



ACADEMIC HONOR

Atlanta Career Institute, Inc. believes in the strength of integrity and honesty. ACI believes this philosophy promotes the highest academic standards and most positive results.

Committing any of the actions summarized below constitutes a violation of this policy.

- The falsification of any documents
- Committing any act of dishonesty in an attempt to assist another student or yourself
- Any acts of bribery or threats
- Accessing the institution's computer system or files without authorization

ACADEMIC SUPPORT

Support services are available Monday – Friday, 9:00 am to 4:00 pm, via phone or email for the duration of the student's studies. ACI's Educational Staff is trained to answer your questions and guarantees a response within a timely manner. Academic support can be tutorials, make-up exams, and competency skills check offs.

ADMISSIONS

Students interested in becoming a part of our program should call, email, or come to ACI for an initial interview. During the interview process, the individual will have an opportunity to learn more about their interested field of study through our school's resources. Information will include labor statistics, future and current market predictions for that particular field of study. In addition, the student will be provided with a school policy and an overview of what they can expect during their course at ACI.

COURSE REQUIREMENTS

Must be at least 18 years of age for all classes

ALL REQUIRED PAPERWORK LIST BELOW MUST BE SUBMITTED WITHIN FIRST TWO (2) WEEKS OF CLASS

- If you are pregnant, please provide a letter from your physician giving permission for you to participate in course requirements. These consist of lifting heavy objects for CNA, Blood Draw for Phlebotomy, Patient Care Technician, and Medical Assistant.
- **Certified Clinical Medical Assistant (CCMA):** *background check (within 1 month of start date of class), High School Diploma or equivalent, TB screen and Hepatitis series, BLS/basic life support
- **Certified Nursing Assistant Classes (CNA):** TB skin test or chest x-ray (if applicable) from local health department within the past two years of application to ACI, *background check and Drug Screen (within 1 month of start date of class) and BLS Healthcare Provider Card. 2 forms of Identification, one (1) must be a valid Social Security Card and one (1) must be Government issued picture identification (ID) upon application of an approved NATP – names on both forms of ID must match otherwise you will not be permitted to take State Exam. Any individuals with adverse findings listed with the Nurse Aide Registry will not be admitted.
 - **MUST** be submitted a minimum of 3 days prior to the start of clinicals. If not received by then, ACI will **NOT** permit the student to attend clinical training, which will permit the student from completing the program and receiving their certificate of completion. The student will be required to re-pay all tuition and application fees should they choose to re-take the course.
- **Electrocardiogram Technician Classes (EKG):** *background check (within 1 month of start date of class), High School Diploma or equivalent, drug screen, BLS/basic life support
- **Patient Care Technician Classes (PCT):** *background check (within 1 month of start date of class), High School Diploma or equivalent, drug screen, BLS/basic life support, proof CNA Certification
- **Phlebotomy Technician Classes:** - High School Diploma or equivalent, *background check (within 1 month of start date of class), BLS (healthcare provider version of CPR)

*Some convictions may prevent a student from attending or completing the course. This is not meant to discourage you; however, individuals who have been convicted for the following crimes are ineligible for employment and admission to ACI: Murder or Felony Murder, attempted murder, kidnapping, rape, armed robbery, robbery, cruelty to children, sexual offense, aggravated assault, aggravated battery, arson, theft by taking or by conversion – forgery (in the first or second degree) history of abuse, neglect and /or exploitation.

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ATTENDANCE

Good attendance is a must. Students are expected to be in class every day. The school will be notified of any intended absences. More than three unexcused absences will be handled through an advisor's interview. If this occurs, the student can be placed on academic probation or become a candidate for dismissal. The student must make up all missed work. In order to make up assignments, quizzes, or competency skills checks, absences must be *excused. Students receiving an "I" grade has thirty days to submit the required work to their instructor and receive a final grade. Failure to do so will result in a grade changed to an "F". There are no part time students. Coursework must be completed within 2 weeks of completion of module/subject.

*Excused absences constitute death in the family, personal illness, mandated court appearance – all excused absences must be accompanied with documentation immediately upon returning to class.

Students arriving after attendance has been taken are considered to be late unless the instructor considers the tardiness as excusable. When a student's attendance record is marked as late arrival three times, it will be considered an absence.

