006    1-800-234-1001

Additional private practitioners can be located in the Yellow Pages under Alcoholism Information and Treatment Centers.
STUDENT GUIDANCE AND COUNSELING

Personal Counseling

Individual or family problems may present barriers to successful completion of education. Community support services are available in Portage County on a sliding fee scale cost to students in need of help. Mental Health and Recovery Board of Portage County agencies provide services designed to meet individual needs. Refer to their website at mental-health-recovery.org or call (330) 673-1756 with questions.

Academic Guidance and Advising

If a student identifies a need for academic assistance, it is the student’s responsibility to contact the Instructor for a discussion of the issue and guidance in correcting the academic problem. Faculty who identify an academic problem will consult with the Course Coordinator. If needed, the Course Coordinator will meet with the student to further discuss the issue. For the record, the student and Course Coordinator will complete an Advising Form and develop a plan for improvement. The Advising Form will become part of the student’s record until the student has graduated.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The term “grievance” is defined as a dispute between a student, the school, employees, other students, or any other third party with respect to any complaints including complaints of discrimination of any kind, physical or mental, and that the grievance procedures outlines below apply to any and all parties listed above at any time.

Please note that the grievance procedures listed below apply to any complaints regarding any provision of the school’s policies or procedures and specifically apply to any complaints alleging disability discrimination of any kind, physical or mental, and includes complaints of disability harassment, under section 504 of the Rehabilitation Act of 1973.

**Step I:** The student or any other party that makes a grievance known may, at their sole discretion, want to address the complaint with their instructor or the school’s Designated Coordinator (listed in the Statements of Non-Discrimination Section of the student catalog) in an informal effort to arrive at a mutually agreeable solution that provides satisfaction to the complainant. **Please note that it is NOT required of anyone making any complaint to participate in any informal resolution process and may select to file a formal grievance instead.**

**Step II:** If the complainant does not wish to participate in an informal; resolution discussion for any reason, the individual may pursue a formal complaint by submitting, in writing, the specifics of the complaint to the school’s Designated Section 504 Coordinator or the Alternate Coordinator as required by the Rehabilitation Act of 1973 (Please see the names, phone numbers, and addresses of these Coordinators listed below).

Please note, the formal written complaint should be filed within seven (7) days from the date of the allegation of the incident by the complainant to the school's Designated Coordinator. If the complaint involves the school’s Designated Coordinator, please file the written complaint with the Alternate Designated Coordinator within seven (7) days from the date of the allegation.
Step III: An investigation will be conducted by the school’s Designated Coordinator who will notify, in writing, the findings of the investigation to the complainant. A meeting will be set up to address the allegation, findings, and resolution to the complaint.

If the complainant does not wish such a meeting (as it is NOT required), and/or a resolution can be found mutually to the satisfaction of the complainant within seven (7) days of the allegation, the matter will be considered resolved and all appropriate written documentation of the allegation and resolution agreements will be provided to the complainant and maintained by the school.

If resolution cannot be found as to the allegation, the complainant has every right to pursue all other options of complaint as outlined in the school’s catalog regarding the school’s accreditation body, ACCSC, or the State Board of Career Colleges and Schools as listed below. Please note, however, that at no time will Northcoast Medical Training Academy ever tolerate any retribution of any kind levied by anyone at Northcoast Medical Training Academy due to the allegation(s) made by any complainant.

In the event that following a complete investigation by school administration and discussion with all parties involved there is any form of harassment or discrimination found, the school will take any and all necessary steps to prevent recurrence and will work diligently to remedy the discriminatory effects of harassment on the grievant and all others deemed appropriate.

The Campus Director and an Alternate 504 Designated Representative will review all information from all parties involved. The student, employee, or third party will be notified that have the right to submit any and all evidence to support their claim, as well as the ability to present any witnesses on their behalf.

All students, employees, or third parties at Northcoast Medical should note that any complaint that falls under Section 504 Rehabilitation Act of 1973 will be provided an adequate, reliable and impartial investigation of any complaint by the 504 Northcoast Designated Coordinator and the Alternate Designated Coordinator listed below.

The time limits set forth in the above procedure may be extended by mutual agreement of the school and the student. “Working days” shall not include Saturdays, Sundays, holidays, or vacation days.

