



HPI School of Allied Health

979 Lehigh Ave, Union, New Jersey 07083

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School Catalog

**Volume 1V
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Statement of History and Ownership

HPI School of Allied Health is a private vocational school established in 2006 in Union New Jersey; the institution started at a different location and has since relocated to its current address which is 979 Lehigh Ave. The programs originally offered were; surgical technology and medical assistant training, electrocardiograph and phlebotomy technician training. The school is owned by Health Promotion Information Corporation.

Our core principles are based on our belief in human growth; the ability to develop, adapt and change, to improve the welfare of individuals, families and communities. HPI School of Allied Health seeks to create a supportive environment to promote maximum physical, social, psychological and economic development, to embrace skill acquisition and lifelong learning.

Name of Officers

**School Director
Operations Manager**

**Anetta Wilson-Barnett
Derrick Barnett**

**Patient Care Technician Program Coordinator
Patient Care Instructor**

**ELYSE Matthews
KerryAnn Mansueto**

Nurse Aide Instructor

Anetta Wilson-Barnett

Nurse Aide Instructor

Guerline Diaz

Student Advisor

Simmone Small

Administrative Assistant

Mission Statement

To prepare individuals with entry level knowledge, skills and competencies for careers in the health service industry.

Listing of Approvals

HPI is approved by New Jersey Department of Education, Labor and Workforce Development, New Jersey Division of Consumer Affairs, New Jersey Department of Health and Human Services to provide career training for individuals to work in healthcare.

HPI is an approved testing center for National Health Career Association and National Center for Competency Testing.

Accreditations

HPI School of Allied Health is accredited by Accrediting Bureau of Health Education Schools (ABHES).

Academic Calendar

HPI School of Allied Health admits students for the following sessions;

Spring Session April 6th- June 26th
Summer Sessions July 6th- August 28th

Fall Sessions Sept 8th –December 23rd
Winter Classes January 5th – March 21st

Observed Holidays

Holidays are not counted as part of the contracted time schedule. The school will observe the following holidays and classes will not be held on these days:

New Year's Day

Labor Day

Martin Luther King Day

Thanksgiving

Independence Day

Christmas

Memorial Day

Seasonal breaks are scheduled throughout the year;

Spring Break April March 24th –April 4th

Winter Break December 21st – January 7th

Class Schedules

Business hours are from 8:00 a.m. until 5:00 p.m. Monday through Friday.

The total hours for each program vary depending on the curriculum.

- Classes are scheduled Monday through Thursday 9:00 a.m. –2:00p.m.
- Make up Sessions are Tuesdays and Fridays (please arrange with attendance office).

Administration & Faculty

School Director.....Anetta Wilson-Barnett
Full time MSN BSN RN

Education Coordinators.....Anetta Wilson-Barnett RN
Full Time MSN RN

Instructors.....Gurlaine Diaz RN
Part time

Instructors..... Marc Prophete
Full time BA CPT

InstructorElyse Matthews CPT
Part time

Administrative Assistant.....Silvano Odoro
Full time

Student Representatives.....
Part time

Admission Requirements

The following are required for consideration to be admitted to the school:

- All students must be 18 years old, on or before the first day of class
- Individuals seeking admission to the school must read, write, understand and speak English

- Identification (driver's license, birth certificate or passport)
- High School Diploma or G.E.D. Certificate (Signed attestation of High School Diploma)
- A non-refundable administrative fee of \$75.00 is required at the time of registration (We accept cash, personal checks and all major credit cards)
- Students being sponsored must bring a notarized letter stating that their school fees will be paid by the sponsor. Sponsors will be responsible to sign student enrollment Agreement
- State Workforce Referrals must have a preliminary contract to be accepted to the program
- Medical Documentation; showing freedom from infectious disease
- HPI does not accept Ability to Benefit Students
- Potential students are required to attend an interview with the school director and be informed of the factors that may impact their admission in the programs

Interested individuals must register in person; Students will attend an interview and be informed of medical requirement and the need for Criminal Background Investigation (CBI) prior to placement in clinical areas and successful program completion. Students who apply to the school will be given a tour of the facilities, a copy of the school catalog and application papers. Registration requires meeting with the admissions officer to complete all necessary documents; There is a non-refundable administrative fee due at this time. The primary mission of HPI School of Allied Health is educational. Individuals are equipped with knowledge and skills required for careers in healthcare to prepare for State Certification Exam. HPI does not guarantee employment or success on State Certification Exam. Students will be informed of the factors that may impact their ability to be successful during the course of the program and are provided with opportunities to improve their academic performance. HPI has several resources to assist students in job placement. Students will be informed of the status of their application to the school in writing.