CNA Clinical and Classroom Hours: Three (3) tardies (more than fifteen minutes late) count as "one day absent". Students who are absent for their class work or lab must make arrangement with the instructor, and get approval to make up their work. The Georgia State Law requires that a student must have at least 85 hours class/theory/lab and 24 of those hours must be clinical experience. Students must show up on time for Clinical training. **There will be no make-up hours permitted for clinical experience. Should the student not complete 30 hours of clinical training, a certificate of completion will unable to be issued.** The student will be required to re-pay all tuition and application fees should they choose to re-take the course. Exceptions will be made on a case by case basis for extreme emergencies only. Excessive absences as defined as 3 or more absences may result in termination from the program and forfeiture of all financial payments and academic credits. There will be a \$25 fee to make up each missed day, and hours will need to be made up prior to attending clinicals.

CLASS/COURSE CANCELLATION

ACI reserves the right to cancel any course prior to the scheduled start date if conditions make it necessary. If a class is cancelled, students will be notified via email and phone and automatically placed in the next available session. A refund will be issued upon written request within one week of written request submitted to the office via email or in writing.

CODE of CONDUCT

- Dress Code with name tag identification, one will be provided by ACI (to be worn everyday)
- Students not permitted to loiter in front of building
- Students/guests not permitted create any videos on ACI property
- Appropriate interaction with instructors, coworkers, residents, etc.
- No personal cell phone usage during class, lab, or clinical rotation
- Disruptive behavior or inappropriate language; such as, profanity or inappropriate discussion of personal problems, during any phase of training and testing is not permitted
- Display of professionalism and self- control; in order to meet the demands of the duties as a nurse aide, instructor, program coordinator and director.
- Perform no task for which the trainee has not received training
- Practice all safety precautions taught for each lab skill
- Reporting appropriate information; such as changes or problems in resident to instructor and/or appropriate staff member.
- Student must follow and adhere to The Health Insurance and Portability and Accountability ACT (HIPPA) Guidelines
- Student must respond to emergencies in the clinical area
- No sleeping or distractive behavior, during class
- Anyone caught cheating will be immediately dismissed form the program and refunds will be based on the refund policy set forth in this contract. Anyone turning in an item without his/her name on it; will not receive credit for the item. It will not be graded. In addition, all assignments must include your name and date. Any student turning in tests without his/her name on it will not receive credit for the item. It will not be graded.
- No playing/horsing around with lab equipment; utilize equipment for learning purposes, only.
- You are responsible for your own activity; abide by the rules of the NATP/NHF.
- Bring your books (note / text / work/pen/pencil) to class every day.
- Scrubs must be worn during class and for clinical rotations, school issued scrubs must be worn during Clinical Rotation. If desired, additional scrubs can be purchased at our office.
- Closed toed shoes are required during the course.
- No tattoo's showing, no visible body piercings (except for earrings, no dangling). No odors of perfume, cologne, hair-spray or deodorant (for the safety of resident's and classmates with allergies). Fingernails are to be short and neatly trimmed, for the purposes of infection control. If nail polish is to be worn; it must be clear, only. Tattoos: Tattoos on any exposed body part must be covered in a neat and professional manner. Students must wear the most appropriate undershirt to cover the exposed tattoo, or they may wear an arm sleeve in plain white or black. No extended/fake eyelashes.
- Hair: Must be clean, off the collar, neat, and contained away from the face. Hair should not be falling in your face or into your field when working with a patient. Long hair must be secured up and off the collar. Hair must be a "natural" hair color (i.e., not bright red, green, blue, pink, orange, or purple); unnatural hair color extensions are not allowed. (AND/OR) Hair, body, and dress are to be neat, clean and well groomed. Long hair must be tied back with a small, plain accessory. Beards, mustaches, and sideburns shall be kept clean and trimmed. Extreme hair styles or color (blue, green, red, etc.) are prohibited.
- To protect our staff, students, patients, residents, and customers who may have respiratory issues:

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- Smoking is not permitted in or around the premises during school hours, not even break time. Respectfully, we ask; if you smoke **prior to coming to class/clinical**, please make sure to shower to remove the odor of smoke.
- Academic Integrity and Dishonesty
 - Academic dishonesty in any form is unacceptable. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and falsification of attendance records.

Any Violations of the above will be handled accordingly:

- First offense: Written warning will be issued by the instructor and or director of admissions, to be signed by all parties attending meeting
- Second offense: Termination from program; forfeiture of all monies

NOTE: If withdrawal/dismissal is related to falsifying the application, inappropriate behavior, etc., all litigation must be cleared, prior to refund; with appropriate processing fees being deducted from same.

COMPLAINT PROCEDURE

All complaints need to be submitted in writing and will be addressed in a timely manner.

DRUG – FREE and SMOKE FREE WORKPLACE

Any use of drugs will result in immediate termination and loss of all tuition.

