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INSTITUTIONAL CATALOG

2018-2019

Volume 1

Table of Contents

Institutional Mission	1
Vision Statement	1
History	1
Governing Board-Ownership	1
Facilities	1
School Licensure and Approvals.....	2
Institutional Policies and Procedures	3-5
Program Offerings	3
Definition of Credit	3
Transfer of Credit	3
Credit Expiration Dates	4
Experiential Learning/Prior Learning Credit	4
Certifications, State and National Board Examinations	5
Admissions Requirements	5
Ability to Benefit	5
Ability to Benefit Test Fees	6
Additional Admission Requirements for Specific Programs	6-8
Nursing Assistant.....	6
Home Health Aide.....	6
Practical Nurse.....	6
Criteria for Program Progression.....	7
Special Criteria for Nursing Program.....	7
Make-Up Work.....	8
Interruption in Training Termination.....	8
Enrollment	8
Catalog	8
Orientation	8
Hepatitis B Immunization Waiver	8
Financial Assistance	9
Cancellation and Refund Policy	9-10
Tuition & Fees	10
Student Services	11
Academic Advisement	11
Tutoring	11
Library Resources	11
Career Services	11
Registration	12
Transcripts	12
Student Finances	12
Life Resources	12
Academic Policies	12
Course Numbering	12
Standards of Satisfactory Academic Progress	12-13

Quantitative Participation& Attendance Policies	13
Probation	13
Grading System	14
Computation of CGPA	14
CGPA Requirements	14
Grade Changes	15
Maximum Time Frame for Completion	15
Graduation Requirements	15
Withdraw Procedure	15-16
Incomplete Grades	16
Repeating a Courses	16
Leave of Absence Policy	16
Student Rights & Responsibilities	17
Educational Programs and Information	18
Nursing Assistant.....	19-22
Home Health Aide.....	23-25
Practical Nurse.....	26-32
Practical Nurse Program Exit Policies.....	32
Student Privacy	32
Americans with Disabilities Act	35
Equal Opportunity Policy	35
Code of Conduct.....	35
Institution Rules & Regulations.....	35-40
Substance Abuse Policy	40-41
Weapons.....	41
Theft of School Property.....	41
Vandalism.....	42
Criminal Records.....	42
Hazing.....	42
Sexual Offender.....	42-43
Grievance Procedures	43
Administration & Faculty	44
Start Date Schedule	44
Holiday/Breaks	44
Disclosures	45
Hours of Operation	45
Bad Debt.....	45
Licensing Fees.....	45

INSTITUTIONAL MISSION

To meet the needs of a changing healthcare system, healthcare providers must be prepared as clinicians to exert knowledge, skills and compassion towards those they serve. The faculty at Margate Medical Training Center has the knowledge and skills to design, implement and evaluate programs that will prepare students to be skilled clinicians.

VISION STATEMENT

Margate Medical Training Center envisions a future where all those teaching in our healthcare program possesses the knowledge, skills and values needed to transform nursing education by establishing learning communities where teachers and learners co-create student centered, evidence-based, educationally sound, innovative and technology-rich programs that reflects a commitment to excellence.

HISTORY

Margate Medical Training Center, Inc. was established in 2017 in the State of Florida for the purposes of organizing an academic institution that focuses on nursing and healthcare career training to serve interested members of the community who desire a career in health service. Margate Medical Training Center strives to promote individual student development and to improve the quality of life in the communities we serve.

OWNERSHIP

Margate Medical Training Center Inc. is a Florida Corporation operating under the by-laws of the State of Florida, and owned by Ms. Coretta Waters.

GOVERNING BOARD

The governing body of the school operates from the administrative office located at 201 N State Road 7, Margate Florida, 33063.

The members are:

- Coretta Waters – President/CEO/CAO
- Veronica Johnson – Administrator/Vice President of Academic Affairs

FACILITIES

Margate Medical Training Center is located at 201 N State Road 7 Margate, FL 33063. The campus resides in 2345 square feet of space that includes a Student Service Center, reception area and administrative offices. The institution houses four class rooms, a nursing lab, and three administrative offices, restrooms and lounge area. The institution is conveniently located near public transportation, and ample parking is available. The institutional facilities are ADA compliant with restroom accommodations and wheelchair access as well as disabled parking space availability.

SCHOOL LICENSURE AND APPROVALS

Margate Medical Training Center is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting:

The Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684
CIE License Number: License #6261

FLORIDA BOARD OF NURSING

The Nursing Assistant Diploma Program and Practical Nurse Program is approved by the Florida Board of Nursing, 4052 Bald Cypress Way, BIN C-02, Tallahassee, FL 32399-3252, (850)245-4125

Institutional Policies & Procedures

PROGRAM OFFERINGS

Margate Medical Training Center offers programs at the diploma level. The programs offered are intended to lead to careers, or to increase knowledge and skill base in existing careers. Please pay attention to the educational curriculum section of the catalog for more information on the programs of study. The programs offered are in the field of healthcare. All of the career areas are appropriate in level for students to be able to obtain opportunities in entry-level employment. The programs offered at Margate Medical Training Center are as follows:

- Nursing Assistant
- Home Health Aide
- Practical Nurse

These exciting careers are geared toward healthcare training and are patient service oriented. Additionally, the curriculum addresses the practices and ethics involved in healthcare settings.

DEFINITION OF CREDIT

The credit system utilized at Margate Medical Training Center is the clock hour. The contact hour is defined as 50 minutes of educational instruction and 10 minutes of recess.

TRANSFER OF CREDIT

Margate Medical Training Center will consider credits taken at other accredited institutions of higher learning to be accepted as ‘transfer credit’, provided that these course subjects are comparable to courses offered and applicable toward a diploma at Margate Medical Training Center. Transfer credit is given for courses with a “C” or better. The student must submit an official transcript from his or her previous school, documenting hours and grades delivered to the office of the Campus Director. In certain circumstances, a course description may be required. Upon review and approval, Margate Medical Training Center grants appropriate credit and notifies students within seven calendar days of receipt of the transcript. Students must complete a minimum of 30% of a programs coursework at Margate Medical Training Center.

Margate Medical Training Center maintains a signed, written record of credit granted for previous education by academic personnel. If a program length is shortened and tuition reduced proportionately, notification is sent to the student and the business office.

Students attending Margate Medical Training Center will earn clock hour credit at the institution. Disclosure – Margate Medical Training Center cannot guarantee the transferability of hours earned at the Margate Medical Training Center. Margate Medical Training Center is not accredited; therefore any decision on the transferability of hours or is at the sole discretion of the receiving institution.

TRANSFER CREDIT EXPIRATION DATES

Margate Medical Training Center reserves the right to limit age of transferrable credits. Some examples are:

- Credits that were earned more than 10 years ago
- Credits for hands-on training more than three years ago
- Other credits that may be out-of-date and may require new training

Margate Medical Training Center reserves the right to waive any of the above requirements or require additional proof of mastery through skills demonstration.

EXPERIENCIAL LEARNING/ PRIOR LEARNING CREDIT

Applicants may present professional credentials, and evidence of extensive work experience relevant to the program of training they are choosing to pursue. The Campus Director will determine credit for prior learning or experiential learning is verifiably documented by the applicant.

Additionally, the student must take and pass an exam created by the institution with a score of 80% or higher to demonstrate proficiency in the subject area for which they are requesting experiential learning or prior learning credit. Such consideration will be granted up to 20% of the total program offering based on the level of experience, relevant areas of experience, type of credentials and licenses earned and in the number of areas in which substantial experience directly applies.

- The prior learning is equivalent to the level of learning in which the student is enrolling.
- The prior learning is demonstrated to provide a balance between theory and practice, for academic programs. For courses or programs requiring a combination of theory and skills, the prior learning is demonstrated to provide the appropriate combination.
- The credit awarded for the prior learning directly relates to the student's course or program and is applied in satisfaction of some of the credential requirements.
- Students may be required to perform practical skills based assessment to determine competency in specific programming areas.

CERTIFICATION, STATE AND NATIONAL BOARD EXAMINATIONS

Requirements of certification, state board or national board licensing examinations are dictated by bodies outside Margate Medical Training Center and, as such, these requirements may change during the course of a student's enrollment. Although Margate Medical Training Center programs are designed to prepare students to take various certification and licensing

examinations, the school cannot guarantee students will pass these examinations. Margate Medical Training Center does not guarantee registration, certification, licensing or job placement.

