

Published Date: January 2014

2014 - 2015

PCCTI Healthcare School Catalog



PCCTI Healthcare

A Letter from the President:

Welcome to PCCTI! Congratulations on making the important decision to further your education and choosing our school to begin your career. You are joining the ranks of many graduates who are making a difference in the lives of the patients they touch. Beginning with your introduction to the school during the admissions process through your graduation, we are dedicated in providing a school experience that will allow you to become the person you want to be in pursuing your professional and educational goals. We strive to provide that experience through a set of values and principles that ensure quality and excellence in all aspects of your education. While completing your educational journey, you will work and collaborate with outstanding faculty, staff and administrators who are committed to your success. We specialize in smaller classes, state of the art technology and excellent support services. As a student you will become a member of the PCCTI family that is rich in diversity and various interests. We have learned that school students who are actively engaged in school activities, school organizations and community service are most likely to excel in their studies and become successful in their chosen field. You will meet various people from different cultures and backgrounds who will expand your horizons and add value to your life.

Nursing is the fastest growing Sector for the 21st Century. PCCTI is committed in helping you develop your **Health Care Credentials** by using the latest techniques, curriculum and equipment to help you gain the expertise that would make you stand out in today's Tech-Savvy job market. As a student of PCCTI Healthcare, you will have the opportunity to experience a diverse mix of nursing curriculum as you gain the education you need to provide high quality care in our dynamic healthcare environment. The opportunities available to learn with emerging professionals from other disciplines will serve you well. Your clinical experiences will occur in a variety of healthcare settings and together with your hands-on experiences, you will gain vast knowledge of what it means to become a nurse. The faculty and staff are eager and ready to work with you to encourage your personal and professional growth.

Our facilities are equipped with: A vast variety of medical equipment with fully equipped nursing labs, computers at every student workstation, high speed fiber optic network, online self testing and unlimited lab times, qualified faculties and a friendly staff; highly qualified in their areas of expertise. We offer job placement assistance with our Career Services Department.

Our professionals are equipped with real world experience that is critical for your training success, and offers one on one training in our small classroom settings. PCCTI is accredited by NCA CASI (North Central Association Commission on Accreditation and School Improvement). All courses are approved by the **Division of Private Business and Vocational school of the Illinois Board of Higher Education, Illinois Department of Public Health, and Illinois Department of Financial and Professional Regulations**. PCCTI is also a proud member of the National League for Nursing (NLN).

Classrooms are professional, neat and clean. All classrooms are equipped with new Pentium Core2Duo Processors, 2GB RAM, top of the line computers with High Definition TV's, Projectors, and flat screen 17/19" LCD monitors. For nursing students, each student is provided the necessary equipment and supplies to complete and excel in the program.

Thank you for considering PCCTI as your school of choice. We look forward to the experience of working, learning and serving you. Please visit our two great campus locations in Oakbrook and Chicago Illinois.

Sincerely,

Naveen Bindra

President

For Further Details Visit: www.pccti.com

The School is authorized for operation pursuant to the "Certificate of Approval to operate as a Private Business and Vocational School", Issued by the Illinois Board of Higher Education, 431 E. Adams, 2nd Floor Springfield, IL 62501-1404

History

In 1997 PCCTI (IT and Healthcare) was incorporated in the State of Illinois. The founder of the company has an MBA in Business Management and Finance has been successfully running other businesses and has over 25 years of experience within a management setting. The development of the company began as a result of the huge explosion in the IT field. The demand for qualified personnel in this field grew to great capacities. Hence, PCCTI implemented IT courses that paralleled with the direct training of such larger organizations such as Microsoft, CompTIA, Cisco, and Oracle.

After starting the training, PCCTI applied and received approval from the Illinois State Board of Education to provide formal schooling in various IT fields. PCCTI also applied and affiliated itself with highly recognized companies in the industry like Microsoft, CompTIA, Cisco, Oracle, Checkpoint, and Sun Microsystems. As the company developed, PCCTI became partners with such corporations. Consulting and discussing with IT certified and highly knowledgeable professionals, a curriculum was designed for each program. The curriculum was based on thorough knowledge of the subject and hands on training. This curriculum would allow the individual to receive certification from the appropriate agency in the industry after taking the course and passing the appropriate exam(s), hence allowing the student to not only receive employment in a short and speedy manner, but also to excel in the position. Since then, the school has grown tremendously into other areas such as Healthcare. In 2000 PCCTI diversified into the Healthcare field as well.

It is clear that in today's market, the Medical Field is one that is growing at exponential amounts. This trend is on an upward slant and various documentations have stated the continuation of this tremendous growth. According to the US Bureau of Labor Statistics, the health care industry is predicted to add nearly 3.5 million new jobs in the next ten years. This would lead to an increase of 30%. They also stated that 10 out of the 20 fastest growing jobs were in health care. In addition, employment growth is estimated at around 12% in a hospital setting and over 50% in a smaller medical setting. PCCTI has focused and will continue to focus in the educational fields which enable an individual to add necessary skills in today's fast growing industries and help the economy of the United States while lessening the unemployment rates of today. Currently, PCCTI has two locations in Oak Brook Illinois and Chicago Illinois. Our Oak Brook location is set in the hub of the business district. Our Chicago location is set in the heart of Chicago's downtown loop area, across the street from the Willis Tower. Both facilities are accessible by public transportation, and are just minutes from major airports such as O'Hare and Midway and several major expressways. PCCTI continues to go forward and provide the cutting edge educational experience essential for today's market.

Mission

PCCTI, guided by its unique national and diverse heritage, provides the student body with educational opportunities that promote learning, ensure success and provide knowledge and skills that allows them to meet current and the future demands of health care in our changing nation. We exist to provide educational opportunities to those seeking to enhance the quality of their lives and that of others. We recognize that a quality education is essential in assisting the student develop a sense of worth, high ethical standards and a sense of self-actualization as they pursue their professional and educational goals.

Vision

PCCTI Healthcare will be a leading provider of clinical education in the community and the region. It will be known for its responsiveness to today's needs for qualified professionals, the excellence of its programs of study, and the skill and ability of its graduates. The PCCTI graduates will also express in their professional lives and their service to the community the core value of the school, and they will demonstrate high ethical standards and the sense of self-actualization as they pursue their professional and educational goals.

Values

The School assists each student in their journey toward becoming a meaningful, participating member of society through its integration of core values throughout the fabric of the institution. The core values which guide PCCTI in realizing its mission are:

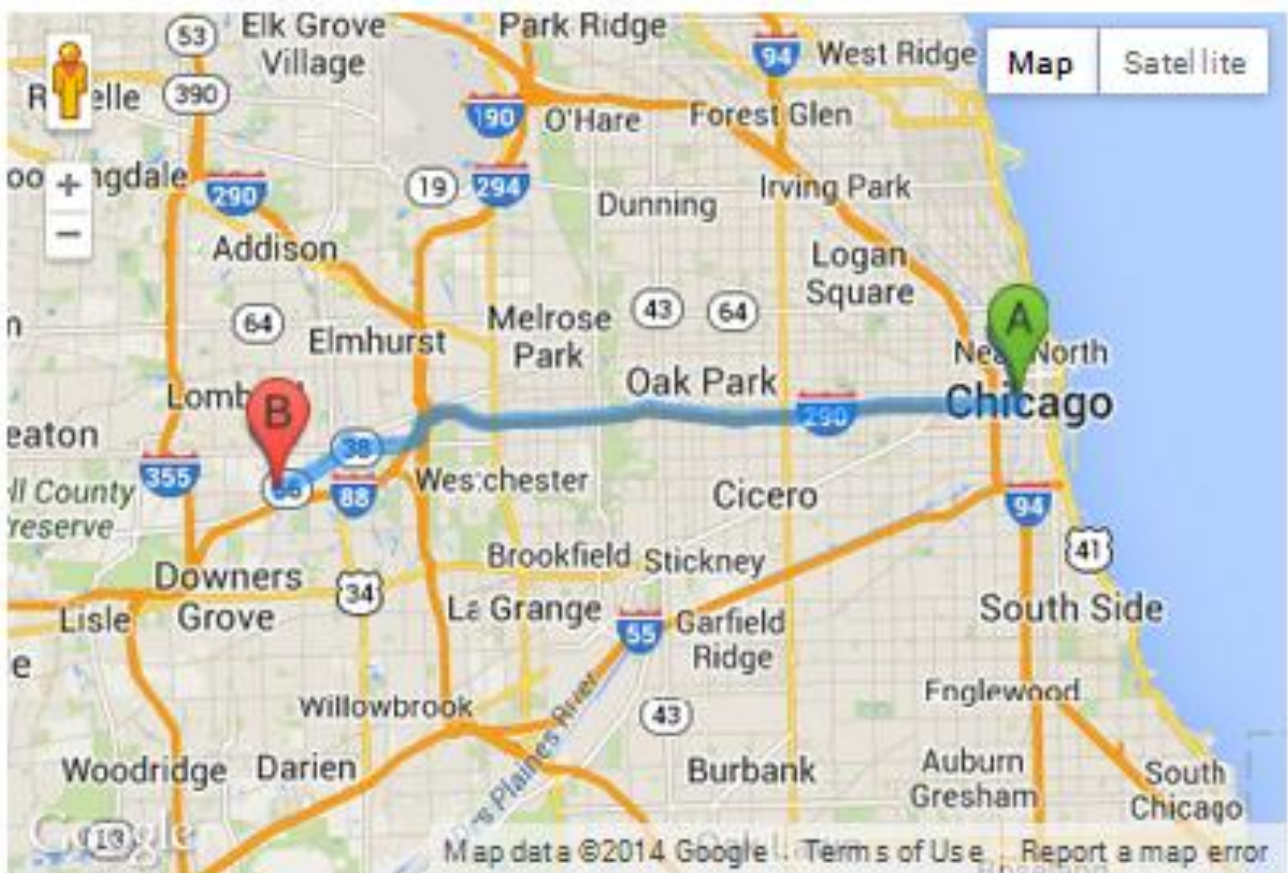
- **Integrity:** We uphold honesty, ethical behavior, trust and open communication as attributes of a value based institution. The institution's reputation, relationship with students and institutional stakeholders is contingent upon the demonstration of these characteristics. We believe that everyone in the PCCTI community must possess these attributes in order to accomplish our goals and demonstrate professionalism in work and study. Administration, faculty and staff role model these behaviors which our students demonstrate both in the educational setting and in the community.
- **Respect:** We respect the dignity and worth of each individual and foster a climate of acceptance, trust, support and collegiality. We are a welcoming community and our goal is to enrich and enhance the quality of life for each person who comes in contact with the School, its administration, personnel and students.
- **Service:** We value collaborative partnerships with groups and organizations in the community with mission and values that mirror our own. These partnerships strengthen our bonds with the community and allow both students and School personnel develop a spirit of humanitarianism, the ability to appreciate the culture of giving and the ability to enhance their own potential for growth.
- **Knowledge:** We acknowledge that the ability to teach and learn is a gift and responsibility that should be respected and nurtured. We support faculty who are dedicated to the mastery of their area of expertise and who engage students to be actively involved in the pursuit of knowledge. We honor, celebrate and reward high performance in both teachers and students who excel in this endeavor.
- **Diversity:** We celebrate the diversity of our school and neighboring communities as we seek to provide opportunities for all those we serve. We recognize that everyone brings some form of diversity to our community and we strive to welcome each one's differences as well as the common bond that unites us as the academic community.
- **Excellence:** We are dedicated to setting high standards with the right priorities for ourselves and our students through the "PCCTI Community for Excellence." We infinitely endeavor for the institutional evolution through the assessment, strategic planning, curricula expansion and the outcome evaluation.

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Map



- A. Chicago Campus Addition
- B. Oak Brook Main Campus

PCCTI Healthcare Corporate Offices

2625 Butterfield Rd., Suite 102E

Oak Brook, IL 60523

630.705.9999

www.pccti.com

Office Hours:

Monday – Friday: 9:30a.m. – 6p.m.

Saturday: 8a.m. – 12:00pm

Sunday: 8a.m – 12:00pm

PCCTI Healthcare Chicago Campus Addition

216 W. Jackson Blvd, Suite 900

Chicago, IL 60606

312.920.8822

Office Hours:

Monday – Friday: 9:30a.m. – 6p.m

Saturday: 8a.m. – 12:00pm

Sunday: Closed

For updated information, visit our website at www.pccti.com

Holidays

PCCTI is closed on:

- Easter
- Mother's Day
- Memorial Day
- Father's Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas
- New Year's Day

(Refer to the school academic calendar on the school website www.pccti.com)

Introduction

This handbook provides information about major policies, procedures, and guidelines for PCCTI Healthcare. This information is also available on the PCCTI website at www.pccti.com.

Please become very familiar with the handbook. However, remember that it is not a substitute for the Student Services Department or faculty mentoring.

Non-Discrimination Policy

PCCTI Healthcare will not under any circumstances discriminate on the basis of race, color, religion, creed, national origin, sex, age ancestry, marital status, sexual orientation, arrest record, military status, citizenship status, physical or mental disability.

