

CITY COLLEGE OF **EDUCATION, INC.**

(Approved by: The Division of Private Business and Vocational Schools of the Illinois Board of Higher Education) (IBHE). City College of Education, Inc is not accredited by a US Department of Education recognized accrediting body)

School Catalog

(THROUGH HYBRID LEARNING TECHNOLOGY)

January 3rd. 2022 to January 2nd. 2022

1325 Howard Street

Suite 307-308

Evanston, IL. 60202

Tel (773) 242-7050

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www.citycollegeofeducation.com

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Approved by:

City College of Education, Inc is approved by Illinois Board of Higher Education (IBHE)

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Programs Approved Already:

1. Basic Nurse Assistant Training Program-----22 to 27
2. Phlebotomy Technician Training Program-----28 to 35
3. Licensed Practical Nurse Training Program-----36 to 52
4. Advanced Basic Nurse Assistant Training Pro.---53 to 57

“ I certify that this catalog to be true and correct in content and policy”

Dr. Joseph S. Tengbeh

Signature *__josephtengbeh`*

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WELCOME STATEMENT

The staff at City College of Education would like to welcome you to our school and to the exciting careers in Healthcare Science, Digital Technology and Arts. This school catalog details our school's policies and was designed to inform, protect, and prepare you for the time you spend at our school and onward in your new career. Should you have any questions about our school programs of study or professional enhancement programs in general, do not hesitate to ask us. Congratulations on your new career move.

OUR PURPOSE

We exist to help our students achieve their goal of a new career choice by understanding their individual needs and delivering quality education. The City College of Education's vision is to be one of the State's leaders in professional enhancement programs serving high school graduates who prefer a shorter path to a career, while creating economic value, long term cost avoidance, civic contribution and future responsible tax-paying citizens of Illinois.

OUR MISSION

At City College of Education, we provide equal opportunity vocational programs, strengthen our educators and system leader capacity to break down barriers to increase access, belonging, and success in rigorous college and career-prep vocational courses for students of all colors and low-income students so that they may thrive in their postsecondary pursuits and life goals.

OUR LOCATION

Course Sites:

Mailing Address:

***1325 Howard Street
Suite 307-308
Evanston, IL. 60202***

Telephone:

The direct phone number to the school is:
312-792-7198

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BOARD OF DIRECTORS

***Dr. Joseph S. Tengbeh
Administrator
1325 Howard Street
Suite 307-308
Evanston, IL. 60202
847-859-6112***

***Adesumbo Anjorin. RN.
Nurse Educator
1325 Howard Street
Suite 307-308
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***Kesington Okorie
Board Member
1325 Howard Street
Suite 307-308***

***Bolarinwa Adeoye RN.
Nurse Education
1325 Howard Street
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***Elmira B. Thomas. RN
Nurse Educator
1325 Howard Street
Suite 307-308
Evanston, IL. 60202***

***Albert Smith
Board Member
1325 Howard Street
Suite 307-308***

LICENSURE

City College of Education, Inc. is approved by the Illinois Board of Higher Education (IBHE) as a Vocational and Private School Education and the Illinois Department of Public Health (IDPH).

National Healthcareer Association (NHA)

OUR CLASSROOMS

Our classrooms are a reflection of the commitment our school has to our students. The classrooms were designed to mimic actual clinical setups. The classrooms are 850 square feet each and provide adequate chairs and tables for students. The classrooms are equipped with fully functioning clinical and laboratory equipment. Restrooms are available in the buildings for our students

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OPERATION HOURS

School staff is available to answer telephone calls Monday through Friday 8am to 6pm and Saturdays 10am to 3pm. Appointments and Walk-ins are available. The school will be closed and no class will be held on the following holidays:

Thanksgiving (3rd Thursday in Nov)

Christmas (Dec 25) New Years (Jan 1)

HOURS OF SCHOOL OPERATIONS

The College is open Monday through Friday. The administrative offices are in service from 8:00 A.M. to 8:00 P.M. Most classes are in session from 8:00 A.M. to 10:00 P.M. Externship

rotations, clinical rotations, and CPR classes may be held on nights and weekends. The externship coordinators or clinical instructors assigned are responsible for taking care of the students' needs and safety.

HOLIDAYS

Martin Luther King, Jr. Day • Washington's Birthday/Presidents Day • Good Friday • Memorial Day • Independence Day • Labor Day • Veterans Day • Thanksgiving • Winter Holiday
Students on clinical or externship rotations on holidays are not excused from those rotations unless given prior written authorization from the College. Any hours missed must be made up.

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CANCELLATION POLICIES

CANCELLATIONS

A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;

If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not

Exceed 15 percent of the tuition cost, or \$150, whichever is less;

STUDENT SERVICES

ORIENTATION

The College provides an orientation for new students which include an introduction to College personnel, facilities and amenities, and policies and procedures. All new students are required to participate in the orientation program upon completion of their trial period. Cooperative Learning and Tutoring Assistance the College's programs use a cooperative learning approach, placing students in teams to reinforce learning activities. Students are also encouraged to form study groups in order to support their learning experience throughout their educational programs. Special tutoring or classes are available to students experiencing academic difficulty. Arrangements should be made with the Program Directors.

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

- 2. The effective date of termination for refund purposes will be the earliest of the following*

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- (a) The last day of attendance, if the student is terminated by the school;*
 - (b) The date of receipt of written notice from the student; or*
 - (c) Ten school days following the last date of attendance.*
- 3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.*

4. *If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.*
5. *Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.*

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6. *A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.*
7. *A full refund of all tuition and fees is due and refundable in each of the following cases:*
 - (a) *An enrollee is not accepted by the school;*

- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or**
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.**

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

SCHOOL REFUND POLICIES

1. 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.

2. 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, the school may retain no more than the application-registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less.

3. When notice of cancellation is given after the student's completion of the first day of class but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.

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4. When a student has completed more than 5% of the course of instruction, the school may retain the application-registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:

a. All other schools regulated under this Section may retain an amount prorated by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the

course of instruction.

b. When the student has completed more than 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges.

5. 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

6. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.

7. Deposits or down payments shall become part of the tuition.

8. The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgment is not necessary if a refund has been mailed to the student within the 15 calendar days

9. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

10. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a 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.

11. A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.

12. School shall refund all monies paid to it 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.

13. A school must refund any book and material 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 cancellations

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TUITION REFUND POLICY

Any student applying for a program that has been discontinued by the school shall receive a complete refund of all fees and/or tuition fees paid prorated according to schedule of refund

WITHDRAWAL POLICIES

City College Education, A student choosing to withdraw from the school after commencement of classes is to provide an official written withdrawal to the Registrar of the school in order to be eligible for refund, however, as a courtesy, every student wishing to leave or drop from the program shall notify the office of their intent. Tuition refunds are scheduled as follows:

The following items are refundable:

Unmarked books and unopened books

Unopened skills lab kit

Unused clinical uniform

Lab and clinical fees

- *Not Refundable Technology fee*
ID Badges are not refundable.

You have the right to pay in full and may obtain refund based on the refund policy.

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TUITION REIMBURSEMENT SCHEDULE

<i>% of Hours Attended</i>	<i>Institution Refund Policy</i>
<i>0-20%</i>	<i>80%</i>
<i>21-30%</i>	<i>70%</i>
<i>31-40%</i>	<i>60%</i>
<i>41% ----</i>	<i>0%</i>

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of the cancellation date.

- **WITHDRAWAL PROCEDURE**

If no notification of withdrawal is received, and a student has had an unexplained absence of more than ten (10) consecutive class days, City College Education, shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or within 30 days of the receipt of the written withdrawal date

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FACULTY

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GENERAL POLICIES

Tobacco & Alcohol Policy

Smoking/chewing tobacco products is strictly prohibited inside the school building. Students may use tobacco while outside of the school building. Students are required to dispose of cigarettes appropriately and not litter the grounds.

ALCOHOL POLICY

Students are forbidden to consume alcohol on the school premises. Students who arrive to school intoxicated will be expelled

MOBILE TELEPHONE POLICY

Due to the level of distraction mobile telephones cause, students are not permitted to use them while in the classroom. Telephones must be completely turned off at all times. Students who use mobile communication devices will be asked to leave the classroom.

FOOD & DRINK POLICIES

Our school takes pride in having clean facilities. Therefore, we do not permit students to bring food or open drink containers into the classroom. Bottled water is permitted.