ADMISSION REQUIREMENTS

- An applicant for admission must be 18 years of age, (17 years with parental consent, or emancipated), and a United States citizen, or eligible non-citizen.
- Students must present proof of a U.S. high school diploma or GED, or translated foreign high school diploma for all programs with the exception of the Home Health Aide program.
- Take the Ability-To –Benefit (ATB) and achieve a minimum score of v200/Q210.
- Personal interview with the Administrator or designee, who will assess or review their qualifications for admission.
- Sign enrollment agreement and make deposit in the amount of \$1500.00
- Must show proper identification (Driver’s License, State Identification, etc.) and school documents if necessary.
- No criminal record preferred. If applicant has pleaded “guilty”, “no contest” or has been convicted of a crime, the date of offence, magnitude or nature of violation or rehabilitation will be examined and considered.

If proper identifications are not provided, Margate Medical Training Center reserves the right to deny acceptance of an applicant. Failure to fulfill admission requirements will result in a denial of admission to the school, which will be documented by the institution. The document will be kept on file for at least one year.

ABILITY TO BENEFIT

Students without a high school diploma, GED, or translated foreign high school diploma must be beyond the age of compulsory school attendance. Students must complete a Wonderlic Basic Skills Test administered by an independent tester before admission. The following verbal and quantitative scores must be met for entrance into the healthcare programs as listed: Nursing Assistant, and Practical Nurse. Individuals that do not pass the entrance test may take an alternative form of the test immediately. However, if the applicant fails the retake exam, he/she must wait 30 days and retake the exam. **The Wonderlic BST Assessment is used for measuring eligibility for entry, with a minimum score requirement of v200/Q210.**

ABILITY TO BENEFIT TEST FEE

The Ability to Benefit Basic Skills Test is scheduled weekly (as necessary). A fee of \$45.00 is required before taking the test. Should the applicant not meet the minimum score requirement, an additional fee of \$15 is required before retaking the test.

SPECIAL ADMISSION REQUIREMENTS OR LIMITATIONS

A criminal record may keep a student from obtaining a license or certification in some medical programs. Therefore, a criminal record may affect the student’s ability to gain employment in the field of training.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR SPECIFIC PROGRAMS

NURSING ASSISTANT

- Physical Requirements: In addition to the above admissions requirements, applicants should be physically able to lift and position patients and tolerate the bending, walking, and standing as required for their particular occupations. Margate Medical Training Center reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- Background Check: A satisfactory Level II background check is required for enrollment in this program the cost for the Level II background check is \$85.00.
- Externship Requirements: A 40 hours externship is required in this program.

HOME HEALTH AIDE

- Physical Requirements: In addition to the above admissions requirements, applicants should be physically able to lift and position patients and tolerate the bending, walking, and standing as required for their particular occupations. Margate Medical Training Center reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- Background Check: A satisfactory Level II background check is required for enrollment in this program the cost for the Level II background check is \$85.00.

PRACTICAL NURSE

- Physical Requirements: In addition to the above admission requirements, applicants should be physically able to lift and position patients and tolerate the bending, walking, and standing as required for their particular occupations. Margate Medical Training Center reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- Background Check: A satisfactory Level II background check is required for enrollment in this program the cost for Level II background check is \$85.00.

CRITERIA FOR PROGRAM PROGRESSION

1. Students will be allowed one (1) retake on final examinations.
*Upon passing a retake final examination the highest achievable score will be 80%.
2. Students who fail the Final exam for the second time will be required to retake course(s) and meet current admission and financial criteria. The student may be required to complete a remediation program at no additional cost.
3. Prior to re-entry, students who fail their clinical coursework will be required to take a Clinical skills test or repeat the clinical experience. A student skill checklist that is aligned with the skills a student should have attained during the term or course will be used.
4. Students will be allowed two (2) chances to retake courses. If a student does not pass the course on the third (3rd) chance the student may be removed from the program and/or Institution. Student is responsible for tuition and fees each time the course is taken.

5. Students will only be allowed to retake a maximum of three (3) courses in any program.

SPECIAL CRITERIA FOR NURSING PROGRAM

1. Students must successfully complete each course before progressing on to the next course.
2. Students who fail a course examination are given the opportunity to retake it within one week. Students who are not successful on the retake examination are enrolled in a mandatory remediation program at course cost. The remediation course is 25% of the total clock hours of the failed course (e.g. a course offering 32 clock hours, therefore remediation must be a minimum of 8 clock hours spread over a 4-week period). A mandatory test will be administered by Margate Medical Training Program at the end of remediation at no additional cost.
3. Students who are not successful in the remediation course must retake the entire course the next time it is offered and meet current admission and financial criteria.
4. Students will be allowed two (2) chances to retake courses. If a student does not pass the course on the third (3rd) chance, the student will be withdrawn from the nursing program.
5. Transferees or applicants for re-entry into the Nursing Assistant or Practical Nursing program, who have had a break in their instructional continuum, may also be theoretically and/or clinically assessed using skills and/or written test.
6. Students enrolled in the Nursing Assistant or Practical Nursing program will be required to attend an Exit review as prescribed by the school. The student will be required to take and pass pre-exit examinations before receiving clearance to take the final exit exam. Students who are unsuccessful must meet with administration to discuss options.

MAKE-UP WORK

Students who have been absent for any reason are required to make up any missed classes before proceeding to the next course of study. A student may make up missed time by adding more hours to their day or attending additional classes which are conducted for students who have been absent or a student who needs extra practice time.

INTERRUPTIONS IN TRAINING/TERMINATION

A student that has not successfully completed the examinations at the end of each course is encouraged to attend the additional class session for extra practice at no additional cost. Students who fail a course examination are given the opportunity to retake it within one week. Students will be allowed two (2) chances to retake courses. If the student fails to achieve a passing grade on the first retake, he/she is counseled by the Administrative Officer on the advisability of continuing and that if he/she decides to continue, and does not pass the course on the third (3rd) chance then he/she may be removed from the program and/or Institution. Student is responsible for tuition and fees each time the course is taken.

ENROLLMENT

The institution has an open enrollment and students may register before (the first day of class). The date of completion is determined by the number of hours completed. All students are expected to complete the required credits/hours without exception.

CATALOG

A current school catalog is available for students to view prior to enrollment. At the time of enrollment, each student receives a professionally bound school catalog.

ORIENTATION

An orientation is provided for students on the first day of class. The student is provided direction dealing with the many facets of an academic experience that includes information on time management, note taking, and study techniques.

HEPATITUS B IMMUNIZATION WAIVER

Students that do not have documentation of a Hepatitis B vaccination are required to sign a Waiver that states that he/she has made a voluntary decision not to be immunized against the Hepatitis B Virus. In making this decision, the student accepts full responsibility for that decision and understands that OSHA federal regulations require only healthcare facilities to make the Hepatitis B vaccination available to their own employees. Therefore, a student is not a school employee and understands that charges may not be filed against the school if he/she is exposed to the Hepatitis B virus while attending classes at the institution.

FINANCIAL ASSISTANCE

Students attending Margate Medical Training Center can take advantage of in-house student financing at no interest rate or APR. All financing performed by the institution can be made in semester-based installments. All courses taken in a semester must be paid for by the end of the semester. Students must note that grade will not be made official until financial obligations are met each semester. Students may not be allowed to continue in the program unless all of their financial obligations are met.

The institution does not presently participate in federal financial aid programs, however alternative financing from private resources will be considered by Margate Medical Training Center.

CANCELLATION AND REFUND POLICY

1. Should a student cancel or withdraw for any reason, notification must be submitted in writing to the Student Services Department at Margate Medical Training Center by email or in person.
2. Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of the equipment where training and services are provided.
3. All refunds will be made (including \$100.00 registration fee) if the applicant is not accepted by the school or if the student cancels within three (3) business days (or 72 Hours) after signing the enrollment agreement and making initial payment.
4. If tuition and fees are collected in advance of entrance, and if, after the expiration of the 72-hour cancellation privilege, the student does not enter school or receive textbooks, materials, exams or other miscellaneous items, not more than \$100.00 shall be retained by the school.
5. Cancellation after attendance has begun up to and including 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours. The school shall retain all earned tuition and the cost of any textbooks, materials and exam fees.
6. Cancellation after completing 41% or more of the program will result in no refund.
7. For refund calculation purposes, a student's last date of attendance shall be used to determine total hours taken towards a program's total hours.
8. A student may apply previously paid tuition to another program pursuant to these policies within one year from the first scheduled class date of the original program if he/she doesn't complete that particular. A student may apply tuition to another program only once.
9. Refunds will be made in the same payment method and to the same payee that the tuition payment was originally made. Refunds by credit card will generally be refunded to the same credit card used to pay the tuition. Refunds by check or cash will be refunded by check.
10. All refunds will be made within 30 days of the date that the student withdraws, is administratively withdrawn or the last date of attendance. The Academy will determine that a student has withdrawn when they receive written notification from the student wishing to withdraw, when the student is absent from scheduled class for 8 consecutive days and/or when the student fails to meet satisfactory academic progress requirements as defined in The Margate Medical Training Center Course Catalog.