This school is committed to a “tobacco-free environment”; smoking and use of tobacco products within three-hundred (300) feet of the building (training site/Nursing Home Facility) is prohibited. As a provider of healthcare, we need to be aware of the message that we convey.

Respectfully, we ask: if you smoke prior to coming to class/clinical, please make sure to shower and have odor completely removed prior to attending class and clinical.

FEE SCHEDULE

- \$25 Make-up class
- \$5 Replacement of Name Tag
- \$100 Transfer to a new session (CNA)
- \$35 Replacement Textbook (CNA)
- \$25 Replacement Workbook (CNA)
- \$40 Replacement Scrubs or Additional
- \$20 Police Background check can be processed at our school; or obtained at any local police department
- \$35 Blood Pressure Cuff/Stethoscope Set
- \$1 Each for Copies
- \$10 Duplicate Certificate of Completion
- \$10 Letters or documents

GRADING SCALE

Grade	%
A	91-100
B	81-90
C	71-80
F	Below 70

GUARANTEED TUITION

All students are guaranteed that tuition at the time of registration will not increase as long as they are actively and continuously enrolled in the program.

GRADUATION REQUIREMENTS

Students must complete all required subjects, have a cumulative GPA of minimum 75% on each test (80% for CNA), there is one opportunity to retake the test. Failure to make a minimum of 75% (80% for CNA) on the second test, the student will be placed on academic probation. If a student scores less than 75% (80% for CNA) on another quiz and its retake, the student will be required to repeat the program. Students must meet all required standards for their program in order to be eligible for graduation and be awarded a Certificate. A Return demonstration on “Skills Checklist” must be 75% (100% for CNA) otherwise, you will not be allowed to attend the clinical session (required to pass the course) or receive a Certificate of Completion. The student will be required to re-pay all tuition and application fees should they choose to re-take the course (CNA)

A Certificate of Completion is awarded to those students who complete their required courses.

HOLIDAYS OBSERVED

ACI observes New Year’s Day, Memorial Day, Columbus Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

NATIONAL CERTIFICATION EXAM

Please confirm that ACI has your updated and correct email address. As once the course is completed, you will receive an email from Pearson Vue. The email will contain a link, which you will use to create a user name and password, as well as complete payment of \$112 for exam, and

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use code 11278 (this ACI's school code). In order to test with your class, this process must be completed within 24 hours of receiving the email from Pearson Vue. If you do not receive an email from Pearson Vue within 24 hours of the last day of clinical training, please call our office ASAP.

Certified Clinical Medical Assistant: Upon receipt of your Certificate of completion, the student may register for the national exam thru www.nhanow.com for a fee of \$155.

Electrocardiogram National Exam – Upon receipt of Certificate of completion, the student may register for the exam for a fee of \$155.

Patient Care Technician National Exam – Upon receipt of Certificate of completion, the student may register for the exam for a fee of \$155.

Phlebotomy and Electrocardiogram (EKG) Technician Exam's – Upon receipt of Certificate of completion, the student may register for a fee of \$117.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS

Lifting during patient transfers, pushing wheelchairs, up to 300 pounds, visual acuity to monitor and evaluate patients, ability to read and write some exposure to infectious materials. If you are an individual, requiring special / reasonable accommodations; because, of a disability; you must submit a "written request" stating accommodations needed. **Physicians note is required for all pregnant individuals to attend class.**

You, the Student agrees to waive all rights to sue Atlanta Career Institute, its successors, assignees, shareholders, officers, employees, staff, or directors as a result of any injury that may occur in the classroom or in an internship/externship as an enrolled participant in any listed program

QUALIFICATIONS

Ability to read, write and perform basic math; thereby, being able to follow verbal and written instructions and complete legible / written reports; of the care given to clients.

REFUND and CANCELATION POLICY

CNA

Any applicant who chooses to terminate their agreement with ACI will be given a refund; ACI must receive notice of withdrawal from class in writing via email (info@atlc.net) or submitted to administrative office personnel by close of business on the first day of class. ACI reserves the right to withhold the \$100 deposit as well as the listed fee for textbook, workbook, and scrubs. There will be no refunds after the first day of class. In an emergency situation (such as death, hospitalization), permission will be given to transfer class for a fee of \$100. Official documentation of said emergency must be submitted to school immediately.