ADMISSION REQUIREMENTS AND PLOCIES

In order to enroll for any course a student:

⌚ Must be 18 years of age or older

Must have high school diploma/GED or higher education

⌚ Must be a US citizen or Resident Alien with a valid social security number to take state exam

⌚ Must be proficient in the English language

⌚ Must have full use of their arms and be able to stand for a minimum of 3 hours

⌚ Must pay the tuition amount on or before the start date of their course

Must pass the College's Entrance Examination

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Requirements for admission to City College of Education healthcare programs are based upon the applicant's career goals, their motivation to succeed, and their ability to benefit from the program.

High School Diploma Validation If the College or the Department of Education has reason to believe that high school graduation credential submitted to the College is invalid, then the College Registrar shall take steps to verify/validate it. The Registrar will validate by contacting the issuing institution and confirming that the individual was really issued the high school diploma/transcript. Alternatively, the Registrar may inspect the original high school diplomas' or transcripts' seal to confirm validity. A student attestation is not an acceptable means of validation.

VACCINATION

The College has no general vaccination requirement for students entering the College. However, specific programs may have vaccination requirements for the externship and clinical components.

Please see the school Registrar for program-specific vaccination requirements.

CRIMINAL CONVICTION

The College reserves the right to refuse admission of an applicant with a criminal conviction if such conviction makes it unlikely that the applicant can benefit from the program. Criminal

convictions can make securing employment in the field of study unlikely and can also prevent completion of a training program due to an inability to place the individual at an externship or clinical site.

Applicants are generally advised to disclose information that could negatively affect their ability to acquire employment in the field or to finish the training program.

During the enrollment process the student may be required to sign an affidavit stating that they have no criminal convictions that would prevent them from working in the field. Students that falsify their criminal background history may be withdrawn from school and will be responsible for all charges incurred.

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DRUG SCREENING

Students enrolled at this Institution may be required to submit to random drug screening. This may be triggered by reasonable suspicion that the student is in violation of College policy or because a negative drug screen is required by an affiliated facility where the student is to be assigned for externship or clinical training.

CLINICAL FOR HEALTH CAREER STUDENTS

Clinical fieldwork is courses in which the student practices the skills of the profession under the supervision of a qualified professional. In most cases, the externship occurs in a professional office, clinic or hospital apart from the campus where the student is enrolled. Premiere Career College makes externship assignments based on the College's determination of when and where the student may best pursue his or her training. Student preferences for location, days and time of assigned attendance, and type of facility may be considered when determining an appropriate assignment, but the College cannot and does not guarantee that student preferences will be met. Students are required to attend their assigned externship

site. By enrolling in these programs at Premiere Career College, the student agrees to attend any externship required in the programs at the times and locations assigned by the College. The student is responsible for arranging transportation to the assigned site. Many externship assignments are for forty hours per week, and assigned hours may be during the daytime, evenings, weekends or holidays. Some Clinical Partners may require students to provide extra information, for example: evidence of CPR, health certification, TB, Hepatitis B vaccination and other immunizations. When required, it is the student's responsibility to provide the required documentation for assignment to the site.

As with all courses, students must successfully meet the attendance and performance requirements. Failure to attend an assigned externship or meet the requirements of the externship is grounds for dismissal. Students on externship are held responsible for the accurate, verified, and timely submission of their timesheets to the College. Students are accountable to professional standards on externship and may be dismissed from school for failure to meet either the College's or the externship site's professional standards. Students are evaluated by designated preceptors based on their attendance and their progress in acquiring the skills for an entry-level practitioner as described in the "Externship Performance Evaluation." On preceptor recommendation, a student may be required to attend remediation at the College to improve poor performance. The student's failure to improve or refusal to abide by the preceptor's recommendations may result in dismissal. Because externship is a learning experience, students will not and may not receive compensation from the externship site

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MAKE-UP

Students must make up any missed examinations, projects, attendance and assignments within five school days of receipt of score. A failed examination or test maybe repeated no more than three times for other programs, the type/content of retest is in the sole discretion of the instructor. A student can receive no higher than 80% for missed examination or and 70% on failed or missed examinations for all other programs. Failure to make up missed tests at the instructor-scheduled time will result in the loss of one opportunity to make up the test and the student being placed on academic review. Failure to complete the deficiency during this period may result in academic probation and subsequent dismissal from the program. Students must make up all deficiencies to move to the next phase/Term of study

SCHOOL CALENDAR

- *The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. Our programs use the class hours from 9 am to 5pm, Monday through Friday and Saturday for Lab/Clinical.*
- *The weather will play a major role in actual class schedule. Classes canceled due to weather are made up at the end of the program.*
- *The following holidays are observed and no classes are held:*
 - New Years Day*
 - Memorial Day (last Monday in May), Independence Day (July 4)*
 - Labor Day (first Monday in September)*
 - Thanksgiving Day (fourth Thursday in November) Christmas Day*

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FINANCIAL AID/FINANCING

Presently, the school does not provide financial aid.

TUITION

Tuition for each of the healthcare programs is listed on the program tuition forms. The tuition can be paid by cash, money order, or credit card. Personal checks are not accepted. Discounts

and coupons may be offered occasionally. Students will pay the lowest advertised tuition. All payments must be done through the Registrar's Office.

RE-ENROLLMENT

A student who withdraws from the program due to an emergency situation may re-enroll at no additional cost to complete the program at a future date. Re-enrollment requires approval from the School Administrator.

CREDIT TRANSFER

Previous Credits from another institution will be evaluated on a case-by-case basis. City College of Education, Inc does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

TRANSCRIPT CHARGES

The procedures for obtaining student transcripts from the school admission office are listed below

- * \$0 for the first transcript, unless same day service is requested by the student.*
- * \$5.00 for each transcript issued after first (free) transcript.*
- * \$10.00 per transcript for same day service*

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JOB PLACEMENT ASSISTANCE

Students will be alerted verbally as to what employment opportunities exist within a 60 mile radius of the school. These employment opportunities will also be posted on the 'jobs board' in the classroom. Students may also voluntarily register their email address with the school's list

server; every Friday the list of employment opportunities will be emailed to graduates. While the school will work diligently to assist students in finding employment, we cannot guarantee employment or specify future monetary income amounts

ANTI-HARASSMENT

Students have the right to enjoy their learning experience in an environment free from harassment. If students feel they are being harassed by other students, this matter should be brought to the attention of their instructor or the School Administrator. If students feel they are being harassed by their instructor, this should be reported to the School Administrator. Students found to be engaging in the harassment of other students or school faculty will be expelled.

ANTI-DISCRIMINATION

The school will not discriminate against students based on their nationality, age, race, color, creed, familial status, disabilities, gender, or sexual orientation.

Anti-Violence

Students have the right to enjoy their learning experience in an environment free from violence or the threat of violence. The school does not permit weapons in the classroom including knives and firearms. Students with firearm permits are not permitted to carry their firearms while in the classroom.

Students found to be carrying weapons in the classroom or students making verbal threats against other students or faculty will be expelled.

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Student Behavior

Students are expected to act appropriately while in the classroom. Appropriate behavior means using social manners, showing respect for instructors and other students, demonstrating respect for school property and remaining quiet while in the classroom. A student acting in a manner deemed inappropriate by the school may be expelled. Inappropriate behavior includes but is not limited to: violating any policy contained in this catalog, harassment/annoyance of other students or faculty, destruction of school property, not remaining quiet during class, engaging in criminal activity while on the school premises, or cheating on exams.

STUDENT GRIEVANCE PROCEDURE

The instructor will work directly with the student to resolve any issues, concerns or behavioral issues at the time of occurrence or at the end of the class. If the instructor is unable to resolve the issue with the student, then the matter will be forwarded to the School Administration. Student and Instructor may be reviewed and results will be documented. Any student may appeal a final determination in writing within five (5) business days which will be reviewed by the School's Board of Directors. Student will be notified in writing of the decision by the Board of Directors following the next board meeting after the appeal has been written. Any student who wishes to make a complaint can also contact the Illinois Board of Higher Education and Illinois Department of Public Health

SAFETY & SECURITY

- ⌚ *Students should park their cars as close to the classroom building as possible.*
- ⌚ *Students should walk out to their cars in groups.*
- ⌚ *Female students should never walk to their cars alone.*
- ⌚ *If students see suspicious activity, they should alert faculty immediately.*
- ⌚ *The Police Department can be summoned by calling "911".*

FIRE & SECURITY

- ⌚ if smoke or fire is detected, alert faculty immediately.
- ⌚ Do not try to extinguish a fire; exit the building immediately.
- ⌚ only after you are safely out of the building, summon the Fire Department by calling “911”.
- ⌚ Make sure other students who are in the restroom or office are alerted to the emergency.