Classes may be cancelled due to low enrollment – a full refund will be provided to all applicants who have enrolled in such an instance.

TUITION & FEES

The below table outlines all of the fees associated with the educational programs offered at Margate Medical Training Center. * Please see cost for licensing fees on page 43 of this catalog.

Administration Fee	\$100 One Time Fee (Non Refundable)
Late Payment Fee:	\$20 Per Instance
Non Sufficient Funds Fee:	\$35 Per Instance
Course Re-Take Fee:	\$50 Per Instance (in addition to course cost)

The below table outlines all of the tuition charges associated with educational programs offered at Margate Medical Training Center

Program	Tuition	Books	Other Cost/Fees	Total
*Nursing Assistant	799.00	100.00	30.00 /100.00	1,029.00
*Home Health Aide	300.00	50.00	30.00/100.00	480.00
*Practical Nurse	11,000.00	850.00	100.00/100.00	12,050.00

Additional Estimated Expenses not included in tuition:

- Level II Background Screening..... \$85.00
- Physical Exam, TB Screening, Immunizations..... \$70
- Scrubs..... \$30
- Shoes..... \$40

STUDENT SERVICES

ACADEMIC ADVISMENT

Faculty and administration are in place to support students through every phase of academic life at Margate Medical Training Center. Therefore any student in need of academic advisement is scheduled an appointment to speak with a member of the administration. Students can access individuals who can provide them with academic guidance, preparing a roadmap to success in their program and setting benchmarks for improvement and completion. Students at risk of failure are required to meet with faculty, program leadership and administration to ensure that the student possesses the resources and support necessary to complete the program, and set forth a roadmap that will guide the student towards their successful destination.

TUTORING

Students who demonstrate less than satisfactory grades or progress will be referred for tutoring services. Such services will occur on campus. In any circumstance, tutoring services are provided for students who need additional assistance with specific coursework at no additional cost.

LIBRARY RESOURCES

Margate Medical Training Center maintains hands on resources on campus for students to utilize for research purposes. The institution also maintains computers with internet access in an accessible area for students to utilize during hours of operations. Students cannot access such resources while class time is in session. They can do so on their breaks, or before classes begin.

CAREER SERVICES

Margate Medical Training Center offers career services to its students and graduates. A career services officer will provide job leads to students that are relevant to their training pathways. Throughout the course of programming the career services team will reach out students in course groups as well as by email to share tips on time management, organizational skills, information on job searching and numerous tips on resume building and interviewing. Margate Medical Training Center considers the career services department essential scope of its strategy for success for each and every student as well as the institution as a whole.

Job placement is not guaranteed to any student. Our career services team is available to provide assistance with job search however we cannot guarantee any student or graduate a job.

REGISTRATION

Schedules are provided to students by email once all requirements are met to initiate the semester. Student academic records are also maintained by the Department of registration.

TRANSCRIPTS

Students may request transcription from the department of registration. All official transcript requests will be processed within 30 days of receipt. Official transcripts to be sent by mail in a sealed envelope will be honored at the cost of \$15 per request.

STUDENT FINANCE

Students may make payment arrangements with the registrar or campus director. Payment plans are available to students of Margate Medical Training Center.

LIFE RESOURCES

In helping our students achieve their goals; our administration invests time and resources to help students find the help they need within the community. In addition to educational opportunities, we provide a list of resources for community agencies that can assist in the event a student requires assistance. Margate Medical Training Center does not provide personal counseling for issues of a personal nature, but we will provide information to direct student's security agencies that can provide the needed assistance.

ACADEMIC POLICIES

COURSE NUMBERING

The institution utilizes alphanumeric variables to represent course and its level of academic offering. The alphabetical portion identifies the course and the numerical portion identifies the academic level of the course with an increase in number as the course progresses. Course numbers are used to designate and organize curriculum by paradigm and academic level. This course numbering system is not associated with the state course numbering system.

SEMESTER

Each semester consists of a total of sixteen (16) weeks. Margate Medical Training Center has three semesters for a calendar year.

STADARDS OF SATISFACTORY ACADEMIC PROGRESS

Margate Medical Training Center requires that students maintain a minimum standard of achievement in order to maintain active standing with the institution. The standard of satisfactory progress requires that a student achieve a cumulative grade point average of 2.0 or a "C" grade or better in order to be considered making satisfactory progress. Students who do not meet the standard will be placed on probation for the next semester. The student must conduct academic advising with educational leadership in order to set forth a roadmap for success. If the student does not achieve a cumulative grade point average of 2.0 by the end of the next semester, the student may petition in writing an additional semester to comply with the standards a satisfactory academic progress. The student will be granted one more semester to meet the standard. If the

student cannot meet the standard of satisfactory for progress by the completion of that semester, they will be terminated from the program of study.

QUANTITATIVE PARTICIPATION & ATTENDANCE POLICIES

All students are required to demonstrate quantitative participation. Margate Medical Training Center posts attendance at the end of each day. Students in a program offered at Margate Medical Training Center must complete 100% of all hours offered in a program. Any program offered at Margate Medical Training Center where the total clock hours of the program are under 300 clock hours allow students to miss 20% of the clock hours in absence. However all absences must be made up. If a program is 120 clock hours and the student misses eight hours of training, those eight hours must be made up in the classroom or clinical setting, depending on which segment of programming was missed.

Programs offered with 301 hours or higher are also allowed to miss 20% of the total hours required to graduate. Students in these programs must make up the hours missed. Students who miss seven consecutive days of school will be terminated from the program.

PROBATION

Probation is an administrative status. Students on probation are at risk of termination from the program. Students on probation are monitored more closely, requiring academic advising on a regular basis in order to determine student progress. Students on probation may be required to attend tutoring sessions. A faculty member may not place a student on probation this function is reserved for program leadership based on criteria listed above.

GRADING SYSTEM

Margate Medical Training Center utilizes a four-point scale for all grades regardless of the academic level students pursue. Grades and grade points are the final measure of a student's course work.

Grades	Percentage	Grade Points
A – Excellent	90.00-100	4
B – Above Average	80.00-89.99	3
C – Average	70.00-79.99	2*(SAP)
F – Failing	69.99 & below	0
I – Incomplete	N/A	0

Grade History Summary

Students receive a printed grade history summary at the completion of each course.

I- Required work in the component is in progress. The method and time for completion of the work must be agreed upon, in writing, by student and instructor. "I" work not completed by the end of the agreed upon time period will automatically change to a grade of F.

W - Official withdrawal from the component, no credit earned. If a student's last date of attendance is at the 10% point of participation of a component, they will receive a grade of F. If a student's last date of attendance is before the 20% point of the component, they will receive a grade of W.

COMPUTATION OF CGPA

The cumulative Grade Point Average (CGPA) is computed by assigning every component a percentage based on its portion of the total hours comprising the student's program. Quality points are assigned to each grade given. The CGPA will be calculated by totaling the assigned quality points.

CGPA REQUIREMENTS

Students are required to achieve a cumulative grade point average (CGPA) of at least 2.0 to graduate from the program. Additionally students are required to maintain a cumulative grade point average of at least 2.0 as measured at the end of each grading period.

GRADE CHANGES

A student who desires a final grade review may request this process to commence with their professor. The student may meet with the professor to review how the grade was awarded. If the student still questions the method, and it is not in line with the grading and evaluation section of the course syllabus, the student may request a grade appeal with the Instructor. The Instructor will review all of the information available, and render a decision on whether to issue a grade change, or whether the grade was achieved in compliance with the syllabus. The Instructor will bring the request for a grade change to the campus director with the student's request including rationale for grade change, and/or evidence for why the change should not be made. The Campus Director's decision is final. Thereafter, if the student is still dissatisfied, the student may follow the grievance procedure listed in this catalog.