EDUCATIONAL PROGRAMS OFFERED

Course Listing

Nurse Aide CNA301

Course Duration 6 weeks (90 Hours)

Program Delivery: Residential

Pharmacy Technician CPTC 6402

Course Duration 600 hours

Course Duration 6 months

Patient Care Technician PCT5011

Course Duration 12 Weeks (300 Hours)

Program Delivery Residential

Course Description

Nurse Aide: C.N.A 301

This program prepare individuals with knowledge and skills required to gain entry level jobs in a multidisciplinary health care setting in the role of nurse aide. These training meet requirements set forth by Omnibus Reconciliation Act of 1987(OBRA87) and the New Jersey Department of Health for nurse aide certification training programs. The coursework introduces the student to Regulation of the healthcare environment, professionalism, ethical conduct of behavior, communication, safety and emergency procedures, infection control, holistic care of the individual, guidelines for care of the client with disease processes. Students are instructed in rehabilitation and restorative care and basic nursing skills. Clinical externship includes caring for clients in healthcare settings under the supervision of the Registered Nurse. Certificate of completion and eligibility to challenge State and National examinations are based on meeting all requirements of the program.

Objectives of this Program:

1. Prepare individuals with knowledge, skills, competencies and work habits to gain entry level jobs in healthcare; in the role of Nurse Aide
2. Admit students who are in possession of a High school Diploma/GED Certificate , students who are unable to provide a copy of the requested document must sign an attestation verifying the Date of graduation, City and State of Graduation from High school. Students must be free from criminal infringement, infectious diseases or disability that may limit their ability to perform the duties of a healthcare provider

3. Provide clinical experiences in performing the duties of a Nurse Aide by; preparing patient care areas, monitor, observe and report changes in clients condition to the Registered Nurse
4. Prepare students to be successful on State or National Credentialing Exam
5. Teach fundamental courses in healthcare regulation, professionalism, ethical conduct of behavior, communication safety and emergency procedures, infection control, holistic care, guidelines to care for clients with disease processes, rehabilitation and restorative care

Patient Care Technician PCT5011

Course Description

This program prepares individuals with entry level knowledge and skills to perform routine patient care activities in hospital, urgent care center, doctor's office and emergency room under the supervision of the Registered Nurse and Physician. Instruction include; regulations governing the healthcare environment, safety and emergency procedures, communication, basic nursing skills, observing, reporting and monitoring clients condition; patient set up and transport as well as electrocardiograph and phlebotomy procedures. Upon successful completion of the program graduates will be eligible to challenge State and National examinations and awarded a Certificate of completion as a Patient Care Technician.

Program Objectives

1. Prepare individuals with entry level knowledge, skills and competencies to work as a novice patient care technician in acute care settings; to perform the following functions, set up patient care unit, assist with basic patient care and monitoring equipment, safely transport clients between departments, assist in performing diagnostic tests such as phlebotomy and electrocardiograph procedures.
2. Provide clinical experience activities for students to practice in the role of patient care technicians and learn behaviors desirable for professionals who function in this role
3. Teach courses in introduction to basic anatomy and physiology, medical terminology, introduction to patient care, safety, communication, HIPAA OSHA Regulations, basic electrocardiograph, phlebotomy procedures
4. Admit student who are free from infectious disease and criminal infringement
5. Prepare students for success on State and National Credentialing Exam
6. Students who complete the requirements of the program will be issued a certificate of completion

Pharmacy Technician

This program prepare individuals under the supervision of Registered Pharmacist to prepare medications, provide medication and related assistance to clients, manage pharmacy clinical and business operations. Instructions include medical and pharmaceutical terminology, principles of pharmacology, pharmacotherapeutics, drug identification, pharmacy laboratory procedures, prescription interpretation, patient communication, and education and safety procedures. Record keeping, measurement and testing techniques,

pharmacy operations, prescription preparation, logistics and dispensing, applicable standards and regulations.

Program Objectives:

1. Prepare individuals with entry level knowledge and skills to obtain entry level jobs in the pharmacy in the role of pharmacy technician
2. Prepare graduates to be successful on State and National Certification Examination
3. Admit students who are in possession of a High School Diploma who are free from Criminal Infringement and infectious disease

Program Schedule; HPI School of Allied Health Nurse Aide Program is offered every six weeks. Students are admitted as a Cohort. The Patient Care Technician Program is offered Quarterly. Class Schedules are provided upon Registration. The Pharmacy Technician Program admits students twice annually, the Occupational Therapy Assistant admit students annually.