NOTICE TO BUYER

1. Do not sign this agreement before you read it or if it contains any blank space.
2. This is a legal instrument: It is binding; read it before you sign it.
3. You are entitled to an exact copy of this agreement and any disclosure pages.
4. Every assigner of this student enrollment agreement takes it subject to all claims and defenses of the student or his successors in interest arising under this agreement.
5. This contract and the catalog constitute the entire agreement between the student and the school.
6. By law, you have the right, among others, to pay the full amount due and to obtain under certain conditions, a partial refund of any finance charges.
7. This agreement is a legally binding instrument when signed by the student and accepted by the school.
8. The terms and conditions of this agreement are not subject to amendment or modification by oral agreement.
9. Any changes in this agreement shall not be binding on either the student or school unless such changes have been approved in writing by an authorized official of the school and by the student or the student's parents or Guardian if the student

Signature of Student

Date

Sales Representative Signature

Signature of Parent/Guardian

Date

Signature of Chief Managing Director

I certify that I have received a copy of the school catalog and that I agree to the terms set forth in this agreement (including those on the next page)

As a representative of the school, I hereby certify that he/she has complied with the Rules & Regulations of the Private Business and Vocational School as required by the State of Illinois Board of Education

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BUYERS RIGHT TO CANCEL

A buyer 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.

1. Notice of cancellation shall be made verbally or in writing to

**City College of Education, Inc.
1325 Howard Street
Suite 307-308
Evanston, IL. 60202
Fax 815-(366-8287**

Information Statement Regarding Placement Statistics for TY-2017

- a) The number of students who enrolled in the school during last year is 0.
- b) The number of student who do not complete the course of instruction for which they enrolled during the last fiscal year is 0.
- c) The percentage of students who complete the course of instruction for which they enrolled for each past fiscal year is 0.
- d) The number and percentage of graduates who requested placement assistance by the school during the last fiscal year are both 0.
- e) The number and percentage of graduates of the school who obtained employment as a result of placement assistance by the school during the school last fiscal year are both 0.
- f) The number and percentage of graduates of the school who obtained employment in the field who did not

use the school's placement assistance during the last fiscal year are both 0.

- g) The average starting salary for all school graduates employed during the last fiscal year is 0 per year.
- h) COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE STATE BOARD OF
- i) EDUCATION AT THE FOLLOWING ADDRESSES:

Illinois Board of Higher Education
 1 North Old State Capitol Plaza, Suite 333
 Springfield, Illinois 62701-1377
 Phone: (217) 782-2551
 Fax: (217) 782-8548

www.ibhe.org
<https://complaints.ibhe.org>

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BASIC NURSE ASSISTANT TRAINING PROGRAM (BNATP)

Program Title - Basic Nurse Assistant Training Program

Program Length - 126 clock hours (Monday, Tuesday, Wednesday and Thursday for six weeks.)

(Classroom lectures: 86 hours and Clinical 40 hours, Total hours is 126)

Itemization of Costs					
<hr/>					
Including School Material					
Supplies (Uniform, BP Cuff and Stethoscope ,etc,)	\$120.00				
Tuition for district residents =	\$1,200.00				
Registration Fees =	\$100.00				
Textbook, Notes	\$75.00				
Materials (CPR, Background Check, Physical with TB skin Test)	\$310.00	If done already, just give us)	

			copies		
Covid-19 Pandemic Preparedness	\$260.00				
Total Cost of Program	\$2,065.00			Low income, self pay discount tuition and fees of \$900.00 applied	

DISCRIPTION

The Basic Nurse Assistant program educates students in both theory and practical experiences which will prepare them for employment in the professional healthcare field. Students will receive a thorough education which includes basic human anatomy, patient care, etc. The program is aimed at ensuring students develop characteristics needed to succeed in the healthcare profession.

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OVER VIEW

The Basic Nurse Assistant program provides classroom laboratory instruction and supervised practice in area nursing homes and hospitals. The program is approved by the Illinois Department of Public Health Office of Quality Assurance. After successfully completing this program, students will be eligible to complete the written and skills exams to be placed on the Illinois Nurse Aide Registry.

PROGRAM GOAL

- ☉ *Education using theory and practical experiences in all areas of basic nursing care that will enable students to obtain gainful employment as Certified Nurse Assistants.*
- ☉ *Development of patient service, communication, employer, and co-worker communication skills.*
- ☉ *Instill knowledge of entry-level skills required of an employee in the health field.*

🕒 *Preparation of students to pass the school's final written and the state competency and performance exam.*

COURSE TEST BOOK

The text book used in the basic nurse assistant course is: Textbook and Workbook for Nursing Assisting: , A Foundation in Care giving 5th.Edition . Each student who enrolls in the program is given one copy of the textbook and one copy of the work book, including a pair of uniform, cost included in the tuition and fees.

COURSE DATE & SCHEDULE

*A new basic nurse assistant course starts every six to seven weeks on a Monday. Day classes, Monday through Wednesday and/or Thursday through Saturday and/or weekends only. Day classes from 9:00 am-1:30 pm; and/or Evening classes, Monday through Thursday from 5:00 pm-9:30 pm. Clinical skills are taught every Saturday and some week days from 7 am to 3:30 pm
One hour is defined as 50 minutes of class time and 10 minutes of break time.*

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CREDITS EARNED FROM OTHER SCHOOL/TRANSFER OF CREDITS

Credits earned from other schools are not accepted by the City College of Professional Education, Inc.

FINAL EXAM

Students will be required to complete a performance evaluation exam at the end of the program. The exam will be comprised of both a written test and a performance test. Students will need to score a 75% on each of the two tests plus final to pass or 75% average. Student have one makeup test for each if failed..

METHODOLOGY & CALENDAR

- *The Basic Nurse Assistant Program is a 126 hours program wherein the student will attend 86 hours of classroom theory lectures in six to seven weeks and 8 hours of clinical performance skills in once a week for five weeks at an approved hospital or Nursing Home, or health care facility.*
- *Therefore a total of 126 hours in six to seven weeks is needed for students to graduate as a Nurse Assistants.*
- *After successfully passing the state exam, he or she will be certified by the Illinois Department of Public health as a Certified Nurse Assistant.*
- *Teaching is done by a Registered Nurse who has gone through the Train-The-Trainee certification program at a college which offers the program for teaching eligibility.*
- *After completion of this program, the Nurse Assistant student will graduate with a good knowledge in patient care as a Nurse Assistant as allowed by the Illinois Department of Public Health.*
- *The program is designed to provide trainees with the knowledge and skills needed to care for patients in hospitals, nursing homes or private homes.*
- *The nurse assistant will learn to administer basic nursing care including bed making, bed baths, vital sign measurement, transporting, moving and transferring of patients, rehabilitation nursing, care of the patient in isolation, and care of the terminally ill.*

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STUDENT PROFIL

Nursing Assistant students should be able to:

- *Be flexible, empathetic, and nonjudgmental*
- *Be emotionally stable*

- *Adjust to diverse personalities and backgrounds*
- *Display a caring attitude toward ill patients*
- *Work under stress,*
- *Be compassionate, flexible, and personable.*

Successful graduates have certain characteristics and skills that help them succeed in the healthcare field. As you prepare for your career, you should strive to reach a comfort level in the following courses or skills:

- *Basic Anatomy*
- *Communications - Written and Oral*

PROGRAM OUTCOMES

Employers will expect you, as a Nursing Assistant graduate, to be able to:

- *Communicate effectively with clients, families, and the healthcare team.*
- *Perform safe and effective basic nursing skills.*
- *Provide personal care for clients.*
- *Promote fullest possible level of client functioning.*
- *Promote clients' rights.*
- *Meet the basic needs of clients with dementia.*

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METHDOLOGY

CLASSROOM LECTURES

Week-1

1. THE NURSING ASSISTING IN LONG-TERM CARE: CHAPTER 1
2. ETHICAL AND LEGAL ISSUES: CHAPTER 2
3. COMMUNICATION SKILLS: CHAPTER 3
4. COMMUNICATION CHALLENGES: CHAPTER 4
5. BED MAKING AND UNIT CARE: CHAPTER 10
6. VITAL SIGNS: 13

Week-2

1. DIVERSITY AND HUMAN NEEDS AND DEVELOPMENT: CHAPTER 5
2. INFECTION CONTROL: CHAPTER 6
3. SAFETY AND BODY MECHANICS: CHAPTER 7
4. EMERGENCY CARE, FIRST AID, AND DISASTERS: CHAPTER 9
5. POSITIONING, MOVING AND LIFTING: CHAPTER 11
6. Admission, transfer, discharge and physical examination: chapter

Week-3

1. PERSONAL CARE: CHAPTER 12
2. NUTRITION AND FLUID BALANCE: CHAPTER 14
3. THE GASTROINTESTINAL SYSTEM: CHAPTER 15
4. THE URINARY SYSTEM: CHAPTER 16
5. THE REPRODUCTIVE SYSTEM: CHAPTER 17
- 6.