For questions, concerns or complaints please contact corporate office:

Phone: **630.705.9999**

E-Mail: inquiry@pccti.com

Catalog Disclaimer

PCCTI Healthcare provides its catalog, website, handbooks, and any other printed materials or electronic media for your general guidance. The school does not guarantee that the information contained within them, including, but not limited to be a complete statement of all the policies, practices, rules and regulations of PCCTI Healthcare. Any information provided here in (Catalog, website, handbooks or other printed materials) is subject to change by the governing body of PCCTI or its authorized representatives.

Accreditations and Memberships

Approved by the Division of Private Business & Vocational schools of the Illinois Board of Higher Education

PCCTI has gained approval for all of the courses offered by the Division of Private Business & Vocational schools of the Illinois Board of Higher Education. On February 1, 2012, the oversight of Private Business and Vocational Schools was transferred from the Illinois State Board of Education (ISBE) to the Illinois Board of Higher Education (IBHE) pursuant to the Private Business and Vocational Schools Act of 2012 (Public Act 97-650).

NCA – CASI North Central Association

PCCTI Healthcare is currently accredited by NCA-CASI. Our NCA accreditation serves as evidence for the effort that PCCTI has put into education and student satisfaction.

North Central Association Commission Accreditation on School Improvement Post Secondary (NCA-CASI).

NCA - CASI is no longer an authorized accrediting body for USDOE financial aid purposes.

IDFPR - Illinois Department of Financial and Professional Regulation

PCCTI is an Approved institution by the Illinois Department of Financial and Professional Regulation. Such approval establishes proof that our LPN program and instructors are well qualified, and that we are indeed capable of delivering state-of-the-art educational programs such as the Licensed Practical Nurse (LPN), offered by very few other schools. For more information, visit the IDFPR website at www.idfpr.com.

IDPH - Illinois Department of Public Health

PCCTI has also gained approval through the Illinois Department of Public Health for CNA (Certified Nursing Assistant) courses. The Illinois Department of Public Health was created in 1877 in order to regulate medical practitioners and to promote sanitation. However today, the Illinois Department of Public Health has grown to a much greater organization, it not only does restaurant inspections for sanitation purposes, but also administers vaccinations to protect children from disease, the Department ensures quality healthcare in hospitals and medical facilities, administers testing to assure safe water, foods, and drugs.

NLN - National League for Nursing

PCCTI is now a member of the National League for Nursing (NLN). Dedicated to excellence in nursing education, the National League for Nursing is the preferred membership organization for nurse faculty and leaders in nursing education. NLN members include nurse educators, education agencies, health care agencies, and interested members of the public. The NLN offers faculty development programs, networking opportunities, testing and assessment, nursing research grants, and public policy initiatives to its 20,000 individual and 1100 institutional members.

Founded in 1893 as the American Society of Superintendents of Training Schools for Nurses, the National League for Nursing was the first nursing organization in the United States. Today the NLN is a renewed and relevant professional association for the twenty-first century. Cited by the American Society of Association Executives for the "will to govern well," the NLN is committed to delivering improved, enhanced, and expanded services to its members and championing the pursuit of quality nursing education for all types of nursing education programs. (Resource: www.NLN.org)

WIA - Workforce Investment Act

WIA (Workforce Investment Act) is a federally funded job training and placement initiative that is designed to assist youth, dislocated workers and low income individuals and increase their employment, retention and earnings potential. PCCTI is approved and accepts grants through WIA and has been offering various programs in both IT and Healthcare that lead to the certification. PCCTI has been offering training to the individuals who have been awarded training vouchers through WIA.



Statement of Legal Control:

Verve Global, Inc. dba PCCTI Healthcare is a registered corporation in the state of Illinois. We have an advisory board and institution is headed by the president and CEO.

The president and CEO of PCCTI Healthcare is Mr. Naveen Bindra.

PCCTI BOARD Members

Naveen Bindra, President, CEO and the Chairperson

The Chairperson who is the President and CEO exercises ultimate control over all the decision of all parts of the School and has all the rights to veto any decision made by any other board member.

Nitasha Bindra, Vice – President and COO

Imee Unto, Dean of Nursing

Rishi Agrawal, ESQ

Mahomed Ouedraogo, CPA

The President, CEO and the Chairperson reserves the right to veto any proposal at any time that has been voted by the other members of the Board if the proposal does not serve the best interest of the organization or if does not align to the MVV of PCCTI.

Academic Calendar

JANUARY 2014						
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2014

Course Schedule of Events:

Christmas Break Classes Resume:
January 2nd

April 14th - 20th
Spring Break
(Classes Resume: April 21st)

May 11th
Mothers Day
(Classes Resume: May 12th)

May 24th - 26th
Memorial Day
(Classes Resume: May 27th)

June 15th
Fathers Day
(Classes Resume: June 16th)

July 4th - 6th
Independence Day
(Classes Resume: July 7th)

August 30th - September 1st
Labor Day
(Classes Resume: Sept 2th)

November 27th - 30th
Thanksgiving Break
(Classes Resume: Dec 1st)

December 24th - January 1st
Christmas & New Year Break
(Classes Resume: Jan 2nd)

**JANUARY 2015**

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2015

Course Schedule of Events:

Christmas Break Classes Resume:
January 2nd

March 23rd - 31st
Spring Break
(Classes Resume: April 1st)

May 10th
Mothers Day
(Classes Resume: May 11th)

May 23rd - 25th
Memorial Day
(Classes Resume: May 26th)

June 21st
Fathers Day
(Classes Resume: June 22th)

July 3rd - 5th
Independence Day
(Classes Resume: July 6th)

September 5th - September 7st
Labor Day
(Classes Resume: Sept 8th)

November 26th - 29th
Thanksgiving Break
(Classes Resume: Nov 30th)

December 21th - January 1st
Christmas & New Year Break
(Classes Resume: Jan 2nd)

LPN Program Schedules 2014

Start Date	Session / Campus / Schedule	End Date
January 24, 2014	N101 / Oak Brook Campus / Weekend Session	June 20, 2014*
February 14, 2014	N101 / Chicago Campus / Weekend Session	July 18, 2014*
March 31, 2014	N101 / Oak Brook Campus / Day Session	August 19, 2014*
June 2, 2014	N101 / Chicago Campus / Day Session	October 21, 2014*
June 23, 2014	N101 / Oak Brook Campus / Evening Session	November 4, 2014*
July 11, 2014*	N102 / Oak Brook Campus / Weekend Session	January 24, 2015*
August 9, 2014*	N102 / Chicago Campus / Weekend Session	February 22, 2015*
August 18, 2014	N101 / Chicago Campus / Evening Session	January 12, 2015*
September 26, 2014	N101 / Oak Brook Campus / Weekend Session	February 15, 2015*
September 15, 2014*	N102 / Oak Brook Campus / Day Session	April 7, 2015*
November 17, 2014*	N102 / Chicago Campus / Day Session	June 9, 2015*
December 1, 2014*	N102 / Oak Brook Campus / Evening Session	June 22, 2015*
November 14, 2014	N101 / Chicago Campus / Weekend Session	April 5, 2015*
December 15, 2014	N101 / Oak Brook Campus / Evening Session	May 1, 2015*
February 02, 2015*	N102 / Chicago Campus / Evening Session	August 7, 2015*
March 13, 2015*	N102 / Oak Brook Campus / Weekend Session	October 04, 2015*
April 24, 2015*	N102 / Chicago Campus / Weekend Session	November 1, 2015*
May 25, 2015*	N102 / Oak Brook Campus / Evening Session	November 20, 2015*

*Dates are tentative and are subject to change

Class Schedules

Course schedules vary in an effort to accommodate an assortment of availability. Please contact the school to find specific dates and times of courses. Students can choose day, evening or weekend courses.

Class schedules are as follows:

Day sessions:

Theory:	Monday – Friday	10am – 2pm
Clinical:	Wednesday or Friday	7am – 3:30pm

Evening sessions:

Theory:	Monday – Friday	5pm – 9pm
Clinical:	Wednesday or Friday	1pm – 9:30pm

Weekend sessions:

Theory:	Saturday/Sunday	8:30am – 4:30pm
Clinical:	Friday	7am – 3:30pm

PCCTI Program and Prep-Course Tuition and Fees

Licensed Practical Nurse Program

Tuition	\$21,995*
Books	Included
Scrubs & Stethoscope	Included
ATI Student System	Included
Evolve Student System	Included
Evolve Lab Simulation System	Included
NCLEX-PN License Exam (1 st attempt)	Included
Kaplan NCLEX Review Book	Included
LPN Application Fee:	\$75 (non-refundable)
LPN Registration Fee:	\$150 (non-refundable)
ATI TEAS Entrance Exam (LPN):	\$50 (non-refundable)
Background/Drug Screening (LPN):	\$80 (approx./paid to certifiedbackground.com)
Professional Liability Insurance (LPN):	\$37 (approx./ www.nso.com)
Fingerprinting (LPN)	\$62 (approx./paid to Accurate Biometrics)

**\$75 non-refundable application fee and \$150 non-refundable registration fee are not included with the \$21,995 tuition.*

Certified Nurse Assistant Program

Tuition	\$995
Books	Included
Background Testing from Illinois State Police	Included
C.N.A Registration Fee:	\$100 (non-refundable) – included in tuition
Drug Screening (C.N.A):	\$40 (approx./paid to certifiedbackground.com)
State Registry Exam (C.N.A):	\$65

Anatomy & Physiology Prep-Course

Tuition	\$1,795
Books	Included
Anatomy & Physiology Registration Fee:	\$100 (non-refundable) – included in tuition

Other Fees:

Deposit Down Payment requirement:	\$300
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Misc Fees

Make-Up Hours	\$35/hour
Tutoring	\$35/hour
Late Payments	\$10 per week
Additional Certificate & Transcripts	\$10 each
ID replacement	\$5

In case of Student Withdrawal or student dismissal from any program, the tuition and fee charges will be computed as per the Refund Policy outlined in the Enrollment Agreement and the School Catalog.

Programs Offered

Licensed Practical Nurse Program	1080 Clock Hours
Certified Nursing Assistant Program	120 Clock Hours
Anatomy & Physiology Prep-Course	160 Clock Hours

Clock Hour Definition

For each clock hour, the student is required to attend a minimum of 55 minutes of each lecture, lab and clinical hours.

PCCTI Program and Prep-Course Curriculum

Anatomy & Physiology Prep-Course

A thorough introductory course on human form and function, this course presents a large, complex body of scientific knowledge in an easily understood, conversational writing style. Focusing on concepts rather than descriptions, the text uses a "big picture" theme of body function and also explains the body's homeostatic regulation. For the first time, every new textbook includes a downloadable e-book, which is a fully searchable, electronic version of the text plus learning resources from Anatomy & Physiology Online - with animations by body system, images, an electronic coloring book, interactive exercises, and more.

Grading Scale

The following grade scale is for the Anatomy & Physiology prep-course at PCCTI Healthcare.

All grading scales to pass the course are on a fixed grading scale

- **A 92% - 100% = 4.0**
- **B 84% - 91% = 3.0**
- **C 76% - 83% = 2.0**
- **D 70% - 75% = 0.0**
- **F 69% and below = 0.0**
- **W = Withdrawal**

Final grade will be rounded to the nearest whole number, e.g. 83.5 = 84 and 83.4 = 83.

A student must receive an 84% or higher to pass the prep-course.

Students in the Anatomy & Physiology prep-course will be assessed by the Exams based on the following Categories:

- QUIZZES (4)
- EXAMS (3)
- ASSIGNMENTS (2)
- FINAL EXAM

Completion:

To successfully complete the prep-course, students must complete all prep-course requirements. In addition to meeting all prep-course requirements, students must also meet the minimum attendance requirement which is a minimum of 144 clock hours. All financial obligations to PCCTI must also be fulfilled. Upon successful completion of all the requirements of the prep-course, the student will be awarded a certificate of completion.

Prep-Course Objective

Upon successful completion of the prep-course the student will be able to recognize and use terminology, general principles associated with the structure and function(s) of human body systems. Student will be able to apply normal and clinical concepts of human anatomy and physiology. Recognize, identify, and state the major function(s) of human organs based on text and lecture information

Prep-Course Outline

The Body as a Whole

- Organization of the Body
- The Chemical Basis of Life
- Anatomy of Cells
- Physiology of Cells
- Tissues

Support and Movement

- Skin and its Appendages
- Skeletal Tissues
- Skeletal System
- Articulations
- Anatomy of the Muscular System
- Physiology of the Muscular System

Communication, Control, and Integration

- Nervous System Cells
- Central Nervous System
- Peripheral Nervous System
- Sense Organs
- Endocrine System

Transportation and Defense

- Blood
- Anatomy of the Cardiovascular System
- Physiology of the Cardiovascular System
- Lymphatic System
- Immune System
- Stress

Respiration, Nutrition, and Excretion

- Anatomy of the Respiratory System
- Physiology of the Respiratory System
- Anatomy of the Digestive System
- Physiology of the Digestive System
- Nutrition and Metabolism
- The Urinary System
- Fluid and Electrolyte Balance
- Acid-Base Balance

Reproduction and Development

- Male Reproductive System

- Female Reproductive System
- Growth and Development
- Genetics and Heredity Mini-Atlas of Human Anatomy Appendixes (Available on companion website.)