MAXIMUM TIME FRAME FOR COMPLETION

Completion of a program must be within a maximum time frame of 1.5 times, or 150% the length of the program. This requirement for rate of progress is to ensure that students are progressing at a rate in which to complete the program within the maximum time frame.

GRADUATION REQUIREMENTS

1. Successful completion of all program components meeting at a minimum the standards of 2.0 CGPA.
2. All financial obligations to Margate Medical Training Center are paid in full.
3. Completion of required exit interviews.

WITHDRAWAL PROCEDURE

A student who does not meet satisfactory academic progress and wishes to withdraw from the program must follow the withdrawal procedures described below:

A student who wishes to officially withdraw from the institution must notify the Campus Director in writing by email or nationally recognized overnight courier service or by certified mail, return receipt requested. Notification to an instructor does not constitute official notification. Tuition balances owed to Margate Medical Training Center after withdrawal computations have been made must be paid by the student. Students who stop participating in courses will be withdrawn within the timeframe specified in this catalog under Standards of Satisfactory Academic Progress (Quantitative Participation).

Official withdrawal from the component, no clock hours earned. If a student's last date of attendance is at the 20% point of attendance of a component, they will receive a grade of F. If a student's last date of attendance is before the 20% point of attendance of component, they will receive a grade of W.

INCOMPLETE GRADES

If a student does not complete the required work of a component that is in progress the student may receive a grade of incomplete progress (I). The method and time for the completion of the work must be agreed upon, in writing, by the student and the instructor. Incomplete progress work not completed by the end of the agreed upon time period will automatically change to a grade of F. No time frame shall exceed a period of four weeks into the next semester.

REPEATING A COURSE

Students must repeat any component in which a passing grade is not earned. Students must repeat a failed component at a time designated by Margate Medical Training Center, at its discretion. The Institution requires that a component be repeated in the requisite order of programming.

A student may repeat a component twice and only the grade of the repeated component is considered in the computation of the student's GPA and credited toward graduation requirements. The monetary charge for repeating a course is the cost of tuition based on the number of clock hours required for the course, and a retake fee of \$50.

LEAVE OF ABSENCE POLICY

Any student may be granted a Leave of Absence (LOA) for legitimate emergencies. Generally, only one LOA shall be granted in a 12-month period. Students are permitted to request an LOA at the end of the semester/payment period/course. In the event of an emergency a student may request a leave of absence not to exceed 180 consecutive days. Any such request must be made in the following manner:

1. A letter written and signed by the student must be addressed to the Dean of Academic Affairs explaining the request for the leave of absence. This request must specify the date the leave must begin and the date of anticipated return.
2. The LOA Letter should include any documentation substantiating the claim and reason why the leave is necessary.
3. The Campus Director will decide if the Leave of Absence request has merit and grant the leave based on the information provided by the student. The Director will notify faculty and staff of the LOA status of the student.

Upon the date of anticipated return, if the student does not begin classes they will be terminated from their program of study.

STUDENTS RIGHTS AND RESPONSIBILITIES

Students Rights

1. The right of respect for personal feelings, freedom from indignity, and to expect an education of the highest quality.
2. The right to participate open discussions which provide channels of communication and means for using democratic processes to solve problems.
3. The constitutional rights of freedom of expression and assembly.
4. The right of freedom to hear and participate in dialogue and to examine diverse ideas.
5. The right to a learning environment free from harassment, discrimination, and violence.
6. The right to due process in disciplinary procedures in accordance with Grievance Policy.

Student Responsibilities

1. The responsibility for knowledge and observance of established institutional policies presented in official institutional publications.
2. The responsibilities that free discussion represent the scholarly nature of the learning community.
3. The responsibility to ensure that neither student organization, constitution, nor other organizational document include discriminatory clauses.
4. The responsibility to respect the rights and privacy of others.

EDUCATIONAL PROGRAMS AND INFORMATION

- Nursing Assistant
- Home Health Aide
- Practical Nurse

Nursing Assistant – Diploma Program

120 Clock Hours

5 Week Program

Mode of Delivery: Campus

Program Description:

The content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills. Prior to any direct contact with a resident the Nursing Assistant Program shall require that the student receives a minimum of 16 hours of classroom instruction in communication and interpersonal skills; infection control; safety/emergency procedures, including the Heimlich Maneuver; promoting resident's independence; and respecting resident's rights. All students must attend at least 40 hours of clinical instruction, 20 hours of which must be in a licensed nursing home or licensed long-term care facility.

Program Objective:

Upon successful completion of the Nursing Assistant program graduates will be able to:

1. Seek entry level employment as Nursing Assistants with clinics, assisted living facilities, hospitals, and other healthcare practice facilities.
2. Describe the organization of healthcare facilities and the roles of the interdisciplinary healthcare team.
3. Identify the responsibilities of the registered nurse, licensed practical nurse and nursing assistant in a variety of settings.
4. Apply nursing assistant theoretical knowledge in providing basic healthcare services.
5. Perform essential nursing assistant clinical skills.
6. Use accurate and appropriate communication with members of the healthcare team.
7. Employ ethical and moral behaviors, and the characteristics of honesty, responsibility and caring in the provision of patient/resident care.
8. Carry out and follow up on patient/resident care tasks as delegated by the nurse

COURSE DESCRIPTIONS

HAE 100

HIV/AIDS Education

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CPR 100

CPR-Cardiopulmonary Resuscitation

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

HSC 101

Basic Anatomy & Physiology & Medical Terminology

26 Theory Hours/0 Lab Hours/0 Externship Hours/26 Clock Hours

This course is designed to provide an overview of basic anatomy and physiology. Students will develop a basic understanding of the major body systems, their structure and function, and related pathologies of diseases. Students will also develop their medical terminology skills in this course.

HSC 102

Safety, Sanitation, and Emergency Procedures

2 Theory Hours/4 Lab Hours/0 Externship Hours/6 Clock Hours

This course is designed to provide safety, sanitation and emergency skills in the context of the Nursing Assistant. Students will learn to identify emergency situations from possible adverse pharmaceutical reactions, to cardiac arrest. Students will learn to survey each setting in which a patient is located in order to assess safety, and practice sanitation skills.

HSC 103

Law and Ethics in Patient Care

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

Students will learn the laws which govern patient care and the role of the Nursing Assistant. Students will learn about the requirements for their career path and the laws that govern the work setting of the Nursing Assistant. Students will also learn the ethical responsibilities of the Nursing Assistant.

NAT 100

Patient Care Procedures for Nursing Assistants

4 Theory Hours/4 Lab Hours/0 Externship Hours/8 Clock Hours

In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other important functions and procedures required in patient care.

NAT 101

Post-Operative Care

3 Theory Hours/3 Lab Hours/ 6 Clock Hours

This course is designed to help students understand the needs of post-operative patients. Students will learn the standard protocols, physical care and comfort, appropriate communication with post-operative patients and their families.

NAT 102**Rehabilitative & Geriatric Care**

12 Theory Hours/10 Lab Hours/0 Externship Hours/22 Clock Hours

Students will learn the process, techniques and procedures involved in rehabilitative care. Students will learn their role in the process of rehabilitation. This course also provides training in geriatric care. Students will learn communication techniques and real world circumstances involved in caring for the elderly.

NAT 103**Nursing Assistant Externship**

0 Theory Hours/0 Lab Hours/40 Externship Hours/40 Clock Hours

Students will have the opportunity to work in a Nursing Care Facility where they will gain exposure to real life care giving experiences. Under the supervision of a Registered Nurse, students will have hands on opportunities to apply skills which complete the educational experience of a Nursing Assistant. The home health experiences will be observational only. The student will have an opportunity to compare the variations in the provision of care in the patient's home and in an institutional setting.

Nursing Assistant Program Exit Information

Nursing Assistant review for certification test is offered at no additional cost to the students and assistance in completing the application for examination. Career opportunities are explored and it is reinforced that Nursing Assistant duties cannot be performed prior to certification.

Home Health Aide – Diploma Program

75 Clock Hours

3 Week Program

Mode of Delivery: Campus

Program Objectives: Upon completion of the Home Health Aide program graduates will be able to seek entry level employment as a Home Health Aide with clinics, assisted living facilities, hospitals, and other healthcare practice facilities.