The Campus Director is the designated coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. The Campus Director also serves as the coordinator to ensure compliance with section 504 of the Rehabilitation Act of 1973 and for implementing proper and appropriate policies that relate to the requirements of the school and its employees regarding this Act.

The Title IX Education Amendments Act of 1972 and the Section 504 Rehabilitation Act of 1973 designated Coordinator is:

Timothy Runge, Campus Director/Owner
Northcoast Medical Training Academy
1832 State Rt. 59
Kent Ohio 44240
330-678-6600
The alternate designated Coordinator is:

Denise Isackila, Assistant Program Administrator
Northcoast Medical Training Academy
1832 State Rt. 59
Kent, Ohio 44240
330-678-6600 ext. 231

Prospective students, current students, graduates or employees who wish to file a grievance or complaint against the school or its representatives for disability discrimination, including disability harassment, carried out by other students, employees, or third parties, or for other discriminatory acts covered under Title IX and Section 504, may do so as outlined in the Student Complaint/Grievance Procedure section of the Handbook.

Schools accredited by the ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES must have a procedure and operational plan for handling student, employee, or third party complaints. If a student, employee, or third party, does not feel that the school has adequately addressed a complaint or concern, the student, employee, or third party may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response.

The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212
ACCSC.org

If a student, employee, or third party feels that the school has not adequately addressed a complaint or concern, the student, employee, or third party may consider contacting the State Board of Career Colleges and Schools.
All complaints considered by the State Board of Career Colleges and Schools must be in written form, with permission from the complainant(s) for the State Board of Career Colleges and Schools to forward a copy of the complaint to the school for response.

The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the State Board of Career Colleges and Schools.
A copy of the State Board of Career Colleges and School’s complaint form may be obtained by writing or calling the State Board of Career Colleges and Schools at:

Executive Director
State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, OH 43215-3414
(614) 466-2752 or (877) 275-4219
CODE OF STUDENT CONDUCT

Students are expected to maintain professional behavior at all times in the classroom and clinical areas. Professionalism projects the moral values of empathy, integrity, and trustworthiness. Respect for self and others help create a positive learning atmosphere for everyone. Courtesy and cooperation help promote teamwork. The term “professional” is used to describe a person who can be trusted to maintain high personal standards, and is responsible and accountable for his/her own actions. These are the expectations for all Northcoast students.

Ethics refers to the moral or philosophical principles that society uses to define actions as being right or wrong. Nursing ethics identify nurses’ professional conduct in relation to patients, health team members and the community. Unethical conduct is any behavior that violates the NAPNES Standards of Practice.

Students are required to follow standards of conduct that are typical of the working world. Students may be placed on probation, suspended, or terminated for violation of the school’s personal conduct standards. Violations include, but are not limited to, dishonesty, theft, unprofessional conduct, disrespect of an instructor, bullying behaviors (intimidation, harassment, verbal threats etc.) defamation of character, use of racial slurs, prejudicial comments, and/or name calling while at school or through the use of social media, use of profanity or vulgarity, possession of firearms or weapons, cheating, insubordination, physical violence of any kind, noncompliance with safety rules, use of alcohol or drugs on school property, and vandalism of school property or equipment.

While at school or any clinical facilities, an undesirable behavior or attitude would be shown if the student refused to cooperate with co-workers or peers, causes dissension among classmates or co-workers or peers, and displays antagonism toward instructors or classmates. These behaviors, as well as those listed above, are unacceptable and may be grounds for dismissal.

THE BOARD OF NURSING REQUIREMENTS RELATED TO NURSING STUDENTS

The conduct of the nursing student is an important issue related to the care of patients in the clinical setting. This policy is required by rule 4723-5-12(C) OAC of the Ohio Administrative Code and includes, but is not limited to, the following:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient’s response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This included, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.

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6. At all times when a student is providing direct nursing care to a patient the student shall:
   a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
8. A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;
9. A student shall not:
   a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a patient’s property or;
    a. Engage in behavior to seek or obtain personal gain at the patient’s expense;
    b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient’s expense;
    c. Engage in behavior that constitutes inappropriate involvement in the patient’s personal relationships; or
    d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient’s personal relationships.
        For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
11. A student shall not:
    a. Engage in sexual conduct with a patient;
    b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
    c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
    d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.
        For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
    a. Sexual contact, as defined in section 2907.01 of the Revised Code;
    b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient a sexually demeaning.
13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
14. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.