Program Delivery

HPI School of Allied Health provides residential instruction, students are required to attend each class, and make up sessions must be scheduled for missed classes. Students may communicate with the school staff via email, the school website, blog, or text messages. Assignments may be submitted via email as arranged with classroom instructors, especially in adverse weather conditions. HPI does not provide housing arrangements for students at this time.

HPI does not provide instruction in a language other than English

Description of Facility

HPI School of Allied Health is a fully air-conditioned, well-lighted facility, with a reception area, administrative offices, two major classrooms, two skills laboratories and a small library. The classrooms are equipped with clocks, desks and chairs, white boards, commercial posters and posters that have been created by students to aide in the teaching and learning process. Each classroom is able to accommodate 20 students, making our student/teacher ratio 20:1. The skill laboratory accommodates 10 students at a time. HPI's laboratory ratio is 10: 1.

The Learning Resource Center contains books, catalogs, professional journals and computers which support the curriculum and are available to students; assistance to utilize the learning resource is available upon request. Students may request use of the learning resource from classroom instructor or the school's administrative office assistant.

The school has a break area for students; it contains a coffeepot, water and a small refrigerator. The lunchroom has a small lounge chair where students who are feeling ill can rest. The

institution does not employ a medical provider, but the school is staffed by nurses and other healthcare professionals who can provide first aid and access emergency medical service, should the need arise. Male and female lavatories are located in the hallways, away from the classrooms and are clearly marked.

Exit signs are located at the entrances, exits and in the hallways at HPI. The school's fire escape plan is located in classrooms and the school conducts fire drills annually. Free parking is available in the school's parking lot. The school is wheelchair accessible to accommodate students with physical disability.

Standards of Satisfactory Academic Progress:

Students must maintain a grade C (75%) on all course work, complete all projects, demonstrate learned laboratory skill independently, and meet minimum attendance requirement to be in good academic standing. Academic reviews are conducted biweekly by the classroom instructor after cognitive testing. Students who fail to maintain the required grade point, return demonstrate the learned skill independently, after three successive attempts; will be referred for academic advising and placed on academic probation.

The institution allots 20 hours per course for academic support; student may take advantage of in school, instructor led remediation, academic tutoring, and peer tutoring for the allotted 20 hours. The period of academic probation will extend one half times the length of the program (Patient care technicians. Progress reports are completed at specific intervals to assess student academic standing throughout the period of academic probation; (nurse aide every three weeks, patient care technicians at least every four weeks). The student should show improvement and complete 50% of the required course work at the second review; which is conducted the 6th week of academic probation for nurse aide. Patient Care Technicians should show improvement and complete 50% of the required course work during the second review which completed the 12th the week of being on academic probation. Student may repeat cognitive testing and cognitive skills up to three attempts. Students who fail to improve their academic standing during this time will be asked to meet with the school director with the likelihood of being terminated from the program.

Appeals for Academic Probation; Students who have been placed on academic probation may file an appeal; the request must be in writing and must contain the date, students name, telephone number and mailing address; the appeals must include three dates and times that the student is available to meet with the school director. The document must detail the course; class and the name of the instructor or faculty member.

The written request must be mailed to the administrative office or may be hand delivered. The student can expect a response within ten business days and should be available to meet with the school director and a member of the faculty (Review Panel) at the time specified. The director and a member of the faculty will hear the student's concern and make a decision regarding the concern. This will be communicated to the student in writing. Failure of the student to keep the appointment with the school director and faculty member or panel of instructors will lead to a

decision on the matter. The decision of the panel will be final and will be communicated to the student in writing.

The decision will be communicated by regular mail and sent out within five (5) business days after the meeting.

Students who have been terminated from the program because of failure to maintain satisfactory academic progress will receive refunds based on the schools refund policy. All refund dates will be calculated based on the last day of academic activity (academic activity refers to any interaction between the student and the resources of the school); this includes use of library, internet, resources, project submission deadlines or counseling services.

Student may request to withdraw from a course if they wish to repeat the course and receive a better grade the next time the course is offered; this may impact their course completion dates and will require an amendment of the student's enrollment agreement.