Prerequisites:

High school diploma or GED equivalent

Hours: 160 – Approximately 3 Months

Tuition: \$1,795.00 (Books included)

Certified Nursing Assistant (CNA) Program

The need for dependable bedside nursing care is as prevalent as ever. Most bedside care in hospitals, home health, and long-term care facilities is provided by a nursing assistant, a valuable member of the nursing profession. Nursing Assistants perform routine tasks in the general care of hospital, clinic, and nursing home patients. They work directly under the supervision of registered and practical nurses. Their role in performing basic patient care assists the licensed staff in providing quality nursing to the patient. The Nursing Assistant occupation is one of a series of possible steps on a career ladder in the health care field.

Students are required to pass the Illinois State Certification Exam for Certified Nursing Aide to work as such in the state of Illinois. For more information, please visit the [Illinois Nurse Aide Testing](#) website.

Grading Scale

The following grade scale is for the CNA program at PCCTI Healthcare:

All grading scales to pass the course are on a fixed grading scale

- **A 92% - 100% = 4.0**
- **B 84% - 91% = 3.0**
- **C 76% - 83% = 2.0**
- **D 70% - 75% = 0.0**
- **F 69% and below = 0.0**
- **W = Withdrawal**
- **CP = Clinical Pass**
- **CF = Clinical Fail**

Final grade will be rounded to the nearest whole number, e.g. 83.5 = 84 and 83.4 = 83.

A student must receive a minimum 84% or higher and a Pass mark in clinical to pass the program.

Students in the Certified Nurse Assistant program will be assessed by the following system:

- EXAMS (6)
- MID TERM
- PROJECT
- PERSONAL CARE SKILLS
- RESTORATIVE SKILLS
- ALZHEIMER'S QUIZ
- FINAL EXAM
- CLINICAL SKILL ASSESSMENT (PASS/FAIL)

Completion:

To successfully complete the program, students must complete all program requirements. In addition to meeting all program requirements, students must also meet the minimum attendance requirement which is all of the 120 clock hours of the program. All financial obligations to PCCTI must also be fulfilled. Upon successful completion of all the requirements of the program, the student will be awarded a certificate of completion.

Program Objective

PCCTI will train every enrolled student to gain knowledge in both clinical and didactic areas in the field of Basic Nursing Aide. Upon successfully passing the program with 84% or higher and after passing the clinical practicum of the course, the student will receive a certificate of competition. Student will also be eligible to sit for the State licensure Exam.

Program Outline

- Introduction to health care and assistant nursing
- Medical Terminology
- Related anatomy and physiology
- Safety and body mechanics
- Admission and discharge
- Specimen collection
- Communications
- Basic communication skills to interact with client, family and other health care providers
- Taking and recording temperature, blood pressure
- Patient assisted skills - feeding, dressing and bathing
- Measuring food and liquid intake and output Patient care skills
- Basic nursing skills
- Measuring vital signs
- BLS Training for Healthcare providers (CPR+AED)
- Record keeping

Prerequisites:

1. High school diploma or GED equivalent
2. Drug Testing: Students are required to undergo a **10-panel drug screen** prior to the start of class. This drug screen is mandatory and the \$40 fee is the students' responsibility. Students must undergo drug testing through PCCTI's authorized vendor (www.certifiedbackground.com or 1-888-723-4263 x7142).
3. Student must submit health requirements to **PCCTI Office** before the start of class, regardless of registration date. **Students who do not have Health Clearance will not be permitted to go to the clinical.** Below are the health requirements needed before a student will be allowed to attend clinical sections of the program:

A. Complete physical exam, signed by health care provider. Physicals are required annually and must not expire during the period of enrollment.

B. Immunization Records must include but are not limited to the following;

- Measles (Rubella)
- Mumps
- German Measles (Rubella)
- Chicken Pox (Varicella)

*** Students which do not have appropriate immunization records must obtain required immunizations prior to the start of the class.

C. Hepatitis B - Immunization is required

- Either dates of series immunization
- Positive titer - titer is recommended one to two months after receiving the complete series.

D. TB Testing - A two step Mantoux per Illinois Department of Public Health

- Must be given and documented by health care provider
- First test is to be "read" and documented on between 48 hours to 7 days after the test was initiated.
- Second test is to be done 7-21 days after first and should be "read" 48 to 72 hours after the second test was administered.
- If TB skin test is positive, or is known to be positive by the student, a chest x-ray will need to be done and referred to health care provider.

*** The above must be completed before the student will be allowed to attend clinical section of the program. Student will be held to the missed clinical policy.

*** It is the responsibility of the student to bring all health related information as stated above to the PCCTI campus before the start of class.

4. Student must have a **BACKGROUND CHECK** performed. These checks are performed through Illinois State police and the cost is included in the tuition.

Hours: 120 – Approximately 3 Months

Tuition: \$995.00 (Books Included)

C.N.A Satisfactory Academic Progress Policy

Students must maintain a satisfactory grade of 84% or higher at each measuring point of the program. The student's satisfactory academic progress will be measured at the following points in the program:

- Exam 2
- Exam 4
- Exam 6
- End of the program

Failure to Meet Standards

At each measuring point, if the student is not meeting a satisfactory grade of 84% or higher, the student will be placed on Academic Warning. The student must attain a satisfactory grade of 84% or higher during Academic Warning period of 14 days. If the student fails to meet the required satisfactory grade at the end of the Academic Warning period, the student will be placed on Academic Probation. The student must attain a satisfactory grade of 84% or higher during Academic Probation period of 14 days. If the student fails to meet the required satisfactory grade at the end of the Academic Probation period, the student will be dismissed from the program.

Appeal Process

If a student is dismissed from the program due to failing to meet the satisfactory academic progress, the student may choose to appeal such decision by submitting the following:

1. A letter explaining why the student was not able to maintain a satisfactory academic progress
2. Action plan of improving the grade to an 84% or higher.

The above 2 items must be submitted to the instructor and the Program Director for an appeal. The letter and action plan will be reviewed by the instructor and Program Director. A review will be conducted to accept or deny the appeal. A decision will be made and the student will be notified within 48 hours of receipt of the required 2 above items.

If the student is dissatisfied with the decisions and actions taken by the instructor and Program Director, the student can appeal to the Director of Education.

Licensed Practical Nurse (LPN) Program

Licensed practical nurses (LPNs) care for the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses.

Most LPNs provide basic bedside care, taking vital signs such as temperature, blood pressure, pulse, and respiration. They also prepare and give injections and enemas, monitor catheters, apply dressings, treat bedsores, and give alcohol rubs and massages. LPNs monitor their patients and report adverse reactions to medications or treatments. They collect samples for testing; perform routine laboratory tests, feed patients, and record food and fluid intake and output. To help keep patients comfortable, LPNs assist with bathing, dressing, and personal hygiene. In States where the law allows, they may administer prescribed medicines or start intravenous fluids. Some LPNs help to deliver, care for, and feed infants. Experienced LPNs may supervise nursing assistants and aides.

In addition to providing routine bedside care, LPNs in nursing care facilities help to evaluate residents' needs, develop care plans, and supervise the care provided by nursing aides. In doctors' offices and clinics, they also may make appointments, keep records, and perform other clerical duties. LPNs who work in private homes may prepare meals and teach family members simple nursing tasks.

Most licensed practical nurses in hospitals and nursing care facilities work a 40-hour week, but because patients need round-the-clock care, some work nights, weekends, and holidays. They often stand for long periods and help patients move in bed, stand, or walk.

Program Objective

PCCTI will train every enrolled student to gain knowledge in both clinical and didactic areas in the field of practical nursing.

Program Description

PCCTI's Licensed Practical Nurse (LPN) program / courses in Chicago and Oak Brook is a one-year certificate / diploma program which prepares students to provide nursing care for the sick, injured and otherwise disabled health patients.

The LPN program utilizes a blended learning methodology, which includes classroom instruction, laboratory simulations at our own LPN labs present in both campuses, externships in clinical settings such as hospitals and nursing care facilities, and online practice and exam preparation.

Students must pass the ATI predicted probability of passing NCLEX-PN with 94% or higher must still complete the ATI focused review. Upon completion of the focused review, the student must submit the transcript from the completed focused review. Once the transcript for the focused review is received by student services the ATI virtual will be activated for the student. The ATI virtual will pair the student with their own online coach.

After passing the ATI Exit Exam which is comprehensive predictor online exam students will receive a certificate in Practical Nursing, and will be eligible to sit for the **NCLEX-PN State Licensure Exam**.

Grading Scale

The following grade scale is for the LPN Program at PCCTI Healthcare:

All grading scales to pass the course are on a fixed grading scale

- **A 92% - 100% = 4.0**
- **B 84% - 91% = 3.0**
- **C 76% - 83% = 2.0**
- **D 70% - 75% = 0.0**
- **F 69% and below = 0.0**
- **W = Withdrawal**
- **CP = Clinical Pass**
- **CF = Clinical Fail**

Module grades will be recorded to 1 decimal point, e.g. 83.6 = 83.6 and 83.2 = 83.2. Final semester grade will be rounded to the nearest whole number, e.g. 83.5 = 84 and 83.4 = 84.

For LPN, a student must receive an 84% or above and a Pass mark in clinical to pass the program.

Students in the Licensed Practical Nurse program will be assessed by Series of exams along with ATI Specialty Exams, Lab skills and Clinical on Pass/ Fail criteria. Students must pass the ATI Comprehensive Predictor (THE EXIT) Exam.

NUR 101 (19 weeks) (456 Clock Hours)

Prerequisites: Official High School transcript with graduation date, state certified nurse assistant, official college transcripts of Anatomy & Physiology with a grade of "C" or higher, take and pass the ATI Teas entrance exam with a 45% or higher.

- Module A:
 - History/ Legal, Scope of Practical & Delegation
 - Asepsis & Infection Control/Nutrition, Elimination & Hygiene
 - Physical Assessment/ Vitals
- Module B:
 - Nursing Process, Critical Thinking
 - Medical Calculation (Pharmacology)
- Module C:
 - Admissions, Transfer, Discharge/ Documentation
 - Safety & Body Mechanics/ Patient Mobility
 - Life Span Development/ Culture / Pain / Loss, Death
- Module D:
 - Wound Care, Specimen Collections, Fluid & Electrolytes, Intravenous /Perioperative Care

NUR 102 (26 weeks) (624 Clock Hours)

Prerequisites: Successful completion of N101 with an 84% or higher.

- Module A:
 - Neurology
 - Mental Health
- Module B:
 - Gastrointestinal & Liver

- Blood, Lymph, Cardio & Peripheral Vascular Disease
- Respiratory
- Musculoskeletal
- Module C:
 - Genitourinary
 - Endocrine
 - Reproductive, Visual and Auditory
 - Immune & Oncology
- Module D:
 - Antepartum, Postpartum, Newborn
 - Pediatrics
 - Community, Older Adult, Palliative Care, Human Immune Deficiency Virus

Graduation

To graduate from the program, students must complete all program requirements. In addition to meeting all program requirements, students must also meet the minimum attendance requirement which is a minimum of 440 clock hours in N101 and 608 clock hours in N102. All financial obligations to PCCTI must also be fulfilled. Upon successful completion of all the requirements of the program, the student will be awarded a diploma.

Certification/Licensure

NCLEX-PN

Hours: 1080. Approximately 1 year

Tuition: \$21,995.00*

Registration fee \$150.00 (non-refundable)

Application Fees -- \$ 75.00 (Non- refundable)

Tuition -- Included

ATI -- Included

Uniform -- Included

Books -- Included

Supplies -- Included

NCLEX Prep Book -- Included

Licensure Exam -- Included

****\$75 non-refundable application fee and \$150 non-refundable registration fee are not included in the \$21,995 tuition.***

If a student withdraws from the LPN program or dismissed from the program any charges incurred will be based on PCCTI refund policy and any books or instructional product provided will be charge separately in addition to tuition.