Program Description: The seventy five (75) clock hour program meets state requires for hours and training objectives for a Home Health Aide. The program is designed to prepare students in the fundamental requirements of care including ambulation, vital signs, transporting patients, charting, general and personal care.

COURSE DESCRIPTIONS

HAE 100

HIV/AIDS Education

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CPR 100

CPR-Cardiopulmonary Resuscitation

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

HHA 100

Verbal & Written Communications

6 Theory Hours/0 Lab Hours/0 Externship Hours/6 Clock Hours

This course is designed to enhance verbal and written communication skills. Students engaged in this course will learn basic sentence structure and grammar, for the purpose of developing the ability to communicate clearly and concisely in the healthcare setting. Verbal communications will be developed through oral presentation and word enunciation.

HHA 101 Laws & Ethical Standards for Home Health Aides

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

Students will learn the laws and ethical standards that govern the activities of the Home Health Aide. Students will hold active discussion on ethical issues that are faced in the Home Health setting.

HHA 102 Physical Comfort and Patient Safety

5 Theory Hours/5 Lab Hours/0 Externship Hours/10 Clock Hours

Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients.

HHA 103**Nutrition**

10 Theory Hours/5 Lab Hours/0 Externship Hours/15 Clock Hours

Protocols for patient care include nourishment, nutrition and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets and other special needs diets and essential nutrition care for patients.

HHA 104**Infection Control Procedures**

5 Theory Hours/10 Lab Hours/0 Externship Hours/15 Clock Hours

This course is designed to train students on procedures for infection control. Students will demonstrate knowledge of OSHA guidelines, as well as skills in isolation procedures, gloving, and appropriate hand washing techniques.

HHA 105**Home Health Care**

7 Theory Hours/10 Lab Hours/0 Externship Hours/17 Clock Hours

Students will become oriented as to the purpose and history of home health care. Students will learn about the medical workers involved in home health care and the role of the home health aide in the home health setting. Students will practice patient care skills and administrative skills involved in home health care.

Practical Nursing – Diploma Program

1350 Clock Hours

12 months Program

Mode of Delivery: Campus

PROGRAM DESCRIPTION

The Practical Nursing Program prepares graduates to practice within the scope of the Practical Nurse under the supervision of a Registered Nurse within structured, acute, intermediate, long term and ambulatory health care facilities. The student is taught to use the nursing process at the practical nurse level. The Practical Nursing Program is 12 months in length and completed over three 16-week semesters.

PROGRAM OBJECTIVE

Graduates of this program are eligible to apply to the Florida Board of Nursing to take the NCLEX examination to become Practical Nurses. Practical Nurses (LPNs) provide basic nursing care. They work under the direction of registered nurses and doctors. Employment of Practical Nurses is projected to grow 12 percent from 2016 to 2026, faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to increase. LPNs will be needed in residential care facilities and in-home health environments to care for older patients. Practical Nurses work in many settings, including nursing homes and extended care facilities, hospitals, physician's offices, and private homes.

COURSE DESCRIPTIONS

PNP100 – Health Career Core Course

Theory: 45 Hours/Lab 15 Hours

This course includes the introduction of basic concepts and skills generic to all health care professionals. It includes an orientation to school, program, study and test taking skills, the health care delivery systems, communication skills, legal and ethical responsibilities, wellness and diseases, safety and security, emergency situations, computer literacy, medical terminology, knowledge of blood borne diseases including HIV/AIDS, Infection control includes the following skills: hand washing and gowning, gloving, and masking. Healthcare Provider CPR (BLS), first aide, monitoring and recording vital signs, and domestic violence, are presented along with a review of mathematics and science related to health care.

PNP101 – Anatomy & Physiology/Growth & Development

Theory: 25 Hours/Lab 5 Hours

Normal anatomy and physiology of the human body is studied. Course content progresses from the simplest form of life, the cell, to the more complex structures and functions of the human body. Course content is reinforced in succeeding courses. The course also includes growth and development, related to the stages of adult-hood, the aging process and appropriate nursing interventions, using critical thinking skills, safety in the geriatric environment, use of assistive

devices, and elder abuse. Erickson's basic patterns of psychosocial development are explored. The student is introduced to cultural and environmental influences that affect the adult patient. Dementia and Alzheimer's disease with the appropriate nursing care, related to signs and symptoms as presented by the patient, are incorporated in the course.

PNP102 - Fundamentals of Nursing I/Geriatric Care

Theory: 30 Hours/Lab 15 Hours

This course focuses on the basic personal care needs of the geriatric patient with the measurement of vital signs (TPR and BP), incorporating standard precautions and applications of safe nursing practice. It includes the performance of physical comfort and patient care procedures, physical comfort and safety functions specific to nursing and reporting any mental or physical changes in client's condition to the Registered Nurse and following the patients plan of care.

PNP103 – Geriatric Long Term Care/Clinical Practicum I

Clinical: 135 Hours

This course will provide the student with actual hands on experience in a clinical setting. Clinical rotations will include Nursing Home (minimum of 20 hours) and Adult Daycare settings. Clinical assignments are task oriented, and designed to assist students to develop manipulative skills in providing personal care to patients with emphasis on the Geriatric patient. The clinical skills check-off list, and performance evaluations are tools used to measure students' performance. Students will be given opportunity to utilize the nursing process in, assessment, planning care implementation and evaluation of care.

PNP104 - Fundamentals of Nursing II

Theory: 40 Hours/Lab 5 Hours

This is a fundamental knowledge and skills course, utilizing scientific principles. The course includes critical thinking and decision-making skills. A foundation for specific documentation in charting and reporting, and assisting with the collection of patient data will be emphasized. The admission, transfer, and discharge processes, hot and cold applications and monitoring oxygen therapy will be studied. The individual nutrients essential for optimal physical and mental health will be studied and Incorporated into the Food Pyramid Guide. The end products of protein, carbohydrate, and fat digestion will be introduced. Economic practices in purchasing, storing and preparing food for the individual and the family will be discussed. Serving a meal tray and feeding a patient are skills to be accomplished satisfactorily by the student. Standard hospital diets will be studied and diet modifications for the standard hospital diets are introduced.

PNP105– Pharmacology

Theory: 35 Hours/Lab 10 Hours

This course includes calculations, preparation and administration of medications, drug classifications, resources and nursing implications. Safety and legal/ethical responsibilities in the drug administration are stressed. Students are given the opportunity to administer selected medications under direct supervision of the instructor in subsequent courses. Observation, communication and documentation are emphasized. Course content is reinforced and expanded in succeeding courses.

PNP106 - Medical-Surgical Nursing I**Theory: 40 Hours/Lab 5 Hours**

This course is designed to provide the student with concepts specific to pre and postoperative care, including pain management. Mental health nursing is emphasized with focus on therapeutic communication skills, chemical substance abuse, depression, anxiety, and personality disorders. An overview of the oncology patient will be introduced.

PNP107 – Clinical Practicum II**Clinical: 135 Hours**

This course is designed to enable students to gain clinical experience in an acute Medical/Surgical unit. Clinical are graded on a Pass/Fail basis.

PNP108 - Medical/Surgical Nursing II**Theory: 95 Hours/Lab 25 Hours**

This course includes the disorders of the body systems. Nursing assessment, diagnostic tests, nutritional modifications, signs and symptoms, pathophysiology, psycho-social aspects, medical management, and appropriate nursing interventions will be studied. The study of each body system centers on health alterations which affect the essential activities of daily living and human function. Appropriate nursing interventions are included in each course.

PNP109 – Clinical Practicum III**Clinical: 135 Hours**

Students continue Medical/Surgical clinical practice to solidify their theoretical knowledge gained in an acute med/surg unit. Clinicals are graded.

PNP110 – Obstetrics/Gynecology/Maternity**Theory: 50 Hours**

Pregnancy and childbirth are viewed as a normal process. Emphasis is placed on the care of the mother from the conception through involution, and care of the newborn. Integral parts of this course includes body structure and function, growth and development, medical/surgical asepsis, nutrition, pharmacology, multi-cultural factors, and safety. Fundamental Nursing Skills and Practices are incorporated and skills pertinent to obstetrics are taught. The students will learn to recognize the normal and abnormal physiological changes which can occur during pregnancy and childbirth. Interpersonal relationships, legal/ethical aspects, patient education, discharge planning, ethnic and cultural practices related to pregnancy and childbirth are discussed, as well as teenage and other high-risk pregnancies. Beginning with growth and development from neonatal through adolescence, common diseases and disorders of children are studied. The student learns to provide care to children, taking into account, size, level of comprehension and altered health state. Emphasis is placed on nurse/child/parent relationship and safety in the delivery of nursing care. The students' knowledge of medication is expanded to include consideration of dosage alteration in the administration of medication to children. The concept of play therapy, in providing care, is a component in the course. Community, state, and federal agencies, concerned with care and well-being of children are discussed in this unit.