Week-4

1. THE INTEGUMENTARY SYSTEM: CHAPTER 18
2. THE CIRCULATORY AND CARDIOVASCULAR SYSTEM: CHAPTER 19
3. THE RESPIRATORY SYSTEM: CHAPTER 20
4. THE MUSCULOSKELETAL SYSTEM: CHAPTER 21

Week-5

1. THE NERVOUS SYSTEM: CHAPTER 22
2. THE ENDOCRINE SYSTEM: CHAPTER 23
3. THE IMMUNE AND LYMPHATIC SYSTEM AND CANCER: CHAPTER 24
4. REHABILITATION AND RESTORATIVE CARE: CHA

Week-6

1. SUBACUTE CARE: CHAPTER 26
2. END OF LIFE CARE: CHAPTER 27
3. YOUR NEW POSITION: CHAPTER 28
4. REVIEW FOR STATE EXAM

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21 PERFORMANCE SKILLS

Skill #1		Hand Washing
Skill #2		Perform Oral Hygiene

Skill #3		Perform Hair Care
Skill #4		Shave a Resident
Skill #5		Perform Nail Care
Skill #6		Take Oral Temperature
Skill #7		Take Pulse
Skill #8		Measure Respiration
Skill #9		Measure Blood Pressure
Skill #10		Make Unoccupied Bed
Skill #11		Make Occupied Bed
Skill #12		Feed a Resident
Skill #13		Dress a Resident
Skill #14		Make Final Unit Check
Skill #15		Measure Weight
Skill #16		Measure Height
Skill #17		Place Resident in a Lying Position
Skill #18		Perform Passive Range of Motion
Skill #19		Calculate In and Out
Skill #20		Transfer Resident in a Wheelchair Using a Safety Belt
Skill #21	<p>Total number of hours approved by the Illinois Department of Public Health for the Clinical Portion of the training is 40 hours</p>	Give Partial Bath

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PHLEBOTOMY TECHNICIAN TRAINING PROGRAM

Program Length - 300 hours in eight weeks (Mon-Fri)

Lecture/Lab Component: First to fourth weeks

Clinical Component: Fifth to eight weeks

Total Number of Hours		300 hours
Classroom hours		100 hours
Laboratory		200 hours

Course Dates & Schedule

A new Phlebotomy Technician course starts the first Monday after every nine weeks.

Day class is Monday, Tuesday and Wednesday, from 9:00 am-1:30 pm and/or 5:00 pm to 9:30 pm

One clock hour is defined as 50 minutes of class time and 10 minutes of break time.

Itemization of Costs

Including School Material					
Supplies (Lab. Coat, Badge, Laboratory Supplies ,etc,)	\$120.00				
Tuition for district residents =	\$1,200.00				
Registration Fees =	\$50.00				
Textbook, Workbook notes and Notes	\$120.00				
Materials (CPR, Background Check, Physical with TB skin Test, and Laboratory Tests)	\$360.00	If done already, just give us copies			
Covid-19 Pandemic Preparedness	\$260.00				
Total Cost of Program	\$2,110.00		Low income, self pay discount tuition and fees of \$900.00 applied		

Please Note: In district students are students that live in the same zip code as the school and out of districts are students that attend the school but are living in a different zip code as the school. However the tuition and fees for these students are the same

The Program Philosophy

The philosophy of the program is to provide education and training so that students have a thorough understanding of the various job requirements of a phlebotomist. A phlebotomist is a member of the healthcare delivery team whose primary responsibility is that of collecting blood specimens from patients. These specimens are used for clinical laboratory analysis and thereby provide physicians with vital information used in making diagnoses, following progress, and treating patients. It is because of this integral part that the laboratory plays in the total healthcare delivery system that a continuous need for qualified laboratory personnel exist

Phlebotomy Technician Course Description:

This course is designed to provide basic knowledge and skills necessary to perform venipuncture (phlebotomy) in a clinical setting. In addition, this course will prepare students to obtain phlebotomy certification from the National Health Career Association (NHA). Students receive instruction in patient care and professionalism, basic anatomy and physiology, medical law and ethical issues, safety and infection control, HIV/AIDS, HIPAA, blood collection equipment, and venipuncture procedures. Venipuncture procedures are performed in accordance with current standards under the guidance of instructors using fellow students. All students must be willing to participate as providers and receivers of phlebotomy.

The Length of The program

The Phlebotomy Technician course consists of a total of 100 classroom hours and 100 of clinical hours. Classes are held Monday, Tuesday and Wednesday from 9:00 am to 1:30 pm and/or 5:00pm to 9:30pm. The course is approximately 8 weeks and a minimum of 100 class/lab hours.

Externship/Clinical is a part of the course and the student will be required to attend at least 100 hours. Students must complete 100 successful venipuncture, and may need to attend more than the required clinical hours to complete this if necessary.

Course Objectives:

Upon successful completion of this course, students will be able to:

- 1. Identify the role and function of a phlebotomist in the health care team. (Patient care and Professionalism)*
- 2. Demonstrate knowledge of safety and infection control.*
- 3. Understand and follow OSHA Universal Precautions and Standard Precautions.*
- 4. Demonstrate basic understanding of anatomy and physiology as they relate to general pathologic conditions.*
- 5. Demonstrate understanding of the importance of patient identification in specimen collection.*
- 6. Determine appropriate venipuncture and capillary puncture sites.*
- 7. Identify and select appropriate collection equipment and additive collection tubes used in venipuncture.*
- 8. Perform venipuncture using the evacuated tube method, winged infusion and syringe method.*
- 9. Identify and select appropriate capillary puncture equipment.*

10. Perform adult/infant capillary punctures.
11. Urinalysis and centrifuging
12. Blood Pressures
13. Understand and follow HIPAA (privacy laws)

This list is not inclusive as many new skills are taught throughout the program

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ENROLLMENT INTERVIEW

A pre-enrollment interview is required to be considered for possible enrollment. This interview is intended to introduce the potential student to our program and to make sure the student has the potential to be successful in this career.

We keep our classes small to ensure one on one training in our laboratory. Typically 12 students per class. Applicants must be at least 18 years of age or older and have graduated from high school or hold a Graduate Equivalency Diploma (GED) or higher (national and international) by the time of enrollment. Applicants must be citizens or legal residents of the United States or its territories. Picture ID is required. Students will be required to provide documentation that both of these requirements have been met. A TB test result within the last 6 months of the term the student is applying for, tetanus within the last ten years and proof of the Hepatitis B series are required and are listed on the application. The applicant is not required to show proof of immunizations before the interview. A CPR card for Healthcare providers is required before graduation and will be offered at the school for \$45.00.

Applicants who are denied or accepted into the program will be notified by email or phone within 3 business days of the interview. Accepted students will be given a time line in which to complete the requirements listed above. If applicants are denied admission to the program for any reason they may reapply for a subsequent term. Admission to the program is granted by

the Administrator. City College does not discriminate on the basis of age, race, color, religion, ethnicity, sexual orientation, gender, or disability

Certification From the School and NHA

Upon successful completion of this program the student will receive a certificate of completion from City College of Education, Inc. City College of Education, Inc partner company; American Social Services of Uptown, Inc, is approved by the National Health career Association (NHA) as a testing site for graduate Phlebotomy student and student may choose to take the NHA certification exam upon successfully completing this course. Most hospitals will require a National Certification so it is highly recommended that the student take our study classes and then the National Certification Test. The cost of the study class is free to our students and is a six hour class a day for three days designed to help the student focus on the material they will be tested on. Students will be given information regarding registering for the NHA certification exam during class. The cost of the exam is \$105.00 and the exam will be administer and proctor via computer.