GRADING SYSTEM

<u>Letter Grade</u>	<u>Grade Percentage</u>	<u>Description</u>
A	93-100	Excellent
B	87-92	Above average
C	75-86	Average
F	74 or less	Failure
WP	Withdrawal	Withdraw Passing

Students' Grade Point Average G.P.A

Students Grade Point Average (G.P.A) is based on the summary of the grades received through testing. The G.P.A is determined by multiplying the number of test by the sum of the test grades, or grade assigned from project presentation, or research project. The above grading system is used to designate a letter grade. Students are required to achieve a 75% on course materials.

Incomplete Grades: An incomplete grade may be assigned when a student is unable to complete a course because of illness or serious personal issues. Students are responsible to provide documentation to the school administrator. Missed assignments and test must be completed within ten (10) days of returning to school. Students who fail to turn in assignments after the allotted ten (10) days will be assigned an F. Students in good academic standing who wish to withdraw from the course will be assigned a passing grade, student reentering the program will be required to verify passing grade by retaking the course exam.

Student Services:

HP I School of Allied Health provide services to assist students to successfully complete their program of study, all student must undergo an orientation at the beginning of the program. This activity should take place during the first day of school. Students will be given a tour of the building, review emergency procedures, facilities and review the student handbook with relevant references made to the school catalog. Students will be informed of the content of the program and the expectation for completion. The places where they may obtain employment at the successful completion of the program, students are informed that satisfactory completion will depend on maintaining satisfactory academic progress, meeting attendance requirement and financial obligations to the school. Students are informed of the Code of conduct and conditions for dismissal from the program, they are apprised of procedures to follow if they wish to withdraw or cancel their enrollment. They are made aware of the school academic support program and resources available to help them achieve their goals. Students are encouraged to make an appointment for to receive assistance with resume review and job searches at the end of the program.

Students may arrange for makeup classes with in school instructor led assistance or peer tutoring. Counselling and advising are available to all students; the service may be requested by the student or they may be referred by the classroom instructor. Students must arrange to meet with an advisor at least twice throughout the program and if their grade fall below the expected 75% required to maintain satisfactory academic progress. Instructors are available on Friday Mornings and before and after class for student advising. Students needing more immediate attention must arrange to speak with the school director. This arrangement must be coordinated through the school administrative office. Student with cognitive or physical disabilities are asked to provide documentation that they are able to perform the duties required of a nurse aide or patient care technician. Special accommodations are provided based on the student's disability.

Advisors are available on Fridays between 9:00 and 2:00 for student advising and counseling. Student is provided assistance with resume writing, interviewing skills and job searches. Graduates are informed of available jobs in the industry and referrals are provided to potential employers upon request by the graduate or potential employers. HPI School for Allied Health does not discriminate on the basis of disability, race color religion or sexual orientation; the institution is wheelchair accessible and can be accessed by student with physical disability. Potential students with disabilities are referred to the medical doctor who is required to provide a statement that the potential student is able to perform the duties of a Nurse Aide or Patient Care Technician. Students are accepted in the program based on the declaration of ability to perform healthcare duties made by the licensed physician.

Secretaries and attendance staff are available Monday to Friday from 8:30 am –5:00 pm. The attendance office can be reached at 908-687-0808.

Refund Policy

Should student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following schedule.

Students who wish to withdraw from the school must do so in writing (official withdrawal), the written request must contain the student's name, social security number and the date of the request which must be delivered by registered mail or hand delivered to the school.

All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days, minus the administrative fee of \$75.00

Student wishing to withdraw must do so officially, failure to withdraw officially from the school will result in additional fines and failing grades.

All refunds will be calculated based on the last day of academic activity. Date withdrawal will be considered to be ten (10 days from the date of last academic activity); academic activity refers to the last date of interaction between the student and the school and may include use of learning resources, counselling services, assignment, clinical rotation, project submission or preparation.

Moneys owed to the student will be paid out within 45 days after the date of withdrawal; the following refund applies;

For Classes Less than 300 Hours

If student cancels	School retains
Week One (After the 1 st day of class)	20%
Week Two (20 Hours of Instruction)	40%
Week Three (50% of Nurse Aide Instruction)	75%
Weeks Four (80% of Nurse Aide Program)	100%

Reimbursement Scale for Courses of 300 Hours or More

<u>If Withdrawal or Cancellation Occur</u>	<u>The School Will Retain</u>
During the first week	20% of the tuition
During the second or third week	30% of the tuition
After the 3rd week before completion of 25 % of the course	45% of the tuition
After 25% but not more than 50% of the course has been attended	70% of the tuition
After completion of more than 50 % of the Course has been attended	100% of the tuition

Students who have been sponsored, who withdraw from the program are responsible for notifying the sponsoring agent of their withdrawal. This notification should be done in writing and should include the date of withdrawal and the student's social security number. The date on the letter to the school director should be the same on the letter to the sponsor.