PNP111 – Pediatrics**Theory: 80 Hours/Lab 5 Hours**

Apply nursing care for the pediatric patient, apply safety principles for the pediatric patient, describe general characteristics, particular needs and problems with the pediatric patient. Identify signs and symptoms of common disorders/diseases, implement prescribed nutrition requirements, provide diversion and recreational activities.

PNP112 – Clinical Practicum IV (Pediatric/Obstetrics/Gynecology/Maternity)**Clinical: 135 Hours**

Utilizing the nursing process in the clinical setting, the student will provide support and offer instruction for the care of the new family unit. Clinical rotations are mainly in obstetrical departments with emphasis on mother-baby care, and observational experiences in labor and delivery suite. Student will gain knowledge of common diseases and disorders of children. Utilizing hospital pediatric department, physicians' offices, well-baby clinics and care centers.

PNP113 - Mental Health**Theory: 40 Hours**

Provide bio-psycho-social support, emotional needs of patient and family, coping mechanisms. Differentiate between mental health and mental illness and know signs and symptoms of various mental health disorders and treatment modalities for the various mental health disorders. The student must be able to identify suicide ideations in the depressed person, understand treatment and resources for addicted clients; recognize drug seeking behaviors; the student must also be able to correlate Maslow's Hierarchy with both physical and mental components of health.

PNP114 - Mental Health Clinical**Clinical: 20 Hours**

The practicum portion of this course may include experiences at psychiatric care facilities, long term care facilities and community health care experiences. Students will participate in different treatment interventions (i.e. group therapy, and art therapy), collaborative participation with mental health professionals, and development of specific treatment plans.

PNP 115 – Community Health Concepts**Theory: 30 Hours**

Demonstrate an understanding of and apply wellness and disease concept, discuss the adverse effects of the use of alcohol, tobacco, and both legal and illegal drugs; infection control techniques designed to prevent the spread of disease caused by blood borne pathogens to the care of all patients following Centers for Disease Control (CDC) guidelines; explain the impact of the global economy on business organizations; assist with restorative (rehabilitative) activities; assist patients/resident to reach the optimum level of independence; health and its socio-ecological determinants; enabling health and wellness; community health in practice, community health in globalized era; sustaining health for the family and individual to include the children; adults and aging adults.

PNP116 – Clinical Practicum V (Advance Skills)

Clinical: 160 Hours

The hospital-based experience will provide clinical patient assignments which are increased in complexity, with emphasis placed on the students' ability to prioritize and organize nursing care for multiple patients. Medication administration techniques are refined by the student. The 90hours community-based experiences will be observational only and explore a variety of community-based settings. These experiences will assist the student in assuming the responsibilities of an entry level practitioner on successful completion of the licensing exam.

PNP117 – Personal Family and Intrapersonal Relationships

Theory: 20 Hours

The student will learn to use oral and written communication skills in creating, expressing and interpreting information and ideas, apply basic speaking and active listening skills including reflection, restatement, and clarification techniques, develop basic observational skills and related documentation strategies in written and oral form. Provide biological, psychological, and social support, discuss family roles and their significance to health, respond to patient and family emotional needs, provide biological, psychological and social support, discuss family roles and their significance to health. Respond to patient and family emotional needs.

PNP118- Graduate Transition

Theory: 15 Hours

This course prepares the student for transition to the graduate role. Preparation for licensure is accomplished by the student completing application for state board examination. Further discussions will take place regarding the role of the Florida Board of Nursing and the purpose and content of the Nurse Practice Act. Career opportunities are explored. The home health experiences will be observational only. The student will have an opportunity to compare the variations in the provision of care in the patient's home and in an institutional setting.

Total Program Hours: 1350

PRACTICAL NURSING PROGRAM EXIT POLICIES

Students begin to learn NCLEX strategies in health science courses and those skills advance well into the practical nurse courses, through practice and testing. At the time of exit, students of the Practical Nursing Program must follow the following guidelines in order to qualify for program exit and advance to subsequent completion:

- Meet with the program director and academic committee who will review a student's overall appraisal, academic progress and any notes in file.
- Demonstrate knowledge of NCLEX Strategies by verbally responding to questions concerning the methods used in question construction.
- Complete an in-house NCLEX Review.
- Complete a series of NCLEX Diagnostic Readiness Exams demonstrating a pass rate predictive percentage of 85% in the Final Diagnostic.

STUDENT PRIVACY

The Family Educational Rights and Privacy Act (FERPA) of 1974 require institutions to establish appropriate procedures for granting access to student records. Such access must be within reasonable time, not to exceed 45 days. Students may inspect and review their education records upon written request to the registrar. A student should submit to the registrar or an appropriate school staff person a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The registrar or the appropriate Margate Medical Training Center staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where records may be inspected. Access must be given within 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Margate Medical Training Center reserves the right to refuse to permit a student to inspect the following records:

- financial records of the student’s parents or guardians
- letters and statements of recommendation for which the student has waived his or her right to access
- Records connected with an application to attend Margate Medical Training Center or a component unit of the institution if that application was denied.
- Records which are excluded from FERPA definition of education records.

Margate Medical Training Center reserves the right to deny transcripts, diplomas, or copies of records not required to be made available by the FERPA in any of the following situations:

- Student has an unpaid financial obligation to the institute.
- Student had an unresolved disciplinary action

Record Types

The institution maintains the following records:

Types of Records	Location of Records	Custodian of Records
<u>Current Students</u> Admissions Records Cumulative Academic Records	Margate Medical Training Center 201 N State Road 7 Margate, FL 33063	Registrar Finance Department
<u>Inactive Students & Graduates</u> Cumulative Academic Records Admission Records Financial Records Progress Records Finance Records	Margate Medical Training Center 201 N State Road 7 Margate, FL 33063	Registrar Finance Department

Margate Medical Training Center will disclose information from a student's education records only with the written consent of the student, except to school officials who have legitimate interest in the records. A school official is defined as:

- A person employed by Margate Medical Training Center in an administrative, supervisory, academic, research or support staff position.
- A person elected by the board of directors.
- A person employed by or under contract to Margate Medical Training Center to perform a specific task such as an attorney or auditor.
- A school official has a legitimate educational need if the official is:
 - Performing a task that is specific in his/her position described by a contract agreement.
 - Performing a task related to the discipline of a student.
 - Performing a service or benefit relating to the student or student's family, such as counseling, job placement, or financial aid.

The student must be notified of the transfer and receive a copy of his/her records. A student may request a hearing to challenge the content of the record that is to be made available to officials of other institutions.

- To certain officials of the Florida Department of Education, the Comptroller General, and other state and local educational authorities, in connection with certain state or federally supported educational programs.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations to carry out their functions.
- To the parents of an eligible student who claims the student as a dependent for income tax purposes.
- To comply with a judicial order or a lawfully issued subpoena Margate Medical Training Center.
- To appropriate parties in a health or safety emergency.

Margate Medical Training Center will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest they had in requesting or obtaining the information. The parents or the eligible student may review the record. Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

A student must ask Margate Medical Training Center in writing to amend the record and identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his/her rights. Margate Medical Training Center may comply with the request or it may decide not to comply. If Margate Medical Training Center decides not to comply with the request the student will be notified of the decision in writing. The student has the right to a hearing and may challenge the information believed to be inaccurate, misleading, or in violation of his/her rights. Upon receipt of a written request, the school will arrange for a

hearing and notify the student in a reasonable timeframe in advance, of the date, time, and place for the hearing.

A hearing officer who is a disinterested party will conduct the hearing. However, the hearing officer may be an official of the institution. The student shall be given a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. One or more individuals, including an attorney, may assist the student. Margate Medical Training Center will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision. If Margate Medical Training Center decides that the challenged information is not inaccurate, misleading, or in violation of the student's rights, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education record as long as Margate Medical Training Center maintains the contested position. If the Institute discloses the contested portion of the record, it will also disclose the statement. If Margate Medical Training Center decides that the challenged information is inaccurate, misleading, or in violation of the student's rights, it will amend the record and notify the student in writing that the record has been amended. For more information on any of the foregoing, please contact the Registrar during regular office hours.