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Safety Notice and Statement of Physical Risk:

The clinical portion of this course introduces students to the proper and safe use of venipuncture equipment, including needles and lancets. There is an inherent safety risk when using these devices and as such, students will be held to strict guidelines about sharps handling and disposal. Disregard for safe practices as described in the Student Code of Conduct section will result in disciplinary action. Typically a verbal warning is issued, followed by a written warning and corrective action plan is introduced. Depending on the situation the student may be expelled from the course with pro-rated tuition refunded according to the tuition schedule.

This course incorporates the practice of invasive procedures. As stated previously, all students must be willing to participate both as providers and receivers of phlebotomy. The instructor reserves the right to exclude any student from performing or receiving a phlebotomy procedure based upon the appropriateness of the situation. Doing this ensures that all students are treated fairly and safely.

Physical risks of participating in the class include discomfort from venipuncture and capillary puncture possible as well as exposure to potentially infectious materials.

Students with excessive absenteeism or inability to adequately achieve the required objectives may necessitate withdrawal from the course. Students may be exposed to potentially infectious materials and therefore Standard Precautions and Universal Precautions must be followed at all times to ensure safety of all students. Strict observance of these precautions is mandatory. Failure to comply may result in expulsion from this course. If exposure does occur, students and staff are expected to follow the procedures for exposure as described in the safety manual.

Standard Precautions and Universal Precautions:

The CDC recommends the use of Standard precautions to prevent transmission of microorganisms from known and unknown sources in the healthcare setting. Blood and most body fluids and secretions are considered potentially infectious regardless of the known status of the source patient. For the purposes of this course, Standard Precautions will be applied when performing all phlebotomy procedures and will include the use of hand washing, hand sanitization and appropriate personal protective equipment such as gloves, gowns and masks.

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OSHA Blood borne Pathogens Standard uses Universal Precautions as an approach to minimize the risk of transmission of the blood borne pathogens HIV/AIDS, Hepatitis B and Hepatitis C. Universal Precautions requires that all blood and body fluids be treated as potentially infectious. For the purposes of this course, Universal Precautions will be applied using , hand sanitization, hand washing when hands are visibly soiled with blood, personal protective equipment such as gloves, gowns and masks, work practice controls such as surface disinfection and engineering controls such as safety devices on equipment and proper disposal of regulated bio hazardous waste in sharps containers

Student Code of Conduct:

City College of Education, Inc is committed to creating a safe environment that promotes learning as well as teaching. It is necessary that each student behaves in a safe, ethical,

respectful and professional manner. Unsafe or unprofessional behavior will result in disciplinary action. Initially the student will receive a verbal warning either from the instructor, or program director. Further incidents will result in a written warning and the instructor or program director will meet individually with the student to create a corrective action plan. If the problem continues, the student's enrollment in the course may be terminated and pro-rated tuition refunded according to the cancellation and refund policy. City College of Education, Inc, reserves the right to implement reasonable corrective action which may deviate from the general description above as necessary depending upon the severity of the situation.

Examples of unsafe or unprofessional behaviors include, but are not limited to:

- 1. Excessive tardiness/absenteeism.*
- 2. inappropriate attire, see Dress Code Policy.*
- 3. Failure to follow written and verbal instructions*
- 4. Threatening, aggressive or hostile behavior directed at fellow students or the instructor.*
- 5. Behavior that interferes or disrupts teaching and learning.*
- 6. Academic dishonesty such as cheating, fabrication, tampering or plagiarism*
- 7. Attending class under the influence of any drug or substance that impairs judgment or may interfere with safe performance of venipuncture procedures. Attending class under the influence of any alcohol or illegal drug.*

- 8. Performing venipuncture procedures without appropriate supervision.*
- 9. Disregard for Universal Precautions, Standard Precautions or proper handling of sharps. Additionally, students are expected to receive feedback from instructors in a professional manner. If a student has concerns over the feedback received in class, the student is to address the problem according to the process for student complaints*

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Dress Code Policy:

Students are expected to maintain a well-groomed, neat appearance. All clothing must be neat and clean and students are expected to refrain from wearing perfume or cologne to class. Fingernails must be kept short and clean as we adhere to strict infection control policies.

Required attire includes healthcare uniforms (scrubs) free of company logos. Close-toed shoes are required due to the potential for exposure to bio hazardous material. Hair (including facial hair) should be neat and clean with long hair tied back during laboratory hours.

Interpersonal

Students will demonstrate an understanding of the profession of Phlebotomy thorough ethical behavior when dealing with patients and other members of the health care team, including maintaining a professional appearance to relieve patient anxiety and maintaining patient confidentiality.

Information

Students will record quality control results for basic CLIA waived laboratory tests performed and point out unexpected results to a supervisor.

Systems

Students will use problem-solving skills to troubleshoot basic equipment issues or procedures that do not fall within standards, take corrective actions or inform an appropriate supervisor.

Technology

Students will perform vein and capillary puncture procedures using a variety of methods and equipment including Vacutainer system, micro collection devices, Winged Infusion Set, and syringe and needle.

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Required Textbook and Material

- *Phlebotomy Essentials Textbook 5th Edition. By Ruth E. McCall and Cathie M. Tankersley*
- *Phlebotomy Essentials Workbook 5th Edition. By Ruth E. McCall and Cathie M. Tankersley*
- *Phlebotomy Lecture/Laboratory Guide*
- *Scrubs*
- *3 inch binder with dividers (recommend 7 tabs*
- *Sharpie permanent marker - fine point, black or blue*
- *Medical Dictionary*
- *Interpretation of Laboratory Testing*

Additional Requirements

- *Basic computer skills will be needed to successfully complete the course.*
- *Each student must have an email account. Completion of "Workplace Violence" module. Sign and re*
- *Only students with a clear Criminal Background check will be allowed to join the program.*

Exams and Final Exam

Students will be required to complete a performance evaluation exam at the end of the program. The exam will be comprised of both a written test and a performance test. Students will need to score a 75% on each of the two tests separately

- Unit pretests (Exam Review Quizzes) will be given over previously covered lecture material and the program laboratory exercises. These pretests must be taken before you take the appropriate examination and can be accessed on-line through Blackboard. They can be taken repeatedly and students must make a score of 70% on the pretest before qualifying to take the major exam. The scores from these pretests are averaged and worth 5% of the lecture grade.*

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LICENSED PRACTICAL NURSE TRAINING PROGRAM

Program Title – Licensed Practical Nurse Training Program (LPN)

Program Length – 900 clock hours in 12 months

<i>Itemization of Costs</i>					
-					
Laboratory or Clinical Fee		\$706.35			
Supplies (Uniform, BP Cuff, a Stethoscope , shoe, apron, etc.		\$310.25			
Tuition for district residents		\$18,000.00			
Registration Fees =		\$120.00			
Textbook, Workbook, Notes and other School Supplies		\$649.35			
	CPR, Background Check, Physical with TB skin Test Laboratory Fees	\$500.00	If done already, just give us copies for refund		
Covid-19 Pandemic Preparedness Fee		\$260.00			
Total Cost of Program		\$20,545.95		Low income, self pay discount tuition and fees of \$18, 545.95 applied	

LPN Program Tuition & Fees summary:

- **Tuition----- Included**
- **ATI----- Included**
- **Uniform----- Included**
- **Books -----Included**
- **Supplies----- Included**
- **NCLEX Prep Book -----Included**
- **Licensure Initial Exam ---Excluded**
- **Registration Fee-----included \$120.00 (Non-refundable)**
- **Total: -----\$20, 545.95**

Definition & Purpose

Students from the Licensed Practical Nursing Training Program with City College of Education, Inc; who successfully completed the training program and passed the NCLEX-PN exam, will care for the sick, injured, convalescent, and disabled under the direction of physicians and/or registered nurses. They will provide basic bedside care, taking vital signs such as temperature, blood pressure, pulse, and respiration, including height, weight and pain management. They also prepare and give injections and enemas, monitor catheters, apply dressings, treat bedsores, and give alcohol rubs and massages.

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Course Objective

City College of Education, Inc, will train every enrolled student to gain knowledge in clinical, settings both online and onsite method in the field of practical nursing. Upon successfully completing and passing the training program with 85% or higher and passing the school Exit Exam with a predicted probability of passing NCLEX-PN with a score of 95% or higher, the student will receive a diploma in Practical Nursing from City College of Education, Inc, and will be eligible to sit for the NCLEX-PN State Licensure Exam.