Policies Applicable to the LPN Program

1. Absences of students enrolled in the LPN program cannot exceed 16 hours of combined theory, lab, and/or clinical and will be dropped from the program regardless of reason. Any unattended hours must be made up. The student must then reapply for admission and only upon approval by a nursing administrator and/or management will be approved for readmission on a case-by-case basis. "NO CALL - NO SHOW " equates to one unexcused absence.
2. Student progress in clinical and theory will be evaluated and all grades will be reviewed post each module. Any LPN student deemed unsatisfactory in clinical for failing to meet minimum clinical standards will fail both clinical and theory and be withdrawn from the program at the midterm point. The students withdrawn from the program at this time will be responsible for the tuition cost of \$8,610 and any additional expenses incurred to this point (e.g. books), as per school refund policy.
3. LPN students that cannot continue program for personal or medical reasons may request a Leave of Absence in writing and must provide supporting documentation for the reason to take a leave of absence. The school will review the Enrollment Agreement for approval of the leave of absence.
4. Students who choose to continue in the Nursing Program after the student has been given an option to withdraw at the mid-term point of NUR101 due to low grades must sign a document with the Nursing Administrator and the school, waiving any and all rights for any refund or any re-considerations of any kind.
5. Nursing students wishing to change their class schedule will be charged \$200 administration fee prior to the transfer, each time they change their class schedule.
6. It is mandatory for all nursing students to purchase the student liability insurance in order to participate in the clinical.
7. LPN students in NUR101 and are on probationary status have 1 year from the original date of enrollment to complete NUR102.
8. Tutoring will be provided to LPN students. The student must submit a request to the school and will require a pre-payment of \$35 per hour in the form of credit card, money order, or cashier's check. The tutor will be determined by administration and is based on the availability of faculty. Upon completion of the tutoring session, the student and faculty must sign specified document to attest to the successful completion of the session.
9. LPN Students who do not pass the final administered ATI Exit Exam (Comprehensive Predictor Exam) with a score of 94% on the Predicted Probability of Passing NCLEX-PN will not be permitted to sit for the NCLEX-PN exam.
10. All absences regarding clinical and/or labs must be made up to attain applicable objectives. Forms will be submitted to students by appropriate faculty. A fee of \$35 per hour will be applicable. Payment is required by the student prior to scheduling the make-up for clinical and/or lab. This fee applies whether student is part of instructors regularly scheduled clinical or lab hours as well as for extra days the instructor must be in attendance in order for the student to make up applicable absences. Credit will not be given for the makeup session until successful completion is ensured by submission of the Make Up Hours Form.
11. The LPN Student Handbook is an addendum to this agreement. LPN Students must refer to their program handbooks for additional policies and procedures. All policies and procedures contained therein have been implemented and must be adhered to.
12. The following policy went into effect for any students who enrolled on or after March 1st, 2009. Students who do not successfully complete and pass either Nursing 101 or Nursing 102 must retake the entire semester again and successfully pass.
13. All schedules are subject to change without notice.
 - a. PCCTI reserves the right to limit the number of hours for each student in lab.
 - b. PCCTI is not responsible for changes in eligibility criteria for LPN certification or licensure by the respective agency.

- c. Exams and/or any other promotional items, if applicable, are only valid for the first year from the start date of the first class.
 - d. PCCTI assists in career services. PCCTI does not guarantee job placement. PCCTI does not make any claims to guarantee job placement.
 - e. PCCTI does not offer any complimentary course retakes; course enrollment is for one course attempt only.
 - f. PCCTI reserves the right to postpone a class or classes due to acts of nature, and instructor emergencies.
14. Graduates may affiliate with a variety of credentialing, certifying, and/or testing organizations. PCCTI is in no way directly affiliated with these organizations. The school does not control and is not responsible for changes in requirements, policy, and/or procedure on their behalf. Affirmative signature on the enrollment agreement waives a student's right to seek restitution or any other actions against the school.
 15. Electronic device (mobile phones, pagers, etc.) usage is prohibited in all classrooms. Students caught using electronic devices during class will be asked to leave class for the remaining class period. These hours may not be made up and will count towards the student's total number of hours absent. In case of withdraw, these hours will be counted as present and do not count towards any eligible refunds, if and where applicable.
 16. Students are not permitted to use the internet and/or PC's during class time without the explicit permission of the instructor. Students not following this policy will be asked to leave class for the remaining class period. These hours may not be made up and will count towards the student's total number of hours absent. In case of withdraw, these hours will be counted as present and do not count towards any eligible refunds, if and where applicable.
 17. Students are not permitted to have food and/or beverage items in the classroom with the exception of bottled water.
 18. Students are expected to act mature and keep the school and property neat, orderly, and report any incidents/accidents to staff. Students are expected to keep all areas clean, disposing of refuse properly and cleaning up after themselves.
 19. Absolutely no visitors, family members, children, and/or friends are permitted in the classrooms, cafeteria, and laboratories.
 20. Taping of lectures is only allowed with the instructor's permission.
 21. Do not leave personal items unattended; the school is not responsible for lost or stolen items. The school encourages students to label personal items, such as books, with their name.
 22. Transportation to and from the school, cooperating clinical agencies and field trips must be the individual student's responsibility. Problems with transportation are not a valid excuse for missing or being late to class, lab, and/or clinical.
 23. PCCTI will make best effort possible to have at least 1 field trip per semester for educational purposes and students are responsible for their own transportation.

LPN Remediation Policy

Any student not obtaining a passing score of 84% or above in theory and passing in clinical, will be provided PCCTI Remediation Plan and the student will receive remediation for a minimum of 16 hours. Date, time, and specific course details will be determined by PCCTI.

- Remediation is only allowed for students who are below the 84% at the end of each semester, either Nursing 101 or Nursing 102. **A student must have 76% or higher in order to qualify to receive remediation.**
- After successful completion of remediation, which is mandatory for students who are between 76% - 84%, students may be allowed to re-take some exams the student showed low performance on during the course. ATI exams are not allowed for retakes.
- After remediation, if a satisfactory grade of 84% has not been met, the student will be required to re-enroll in either N101 or N102.

Any student who fails to comply with any required component of PCCTI Remediation Plan, is tardy, has poor attendance, poor in class work and homework will also result in automatic dismissal from the program.

LPN Exit Examination Policy

The ATI Exit Exam is a comprehensive online exam that uses the same test blueprint as the National Council of State Boards of Nursing for the NCLEX-PN. As a result, the ATI Exam is one of the most accurate NCLEX-PN preparation exams available. The ATI Exit Exam has proven statistically to be an excellent predictor for success in the NCLEX-PN examination. Students must pass the ATI exit exam with a 94% or higher for the predicted probability of passing NCLEX-PN on the first attempt this score will taken from the individual performance profile.

LPN students who do not pass the final ATI comprehensive predictor exam with a percentage of 94% or higher on the predicted probability of passing NCLEX-PN on the first attempt will not be permitted to sit for the NCLEX-PN. These students will be required to attend an NCLEX review course approved by PCCTI. Students must also complete the focused review for the comprehensive predictor (ATI remediation) along with any other review & remediation provided by PCCTI.

Students who pass the ATI predicted probability of passing NCLEX-PN with 94% or higher must still complete the ATI focused review. Upon completion of the focused review, the student must submit the transcript from the completed focused review. Once the transcript for the focused review is received by student services the ATI virtual will be activated for the student. The ATI virtual will pair the student with their own online coach.

Test Taking Policy

- The candidate will not take the following types of personal items into the testing room: cellular phones, hand-held computers / personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats, bags, coats, books. Studying is not allowed in the testing room.
- Cellular phones, pagers and other electronic devices must be turned off prior to placing them with testing administrator. Testing center and or the school is not responsible for lost, stolen or misplaced personal items.
- The administrator will log the candidate into the assigned workstation, verify that the candidate is taking the intended exam and start the exam. The candidate will sit in his assigned seat. The candidate must understand that eating, drinking, smoking, chewing gum and making noise that creates a disturbance for other candidates are prohibited during the exam.
- The candidate will not talk to other candidates or refer to their screens, testing materials, or written notes.
- The proctor will monitor the candidate continuously while the candidate is taking his exam. The session may be videotaped or otherwise recorded for security or other purposes.
- If the candidate experiences problems that affect his ability to take the exam, he should notify the administrator immediately.
- The administrator cannot answer questions related to exam content.
- Leaving the premises without notifying staff or for more than 5 minutes during the exam will be considered a walk out and counted as failure for that attempt
- After the exam ends, the candidate will ensure his exam has ended properly and approach the administrator.
- It is expressly prohibited to disclose, publish, reproduce, or transmit any part of this exam in any form, by any means, verbal or written, for any purpose, without the express written permission of the certifying organization. Violation may result in civil or criminal prosecution.

- The candidate will not copy questions and or answers, attempt to take them out of the testing area, or share them with other candidates. If the candidate has a concern about a test question, he should see the administrator.
- The candidate will conduct himself in a civil manner at all times when on the premises of this testing center. Exhibiting abusive behavior towards the Test Center Administrator, or any other staff member of this facility, may result in criminal prosecution.
- The candidate has reviewed the above test center regulations and fully understands them. The candidate understands that if he fails to comply with the above regulations, the candidate's test will be forfeited, he will not be eligible to receive a refund, and could be permanently ineligible for further testing.

ATI Specialty Examinations

In Nursing 101, students will take an ATI Fundamentals Specialty Exam. The cumulative grade (percentage) of the Fundamentals exam will count for 20% of the Nursing 101 semester grade.

In Nursing 102, students will take five ATI Specialty exams. The exams to be administered are Psychology/Mental Health, Medical Surgical, Maternity, Pediatrics, and Pharmacology. The total average of all five exams will account for 50% of the Nursing 102 semester grade.

Students must take the ATI Specialty and Exit examinations on the scheduled days. The class is allowed one (1) hour to complete the exam. Students which do not take the ATI exam on the scheduled day must provide the school with verification of emergency such as doctor's note, obituary, or etcetera.

Clinical Evaluation

Clinical evaluation related to nursing theory is evaluated and graded as "Satisfactory/Unsatisfactory." A student who earns a grade of "Unsatisfactory" in clinical performance, regardless of the theory grade, will fail the course. Students are expected to be able to perform skills satisfactorily in the lab before that skill is performed in the clinical setting. Module lab skill exams are conducted throughout the nursing program. Students who are unsuccessful in their first attempt to pass a module skill exam will be permitted to retest only once. At the retest, a second faculty member will be in attendance. The retest must be completed within two weeks. If the student does not safely and competently perform the nursing skill after the retest, this unsatisfactory clinical performance results in a clinical failure. Clinical performance is evaluated by measuring the student's ability to meet the stated lab and clinical objectives related to each module as well as those continuing abilities listed in the "Criteria for Effective Clinical Performance." Students are apprised of their progress on an ongoing basis through discussion and written and/or oral evaluation reports.

Unethical or Unsafe Performance

Incidents in the clinical setting involving a serious breach of safety or ethics may be cause for immediate dismissal from the Nursing Program. The decision to dismiss a student would be made by the full time faculty and those part time faculties that have supervised the student. The final decision will be made by the nursing administrator and vice president.

Academic Policies

Make-Up Work

Students who have missed a significant amount of classes, and have shown proof of an acceptable circumstance in writing, may be able to make up the work that he or she has missed. It is the responsibility of the student to approach the instructor on the matter whether before or after the absence as occurred. For each day of the excused absence, a student is permitted one day of class in which to complete any assignments. Any work completed outside of this timeframe is not acceptable under any circumstance.

Attendance Policy Is Applicable to All Programs Offered at PCCTI

PCCTI enforces a strict attendance policy. Please see below for the allowable class, lab or clinical absences:

1. LPN Program: Students are allowed to miss only 16 clock hours of combined lab, clinical and theory per semester.
 2. C.N.A Program: Students are not allowed to miss any class, lab or clinical hours. Any missed clock hours must be made up at the end of the program.
 3. A&P: Students are allowed to miss only 16 clock hours for the entire prep-course.
- Missing more than allowable of class lab or clinical sessions will result in incomplection
 - Students are expected to arrive on time. Late arrivals beyond the 5 minute grace period will not be permitted in class / lab / clinical until the first break.
 - Unexcused tardiness of three times will be counted for one absence
 - Students are expected to stay until the dismissal of class
 - Three unexcused early departures will be counted for one absence
 - If you are unable to attend a scheduled class you must notify either your instructor and/or school administration at least one day prior to your absence
 - If a student is consistently absent a student/teacher conference will be scheduled to address the poor attendance
 - Absences exceeding the allowable hours from the entire course duration may result in expulsion from class and enrollment cancellation. Every student case is reviewed on an individual case.
 - Make up hours cost \$35 / per hour and must be paid prior to the scheduling of make-up hours.

Academic Progress Policy

Successful completion of PCCTI's programs is determined by a set of standards defined in the Satisfactory Academic Progress Policy. Such standards are the basis of determining graduation from the educational programs.

Academic Integrity

A commitment to academic integrity is at the heart of PCCTI's mission as an intellectual community. For faculty and students alike, the scholarly enterprise requires clear and rigorous argument, acknowledging the sources of our ideas, the quality of the evidence that supports them, and taking responsibility for the errors we have made. The effort of students to cultivate these academic skills and intellectual virtues in turn requires formative evaluation, accurately and justly assessing student progress. In order to achieve this, instructors must be certain that students' work is their own, and that all records of accomplishment are authentic and reliable. In this context, when students misrepresent their knowledge or abilities, they are more than simply breaking the rules of academic conduct. Such behavior undermines not only the student's own academic progress, but the integrity of

academic evaluation itself. For that reason, it may result in failure for the assignment, failure for the course, suspension from the PCCTI, or permanent dismissal from PCCTI.

The principles of academic integrity should govern all forms of academic work, from the content of papers, projects and presentations to one's conduct before and during examinations. These principles -- and thus the very possibility of honest evaluation -- can be jeopardized by a number of actions, including but not limited to:

Cheating on an examination, including but not limited to using cheat sheets, unauthorized materials, copying from peers, or obtaining copies of tests through unauthorized means.