16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;

18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice;

19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

20. A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;

22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical activities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with the authorized law, rule, or other recognized legal authority.

26. For purposes of paragraphs (C) (5), (C) (6), (C) (9), (C) (10), (C) (11) and (C) (12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.
OHIO BOARD OF NURSING (OBN)

Students may obtain information regarding laws, rules and other information directly from the Ohio Board of Nursing. The contact information is:

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, OH 43215-7410
614-466-3947
www.nursing.ohio.gov

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act (HIPAA) legislates the rights of individuals and the obligations of health care providers (nurses and nursing students) in maintaining the confidentiality of health care information. Therefore, any violation of the confidentiality statement during classroom activities, clinical assignments, or during the student’s own private time will constitute grounds for immediate dismissal.

PICTURES

Pictures will be taken at the school on a specified date. These pictures are necessary for ID badges and the class composite. Students will have the option of purchasing additional pictures.

MEALS & BREAKS

On class days students can bring their own lunch or eat out at one of the local restaurants. A refrigerator, microwave, and snack vending machines are available for student use in the lunchroom. It is each student’s responsibility to keep the lunchroom clean. Food and beverages are not to be taken into the computer lab or skills laboratory at any time. Students are required to remain at the clinical site for the entire time scheduled. Therefore, it is expected that the students bring their own meals.
ADMINISTRATION/FACULTY

Carolyn McCune MSN, RN  PN Program Administrator

Suzanne Kitzmiller, B.S.N., R.N.  Faculty Course Coordinator
   Senior Level

Denise Isackila, B.S.N., R.N.  Faculty Course Coordinator
   Freshman Level

All faculty members are Registered Nurses and meet the State Board of Career Colleges & Schools and the Ohio Board of Nursing requirements and standards.

All faculty members are on file with the State Board of Career Colleges and Schools and the Ohio Board of Nursing, and their qualifications have been reviewed by the board through the required instructor qualifications form for each instructor.
ACADEMIC CALENDARS
2018 - 2019

Practical Nursing Diploma Program

Day and Afternoon Classes – Monday through Friday

<table>
<thead>
<tr>
<th>2018</th>
<th>2019</th>
</tr>
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<tbody>
<tr>
<td>Qtr Start Date</td>
<td>Qtr End Date</td>
</tr>
<tr>
<td>February 12, 2018</td>
<td>May 4, 2018</td>
</tr>
<tr>
<td>May 7, 2018</td>
<td>July 27, 2018</td>
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<tr>
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<td>October 26, 2018</td>
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<tr>
<td>October 29, 2018</td>
<td>February 1, 2019</td>
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<tr>
<td>Qtr Start Date</td>
<td>Qtr End Date</td>
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<tr>
<td>February 11, 2019</td>
<td>May 3, 2019</td>
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<tr>
<td>May 6, 2019</td>
<td>July 26, 2019</td>
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<tr>
<td>August 5, 2019</td>
<td>October 25, 2019</td>
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<tr>
<td>October 28, 2019</td>
<td>July 31, 2020</td>
</tr>
</tbody>
</table>

Week-end Classes – Friday/Saturday

<table>
<thead>
<tr>
<th>2018</th>
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<tr>
<td>Qtr Start Date</td>
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</tr>
<tr>
<td>February 16, 2018</td>
<td>July 28, 2018</td>
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<tr>
<td>August 10, 2018</td>
<td>February 2, 2019</td>
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<tr>
<td>Qtr Start Date</td>
<td>Qtr End Date</td>
</tr>
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<td>February 15, 2019</td>
<td>July 27, 2019</td>
</tr>
<tr>
<td>August 9, 2019</td>
<td>February 1, 2020</td>
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</table>