Accreditation of City College of Education, LPN Training Program

After successful completion of the training program, graduates will sit for the NCLEX-PN, which must be passed in order to obtain an LPN license. This Institution is an approved LPN training program. by the Illinois Board of Higher Education (IBHE) and the Illinois State Board of Nursing. We offer both the hybrid training method and the traditional onsite training. Therefore it is crucial to ensure that the program that you choose is properly approved and accredited by these two bodies. You can verifydo that by looking for an accreditation from the National League for Nursing Accrediting Commission, or NLNAC, and also contact these bodies to ensure that the program is properly credentialed.

Length of Training Program

The Licensed Practical Nurse Training at City College of Education, Inc; total length of time that it takes to complete both the Hybrid (online) and the traditional (onsite) LPN training depends on you the student.

First, if you can devote yourself to your training on a full-time basis, you should be able to finish the training within 10 to 12 months. However, if you have to complete your training on a part-time basis, it may take up to two years. While the online aspect makes the training more flexible, it doesn't necessarily make it any quicker. That is especially true since you still have to complete a certain number of clinical training hours.

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Prerequisites

- **Completed LPN Application with \$75.00 non-refundable application fee**
- **Must have an active CNA Certification**
- **Must have a High School Diploma/GED or a minimum of 8 credit hours from an accredited U.S. College or University**
- **College transcripts for Anatomy & Physiology minimum 6-8 credit hours with a grade of "C" or better.**
- **All ATI-TEAS Entrance Examination must be taken at American Social Services of Uptown, Inc: the institution authorized Test center. We do not accept outside ATI-TEAS Exams scores of 45% or higher. A student is given a maximum of 3 attempts to pass the entrance exam. Each attempt is at a cost of \$50 to the student and must be paid before the student is allowed to take the exam.**
- **A valid State-ID or Drivers License is required at the time of exam. If a student does not pass the ATI TEAS exam with a 45% or higher on the first attempt, the student must wait 20 days before a second attempt. In the event the student does not pass with a 45% or higher on the second attempt, the student must wait a period of 30 days before attempting the ATI-TEAS entrance exam again. A cost of \$50 will be charged each time the student take the ATI-TEAS entrance exam. The TEAS Exam cannot be taken more**

than one year prior to the student's enrollment. If you have taken the TEAS Exam more than one year ago, you must re-take the exam and pass again with a 45% or higher.

- *Background check by IDPH*
 - *Clearance of Random10 panel drug screening.*
 - *Complete a history & physical exam, signed by health care provider. Physicals are required annually and must not expire during the period of enrollment. Current TB/PPD test valid within 1 year of program start date*
- Proof of Immunizations/Titers: MMRV, Hepatitis B, Tetanus – up to date*
- *Current personal medical insurance proof*
 - *CPR/BLS card*

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- *Personal Essay, 400-500 words typed and double spaced. Written submissions will not be allowed. Topics to include: Why I want to be a LPN
What I plan to do with my Nursing Career?*
- *3 professional letters of recommendation. No personal letters will be accepted.*

** A college transcript showing a minimum of 6-8 college credit hours from an accredited college or university, or DSST and/ or CLEP for college credits.*

American Social Services of Uptown, Inc provides Hiset High School Completion Exam, which is only accepted for foreign students who have completed their high school outside of the U.S. and are unable to obtain record of their high school completion. In addition, for the college credits to meet the entrance requirement, the student must have received Financial Aid for the college credits submitted to City College of Education, Inc.

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The Bridge Program: LPN to RN

City College of Education, Inc, will have two levels of the LPN training programs due to the bridge to RN training Program

Level 1

Students who have General Education, or get college credit from DSST and/or CLEP

LPN Level 1 (Legible for the bridge program to RN)

To be accepted into this program, applicant

- **Must be 18 or older,**

- Have a High School Diploma or transcript with Graduation date, GED, Higher Education,
- Illinois State Certified Nurse Assistant

Pre-requisites from College General Education, college credits from DSST and/or CLEP, Subjects include but not limited to

- *Principles of Advanced English Composition,*
- *Principles of Public Speaking,*
- *Fundamentals of College Algebra,*
- *Lifespan Developmental Psychology,*
- *Anatomy and Physiology 1 and 11.*
- *Pathophysiology*
- *The LPN Certificate will be 15 credits toward the RN Bridge Training Program*

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LPN, Level 2 (Not legible for bridge program to RN

To be accepted into this program, applicant

- *Must be 18 or older,*
- *Have a High School Diploma or transcript with Graduation date, GED, Higher Education,*
- *Illinois State Certified Nurse Assistant, and ready to do*
- *Basic Elementary Math for Nurses,*
- *English Composition,*
- *Basic Anatomy/Physiology, 1, 11, 111.*
- *Principles of Public Speaking.*

- **Basic Computer Skills**
- **Applicant who do not have College Credits or General Education can enroll into this program**

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LPN Course Description Summary.

The City College of Education: Licensed Practical Nursing Training Program curriculum consists of both Online/classroom education and clinical experience. We have listed specifically what you learn in the span of the course. The following description will enhance your understanding about the training courses that an aspiring LPN has to go through.

Introduction to Nursing and Role of an LPN-

It is basically about providing the information regarding nursing, the important duties and contribution of the LPN in a health-care team, the elements of the nursing process, how to think critically, and effective communication with the health care team, patient and family members. Emphasizing on nursing, the program covers how the evolution in this field has brought changes from the earlier time to the current day. Besides, the scope of practice of an LPN, the program covers the process of nursing involves assessing, diagnosing, planning and implementing and evaluating.

The Aspects of Nursing: Legal, Cultural and Ethical

The profession of an LPN is highly responsible one because the life of a patient is subjected to risk while implementing any procedure. So there has to be some legal system which decides the norms according to a standard. It is essentially required for an LPN to honestly follow the code of conduct regarding laws, practices and ethical principles. The curriculum makes you familiar with the standards related to nursing care, (nurse practice) acts in the states, what does the state board of nursing do. Besides you get to know what malpractice and confidentiality of patient are all about and how do abuse and neglect affect children, spouses, and elders.

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Anatomy And Physiology:

It is an essential medical knowledge you get about the human body and how it works in order to provide quality care to your patients. This course covers the matter devised for medical terminology as well as make you familiar with the anatomical and physiological terms. Besides, you will be developing a good understanding of the structure of the cells, membranes, tissues, and organs and how do they function in the human body. This coursework also covers the types of tissue and membranes.

Assessments: The Medical History and Taking Physical Examination

Starting from the first stage of the process of nursing you will learn to determine the healthcare demands of the patient while assisting the registered nurse. The best nursing care is brought about through an accurate assessment of the patient which is mandatory for the planning and implementation of the nursing procedure. The medical history of the patient allows to prevent the risks and make an accurate treatment plan. The physical examination may be about any part of the body.

Documentation:

According to the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO), the patient care needs to be essentially documented. Documenting the information about the patient is kind of a written communication is a skill which every member of the medical staff must master. The course covers the medical terminology helping to serve in daily tasks, using abbreviations, the laws related to documentation, different kinds of documentation and how does it affect in the short term and long term care.

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Growth and Development of the Human Body:

An LPN is responsible to provide the medical help to patients of all age groups. Therefore, it is evident for an LPN to be knowledgeable about the psychological, spiritual, social, cognitive needs of the patients of all ages. So the curriculum focuses on imparting the knowledge about various phases of the growth and development of the human body. It essentially covers a great deal of matter related to the characteristics of all age groups from infant to elder age. The course covers theories of well-known theorists such as Erik Erikson, Jean Piaget, and Sigmund Freud to give exposure to psychosocial and cognitive development.

Safety of Patient:

It is the basic right of patients to feel safe and it is the essential duty of nurses to ensure the well being of the patient in all aspects. Since there are many risk factors including the error a nurse might make, it is solely required from an LPN to maintain the safety standards. The possible errors as a result of negligence can be wet floor and prescription of incorrect medication. It also covers the essential information regarding body mechanics in order to avoid the injuries a nurse might incorporate while moving or transferring patients.

The course covers knowledge about how to manage the external disasters such as cyclones, earthquakes, hurricanes, terrorism and major accidents while transporting a patient. The course makes an LPN student familiar with various psychological crises and risk of suicide. The problems related to oxygen and other gases, poor lighting, suffocation, radiation etcetera are most common environmental hazards.