No food drink, gum, candy or lip balm

<https://www.ncsbn.org/1268.htm>

Exam Day Pointers

<https://www.ncsbn.org/2914.htm>

Unauthorized collaboration with one's peers on assignments, exams, projects or presentations;

Plagiarizing, this may include:

- Copying phrases or sentences word for word from a source without enclosing the copied words in quotation marks and indicating the actual source; or
- Changing the wording of a source slightly, but still incorporating all the ideas of the source without indicating the source; or
- Altering the wording significantly but still incorporating the main ideas from other sources without indicating, through standard forms of documentation, which sources have been used, thereby implying that the ideas are one's own;

Unacknowledged and unauthorized resubmission of work completed in other courses;

Using unauthorized or falsified instruments of identification with the intent of academic fraud; supplying false academic records (transcripts, grade reports, etc.) to any official of PCCTI; forging, altering, or making unauthorized use of PCCTI's records or documents;

Hindering one's peers by removing, misplacing or defacing library or other instructional materials.

Violations or Suspected Violations of Academic Integrity

Violations of Academic Integrity include, but are not limited to, plagiarism, cheating on exams, falsifying information, sharing and downloading of intellectual property. Students violating academic integrity will be subject to disciplinary action.

Any activity of academic dishonesty is an Academic Violation. Faculty members are responsible for reporting any activities or suspicion of academic violations to PCCTI's administration. Should a student be found to have violated academic integrity will have the instance recorded in their file and may be expelled from PCCTI.

Guidelines for Breach of Academic Integrity

Protection of Academic Integrity is strictly enforced at PCCTI. Any students found guilty of an Academic Violation will be subject to the following consequences:

First Academic Violation: A grade of zero will be given for the work or exam in question. The instance of academic violation will be reported to PCCTI's administration and recorded in the student's file. The student will be required to have a conference with the instructor.

Second Academic Violation: A grade of zero will be given for the work or exam in question. The student will fail the course and expelled from PCCTI. The student will not be able to re-enroll at PCCTI.

Investigation

An investigation will be conducted for any students accused of violating academic integrity. Once it has been verified, anyone involved will be informed. If the claim of academic dishonesty is found to be true, the actions as outlined under the "Guidelines for Breach of Academic Integrity" will be followed.

Federal Copyright Law

Copyright infringement is a federal offence. Penalties can include fines and/or imprisonment. Authorities will be contacted accordingly should a student be found guilty of copyright infringement. More information regarding copyright can be found at www.copyright.gov.

Expectant Mothers Policy

Students who are pregnant or become pregnant during the duration of the course they are registered for must provide clearance from their doctor in writing. This information must be disclosed to the school due to the nature of the training programs and internship/externship requirements. The ability to perform in strenuous activities during theory, labs and/or clinical is required. If a student should become pregnant during enrollment, the doctor's clearance must be given at the earliest point available. The student bears the responsibility of the welfare for themselves and their child and cannot hold the school, clinical site, or other affiliates to any liability whatsoever. The school, clinical, sites, and/or other affiliates will not be held liable due to the student negligence or non-disclosure regarding pregnancy and/or the state of health.

Student is also required to submit clearance from her physician in written form stating that she is medically able to attend nursing classes, labs & clinical.

Illness & Injury Policy

If a student has an illness or injury that imposes physical or psychological limitations during the program, the student must submit a medical release from his/her physician clearing the student to return to classroom and clinical work. If a medical release is not turned into the administrative office, the student will not be allowed to return to classroom or clinical. Activities will be restricted accordingly should the student's physician restrict the student from performing or participating in certain activities. Any missed clinical or theory day as result of the student's illness or injury must be made up at the end of the semester. Should a student fall ill in the classroom or clinical, the student will be sent home or transferred to the nearest hospital or medical center by the paramedics.

Admissions & Registration

Entrance Requirements

To be accepted into the school, students must have graduated from high school or have achieved a GED equivalent. Acceptable documentation:

- High School Diploma
- GED Transcripts

Foreign High Schools

Students that have graduated from with a foreign high school must have their foreign transcripts evaluated into United States equivalency of a high school graduation. Official evaluation transcripts must be submitted to the school as required documentation.

Admissions & Registration Requirements for the Anatomy & Physiology Prep-Course:

Admissions Requirements

1. High School Diploma or GED equivalent

Registration Requirements

To be registered for the prep-course, the following documentations must be submitted to the school by no later than the first day of the program:

- Signed Enrollment Agreement
- Completed Financial Obligation
- Submit a copy of Driver's License
- Student Graduation Agreement
- Student Information Form
- Official High School Transcript with Graduation Date
- Medical Records Form
- Zero Tolerance Policy
- Release and Consent
- Receipt of Drug Testing Form

Admissions & Registration Requirements for the Certified Nursing Assistant Program:

Admissions Requirements

1. High School Diploma or GED equivalent

Registration Requirements

To be registered for the program, the following documentations must be submitted to the school by no later than the first day of the program:

- Signed Enrollment Agreement
- Completed Financial Obligation
- Submit a copy of Driver's License
- Student Graduation Agreement
- Student Information Form
- Official High School Transcript with Graduation Date
- Student Health Record Form

- Zero Tolerance Policy
- Release and Consent
- Receipt of Drug Testing Form
- Graduate Placement Packet
- Current School Physical within 1 year of the start date of the program
- Current TB within 1 year of the start date of the program
- Immunization records of Measles, Mumps, Rubella, Varicella and Hepatitis B
- Cleared Background Check Results
- Cleared Drug Testing Results

Admissions & Registration Requirements for the Licensed Practical Nursing Program:

Admissions Requirements

1. High School Diploma or GED equivalent
2. State certified Basic Nurse License
3. Official college transcript of Anatomy & Physiology with a grade of 'C' or higher
4. Take and Pass the ATI TEAS entrance exam with a minimum score of 45% or higher
5. Complete the LPN application along with the non-refundable LPN application fee of \$75.

Registration Requirements

To be registered for the program, the following documentations must be submitted to the school by no later than the first day of the program:

- Signed Enrollment Agreement
- Completed Financial Obligation
- Completed Financial Aid file
- Submit a copy of Driver's License
- Student Graduation Agreement
- Student Information Form
- Official High School Transcript with Graduation Date
- Zero Tolerance Policy
- Release and Consent
- Receipt of Drug Testing Form
- Graduate Placement Packet
- LPN Packet
- LPN Interview
- Student Health Record Form
- Proof of C.N.A Licensure
- Current School Physical within 1 year of the start date of the program
- Current TB within 1 year of the start date of the program
- Immunization records of Measles, Mumps, Rubella, Varicella and Hepatitis B
- Cleared Background Check Results
- Cleared Drug Testing Results
- Copy of current Medical Insurance Card
- Copy of current CPR Card (CPR must not expire within the program)
- Copy of current Professional Liability Insurance
- 2 Letters of Professional Recommendation
- Personal Essay

Entrance Exam

Applicants interested in enrolling in the LPN program are required to pass the ATI Test of Essential Academic Skills (TEAS) exam with a 45% or higher to be admitted into the program. The cost of the exam is \$50.

If a student does not pass with a 45% or higher on the first attempt, the student is required to wait 14 days before the making a second attempt on the exam. If the student fails the exam on the second attempt, the student must wait 90 days to retest again. The student must pay \$50 for each attempt.

Background Checks

Students must have a cleared background check to be registered for the program. Background checks must be registered through www.certifiedbackground.com with PCCTI's school code. Students with a background will not be admitted into the program if he/she had been convicted or pleaded guilty to:

1. Abuse or neglect of patient
2. Domestic abuse
3. Sexual offense of any kind
4. Child endangerment
5. Assault
6. Any theft related offense. This includes receiving stolen property.
7. Carrying concealed weapon
8. Improper discharge of a firearm
9. Possession of drugs
10. Trafficking of drugs
11. Illegal manufacture of drugs
12. Cultivation of marijuana
13. Placing harmful objects in food or confection

Drug Testing Policies

All students enrolling in PCCTI's healthcare courses are required to complete a 10-Panel Drug Screening Urinalysis, with the exception of enrollment in the Anatomy & Physiology Course. Students must do the urinalysis through PCCTI's approved vendor of www.CertifiedBackground.com. At the time of enrollment, the student will receive an Instruction Card as well as the Forensic Drug Testing & Control Form. Students must follow the specific instructions as required by www.CertifiedBackground.com. Results will only be available to the school for students which follow the steps outlined in the instructions provided.

The drug testing requires a fee which is to be paid directly to www.CertifiedBackground.com. PCCTI is in no way liable for any fees or charges associated with attaining this or any prerequisites. The test must be completed within two weeks of registration and/or prior to the start date of the class whichever is first. Complete tests are those for which the results have been received by the school and are negative.

Students who do not pass the drug screening may transfer to a future program. However, they must wait a minimum of 90-days prior to the start of the next class. The sequential drug test must be completed after the 90-day waiting period and two weeks prior to the start date of the class.

Transfer of Credits

PCCTI Healthcare does not accept transfer of credits from other institutions with the exception of pre-requisite coursework.

- i. The LPN and C.N.A course work are not accepted from other institutions.
- ii. PCCTI accepts the prerequisites of college level Anatomy & Physiology with a grade of a “C” or higher from other accredited institutions, colleges and universities. The credits are evaluated by the registrar / campus manager and on-site administrator. The following steps will be taken to determine if the credits is acceptable:
 1. The student must submit official transcripts of their credits.
 2. The campus manager and registrar will evaluate on the following criteria:
 - a. Verify that the school is accredited by an accreditation agency that is recognized by the US Department of Education.
 - b. Verify that the student has achieved a grade of a “C” or higher in the course.
 - c. Verify that the course meets a minimum of 120-160 clock hours or 8-11 credit hours.

Any student wishing to enroll into the LPN program at PCCTI and has completed the entire LPN program at different institution and failed, must follow the same enrollment process but will be exempt from furnishing Anatomy & Physiology transcript.

Please note that at the time of publication, PCCTI is a vocational technical certification school. PCCTI Healthcare does not work on a credit system. Credit hours will not be accepted from other institutions. The amount of clock hours transferred from PCCTI to another institution may not be accepted as credit hours.

Completion of LPN program & gaining NCLEX-PN licensure may be transferable to other schools, colleges, or universities. PCCTI highly recommends that students should consult with institutions to which they may seek to transfer. For further information, please call 630-705-9999.

Readmissions

Students may be granted only one readmission into the program.

Re-admittance into the program will not be granted for students who were terminated due to violation of the Academic Honesty Policy and/or the Student Code of Conduct.

If a student was dismissed or terminated from the program for academic reasons, he/she may reapply for the program and must meet all admissions requirements at the time of re-enrollment. If the student is granted re-admittance into the program, the student must follow all curriculum and programmatic policies in effect for the program in which the re-enroll into.

Students applying for re-admittance into the program must complete the following:

- a) Meet all entrance requirements for the program at the time of re-enrollment.
- b) Provide a letter of petition that showcases the student’s plan, conduct or actions that he/she will take in support of his/her success in the program.
- c) Provide a letter of recommendation from his/her lead instructor from the last program session the student was enrolled in.
- d) Submit an updated TB test, CPR card, school physical, medical insurance card, and professional liability insurance.
- e) Complete a new drug and background check through www.certifiedbackground.com with the school code if more than 1 year has lapsed since the date the last background and drug check were submitted.

- f) Meet with Admissions to discuss new programmatic start dates.

Admissions for Students with Special Needs

Students who need special accommodations may contact Student Services to request special accommodations at 630-705-9999. Special Accommodations for examinations will be considered if any student has a diagnosis of a disability or difficulty requiring such accommodations. It is the student's responsibility to bring a copy of such a diagnosis and required accommodations to the school, at the time of registration. This information will be shared only with the appropriate faculty and staff. All HIPAA regulations will be maintained and the student's privacy and dignity shall be maintained.

Leave of Absence

Any student wishing to take a leave of absence must submit a written request that includes:

- Anticipated date of return on the LOA form.
- Student signature

Leave of absence cannot exceed 180 calendar days.

All LOA requests should be submitted to:

PCCTI Healthcare
2625 Butterfield Rd., Suite 102E
Oak Brook IL 60523

OR

Email: inquiry@pccti.com

Fax: (630) 705-1422

The school reserves the right to cancel any student's enrollment on the basis of misconduct, misbehavior and refusal to abide by the policy of the institute and retain the tuition fee for the percentage of the classes attended plus ten percent of tuition of the entire package and other instructional charges. If any exams are included in the package, upon cancellation there will be no monetary compensation or refund on exam fees, as they are included in the package as a part of incentive.

FERPA (Family Education Rights and Privacy Act)

PCCTI Healthcare School maintains complete confidentiality of student's records as per FERPA (Family Education Rights and Privacy Act) of 1974.

What is FERPA?

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

What is considered Directory Information?

In compliance with **FERPA**, the following statement reflects PCCTI's policy:

The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. PCCTI reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.

However, the Act states that each student has the right to inform PCCTI Healthcare School that any or all of the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that PCCTI is notified in writing by the student to permit release of "directory information".

What about . . . ?**Parental Access to Children's Education Records**

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena, or (3) by producing a copy of the most recent Federal Income Tax form showing that the student was claimed as a dependent.

Posting of Grades by Faculty

The public posting of grades either by the student's name, institutional student identification number, or security number without the student's written permission is a violation of **FERPA**.