STUDENT HOLIDAYS AND VACATION BREAK SCHEDULE

Day and Afternoon Classes – Monday through Friday

<table>
<thead>
<tr>
<th>2018</th>
<th>2019</th>
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<tbody>
<tr>
<td>New Years</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King, Jr</td>
<td>January 15</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 28</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 3</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Nov 22 – 23</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec 17 – 28</td>
</tr>
<tr>
<td>Martin Luther King, Jr</td>
<td>January 15</td>
</tr>
<tr>
<td>Presidents Day</td>
<td>February 18</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 27</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 2</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Nov 28 – 29</td>
</tr>
<tr>
<td>Winter Break</td>
<td>12/23/19 – 1/3/20</td>
</tr>
</tbody>
</table>

**Classes resume 1/2/2018**  **Classes resume 1/2/2019**
COURSE DESCRIPTIONS

PN101: Anatomy & Physiology  
Credit Hours: 9.0
This is a course designed to promote understanding of the structure and function of the human body systems and how they differ in health and disease. Included are the principles of nutrition and microbiology. The course progresses from the study of the basic cell through study of all systems of the body. Emphasis is placed on the interdependence of the systems necessary to maintain homeostasis. Emphasis is also placed on vocabulary building and spelling of the names of body parts, physiologic processes and related disorders.
Prerequisite: None

PN102: Fundamental Nursing  
Credit Hours: 11.2
This course is a study of the basic art and science of practical nursing. Emphasis is placed on knowledge and skills that are the foundation of transpersonal nursing care, including carative communication, assessment and the nursing process, and developmental changes as they occur from young adulthood to senescence, including end of life care. The student applies classroom theory of basic nursing skills to both the practice and clinical laboratory settings.
Prerequisite: PN101

PN103: Pharmacology and IV Therapy  
Credit Hours: 11.1
This course provides a basis for understanding the nurse’s role in pharmacotherapeutics; drug classifications; pharmacologic principles; math calculations; medication administration techniques; legal, ethical, and cultural considerations related to pharmacology. Included are principles and administration of IV therapy. This course incorporates skill competencies and clinical experiences.
Prerequisite: PN102

PN104: Reproduction & Mental Health  
Credit Hours: 8.1
This course focuses on health promotion and care during pregnancy, labor and delivery and post-partum, and advances to the care that assists with promotion and support of the emotional, mental and social well-being of the client, family, and communities. Clinical experiences focus on care for the whole person in a social context.
Prerequisite: PN103

PN105: Medical-Surgical Nursing I  
Credit Hours: 17.9
This course focuses on nursing care of patients across the life span with common disorders of body systems. Principles of pathophysiology are integrated with the normal anatomy and physiology in a range from simple to complex, from known to unknown. Students apply the nursing process to provide competent and caring nursing to individuals in various clinical settings.
Prerequisite: PN104
Course Descriptions Cont.

**PN106: Medical-Surgical Nursing II**

Credit Hours: 11.0

This course is a continuation of the study of nursing care of patients across the life span with common disorders of body systems. Nursing interventions to provide competent nursing care to individuals will be applied in various clinical settings.

**Prerequisite:** PN105

**PN107: Professional Transitions**

Credit Hours: 7.6

This course is designed to prepare the student for the role of the practical nurse. Leadership and management skills are presented and practiced in various clinical settings. Employment issues and career opportunities are discussed in the context of a challenging health care system. The National Council Licensure Examination is discussed and a total NCLEX-PN review is provided. Passage of the ATI NCLEX-PN predictor examination is a requirement of this course.

**Prerequisite:** PN106
PRACTICAL NURSING BOOK LIST

ISBN-9781111540913


ISBN-978-0-8036-4373-4

ISBN-978-0-8036-4374-1

*Nursing 2018 Student Drug Handbook*. Wolters Kluwer/Lippincott, Williams & Wilkins