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Control and Prevention of Infection:

The problems related to infection are easily attracted to the human body affecting the immune system. Seeing the ill condition of the patient it becomes tough to cope up with this situation. Therefore, the course provides you with relevant information about risk factors pertaining to infection. It essentially covers the standard techniques for identification and improvement. For instance, the knowledge about sterilization, disinfection, cleaning, standard precautions is prominent to learn in this course. Some of the following instructions are supposed to be included in the course.

- *The purpose and techniques of disinfection, sterilization, and cleaning.*
- *The purpose and procedures of medical and surgical asepsis.*
- *The standard precautions.*
- *The knowledge about microbiology which includes protozoa, fungi, viruses, and bacteria.*
- *The management of biohazards waste and methods of disposing of them.*
- *Implementing the nursing process for taking control of infection.*

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Administration of Medication:

An LPN school teaches the prospective students the administration of medications of all age groups. Since accurate prescription has a lot to do with the medical condition of the patient, a good understanding of this part is also very much important. Learning of the following information is paramount to success in the daily routine.

- *The consideration regarding various age groups while prescribing medication.*
- *The possible side effects of prescribing a certain type of medication in certain condition leading to life threatening situation.*
- *The classification and benefits of certain medications.*

- *The mathematical principles include key factors such as ratio, proportion, decimals, and fractions.*
- *The course also covers measurement systems such as the household measurement, metric and apothecary systems.*

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This course will make you familiar with the insights into pain management, sleep cycle and methods to improve the quality of sleep. Also, this course dwells on other factors of patient needs such as hygiene, mobility, fluids, and electrolytes. Get specific understanding of each part of the course in the next words-

Hygiene: The following factors are related to hygiene such as bathing, oral care, hair fall, skin infections, shaving and cleaning of the nose, ears, and eyes. The same you will learn in this course.

- *The clean environment promotes the comfort level of the patient.*
- *The methods to take into consideration while preparing the bed for the patient.*

- *Taking care of the extra needs of the patients suffering from diabetes.*
- *The medically accurate bath is given to the patients.*
- *Oral care includes the right procedure for cleaning of teeth.*
- *Skin care includes the assessment and cleansing.*
- *Of all consideration of head to toe, care of hand, foot, and nail is also of importance.*

Patient, Resident & Client Mobility:

The impact that chronic disorders shade on a person has a lot to do with the inability to move independently. The following list of the elements of mobility is included in the course.

- *The prevention of shear and friction arising due to the wrong movement of body parts.*
- *There are some technical terms linked to devices used for helping patients move. You will learn how to use such devices like continuous passive motion equipment and ambulation assistive devices.*
- *In the course you are trained to transferring the patients from and to the bed, making them rest on the bed in addition to learning the motion exercises.*
- *During this course, you will also learn about what changes a patient may go through in immobility which ultimately impacts metabolic, urinary, circulatory, musculoskeletal, gastrointestinal, integumentary and respiratory systems.*

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Fluids And Electrolytes:

The course will introduce you with the working of fluids and electrolytes deemed responsible for the normal function of the body. It is essentially about the whole fluid system of the human body including the acid-base balance and mechanisms for the transportation of fluid. You will be learning to apply the principles of fluids and electrolytes in the nursing process to satisfy the needs of the patients.

Nursing Care In Emergency:

In an emergency department, you will need to apply skills related to a lot of conditions the patients suffer from. For example, as an LPN you must be able to help patients with trauma, shock, hemorrhage, cardiopulmonary arrest et cetera. The details about assessing various types of fractures, burns and other medical crisis and techniques of the treatment are taught. Also, you will learn as per the following illustration-

- ***The management and control of every type of a critical situation in the emergency can be implied by the nursing process that you are supposed to learn in the course.***
- ***Many cases of emergency result into the injuries linked to the spinal cord. You will learn to handle such cases with utmost accuracy for which you are taught the assessment and care.***

Pediatric Nursing:

Pediatric nursing is one of the specialty care areas of nursing practice which is a subject for developing a sound knowledge of the specific age group. The needs of patients from a new born child to an adolescent is addressed in pediatric nursing. Although in an LPN school you will graduate with a proper understanding of a human life span, some students develop a keen interest to work in this area of nursing only. The course covers extensive knowledge about nutrition needs, issues with growth, safety, fear, and death. In this way, you will start recognizing the vital signs that work as the physical assessment from head to toe of a patient until he or she is an adolescent

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Gerontology Nursing-

Gerontology nursing covers the assessment and treatment of diseases of the elderly population. The course aims at training you to acknowledge the special needs of the older patients who have different health-care needs. The most common problems old age people face results due to aging. Thus, you will learn the process of aging and the changes that a human body goes through. In the course, you are taught to apply the nursing process to take care of the gerontological patients. For that matter, you are supposed to know about various medical terms and incorporating empathy in your nature. For instance, depression, loss of a family member, grief, economic problems cause harm to a person emotionally.

IV Therapy Course For LPN-

When it comes to practicing certain medical techniques the state laws come in the spotlight due to which a restriction is put on LPNs. These laws of the state board decide that what an

LPN can do and cannot do in a health care setting. This line which is drawn for not letting an LPN cross may include replacements of intravenous fluid, intravenous medications, parenteral nutrition and intravenous catheters. It is essential for you to check with the state board to find out what is not allowed for an LPN to do. It also depends on whether you have studied the relevant course material in an LPN school or not.

Additionally, the practice of intravenous fluid and medication is permitted in some states given you attend a course for continuing education also after graduation. This course is essential to learn how to perform venipuncture and give skills to help with nutrition, medications, electrolytes, and fluids through the intravenous pathway.

- *In this course, an LPN student learns about intravenous therapy which starts from learning the terms and terminology such as central line IV, isotonic, peripheral IV therapy et cetera.*
- *There are advantages and disadvantages linked to intravenous therapy. So it is of importance that you pay close attention to the coursework because a mistake is highly undesired.*

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- *The factors that could control the complications arose from the intravenous therapy are taught as signs, symptoms, and prevention as well as treatment methods. Also, the theories for safety and controlling infection is covered in the content of the course.*
- *You will be studying some chapters about veins to get considerable and recommendable knowledge about anatomy and physiology of the veins.*
- *You will study about hypertonic, isotonic and hypotonic as the types of intravenous solutions.*

- ***You should also be compassionate about learning process for making changes in the intravenous therapy ordained for the population whose part is the pediatric and elder people.***

Apart from the elements of IV therapy listed above, the applications and characteristics of the intravenous catheters are taught in the LPN classes. Also, intravenous flow rates, intravenous tubing's and how to administer blood is covered in the course.

Maternal and Neonatal Nursing:

It depends on your interest to choose a specialty area of nursing practice. You may like to provide health care services for taking care of pregnant women and their newly born child. The course will cover everything you need to perform in this sub field of health care. During the course, you will come across the information regarding the process of delivery, postpartum as well as identifying the needs of the newborn post delivery. The following list of elements you will need to cover in the course to become eligible to do what is required of an LPN in this area.

Rehabilitation Care Nursing:

From learning about roles and responsibilities to understanding the mental health will help in the nursing process you will need to implement. You will get skilled to tackle the mental problems of specific age group such as pediatric, gerontology and adult. The disorders that cover the major portion of this area are spinal cord injury, post traumatic stress disorder, cardiovascular accidents, traumatic brain injury et cetera.

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Graduates of City College of Education, Inc

Graduates will monitor their patients and report adverse reactions to medications or treatments to their immediate supervisors, who delegated the tasks to them. They will collect samples for medical and laboratory analysis; perform routine bedside laboratory tests, feed patients, and record food and fluid intake and output. To help keep patients comfortable, Licensed Practical Nurse (LPN)s assist with

bathing, dressing, and personal hygiene, which are parts of ADL (Activities of Daily Living)

In States where the law allows the full practice of Practical Nurses, they may administer prescribed medicines or start intravenous fluids on their patients, residents or clients. Some LPNs help to deliver babies, care for, neonates, and feed infants. Experienced LPNs may supervise nursing assistants and nurse aides. In addition to providing routine bedside care, LPNs in nursing care facilities such as the nursing homes, skilled nursing facilities, assisted living care centers, 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 practical nurses in hospitals and nursing care facilities work a 40-hour week duty, but because patients need round-the-clock care are more, some may work nights, weekends, and holidays. They often stand for long periods and help patients move in bed, stand, or walk (ambulation).