Your responsibilities as a Staff Member

As an employee of PCCTI Healthcare School, you may have access to student education records. Their confidentiality, use, and release are governed by **FERPA**. Your utilization of this information is governed by the regulations and the duties and responsibilities of your employment and position. Unless your job involves release of information and you have been trained in that function, any requests for disclosure of information, especially from outside the school should be referred to the Director of the Academic Affairs. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. As a school employee, all of you should have your own accounts and passwords on the administrative computer system and on e-mail. You are responsible for your personal account and will be held accountable for any improper use. Protection of your sign-on password and procedure is critical for security. Your password is the only protection your account has, and the only way the computer system can verify that you are actually who you say you are. Please pick a good password and protect it.

In Summary, Remember . . .

- # checking a person's picture identification when releasing education records is required. Always check to see if the student permitted disclosure of information before you release any information on the student.
- # discussing a student's record with any person who does not have a legitimate educational interest is a violation of **FERPA**. This pertains to conversations on and off the job.

- # removing any document from the office for non-business purposes is a violation of **FERPA**.
- # releasing confidential student information (non-directory) to another student, College or University, organization, or to any person who does not have a legitimate educational interest, or to the parents of a dependent student without the student's written authorization is in violation of **FERPA**.
- # Leaving reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leaving your computer unattended is in violation of **FERPA**.
- # making personal use of student information is in violation of **FERPA**.
- # allowing another person to use your computer access code is in violation of **FERPA**.
- # putting paperwork in the trash with a student's information (i.e., social security number or grades) is also in violation of **FERPA**.
- # In addition to the possibility of personal litigation, proven **FERPA** violations may result in loss of federal funds to PCCTI Healthcare School

Financial Procedures & Policies

Payment Requirements

Students are required to make timely payments on their tuition as agreed upon on the enrollment agreement signed at registration.

There will be a charge of \$10 per week on all late payments.

A student may be pulled from classes if they are 14 days past due with payments. If students are 30-days delinquent on a payment, they will be placed on suspension until their balance is cleared.

Types of Payments

Payments can be made towards classes by Visa, MasterCard, American Express, Discover, ATM/Debit Card, Money Order, Cashier's Check, or Personal Check. If student is paying via personal check, check must be in student's name. PCCTI will only allow personal check payments that are not in the student's name if the account holder sends a permission request in writing to PCCTI. PCCTI does not accept cash payments.

PCCTI accepts private loans through banks or Sallie Mae. A student can also obtain State Wide Grants through local WIA offices, Work Net offices, IDES, IETC, etc.

Financial Aid Services

Only PCCTI's LPN program is eligible to receive financial aid for those who qualify. PCCTI is approved to receive Pell grant and Direct loans (Subsidized & Unsubsidized). Students must meet with the financial aid department to determine eligibility of financial aid awards.

Students are welcome to contact the Financial Aid department regarding available assistance through the Pell Grant, Subsidized and Unsubsidized loans, application process and status, eligibility and satisfactory academic progress. Pell grant, subsidized and unsubsidized loans are available for those who qualify.

Financial Aid Payment Periods

Title IV financial aid funds will be disbursed at the following intervals of the program:

1. Start of the program
2. 450 hours
3. 900 clock hours
4. End of the program

Disbursements will be made as per the Satisfactory Academic Progress Policy.

Student Academic Progress Policy (SAP) for Title 4 Financial Aid

Process Overview & Responsibilities

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. New SAP definitions were created in 668.34 that go into effect on July 1, 2011. The school developed policies determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and qualitative standards. If the student has made acceptable Pace and qualitative progress for that particular increment, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

SAP standards are established by the Office of Academic Affairs. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid.

Same As or Stricter Than:

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the school changes its academic policies.

Financial Aid Warning:

The school evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 84% average or if the student is not completing the required amount of hours to keep Pace with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student may be placed on Financial Aid Probation. (See "Financial Aid Probation" below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.

If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

Financial Aid Probation:

When the student does not make SAP at the end of the next payment period, the student is now informed that they can appeal and must win the appeal to be placed on Financial Aid Probation. The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.

A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the Dean explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.

The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on financial aid probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

Pace Measure of Satisfactory Academic Progress (SAP)

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

Timeframe - All students must satisfactorily complete their program within 150% of the normal timeframe.

	Total Program Hours	Normal Timeframe	Maximum Program Timeframe
Diploma			
Licensed Practical Nurse	1080 hrs	45 weeks	68 weeks

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program's hour requirements. For example: The maximum timeframe for the Licensed Practical Nurse program is 68 weeks. The total hours needed for completion of this program is 1080 hours. By the time the student has been in the program for 34 weeks (1/2 of the maximum time frame), they must have earned at least 540 hours. This time frame is applicable for all students including those who did not receive financial aid.

To calculate PACE take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted. So if we take the LPN program with a 1080 hours, at the end of each payment period the student is expected to have attempted 540 hours and completed 540 hours to complete the program within the allotted normal time frame of 45 weeks. If the student only completed successfully 362 hours we would divide 362 by 540 or 67%. Based on this, we must determine if a student could complete the program within 150% of the time allotted for the program, or 68 weeks. The student has 23 weeks remaining and could complete the remaining 718 hours within the time frame. So the student is making satisfactory pace progress.

The students who have failed to meet the Pace standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors Pace progress.

Qualitative Measure of Satisfactory Academic Progress (SAP)

As per sections 668.16(e) (2) (i) and 668.34 of HEA 1965, the XYZ follows a qualitative measure. The measurement is graduated. The following policy provides a detailed description of how qualitative progress is monitored and by

whom. The school realizes that, oftentimes, students must make an adjustment to the academic demands of pursuing an education. . The financial aid office receives quantitative information about Title IV recipients from the Office of Academic Affairs. The quantitative SAP is reviewed manually and a copy of the latest transcript is kept on student file. The office of financial aid notifies students in writing their progress or lack of progress at the end of each payment period. The student must be at a high enough grade point average to be able to reach graduation standards.

Grading System

The grading scale for the Programs is as follows:

Numerical Scale	Letter Grade	GPA
92 – 100%	A	4.0
84 – 91%	B	3.0
76 – 83%	C	2.0
70 – 75%	D	0.0
69% and below	F	0.0
W	Withdrawn	
CP = Clinical Pass		
CF = Clinical Fail		

The student must maintain a 84% average at the end of each payment period to maintain Qualitative academic progress.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors qualitative progress.

Financial Aid Probation may be for one term or multiple terms based on an academic plan.

Remediation:

N101

The student's SAP will be measured post Module B in N101. If the student meets the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered making SAP for the semester. If the student does not meet the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered not making SAP and be placed on "Financial Aid Warning" for the payment period. See citation on Financial Aid Warning above.

The student's SAP progress is re-evaluated at the end of N101 (456 hours) to determine if they are eligible for remediation. The remediation process includes retakes of some exams. To be considered eligible for remediation, students must have achieved a minimum average of 76% but less than 84%.

If the student meets the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered making SAP for the semester and be taken off "Financial Aid Warning."

Financial Aid Probation

If the student does not meet the qualitative progress of an 84% or higher but has a minimum average of 76% at the end of the Financial Aid Warning period, the student will be eligible for remediation and be placed on "Financial Aid Probation." If the student improves their grades during the remediation process, the student will be considered making SAP for the semester and be taken off of "Financial Aid Probation." If the student does not improve their grades, they will be considered not making SAP and will fail N101. The student will not be eligible for subsequent financial aid funds. The student may choose to re-enroll in N101 again.

N102

The student's SAP will be measured post Module C (900 hours of 1080 hours of the program) in N102. If the student meets the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered making SAP for the semester. If the student does not Meet the qualitative progress of 84% or higher and the quantitative pace measurement of attendance, the student will be considered not making SAP and be placed on "Financial Aid Warning" for the payment period. See citation on Financial Aid Warning above.

The student's SAP progress is re-evaluated at the end of N102 (1080 hours) to determine if they are eligible for remediation. The remediation process includes retakes of some exams. To be considered eligible for remediation, students must have achieved a minimum average of 76% but less than 84%.

If the student meets the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered making SAP for the semester and be taken off "Financial Aid Warning."

Financial Aid Probation

If the student does not meet the qualitative progress of an 84% or higher but has a minimum average of 76% at the end of the Financial Aid Warning period, the student will be eligible for remediation and be placed on "Financial Aid Probation." If the student improves their grades during the remediation process, the student will be considered making SAP for the semester and be taken off of "Financial Aid Probation." If the student does not improve their grades, they will be considered not making SAP and will fail N102. The student will not be eligible for subsequent financial aid funds. The student may choose to re-enroll in N102 again.

Academic Probation

If a student fails to meet the standards of satisfactory academic progress or conduct, the student will be notified by a written academic warning and will be placed on Academic Probation, where the student will be required to attain a minimum of 84% grade average within the probation period of 45 days. During such Academic Probation period, the student's satisfactory Academic progress status will be thoroughly monitored.

In the event the probation period ends before the student meets minimum score requirements, the student may be dismissed from the course. If the student is dismissed, he or she should be eligible for prorated refund as per school refund policy.

Transfer Students:

PCCTI does not accept transfer students into the Licensed Practical Nurse program. Any student wishing to enroll into the LPN program at PCCTI and had previously started an LPN program at a different institution, must follow the same enrollment process as a new student.

Any student wishing to enroll into the LPN program at PCCTI and has completed the entire LPN program at different institution and failed, must follow the same enrollment process but will be exempt from furnishing Anatomy & Physiology transcript.

Withdrawals:

A student who withdraws from a module/semester and receives a “W” in the module will have that module/semester counted in the Pace component of Academic Progress.

Incompletes:

A student who receives an incomplete in a module/semester must complete the module within 6 months. If the incomplete module/semester is not completed within 6 months, the “I” grade automatically changes to an “F”.

Repeated Courses:

If a student repeats a module/semester only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative progress standard, but the clock hours will be counted when determining the Pace SAP standard.

If a student receives a “C” grade or better, and the student retakes the module/semester to obtain a better grade, that module can be counted for the enrollment period. However, a full-time student may only take one repetition of a previously passed module or any repetition of a previously passed module due to the student failing other coursework and still receive title IV aid.

If a student receives an “F” grade in a module and retakes the module so he/she may obtain credit for the module, if they receive a passing grade after the retake, the module is counted for the enrollment period and may be counted for financial aid purposes.

Extended Enrollments

Students that have lost financial aid eligibility due to failure to meet satisfactory academic progress and decides to re-enroll with the institution, are responsible to make financial arrangements for any tuition and fee costs incurred for the extended enrollment period (re-enrollment). Students in extended enrollment cannot exceed 150% of the standard time frame of the program.

Increments

To ensure the student is making sufficient progress both quantitatively and qualitatively, the school’s SAP policy divide the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. But in any case it cannot be longer than half the program or one academic year, whichever is less. The LPN program is 1080 clock hours and an increment must not exceed 456 clock hours. See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations.

Attendance Policy

Absences cannot exceed 16 hours per semester of combined theory, lab, and/or clinical. PCCTI requires substantial medical documentation for an absence to be excused for medical reasons. For students exceeding 16 hours of unattended classes for significant medical reasons, an exception may be made as long as substantial

documentation is provided. In this case, unattended hours beyond 16 must be made up with tutoring at \$35 per hour. Students missing over 16 hours will be dismissed from the LPN program.

Student Appeal Procedures

A student, who wished to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the Program Director. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Program Director will hear any student who disagrees with a SAP decision, on an appointment basis only.

The student will be notified of the Program Directors decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal. A student, who wishes to appeal any SAP decision made by the Program Director, must submit a typed letter to the President with supportive documentation explaining the reason why the student is wishing to appeal the decision. The President will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal. The Presidents decision shall be final.

Reinstatement

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

Cancellation & Refund Policy

BUYER'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been accepted: and if the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation.

Any cancellation by the student should be in writing and must be delivered to school management. The unexplained absence of a student from school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

Withdrawal from a Class

If a student wishes to withdraw from a course, the school should be notified in writing. A refund, if applicable, will be calculated and returned within 30 business days from the date of the written notice of the withdrawal. Please refer to the Cancellation and Refund policy, stated in the enrollment agreement and available on www.pccti.com.

Refund and Cancellation Policy

- A. The school shall, when a student gives notice of cancellation, provide a refund in the amount of at least the following:
- B. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student;
- C. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school will retain/not refund the application-registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;
- D. When notice of cancellation is given on the first day of attendance of class even before the end of the scheduled day, refund is based and calculated on a full day attendance;
- E. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school will retain/not refund the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less.
- F. When a student has completed in excess of 5% of the course of instruction the school will retain/not refund the application-registration fee but shall refund a part of the tuition and other instructional charges as follows:
 - a. After 5% of the course of instruction, but within the first 4 weeks of classes the school will refund 80% of the tuition;
 - b. During the first 25% of the course, the school will refund 55% of the tuition;
 - c. During the second 25% of the course the school will refund 30% of the tuition;
 - d. In cases of withdrawal after 50% of the course, there will be no refund of tuition.
- G. The school will refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.
- H. The following are non-refundable fees that are charged to the student upon withdrawal after acceptance into the program:
 - ATI Learning System (\$500 / per semester)
 - Supplies (\$80)

- Books (\$500 / per semester)
- I. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made. Books are non-refundable, all applicable charges will apply.
- J. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- K. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
- L. The school shall refund all of the investments in any of the following circumstances:
 - a. The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - b. The school cancels or discontinues the course of instruction in which the student has enrolled;
 - c. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Return of Title IV Funds

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK HOUR SCHOOL

The Bursar's Office is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence. If a student fails to return from a Leave of Absence the Date of Withdrawal is the last day the student attended class before the Leave began.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The student

Student Services

The services listed in this section are available to all students enrolled at PCCTI Healthcare. To receive assistance in these services, students must submit a written request to Student Services with the following information:

1. Name
2. Class
3. Contact Information
4. Service Requested

Once the request is received, student services will contact the student and communicate the next step to be completed.