AMERICANS WITH DISABILITIES ACT

The institution's facilities are in compliance with the Americans with Disabilities Act (ADA), supplying disabled access in terms of parking spaces, building access and elevators, as well as appropriate restroom accommodations.

EQUAL OPPORTUNITY POLICY

Margate Medical Training Center is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicap status in its educational programs, activities, hiring, or student admission practices. Margate Medical Training Center complies with Title IX of the Education Amendments of 1972 and the regulations in Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1973.

CODE OF CONDUCT

Margate Medical Training Center offers degrees at the professional level. Our goal is to promote professionalism in every way possible. Therefore, the administration and academic faculty uphold a high standard and expectation with regard to how students address institutional issues, needs and requests.

Students are to behave professionally in all classroom exchanges. Profanity and poor engagement will not be entertained. Student advisement will ensue when students exhibit poor social literacy.

Cheating and plagiarism will not be tolerated. Margate Medical Training Center regularly checks for plagiarism and will invoke disciplinary action in the event plagiarism ensues, up to and including termination from the program of study.

Students caught dishonoring the honor code will be subject to disciplinary action and may be terminated from Margate Medical Training Center.

INSTITUTION RULES & REGULATIONS

Background Checks/Drug Abuse Testing.

Please be advised that as a part of the application process, a series of background checks and Drug Abuse Testing must be done and submitting to checks does not in any way guarantee admission to any of Margate Medical Training Program's programs. Margate Medical Training Program further reserves the right to offer admission on a conditional basis or to outright deny admission based on results of the background check. Each applicant will be reviewed on any individual basis.

Health

Healthcare is the responsibility of each student. Therefore, students are required by the health industry to carry health/accident insurance. A statement indicating that you have coverage is required. Students who do not have health/accident insurance, will be provided with information.

Physical examination, TB skin test (PPD) or chest x-ray, and immunizations/titers are required upon entrance and must be on file in the student's folder. A student with an incomplete health record will not be permitted in the clinical area. Clinical agencies have the authority to request health record information.

The instructor should be immediately informed of the following: illness, medications in use and accidents or incidents which occur in the school or clinical facility.

Pregnancy

A student who is pregnant shall inform the administrative officer of her condition. At the beginning of each trimester of pregnancy, written permission from the student's obstetrician/midwife is required stating that she is physically capable of performing all nursing duties without restriction/limitations. The safety of the expectant mother and the unborn child is ultimately the responsibility of the student. After delivery, the student may return to the program with written permission from her obstetrician/midwife stating that she is physically capable of performing all nursing duties without restriction/limitations.

Smoking

No smoking allowed at Facility or Clinical areas.

Fees

Please see payment schedule and refund policy

Meals

Eating is to be confined to designated eating areas. Food, beverages, candies and chewing gum are not permitted in classroom or clinical areas.

Transportation

Students are responsible for their own transportation to and from Institution and/or clinical facilities.

Parking

On-site parking is available at the campus. When in clinical areas, the student shall follow each centers' parking policy.

Telephone

Classroom and clinical telephones are not for student use. No personal calls or messages are to be made or received during school hours. In case of emergency, have the caller telephone the school or clinical facility to notify the instructor who will deliver the message. Please inform your family and/or others concerned regarding this policy.

Cellular Phones

Cellular phones may not be audible and may be used only for emergencies. Cellular phone usage is prohibited in the classroom and clinical areas.

Classroom Environment

Students are responsible to maintain a clean and tidy classroom/laboratory area. Food or beverages are not permitted in the classroom or clinical areas.

Confidentiality

The student understands that any and all information obtained while in clinical classroom areas or any information learned while working/studying in a health care facility will remain confidential at all times.

Dress Code

Students have the responsibility to learn and observe the basic standards of appropriate dress, personal cleanliness, modesty and good grooming. Nursing students, by the nature of their chosen vocation are required to wear specified uniform and other items of dress which are not offensive or hazardous to the health and safety of themselves or others.

1. Daily personal cleanliness should include:

- a) Bathing
- b) Use of a suitable deodorant
- c) Freshly laundered and wrinkled-free clothing, shoes polished and laces clean
- d) Oral hygiene and care
- e) Scrupulously clean, fingertip length nails: only clear colorless nail polish is permitted.

2. Hair while in uniform must be:

1. Clean
2. Worn above the shoulders and away from the face
3. Hair style and coloring should be conservative and professional
4. Conservative device may be used to secure hair.
5. Consult Instructor as to appropriateness if in doubt.

3. Facial Hair (Male student)

6. Clean shaven at all times
7. Beards: clean, neatly trimmed and not more than one inch in length
8. Mustaches-clean, neatly trimmed and not to extend below the upper lip level
9. Sideburns-trimmed, evenly tapered and not to extend lower than the earlobe

4. Cosmetics and Jewelry:

a) Make-up

- Minimal eye and facial makeup
- No false eyelashes
- Perfumes - Minimal use only

- a. b) Jewelry: (in restricted areas, hospital policy will be observed)

Rings: none with exception of wedding band

Earrings: ball post 1/4" diameter, white, gold, or silver color. Only one earring

per ear.

Bracelets/ankle bracelets and Necklaces are not permitted

No visible body piercing/jewelry permitted with the exception of earlobes

(I.e. tongue, nose, eyebrows)

5. Uniform (Women)

- a. Top - White or Maroon Scrubs
- b. Skirt - White or Maroon
- c. Pants - White or Maroon Scrubs
- d. Lab (Consultant) Jacket

1) White color

2) Long sleeves

3) Notched collar with lapels

5) Jacket may not be worn during patient care

6) Other jackets or sweaters are not allowed

- e. Stockings

1) Must be worn with dress or skirt at all times

2) Clean, free of runs or holes

3) Plain white/skin color hose only

4) May wear plain white socks with pants

- f. Shoes

1) All white, professional, closed toe and heel with low sturdy heel

2) Non-skid heels

3) Elevated soles, high top or canvas shoes are not to be permitted

1. Uniform(Men)

Slacks

1. White/Royal blue
2. No Jeans
3. Tight fitting apparel is unacceptable

2. Socks

1. To be worn at all times
2. Plain white

3. Shoes

1. All white, professional, closed toe
2. Non-skid soles
3. Clogs, elevated, high tops or canvas shoes are not to be permitted

Required Accessories:

Watch with sweep second hand

Photo ID, to be worn at all times in clinical areas.

SUBSTANCE ABUSE POLICY

Margate Medical Training Center provides a drug-free institution as required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, and defined at 34 CFR Part 85, Sections 85.605 and 85.610. Margate Medical Training Center employees and students may not unlawfully manufacture, possess, use, dispense, or distribute illicit drugs and alcohol on Margate Medical Training Center property, or a part of its off-campus student activities. Every employee and student must follow this rule. Any employee who violates this policy will be disciplined, suspended, or released. Any student who violates this policy will be disciplined, suspended, or expelled.

Margate Medical Training Center recognizes and acknowledges the health risks associated with the use of illicit drugs and the abuse of alcohol, such as: the reduction of mental acuity, memory loss, severe disorientation, impaired motor functioning, damage to major organs, hepatitis, AIDS, etc. Margate Medical Training Center provides referral information about substance abuse counseling and rehabilitation services, which are available for members of the campus community who may require it. Those persons who voluntarily avail themselves of referral services shall be assured that applicable professional and regulatory standards of confidentiality will be observed.

Margate Medical Training Center students and employees are subject to all local, state, Federal laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities. The Institute will assist any law enforcement agency that is investigating drug or alcohol violations involving Margate Medical Training Center employees or students.

Florida has adopted the Uniform Controlled Substance Act known as the A Florida Comprehensive Drug Abuse Prevention and Control Act (Fla. Statue 893.01 to 893.165).

The following list of criminal penalties for drug and alcohol abuse is not exhaustive. Note well there may be other provisions of local, Florida, and federal statues related to drug and alcohol that are not included here.