ISBN 9780323289313

ISBN-978-0-323-10001-4


ISBN 978-0-323-087001
EQUIPMENT LIST

CLASSROOMS

1 Full sized & anatomically correct torso model with removable organs
2 Anatomically correct model brains with removable lobes
2 Anatomically correct skeleton models
1 Anatomically correct model lung
1 Anatomically correct model heart
5 Fans/Heaters
3 Teaching podiums
4 Dry erase boards with markers, erasers, & cleaning solution
6 Book Shelves
9 Cork boards
2 Pull down projector screens
1 Overhead Projector- 3M model # 1608AJA
CD Player-Emerson-S/N # - 4122492106
DVD & VCR player- Magnavox # DV200MW8
TV-Ilo # IWF 2706
2 TV- Vizio model # VA26LHDTV10T
2 DVD players- Samsung # 1080P9
HP laptop- Product # - G60 S/N- 2CE90282W5
HP laptop- Product # - 6Q787-8246R-QW6H8-JMUH9-JX7WC
Compaq Presario notebook Product # - 8777K-V82R4-0MGTD-77816-28897
HP laptop Product # YMP94-9J3WY-04YGG-33YP6-22RH8
Dell laptop product key # - R9674-YR86K
Dell laptop S/N # - 1FH8BH1
HP laptop Product #00196-057-1JL
HP laptop product key - J96D7-7D36D-CGFQ-H26PK-338B8
Epson projector- S/N # - M4KF9X2379L
Epson projector-S/N # - WDPA5Z00615
Sharp projector S/N # 705912653
Various visual aide posters

HAND WASHING LAB

10 Sinks with soap & paper towels

SKILLS PRACTICE LABORATORY

2 Life-size unisex practice mannequins
3 IV practice arms
EKG machine with electrodes
8 Beds
9 Over-the-bed tray tables
2 Medicine Carts:
   Eye drops
   Ammonia Inhalants
   Medicine cups
   Drinking cups
   Candy Gram medicinal training demi dose packets
   Scissors
   Clips
   Vials of bacteriostatic water
   Ready Med teaching guides
   Sample medicine cards
   Demo Dose ampoules
   Demo Dose nitro paste
   Demo Dose meter dose inhaler- spacer
   Demo Dose powder reconstitution
   6 Demo Dose injectable pads
   Bottle of Aspirin
   Demo Dose of insulin & insulin pens
Sample vials of dobutamine
Sample vials of progesterone injection

1 Weight scale
2 Linen carts
5 Apothecary jars
2 Portable sphygmomanometers
6 adult, 1 child & 1 large adult BP cuff & gauge
3 Teaching Stethoscopes
3 Stethoscopes
2 Thermometers- Sure Temp Plus
4 Bedside commodes
3 Shower seats
Bed linens
Towels
Washcloths
Gowns
Shirt savers
Hairbrushes/combs
Toothbrushes
Toothpaste
Mouth wash
Disposable razors
Shaving cream
Soap
Body lotion
2 doughnuts
Wash basins
Emesis basins
Water pitchers
Urinals
Bedpans
Disposable chux pads
T.E.D. stockings
Isolation gowns
Shoe covers
Eye protectors
Surgical masks
Bouffant surgical caps
Surgical scrub brushes
Gloves- sterile & nonsterile, most latex-free
Biohazard Sharps Disposal Containers
Biohazard collection /disposal bags
Cotton balls
Rubbing Alcohol
Alcohol prep pads
Providone iodine prep pads
Surgilube packets
Bandaids-regular & latex-free
Ambulation belts
1 Walking cane
1 cane for blind
4 sets Crutches
7 Walkers
4 Wheelchairs
Restraints-chest, wrist, ankle
Ace wraps
Binders
Braces & knee immobilizer
Arm sling & swath
Finger splints
Cast boot
Urinary catheters- foley, straight
Foley catheter urinary drainage bags
Foley catheter insertion trays
Foley cath irrigation sets
Texas condom catheters
Urine specimen collection containers
Urine dip sticks
Urine collection measurement containers for I&O
Enema bags
Fleets enemas
Ostomy drainage bags
Ostomy training set
Stool specimen containers
Hemoccult stool testing kits
Tongue depressors
O2 nasal cannulas
O2 mask—Bipap & cpap
Tracheostomy tube- Shiley
Tracheostomy cleaning trays
Trach collars
Incentive spirometer
Air compressor for breathing treatments
Sputum specimen collection containers
Suction tubing
Suction devices
Strep A testing kits
Model pelvis & uterus
Vaginal speculum
Thin Prep
Pregnancy tests
4 Practice babies
Cord clamp
IUAP
Scalp electrode
Amniotic hook
Plastibell circ
ID tags
Various OB/GYN visuals/posters
Wound supplies
Sterile fields( tray instrument& basin )
250 ml bottles of saline for irrigation
Long handled Q-tips
Sterile Q-tips
Tape
Sterile Kerlix bandages
Sterile & nonsterile gauze bandages-2x2 & 4x4
Non adhesive telfa pads
ABD pads
Kling wrap
Wound dressing change trays
Central line dressing kits
2 Wound Vacs- BVD Vacutainer Plus
Wound cultures
Sutures & suture removal kits
Staplers & staple removal kits
Penrose drain
Wound drains
Gauze packing
Steri strips
Wound irrigation trays
Cold Packs
Arm tourniquets
Syringes with needles- insulin, tuberculin, 3ml, 5ml, 10ml- 22 & 25 gauge
Needles- intradermal, SQ, IM, insulin pens
Various blood collection tubes
Blood collection vacutainers
Rubber balls, oranges, hot dogs & pool noodles for practice injections
IV Pump- Lifecare 5000
IV solution bags- 150 ml
IV tubing
Heparin/Saline locks
3 IV poles & hooks in wash lab  
IV catheters  
IV start kits  
12 Glucometers  
Blood glucose test strips  
lancets  
Paper towels  
Bleach  
Spray disinfectant  
NG tubes  
Cath tip syringes  
Fake blood for IV arms  
2 Silicone breasts for exam