Students requesting to receive Career Services must complete the Graduate Placement Packet and submit it to the office of Student Services.

Student Resource Center

Students may contact Student Services to check out library resources for 7 days. The student may wish to renew the resource if there is no waiting list. Additional online resources can also be found at PCCTI's website at www.pccti.com. The Student Resource Center is open during normal business hours.

Tutoring

Students wishing to set up tutoring sessions may contact Student Services. The student will be required to fill out a Tutor Request form and a Tutor Agreement form. Once the form is received by student services, an instructor will be scheduled to contact the student to set up a tutoring session. It is the student's responsibility to pay the instructor \$35 per hour of tutoring.

Career Services

Assistance from our Career Services department is the final step before employment. As stated earlier, PCCTI's Educational Advisors and Career Services Coordinators work diligently to help find affiliations and partnerships with various medical facilities. PCCTI staff also works in helping students find employment with these facilities. Websites, newspapers, and magazines are checked regularly for the most recent job openings. PCCTI staff contacts those facilities and attempts to work out an agreement to send our students over for employment. Our Career Services Manager sends emails, faxes, and posts jobs on jobspath.com for our students. Leads are given on a regular basis. PCCTI also sends out resumes of students where seen relevant. Students are encouraged to continue and maintain their job search as well as the school is providing assistance only. However, the school cannot and does not guarantee employment.

Career Advising

Career Advising is the first step in aiding a student to attaining their career objectives. Educational Advisors and Career Advisors are here to aid students in beginning their path to achieving their employment goals. Career counseling starts the moment an individual enters through the door. Staff is trained to aid the student in making the correct career choices by choosing the correct courses to achieve their career aspiration.

After a student has completed a course he or she receives Career Advising throughout the entire process. Students receive aid in various aspects to make them not simply knowledgeable in the field that they are attempting to enter, but also a well rounded marketable employee. PCCTI provides students with various skills to achieve this. Communications skills and All-Around Presentation skills are taught. Students learn how to behave and speak in an interview setting. They receive mock interviews that prepare them for a real life situation. Students also receive etiquette skills such as the “Do’s” and “Do Not’s” of interview process. Student workshops are held on a regular basis to assist students.

Resume Guidance

Resume Critique and development is the second component to our Career Development Services. Cover letters and resumes are the first impression that employers receive of the student or individual. The resume is the first glimpse into a student’s experiences and background. A resume is a very important part of a students’ presentation. PCCTI offers resume development services to ensure that students’ cover letters and resumes are ready to send out to prospective employers.

Educational Advisors and Career Advisors meet with the student to learn their educational and professional background to aid the student in the proper format of the style of the cover letter and resume. Staff also checks for grammatical errors and misspellings. In addition, PCCTI staff prepares the resume to assist in their job search.

Job Placement Assistance

Job Placement Assistance is the final step in the Career Development Services before employment. As stated earlier, PCCTI’s Educational Advisors and Career Advisors work diligently to help find affiliations and partnerships with various medical facilities. PCCTI staff also works in helping students find employment with these facilities. Websites, newspapers, and magazines are checked daily to see who is hiring. PCCTI staff contacts those facilities and attempt to work an agreement with the facility in sending our students over for employment. Our Career Advisor sends emails, faxes, and posts jobs on Job Boards for our students. Leads are given on a regular basis. However, the school does not guarantee employment.

Mock interviews are also conducted by the Career Services staff to better prepare students for the most important part of the job search. Our staff can ask you typical questions asked in most interviews, or tailor the questions for a specific career field and even specific positions. After the interview and for the remaining time, we will provide feedback designed to help you improve your interviewing approach. The mock interview is an excellent opportunity to see how you present yourself, and to evaluate your strengths and to see areas requiring improvement.

Access to Student Information

The Family Educational Rights and Privacy Act of 1974 (FERPA)

This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Student Records

Students must submit a request in writing to the Administrative Office to access copies of their records during business hours. Students may not access other students' records at any time. It takes up to 2 weeks for records to become available.

All student records are kept in a secure location on-site up to three years at the corporate location (2625 Butterfield Rd., Suite 102E, Oak Brook IL 60523) before it is transferred to storage.

Student records will not be released to any promotional or marketing agency without permission of such student unless the request is in the accordance of the Family Education Rights and Privacy Act. For further information please visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Request for Certificate or Transcript

A written request, dated and signed is required from the student to release the transcript or certificate. No other form of communication will be entertained. For second request, a \$10 fee per copy will be charged. For expedited transcript/certificate rush fee of \$15 per copy will apply. After the completion of class a minimum of 30 business days is required to prepare and release Transcript & Certificate of Completion. Transcript & Certificate of Completion are held and will not be released for students who have not paid their entire tuition in full.

Scheduling Appointments

Students may contact Student Services to schedule appointments to meet with the Dean of Nursing, Director of Education or Administration. The student must first submit an written request including the following information: 1. Their name, class, and contact information 2. Whom they would like to meet with 3. What the requested meeting is regarding. Once the request is received, student services will contact the student when the meeting is scheduled.

Accommodations for Students with Disabilities

Students with a disability may contact Student Services to request special accommodations. Special Accommodations for examinations will be considered if any student has a diagnosis of a disability or difficulty requiring such accommodations. It is the student's responsibility to bring a copy of such a diagnosis and required accommodations to the school, at the time of registration. This information will be shared only with the appropriate faculty and staff. All HIPAA regulations will be maintained and the student's privacy and dignity shall be maintained.

Students with disabilities must do the following:

1. Meet with an administrative staff
2. Furnish appropriate documentation of the disability
3. Discuss and agree to appropriate accommodations with the administrative staff

Administration will let the faculty and staff know about the accommodations made for the student.

Photo Releases

PCCTI may take photos on occasions. Any students involved in photo sessions will be asked to sign a release and consent form to allow PCCTI to post the image for publishing or advertisement purposes.

Health Services

PCCTI does not have health services on campus. Should a medical incident or problem occur, the student will be asked to contact their own physician or health care provider, or the paramedics will be called on the student's behalf to be taken to the nearest medical facility.

Emergency Preparedness

An Emergency Planning binder is located at the front reception, in the student resource room and the administrative office. Emergency evacuation maps are located strategically on campus. A first aid kit is also available on premises. In the case of an emergency, students will be asked to evacuate in an efficient and orderly fashion if an alarm goes off.

Campus Security

PCCTI is required to publish campus security. The school's latest campus security reports can be found at <http://pccti.com/resources/campus-security/>.

Student Code of Conduct

All students are required to act professional and civilized while attending PCCTI Healthcare.

If a student commits or attempts to commit a violation of the Student Code of Conduct on the institution premises, event, function or activity sponsored or supervised by the Institution, discipline and sanctions may be imposed on the student. (See: Degrees of Student Discipline)

Violations of the Student Code of Conduct include, but are not limited to:

1. Offenses involving Drugs, Controlled & Illegal substances, Products etc. The abuse or (unauthorized) possession of prescription medication, intoxicants, or materials dangerous to public safety (weapons, explosives, poison etc.)
2. Unauthorized and/or illegal possession, use or distribution of any alcoholic beverage.
3. Violations of the facility rules; including, but not limited to: parking regulations, smoking, and rules of use of the PCCTI property
4. Theft of property or service
5. Trespassing on institutional property or other unauthorized use of Institutional property or services such as unauthorized use of Institution's Computer Network
6. Abuse/Misuse or Unauthorized Use of Institution's Documents. Modification, destruction, misuse or fraudulent use of the official PCCTI document or allowing use by an unauthorized person. Institution's documents include, but are not limited to: Identification cards, charge slips, student files, office files, grade reports, transcripts, receipts.
7. Actions which negatively affect the institution's interests Actions which violate the student code of conduct or the law or which intentionally and substantially affect the interest of the PCCTI even if such actions take place beyond/outside the institution premises or property or at PCCTI sponsored events
8. Fines/Reimbursement. Actions which result in destruction, loss or damage of property belonging to PCCTI and others, or in elevated maintenance or repair costs for the Institution or others, may result in the mandatory repayment of the costs. In the case of injury inflicted to any person, payment of all emergency, hospital, medical and other services of the injured person may be required. Proof of full payment is required to clear the student's disciplinary record. Failure to make payment may result in further discipline. The penalty may be applied in combination with other type's disciplinary actions at the time of the original decision.
9. Conduct which constitutes harassment or abuse that threatens the physical or mental well-being, health or safety of any individual.
10. Assault and or battery
11. Sexual assault or sexual harassment of another person.

12. Academic dishonesty including, but not limited to cheating, plagiarizing, or furnishing false information on such forms as transcripts or applications for admission
13. Disrupting the peace, the education process or related activity
14. Failure to comply with the direction of an authorized institution employee or representative who is performing his/her duties
15. Any conduct that constitutes a violation of the terms of any discipline imposed in accordance with procedure.
16. Any conduct that constitutes a violation of a Federal or State law, local, ordinance, or institution rule or regulation
17. Disruptive or unprofessional classroom or clinical behavior is not permitted and may result in removal from the class or clinical for the remaining time. Should inappropriate behavior occur, a misconduct report will be submitted by the instructor and will remain in the student's permanent file. In case of withdrawal, these hours will be counted as completed and the student will not be eligible for tuition reimbursement for any unexcused hours of absence.
18. PCCTI reserves the right to terminate any student's enrollment on the basis of misconduct, misbehavior, or refusal to abide by institutional policies. Should a student be dismissed from the program due to unprofessional behavior, PCCTI will retain the tuition fee for the percentage of classes attended plus ten percent of the total tuition and will not provide reimbursement for any previous fees (application, registration, books, etc).
19. A student who fails to maintain satisfactory progress, misses classes without notice, violates safety regulations, interferes with other students' work, is disruptive, obscene, disrespectful, unprofessional, under the influence of alcohol or drugs, is impolite, offensive, discourteous to any faculty member, staff, or management, or does not make timely tuition payments, is subject to immediate termination and refund if any will apply as per policy stated in the enrollment agreement.
20. Students are expected to arrive on time for each theory and scheduled clinical session. Students who demonstrate blatant disregard for these standards despite one oral and one written warning will be subject to termination from the program.
21. Students are expected to neither receive nor give assistance on class assignments or examinations unless previously approved by the professor. Cheating, plagiarism, copying and any other behavior that is contrary to PCCTI standards will not be tolerated. Any students found guilty of committing such offenses will be given a warning for the first offense and a misconduct report will be submitted by the instructor and will remain in the student's permanent file. Should a second breach in academic integrity occur, the student will receive an "F" in the course and will be immediately withdrawn from program. It is the student's responsibility to be familiar with the academic integrity policies.
22. Usage of electronic devices such as mobile phones, pagers, iPods, CD players, etc. is prohibited in all classrooms. Students using electronic devices during class will be asked to leave class for the remaining time. These hours may not be made up and will count towards the student's total number of hours absent and are considered an unexcused absence. A misconduct report regarding the usage of electronic devices will be submitted by the instructor and will remain in the student's permanent file. In the case of withdrawal, these hours will be counted as completed and the student will not be eligible for tuition reimbursement for any unexcused hours of absence.
23. Students are not permitted to use the internet or computers during class time without the explicit permission of instructor. Students are prohibited from using computers for personal purposes (e.g. Face book, MySpace, Twitter, shopping, personal email, etc) at anytime. Students using computers inappropriately will be asked to leave class for the remaining time. These hours may not be made up and will count towards the student's total number of hours absent and are considered an unexcused absence. A misconduct report regarding the inappropriate usage of computers will be submitted by the instructor and will remain in the student's permanent file. In the case of withdrawal, these hours will be counted as completed and the student will not be eligible for tuition reimbursement for any unexcused hours of absence.
24. Students are not permitted to have food and/or beverages in the classrooms and labs with the exception of bottled water.

25. Students are required to assist in keeping PCCTI neat, orderly, and sanitary. Students are expected to keep all areas clean, dispose of trash properly, and pick up after themselves at all times.
26. Absolutely no visitors, family members, or friends are permitted in the classrooms, cafeteria, and laboratories. These areas are for students only.
27. Recording devices are allowed for taping of lecture only with the instructor's permission.
28. Do not leave personal items unattended. PCCTI is not responsible for lost or stolen items. PCCTI encourages students to label personal items, such as books, with their name.
29. Transportation to and from PCCTI and clinical locations is the individual responsibility of the student. Problems with transportation are not a valid excuse for missing or being late to class, lab, or clinical. Absences related to transportation issues will be unexcused.
30. A student who is pregnant or becomes pregnant during the duration of the program must provide written permission from her physician stating that she is medically fit to continue in the program. Information regarding pregnancy must be disclosed to PCCTI due to the nature of the training program and internship/externship requirements. The ability to perform strenuous activities during theory, labs, and clinical is required. If a student should become pregnant during enrollment, the physician's approval must be received by PCCTI at the earliest point available. The student bears the responsibility of the welfare of herself and her child and cannot hold PCCTI, the clinical site, or other affiliates to any liability whatsoever. PCCTI, the clinical sites, and other affiliates will not be held liable due to student negligence or nondisclosure regarding pregnancy and/or state of health.