Driving under the influence of drugs or alcohol carries substantial penalties. Driving while in possession of a controlled substance is a separate offense. Consumption of alcoholic beverages while operating a motor vehicle is another separate offense. There are increased penalties under Florida law to sell, manufacture, or deliver, or possess with intent to sell manufacture, or deliver a controlled substance in, on, or within 200 feet of the real property of a public or private school or Institute.

It is an offense for any person 18 years or older to deliver any controlled substance to a person under the age of 18. The Federal Controlled Substances Act also forbids many of the same acts or missions forbidden by Florida Law (see 21 U.S.C. 841 et seq.). The illegal use, possession, sale, and/or manufacture of drugs will not be tolerated and may be grounds for immediate suspension or dismissal of student, faculty members, administrators, and other employees. A first offense involving the illegal manufacture, sale, or delivery, or possession with intent to manufacture, sell, or deliver any controlled substance, any student shall be expelled and any employee shall be dismissed. A first offence involving the illegal possession of any controlled alcohol or being under the influence of an illegal substance, the student or employee will be given a warning. The second offense will result in probation for 180 days and require proof of enrollment into a certified drug rehabilitation program within 14 days of the offense; if not dismissal. A third offense will result in immediate dismissal. The consumption, sale or possession of any alcohol beverages while on campus is expressly forbidden. Students who arrive on campus under the influence of alcohol will be asked to leave and will be escorted off campus if necessary. Such conduct will be considered unacceptable and will be grounds for suspension. Any employee who has been convicted of a criminal drug statue occurring in the workplace shall notify Margate Medical Training Center in writing no later than five (5) calendar days after such conviction so that the Institute can, in turn, notify the Department of Education within ten (10) calendar days thereafter.

Weapons

Possession of any weapon on campus is expressly forbidden weapons of any nature are prohibited in the classroom, lab, externship, and on school grounds. Individuals with weapons in their possession will be immediately dismissed without recourse or appeal.

Students are not to make threats on the campus courses. All such threats of violence against other students, staff or faculty will be reported to the local authorities.

Theft of School Property

Theft of school property is prohibited. Students in violation of any of these laws or rules may result in disciplinary action including suspension or dismissal from the school. Local law enforcement authorities may be called to escort students from the school. Students may be prosecuted and held liable for restoration, attorney, and court fees.

Vandalism

Vandalizing school property is prohibited. Example: graffiti, defacing property, deliberate breaking of equipment and supplies. Violation of any of these laws or rules may result in disciplinary action including suspension or dismissal from the school. Local law enforcement authorities may be called to escort students from the school. Students may be prosecuted and held liable for restoration, attorney, and court fees.

Criminal Record

Margate Medical Training Center makes students aware that if they have a criminal record that they may be ineligible for certain jobs, employment opportunities, certifications, or licenses. Margate Medical Training Center is held harmless for a student or graduate's inability to obtain employment, certification, or licensing.

Hazing Policy

Margate Medical Training Center, prohibits students or other persons associated with any student organization from engaging in hazing as defined in state statute 1006.63. As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student. Anyone found in violation of the Hazing Policy will be subject to disciplinary action. The severity of the sanctions will be dependent on the circumstances surrounding the violation. Disciplinary action will be taken in addition to any Margate Medical Training Center penalties imposed by civil authorities for violations of state law.

Margate Medical Training Center penalties may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal. Any person having knowledge of any activity or statement which constitute hazing should contact the school President, Director, or Director of Education in the administration office. Copies of this policy and rules concerning

violations, Margate Medical Training Center penalties, and process of enforcement will be distributed to students at the time of enrollment.

Sexual Offender Registry and Access to Related Information

Information regarding registered sexual offenders in the area may be obtained through the county website. Students may access the website via internet in the institute's library. Students are encouraged to register for alerts bulletins through the Miami Dade County Sheriff's Office website to receive current information on sex offenders who are moving in and out of the area. The Seminole County Sheriff's Office Community Services Section is available to conduct crime prevention seminars for our student. A Women's Safety Seminar is scheduled periodically for students.

GRIEVANCE PROCEDURE

It is the goal of Margate Medical Training Center to operate an equitable and accessible educational system that meets the needs of students regardless of the mode of delivery. Should a student find a challenge, issue or matter of concern we always encourage the student to seek redress with faculty first. A personal chat, phone call or email can explain the matter that requires review. Faculty will make every effort to review and respond to any student's concern. In the event a student finds the resolution less than satisfactory based on available information, the student may write an email to the Campus Director. A member of the administration will contact the student concerning the matter and arrange a phone call or meeting. Such a meeting date will be determined based on the time necessary to review the letter, facts and information related to the student's grievance. A date not to exceed fifteen business days will be set for the call or meeting.

During this time the student will be given an opportunity to present their points of concern which directly relate the grievance. The administrative staff will provide any relevant documentation concerning the matter only as it pertains to the student. Faculty or other parties related to the matter as it pertains to the education and student services provided by Margate Medical Training Center will be present for the meeting/call and provide any information concerning the matter and any decisions that may have been rendered that led to the grievance.

The institution will have ten business days from the date of the meeting to render a decision concerning the student's grievance. The letter pertaining to the matter will be addressed to the student, from a senior member of the administration. This decision is final.

If the decision rendered does not satisfy the student, the student may write a letter to the Florida Department of Education Commission for Independent Education. The address to the Commission offices is 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400. You can contact the office of the Florida Commission for Independent Education by calling 850-245-3200, or toll-free telephone (888) 224-6684.

ADMINISTRATION AND FACULTY

Coretta Waters, President / Chief Executive Officer / Chief Administrative Officer

Veronica Johnson, ARNP – Administrator/Vice President of Student Affairs
Broward College, ADN
Florida Atlantic University, BSN
Florida Atlantic University, MSN

April Rymer, ARNP – Director of Nursing
Broward College, ADN
Chamberlin College, BSN
South University, MSN

Dawn Robinson, RN – Faculty
Jackson Memorial School of Nursing, ADN
Grand Canyon University, BSN
Grand Canyon University, MSN

Dale Gibson, RN- Faculty
Helene Fuld College of Nursing, ADN
Florida Atlantic University, BSN
Florida Atlantic University, MSN

START DATE SCHEDULE

Program	Start date	Anticipate End Date
Nursing Assistant	December 3, 2018	January 18, 2019
	January 7, 2019	February 8, 2019
	February 11, 2019	March 15, 2019
Home Health Aide	December 3, 2018	December 21, 2019
	January 7, 2019	January 25, 2019
	January 21, 2019	February 8, 2019
Practical Nurse	December 3, 2018	February 20, 2020
	March 4, 2019	April 20, 2020
	August 05, 2019	September 18, 2020

HOLIDAYS/BREAKS

New Year's Day
Martin Luther King Jr.'s Birthday
President's Day
Good Friday
Memorial Day
Independence Day
Summer Recess (Annually begins at the end of the Spring Semester)
Labor Day
Veterans Day
Thanksgiving Day & Day after Thanksgiving Day
Winter Recess (Annually begins at the end of the Fall Semester)

DISCLOSURES

Margate Medical Training Center reserves the right to cancel classes due to low enrollment, for which a full refund on tuition paid for courses cancelled will be provided.

This catalog may be revised with prior notice to ensure that all active students have access to the most recent policy information.

Margate, Florida is located in a volatile weather zone during specific times of the year typically June through December. Should a massive weather event be expected to occur in the area, a system wide email will be provided to all students, staff and faculty. Administration and faculty members located in unaffected regions will be strategic points of contact for all other team members.

HOURS OF OPERATION

Margate Medical Training Center office hours are provided in Eastern Standard Time Zone. They are from 9AM until 5PM Monday through Friday exception of holidays. The best way to achieve rapid results in terms of response time is via e-mail. If it’s a faculty member you are trying to reach please review your and contact your professor in that fashion.

BAD DEBT

- To minimize bad debt, graduation requirements include the full payment of tuition and fees owed to the institution.
- A retention plan is in place to ensure that students complete the program, complete their payments and understand their responsibilities to their education.
- Bad debt is projected to 4% of total receivables and will be closely monitored to ensure that proper collection techniques are utilized in the effort to minimize bad debt.

LICENSING FEES

Program	Credentials/Source	Agency	Fees
Nursing Assistant	Certified Nursing Assistant (CNA)	Prometric www.prometric.com	*\$154.50
Practical Nurse	Licensed Practical Nurse (LPN)	Pearson VUE www.pearsonvue.com/nclex	*\$200.00