CURRICULUM PLAN

Northcoast Medical Training Academy Practical Nursing Program

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit</th>
<th>Theory</th>
<th>Skills Lab</th>
<th>Clinical</th>
<th>Total</th>
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<tr>
<td><strong>Quarter One</strong></td>
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<tr>
<td>PN101 Anatomy &amp; Physiology</td>
<td>9.0</td>
<td>126</td>
<td>12</td>
<td>-0-</td>
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<tr>
<td>PN102 Fundamental Nursing</td>
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Total  

Total Credits = 75.9  
Total Hours  = 1440

CREDENTIAL AWARDED UPON COMPLETION OF THE PRACTICAL NURSING DIPLOMA PROGRAM

Upon successful completion of the program requirements, graduates will be awarded a Diploma in Practical Nursing from Northcoast Medical Training Academy. This program normally takes forty-eight (48) weeks or twelve (12) months to complete for day and evening students and ninety-six (96) weeks or twenty-four (24) months to complete for weekend students.
REQUIREMENTS FOR GRADUATION

- Successful completion of appropriate coursework and a final cumulative G.P.A. of 2.00.
- No more than 18 hours of lecture absences per each quarter, and/or 18 hours of clinical absences for the length of the program.
- Current with all financial obligations

CLOCK HOUR TO CREDIT HOUR CONVERSION

Northcoast Medical Training Academy utilizes the following Clock Hour to Credit Hour Conversions in compliance with the Accrediting Commission of Career Schools and Colleges (ACCSC), and in compliance with the definition provided by the State Board of Career Colleges and Schools:

Quarter Credit Hours:

One (1) quarter credit hour = thirty (30) units comprised of the following academic activities:

- One (1) clock hour in a didactic learning environment (classroom lecture) = two (2) units; or
- One (1) clock hour in a supervised laboratory setting of instruction = one and a half (1.5) units; Or
- One (1) hour of externship = one (1) unit
- One (1) hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction = half (0.5) unit

DESCRIPTION OF OUTSIDE PREPARATION REQUIRED FOR THE CLASSROOM PORTION OF THE PROGRAM

All students at Northcoast Medical Training Academy will be required to spend time preparing for each class.

- Reading assignments will be required to enhance student learning in the classroom.
- Assignments that relate to the curriculum will be required on a daily or weekly basis in addition to the outside reading assignments.
- Skills that are presented in the classroom and/or laboratory settings will be enhanced through outside assignments.
- Students will be assigned projects appropriate to each course based on the designed syllabi and instructor. Individual, as well as group projects, will be utilized and require outside preparation as it relates to appropriate quarter curriculum.

**Note: Students should expect outside study time, assignment time, reading, and project time to equal approximately one-half of the total scheduled classroom time each quarter of their program.**