Tuition and Fees:

HPI School of Allied Health is a Private Vocational School that charges fees, tuition and other services; the price of the program varies for each program. Students will be required to pay for administrative fees, laboratory services, tuition and other services offered by the institution. All cost is clearly outlined at the beginning of the course and students are required to sign an enrollment agreement they are provided with a refund policy and informed about procedures to withdraw or cancel enrollment. Tuition may be paid in full; students who wish to enter into a payment agreement with the school may indicate this during the period of enrollment. A 30% deposit is required at the beginning of classes; please find an outline of charges for the following program (Insert #3). All tuition must be paid in full to receive a certificate of completion and be eligible for certification examination.

Nondiscriminatory Statement

HPI School of Allied Health is an equal opportunity institution, the institution, its administrators, faculty and staff does not discriminate on the basis of race, religion, age, sexual orientation or age, the institution does not discriminate on basis of physical or mental disability.

Tuition Breakdown (See Insert)

Administrative Fee.....	\$75.0
Nurse Aide Program.....	\$900.00
Patient Care Technician Tuition.....	\$3600.00
Tools supply & Fees.....	\$250.00
Testing Fees.....	\$200.00
Books	\$350
____ Total Cost of Patient Care Technician Program.....	\$4475.00
Total Cost Nurse Aide Program	\$1575.00

Disclaimer:

HPI School of Allied Health, its officers, staff or faculty makes no promise or guarantee of employment to potential students nor does the institution makes any promise or guarantee of success on State Administered Exam. Students are required to attend all classes, maintain satisfactory academic progress and meet financial obligations to the school.

School Policies

Code of Conduct

The following is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin and creed as demonstrated through verbal and written communication and physical acts
2. Sexual harassment including hostile environment and coercing an individual to perform sexual favors in return for something
3. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with the intent to defraud
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings, other programs or school activity
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in performance of their duties
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes but is limited to, the use of alcoholic beverages and /or controlled dangerous substances on school premises.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the schools rules, regulations, policies and Code of Conduct
2. Missing more than 20% of instructional time
3. Not maintaining the grade point average failure to meet Satisfactory Academic Progress
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal.

It is the responsibility of the dismissed student to notify the appropriate institution and sponsor if the student has been sponsored. Prepaid tuition will be refunded according to the school's refund policy.

Attendance

Students must sign class register daily as proof of attendance. Missing signatures will be interpreted as absence and will be dealt with according to the school's absenteeism policy.

Attendance to all parts of each program is required; students must be in attendance to a minimum of 80% of theoretical portion of the program and 100% of clinical attendance is required to meet minimum completion and graduation requirements. There are multiple opportunities for makeup session during each program. Students missing classes must make arrangement with the administrative office to set appointment for makeup. It is the student's responsibility to complete all assignments and find out the material that was taught on the date and time that was missed. Students are required to make every attempt to attend each class. Students who fail to meet minimum attendance requirements will be placed on academic probation and are required to meet with the school director with the likelihood of being terminated from the program. Students placed on academic probation can file an appeal (see appeals policy).

HPI School of Allied Health records the daily attendance of each student in accordance with State guidelines. Records of student attendance will be kept on file and are available for student review. The New Jersey Department of Education requires student to be in attendance for 80% of each program for theoretic portion 100% of clinical attendance is required. Absenteeism for more than 20% of the total program constitutes cause for dismissal.

Students who realize that their absence will extend beyond the allowable 20% have the option of requesting an official leave of absence.

Leave of absence must be requested in writing, unexplained absences can contribute to cause for dismissal for the school.

Leave of Absence Policy

Students will be granted a leave of absence upon written request. The following guidelines must be adhered to:

1. The request for a Leave of Absence must be submitted to the attendance officer in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leave-of-Absence will be honored within the student's enrollment contract and will not extend beyond the contract. Should a leave of absence take the student beyond the contracted completion date, the student may be subject to reentry under a new or amended contract. If the student does not reenter within the contracted schedule and does not arrange for a contract amendment then the student's contract will be terminated. When appropriate the student may be entitled to a refund based on the School's refund policy.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the attendance officer before returning to class. Leave of absence that extends beyond the original contract may be subject to additional tuition cost.