Certified Clinical Medical Assistant (CCMA) Patient Care Technician (PCT)/Phlebotomy/Electrocardiogram (EKG)

Should student's enrollment be terminated or cancelled for any reasons, all refunds will be made according to the following refund schedule:

1. **Cancellation** can be made in person or by electronic mail or by termination.
2. **All monies** will be refunded (including nonrefundable application fees) if the student requests a refund within 3 business days after signing the contract; or no contract is signed and prior to classes beginning the student requests a refund within three (3) business days after making a payment.
3. All deposits or down payments are credited as tuition payments unless clearly identified on receipt by the institution as application or other fees.
4. Cancellation after the 3rd business day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$100); unless the applicant has completed one program of study and is applying to enter an unrelated program. The student is not liable for any unpaid portion of the application fee should applicant withdraw for any reason.
5. Charges for fees, books and supplies which are in addition to tuition listed in course catalog and the specific purpose of those charges. Refunds are permitted of any unused portion of the fees if a student withdraws before completing fifty (50) percent of the period of enrollment except for: special order items, returned items that were returned in a condition that prevents them from being used by another student, and non-refundable fees for goods and/or services provided by third party vendors.
6. Refunds are calculated based on the date on which the student has begun the official withdrawal process as prescribed by the institution, the last date of attendance by the student or for the institution not taking attendance, the date that is one day prior to the midpoint of the period of enrollment for the student who stops attending classes without notification to the institution, or the last date of academically significant interaction for asynchronous programs of study.
7. There are no administrative and/or withdrawal fee of a student who withdraws from the institution

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8. Refunds in full are made to the student within thirty (45) days of the date of withdrawal. Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program. If a student withdraws after completing 50% of the program, no refund of tuition is required. This policy only applies for full withdrawals, and is up to the institution to determine policies for refunds for partial course withdrawals.
9. The policy for extenuating circumstances such as student injury, prolonged illness or death, or other circumstances which prohibit completion of the course or program of study; that establishes a process for determining a settlement which is reasonable and fair to the student and the institution is covered under the "Leaves of Absence" section in the catalog.
10. Cancellations or changes to a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue: makes arrangements in a timely manner to accommodate the needs of each student enrolled in the program; or refunds all money paid by the student for the program of study or course if alternative arrangements determined by NPEC to be eligible to both the institution and the student are not possible.

COMPLAINTS PROCEDURE

In the event a complaint emerges, the following steps will be taken: It is intended that the grievance procedures provide a problem-solving atmosphere which emphasizes "resolution" and reflects the best interests of the grievant and ACI.

Definitions

Student: A student is defined as any person applying to ACI or currently enrolled in any course or program at ACI.

Grievance: A grievance is defined as a complaint or dispute of a student regarding ACI with respect to the following:

- a. The interpretation and application of the policies and regulations of Atlanta Career Institute (ACI) in areas such as grading, attendance, and instructional quality.
- b. Acts of reprisal as a result of utilization of the grievance procedure.
- c. Complaints of discrimination on the basis of the protected rights of race, color, creed, political affiliation, age, disability, national origin, or gender.
- d. Acts of malicious intent to violate the constitutional rights of individuals.

Student Grievance Process:

It is assumed that most student concerns or complaints can be resolved informally through communication between the student and appropriate ACI personnel. Recognizing that grievances should be raised and settled promptly, a grievance should be raised within fifteen (15) work days (a work day is defined as any day ACI is in operation as specified in the school calendar) following the event giving rise to the grievance. The student should initially email to info@atlci.net with detailed complaint information (email will be addressed by administration. Every reasonable effort should be made to resolve the matter informally. The Director of Admissions will oversee and serves to: 1. help provide information on the proper procedures associated with filing and resolving grievances, help individuals identify specific issues involved in grievance complaints, and assist in developing approaches, including written grievances, for individuals to pursue their grievances within the spirit and intent of the Student Grievance Policy and Procedure.

GENERAL PROVISIONS

Time Periods and Limitations Reasonable efforts shall be made by all parties to expedite the grievance process. A time limitation specified for either party may be extended by mutual agreement. If there is no mutual written agreement to extend the time limits, and if a decision at one level is not appealed by the student to the next level of the procedure within the time limits specified, the right of the student to further appeal is terminated.

FINAL OPTION

The right of appeal of the final institutional decision to Non-Post-Secondary Education Committee (NPEC) NPEC 2082 East Exchange Place Suite 220 Tucker, GA 30084-5305, www.gnpec.georgia.gov, Tel. 770-414-3300

CNA Students: Alliance GMCF, 1445 Lincoln Pkwy. Ste. 800, Atlanta, GA 30346

TERMINATION POLICY

A student may be terminated from ACI for the following reasons:

- Non-payment of tuition
- Failing to make satisfactory progress, 75% or below or not passing skills portion of exam
- Failure to meet attendance requirements
- Violating rules, regulations and code of conduct of our school

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