Graduates of the City College of Education, J.T. School of Nursing, must take the NCLEX-PN exams and pass successfully to be certified as a Licensed Practical Nurse

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ADVANCED NURSING ASSISTANT TRAINING PROGRAM(ANATP)

Program Title – The Advanced Nursing Assistant Training Program

Program Length - 300 clock hours (Monday, Tuesday, Wednesday and Thursday for Eight weeks.)

(Classroom lectures: 150 hours and Clinical 150 hours)

Itemization of Costs

Including School Material					
Supplies (Uniform, BP Cuff and Stethoscope ,etc,)	\$120.00				
Tuition for district residents =	\$2,200.00				
Registration Fees =	\$50.00				
Textbook, Notes	\$75.00				
Materials (CPR, Background Check, Physical with TB skin Test)	\$360.00	If done already, just give us copies			
Covid-19 Pandemic Preparedness Fee	\$260.00				
Total Cost of Program	\$3,065.00		Low income, self pay discount tuition and fees of \$900.00 applied		

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OVER VIEWDISCRIPTION

The Advanced Nursing Assistant Training Program educates students in both theory and practical experiences which will prepare them for employment in the professional healthcare field. Students will receive a thorough education which includes basic human anatomy, patient care, etc. The program is aimed at ensuring students develop characteristics needed to succeed in the healthcare profession.

The Advanced Nursing Assistant program provides classroom laboratory instruction and supervised practice in area nursing homes and hospitals. The program is approved by the Illinois Department of Public Health Office of Quality Assurance. After successfully completing

this training program, students training information will be placed on their record at the Illinois Nurse Aide Registry, hence they are already certified Nurse Assistant in the past

PROGRAM GOAL

🕒 *Education using theory and practical experiences in all areas of basic nursing care that will enable students to obtain gainful employment as Advanced Nurse Aide.*

🕒 *Development of patient service, communication, employer, and co-worker communication skills.*

🕒 *Instill knowledge of entry-level skills required of an employee in the health field.*

🕒 *Preparation of students to pass the school's final written and the state competency and performance exam.*

COURSE TEST BOOK

The text book used in the advanced nursing assistant course is: Textbook and Workbook for Home Health Training: , A Foundation in Care giving 5th.Edition . Each student who enrolls in the program is given one copy of the textbook and one copy of the work book, including a pair of uniform, cost included in the tuition and fees.

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COURSE DATE & SCHEDULE

A new advanced nursing assistant training program starts every six to seven weeks on a Monday. Day classes, Monday through Wednesday and/or Thursday through Saturday and/or weekends only. Day classes from 9:00 am-1:30 pm; and/or Evening classes, Monday through Thursday from 5:00 pm-9:30 pm. Clinical skills are taught every Saturday and some week days from 7 am to 3:30 pm

One hour is defined as 50 minutes of class time and 10 minutes of break ti

CREDITS EARNED FROM OTHER SCHOOL/TRANSFER OF CREDITS

Credits earned from other schools are not accepted by the City College of Professional Education, Inc.

FINAL EXAM

Students will be required to complete a performance evaluation exam at the end of the program. The exam will be comprised of both a written test and a performance test. Students will need to score a 75% on each of the two tests plus final to pass or 75% average. Student have one makeup test for each if failed..

METHODOLOGY & CALENDAR

- *The Advanced Nursing Assistant Training Program is a 300 hours program wherein the student will attend 150 hours of classroom theory lectures and 150 hours of clinical performance skills at an approved hospital or Nursing Home, or health care facility.*
- *Therefore a total of 300 hours in Eight weeks is needed for a students to graduate as an Advanced Nursing Assistants.*
- *Hence student has already successfully passing the state exam; he or she will be certified by the Illinois Department of Public health as an Advanced Nurse Assistant.*

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- **Teaching is done by a Registered Nurse who has gone through the Train-The-Trainee certification program at a college which offers the program for teaching eligibility.**
- **After completion of this program, the advanced Nursing Assistant student will graduate with a good knowledge in patient care**

as a Advanced Nurse Assistant as allowed by the Illinois Department of Public Health.

- The program is designed to provide trainees with the knowledge and skills needed to care for patients in hospitals, nursing homes or private homes.
- The advanced nurse assistant will learn to administer basic nursing care including bed making, bed baths, vital sign measurement, transporting, moving and transferring of patients, rehabilitation nursing, care of the patient in isolation, and care of the terminally

STUDENT PROFILE

Advanced Nursing Assistant students should be able to:

- *Be flexible, empathetic, and nonjudgmental*
- *Be emotionally stable*
- *Adjust to diverse personalities and backgrounds*
- *Display a caring attitude toward ill patients*
- *Work under stress,*
- *Be compassionate, flexible, and personable.*

Successful graduates have certain characteristics and skills that help them succeed in the healthcare field. As you prepare for your career, you should strive to reach a comfort level in the following courses or skills:

- *Basic Anatomy*
- *Communications - Written and Oral*

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PROGRAM OUTCOMES

Employers will expect you, as a Nursing Assistant graduate, to be able to:

- *Communicate effectively with clients, families, and the healthcare team.*

- *Perform safe and effective basic nursing skills.*
- *Provide personal care for clients.*
- *Promote fullest possible level of client functioning.*
- *Promote clients' rights.*
- *Meet the basic needs of clients with dementia.*

METHDOLOGY

CLASSROOM LECTURES HOURS & CLINICAL HOURS

<u>Module</u>	<u>Title</u>	<u>Hours</u>
Module 1.	-----Introduction to the CNA II Role-----	2
Module 11	-----Rules and Regulations-----	1
Module 111	-----Facility Policies and Procedures-----	1
Module 1V	-----Compliance Issues-----	1
Module V	-----Person-Directed Care-----	2
Module VI	-----Professional Relationships-----	2
Module VII	----- --Organization and Documentation-----	3
Module VIII	-----Motivation and Team Building-----	3

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Module IX	-----Conflict Resolution-----	2
Module X	-----Critical Thinking-----	2

Module XI-----	Mentoring-----	2
Module XII-----	Common Health Concerns (Neurological) ---	3
Module XIV-----	Cardiovascular System-----	3
Module XV-----	Respiratory System-----	2
Module XVI-----	Gastrointestinal System-----	2
Module XVII-----	Urinary System-----	2
Module XVIII-----	Musculoskeletal System-----	2
Module XIX-----	Integumentary System-----	3
Module XX-----	Cancer-----	3
Module XXI-----	Infections-----	3
Module XXII-----	Pain-----	2
Module XXIII-----	Diabetes-----	2
Total Theory Hours-----		80
Total Clinical Hours-----		40
Total Theory and Clinical Hours-----		120

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ADVANCED NURSING ASSISTANT TRAINING PROGRAM

- *Care of residents in the nursing homes, care of patients in hospital, senior care community health centers, or other medical facility under the supervision of the Director of nursing and/or Medical Staff.*
- *Assist with Activities of Daily Living (ADL's) as indicated by plan of care utilizing adaptive equipment as indicated.*
- *Incorporate appropriate individualized toileting, turning, and repositioning schedules to prevent skin breakdown.*
- *Incorporate expanded knowledge of physiology to recognize changes in maximizing functional status related to mobility and nutritional well-being.*
- *Assist with examinations, treatments, and specimen collection when needed.*
- *Maintains respect and dignity in all aspects of care and serves as resident/patient advocate according to advanced directives.*
- *Participate in care planning process and documents response to interventions according to guidelines.*
- *Demonstrate proficiency in all nursing assistant tasks.*
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ADVANCED C.N.A. OR C.N.A. 11

The City College of Education, Inc, Advanced Nursing Assistant Training Program

also known as Certified Nurse Assistant 11 (C.N.A. 11) work under the

supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN)

after successful completion of the training and passed the state exam..

C.N.A 11. do not perform the same duties as the RN. Just like the basic

nursing assistant program, the Advanced Nursing Assistant or Advanced

C.N.A requires state certification to work. Many healthcare facilities such

as hospitals, skilled nursing care require the C.N.A.11 certification to

perform advanced care. They will be introduction to the C.N.A 11 role

along with the introduction and use of the EKG machine and a 12 lead EKG.

The course includes compliance issues conflict resolution, critical thinking,

mentoring and understanding learning styles. During the Phlebotomy

section, you will learn how to perform blood collection techniques by

determining site selection and proper equipment use.

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