Degrees of Student Discipline

Students may be subject to one or more of the following penalties if they are in non compliance with any of the above student code of conduct.

1. Written Warning: The student will be given a written notice that the student has violated PCCTI's rules and/or student code of conduct. Should further violations occur, a more severe disciplinary action will be taken.
2. Probation: The student will be given a period of time that if any additional violations occur, the student may be suspended or dismissed from PCCTI.
3. Suspension: The student will not be allowed in any classes or clinical during a period of time. During the suspension, the student will be marked as absent from the classes and clinical and will be required to make up the missed hours as per the attendance policy.
4. Dismissal: The student will be permanently terminated from PCCTI.

Drug & Alcohol Abuse

PCCTI has a zero-tolerance policy for drug and alcohol abuse. Student that test positive for drugs or alcohol will be immediately dismissed from the program.

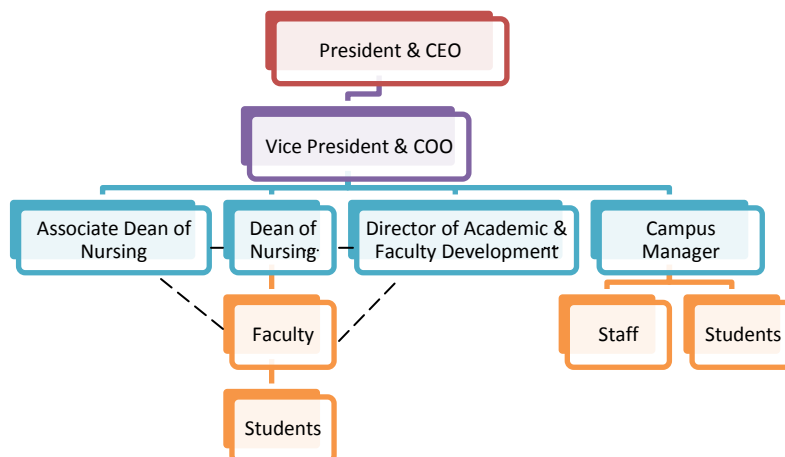
Unlawful possession, use or distribution of drugs or alcohol will be reported to the local police department.

Students will also lose financial aid eligibility should the student be found guilty of drug or alcohol abuse.

Grievance Policy

Student/faculty/instructor grievances are handled by a clearly written and consistent process according to an established protocol, communicated to affected parties.

Grievances could be initiated for any of the following reasons: Acts of any physical action; Acts of pressure or intimidation; Acts of bullying or sexual harassment and Acts of discrimination based on color, sex, race, nationality, disability, age, marital status and religious belief. If a student/faculty member needs to report a grievance against the instructor, school or any other member, the student/faculty member should complete the Grievance Report and follow the hierarchy of the organization. The organizational chart is below:



Should a grievance report remain unresolved for any reason at the level of organizational hierarchy, the grievance will then proceed to the next level of hierarchy as outlined below:

- Students must address the grievance to their instructor or campus manager.
- Staff or Faculty must address the grievance to the Dean, Director of Education or campus manager.
- The Dean, Director of Education or campus manager must address the grievance with the Vice President.
- The Vice President must address the grievance with the President.

Complaint

COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION:

Illinois Board of Higher Education
Division of private Business and Vocational Schools
431 East Adams, Second Floor
Spring field, Illinois 62701-1404
Fax Number: 217-782-8548

Support & Rehabilitation Resources

Depression/Suicidal Thoughts

Your safety and well being is a priority for PCCTI.

Feeling overwhelmed with the balance of family, school, and work are not uncommon for students, their families, and/or significant others. Whether it be in relation to stress related demands or personal/private life issues, these again are not unusual occurrences; however, may cause a student to feel less than their best. Please feel free to make an appointment with the Director of Education or any other member of the PCCTI team that you may feel comfortable with and we will more than happy to speak with you and/or assist you with developing a plan that may help you in your current situation or need.

Though PCCTI strives to assist our students in any way possible, there are some areas that are out of our realm of expertise. If you become so overwhelmed and/or feel depressed to the point of suicide please do not hesitate to call the National Suicide Prevention Hotline at 1.800.273.8255.

Rehabilitation Resources

Additional resources for other rehabilitation can also be found below:

Alcoholism and Drug Detox Help
106 West Calendar Ct Suite 142
LaGrange, IL 60525
Phone: (708) 393-2994

Gateway Foundation Alcohol & Drug Treatment
4301 West Grand Ave
Chicago, IL 60651
Phone: (877) 321-7326

National Institute on Drug Abuse:
<http://www.drugabuse.gov/drugs-abuse>
Finding Treatment for Substance Abuse and Mental Health Services:
<http://findtreatment.samhsa.gov/>

Sexual Harassment

The courts have determined that sexual harassment is a form of discrimination under Title VII of U.S. Civil Rights Act of 1964 as amended in 1991.

Policy Statement

It is the responsibility of each individual employee and program participant to refrain from sexual harassment, and it is the right of each individual employee and program participant to work in an environment free from sexual harassment.

Definition of Sexual Harassment

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when

1. Submission to such conduct is made either explicitly or implicitly a term of condition of individual's employment.

2. Submissions to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other conduct commonly considered to be sexual harassment includes:

- Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy - or gender - specific traits, sexual proposition, threats, repeated request for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: Posters, signs, pin-ups or slogans of a sexual nature.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man", depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey", "darling" and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."
"That's an attractive dress. It really looks good on you."
"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach.

Responsibility of Individual Employees or Program Participants

Each individual employee or program participant has the responsibility to refrain from sexual harassment in the workplace.

An individual or program participant who sexually harasses a program participant or fellow program participant is, of course, liable for his or her individual conduct.

The harassing employee or program participant will be subject to disciplinary action up to and including discharge or dismissal from the program in accordance with program policy.

Responsibility of Supervisory Personnel

Each supervisor is responsible for maintaining the workplace and program environment free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee and program participant misconduct.

The courts have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee or program participant but does business with an organization, such as a contractor, student, client, or speaker).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the coordinator or director acting as an agent of the organization or program. As such, the coordinator/director must act quickly and responsibly not only to minimize their own liability but also that of the agency or program.

Specifically, a coordinator or director must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee or program participant tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

In addition, the director must ensure that no retaliation will result against an employee or program participant making a sexual harassment complaint.

Procedures for Filing a Complaint

An employee or program participant who either observes or experiences sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor or program coordinator, and offending employee. It is not necessary for sexual harassment to be directed at the person making the complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, emails, and telephone messages.

No one making a complaint will be retaliated against even if a complaint made in good faith cannot be substantiated. In addition, any witness will be protected from retaliation.

The process of making a complaint about sexual harassment falls into several stages.

- **Formal Written Complaint.** An employee or program participant may also report incidents of sexual harassment directly to the Vice President of Operations. The Vice President of Operations will counsel the reporting employee or program participant and be available to assist with filing a formal complaint. The Director will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.
- **Resolution Outside Department.** It is hoped that most sexual harassment complaints and incidents can be resolved within an agency. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days, a complaint with the EEOC must be filed within 300 days.

An employee or program participant who is suddenly transferred to a lower paying job or passed over for promotion, after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee or program participant who has been physically harassed or threatened while on the job or while participating in the program may also have grounds for criminal charges of assault and battery.

False and Frivolous Complaints

False and Frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense than can itself result in disciplinary action.

General Policies

Classrooms

Each classroom is equipped with all necessary materials for proper instruction. Each classroom has a computer station for each student, comfortable chairs and ample student workspace for each person, LCD projectors, flip charts, and instructional and dry erase boards. Classrooms can accommodate anywhere from 10 to 40 students in a classroom setting.

Medical Laboratories

Medical labs are fully equipped with hospital beds, examination tables, practice mannequins, wheel chairs, upright scales, medication carts, human skeleton displays, and other necessary medical equipment for effective hands on training. A typical Lab session is usually held with 10 at a time to ensure adequate demonstration of each skill.

Equal Opportunity Assurance Statement

It is the policy of PCCTI to comply with Section 188 of the Workforce Investment Act of 1988 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States;

PCCTI complies with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the bases of race, color and national origin;

PCCTI complies with The American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

PCCTI complies with Section 188 of the WIA also provides that person with disabilities must be provided with reasonable accommodations and modifications for their disabilities. The section also requires that individuals with disabilities be given services alongside (not segregated from) people without disabilities, unless the program or activity providing services performs an individualized assessment of a particular individual with a disability and concludes that the individual needs special, segregated services.

PCCTI employee only complies with The Age Discrimination in Employment Act of 1975, as amended, which prohibits discrimination on the basis of age;

PCCTI is an "equal opportunity employer" and "auxiliary aids and services are available upon request to individuals with disabilities".

The Board & Administrative Officers

PCCTI Healthcare

Executive Officers of the School

Naveen Bindra, President & CEO

Nitasha Bindra, Vice President & COO

Members of the Board

Naveen Bindra, President & CEO

Nitasha Bindra, Vice President & COO

Imelda Unto, Dean of Nursing

Mahomed Oudego, CPA

Rishi Agrawal, Esq

Administrative Officers

Imelda Unto, Dean of Nursing

Cinnamon Bell-Williams, Director of Education

Michelle Agnoli, Director of Faculty & Curriculum Development

Campus Managers

Esther Reach, Oak Brook

Claudia Palencia, Chicago

GENERAL FACULTY (Full-time)

Mary Jane Golocan, Theory Instructor

RN, MSN, SMT, MAN; *De Ocampo Memorial College*, Nursing

Rochelle Holbert, Theory & Clinical Instructor

BSN; *Saint Xavier's University*, Nursing

Gina Monteleone, Theory & Clinical Instructor

BSN, *Chamberlain College of Nursing*, Nursing

Institutional Disclosures Reporting Table

Reporting period: July 1, 2012 – June 30, 2013

INSTITUTION NAME: PCCTI Healthcare	Indicate all ways the disclosure information is distributed or made available to students at this institution: <input checked="" type="checkbox"/> Attached to enrollment agreement <input checked="" type="checkbox"/> Provided in current academic catalog <input checked="" type="checkbox"/> Reported on school website Others: _____

Per section 1095, 200 of 23 III, Adm. Code 1095

The following information must be submitted to the board annually: failure to do so is grounds for immediate revocation of the permit of approval

DISCLOSURE REPORTING CATEGORY		Insert name of program or course of instruction here	Insert name of program or course of instruction here	Insert name of program or course of instruction here	Insert name of program or course of instruction here	Insert name of program or course of instruction here
A) For each program of study, report:		LPN	CNA	A&P		
1) The number of students who were admitted in the program or course of instruction* during the next 12 months and classified in one of the following categories		91	87	80		
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
	a) New start	112	0	0		
	b) Re-enrollment	11	0	0		
	c) Transfers into the program from other programs at the school	0	0	0		
3) The total number of students admitted in the program or course of instruction during the 12 month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2)		214	87	80		
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	0	0	0		
	b) Completed or graduated from a program or course of instruction	55	63	79		
	c) Withdrew from the school	16	8	1		
	d) Are still enrolled	142	16	0		
5) The number of students enrolled in the program or course of instruction who were:						
	a) Placed in their field of study	33	15	N/A		
	b) Placed in a related field	5	2	N/A		
	c) Placed out of the field	1	7	N/A		
	d) Not available for placement due to personal reason	2	0	N/A		
	e) Not employed	13	39	N/A		
B1) The number of students who took a state licensing examination or professional certification examination, if any, during the reporting period.		119	39	N/A		
B2) The number of students who took and passed a state licensing examination or professional certification examination, if any, during the reporting period.		72	35	N/A		
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence		38	17	N/A		
D) The average starting salary for all school graduates employed during the reporting period: this information may be compiled by reasonable efforts of the school to contract graduates by written correspondence		\$16 - \$28/hr Approx.	\$13.6 Approx.	Pre-requisite		

*Course of instruction is defined as a standalone course that meets for an extended period of time and is directly creditable toward a certificate or other completion credential; individual course that make up a program of study are not considered course of instruction.

Note: As indicated in the PBVS administrative rules, section 1095-200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore a state licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any state licensing examination or professional certification examination must be maintained.

In the event that the school fails to meet the minimum standards, that school shall be placed on probation

If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the board shall revoke the school's approval for that program to operate in this state. Such revocation also shall be grounds for reviewing the approval to operate as an institution

**THANK YOU FOR CHOOSING PCCTI
HEALTHCARE TO FACILITATE THE
ACHIEVEMENT OF YOUR EDUCATIONAL
GOALS!**

BEST OF LUCK TO YOU IN YOUR FUTURE!