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Classes missed due to absence or a leave of absence needs to be made up. The student must make-up missed classes and assignments within five (10) business days of returning to school. Please refer to the school's make-up policy schedule for days and times available. Students must meet with the instructor to get missed assignments.

Students who do not take advantage of the school's makeup policy will need to arrange for private instruction at an additional cost to the student. Private instruction will incur additional fees. When applicable, should the student request to wait until the missed lesson is offered in another class, the student must be aware that this will change their completion date. This action will need permission from the school director and may result in a contract amendment and completion date. Students must meet with the attendance officer prior to returning to class.

Tardiness

Developing good work ethics is an important part of the training offered at HPI School of Allied Health; Students who arrive late for class interrupt the instructor and other students. The following recording system will be used for tardiness:

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Tardiness is recorded as unexcused absence; it is the responsibility of the student to make up lost time and assignments. HPI School of Allied Health encourages students to arrive at school at least 10 minutes before the start of class. A phone call does not constitute or counted as dropping from a program. Students must officially withdraw from the school, by submitting a written notification which must be dated, to avoid failing grades and additional financial obligations to the school.

Reentry Policy

Students that have been dismissed from the school and are requesting reentry must put the request in writing to the school director. Depending on the reason for the dismissal the student may be able to reapply to the school for readmission. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring in an attempt to meet standards of Satisfactory Academic progress and then reenter the school. Readmission requires that the student demonstrate the ability to master the course material by scoring a 75% or more on the school administered examination.

In cases where the student was dismissed for excessive absences (greater than 20%), or financial concerns, it may be possible to reenter within the same school term, this may affect graduation dates, students are expected to complete programs within one and a half time the duration of the program.

In cases where the student was dismissed for unacceptable conduct, the student will have to meet with a review panel before re-entering the school. The decision of the review panel is final and the student will receive a letter within five (5) business days from the school director stating the decision of the panel.

Student Complaint/Dispute Resolution Policy

Students who have a complaint or who would like to appeal a dismissal must make an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name, social security number and current address,
2. Statement of concern including dates, times, instructors or other students involved;
3. Student's signature, date three dates in which the student would be available for a meeting with the school director and or appeal panel.

These dates should be within ten (10) business days of the complaint. The school director will notify the student in writing of the appointment date in which the concern or appeals will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concern and will be asked to assist in bringing a resolution to the concern or appeal. The student will be notified in writing within five (5) business days of the outcome of the meetings. The decision of the director and or appeals panel is final. Students who wish to take their concern further may file a complaint with New Jersey Department of Labor Career Education and Training Unit, the appropriate documentation can be found at www.TrainingEvaluationUnit.dol.state.nj.us

Should either the student or the school cancel the contract, refunds will be dated from the last date of academic activity and will be based on the school's refund policy.

Credit for Previous Training

HPI School of Allied Health is committed to helping students reach their educational goals as quickly as possible. Previous learning may assist students to excel in our program; however, in order to ensure the quality of the training and competence in all aspects of the program, the school does not award credit for previous training except where the student was enrolled in a similar program at HPI. Students wishing to receive recognition for previous training must be able to pass the school administered cognitive and competency exam with a grade of 75% or higher. Recognition for previous training up to 1/3 of the program, tuition will be prorated accordingly.

Transfers:

Student who wishes to transfer may put the request in writing; the written request must be dated and contain the student's full name and social security number. Students, who have achieved a passing grade at another institution with a C or better, will be considered for transfer. The institution must be recognized by the Secretary of the Council of Higher Education to satisfy requirements for program completion. Students who are foreign educated must have their transcripts evaluated by an agency which attest to the equalivencyof foreign education ands specific course for which it is awarded.

Student who requests a transfer in must complete the required course work to demonstrate competency in the subject, the transferring institution must meet HPI accrediting agency requirements.

HPI School of Allied Health will accept from another for student form a similar program as long as they meet the requirements of the accrediting agency approved by Council of Higher Education.

STUDENT RECORDS

The school will maintain student records indefinitely, in the event of any unforeseen circumstance and/or the school is no longer in existence, the student records will be forwarded to the New Jersey Department of Labor and Workforce Development and Department of Education Career Technical Education Unit (CTU).

Upon graduation, students will be given a copy of their transcript. The student should maintain these records indefinitely. The records that the school will maintain are as follows:

- A. Attendance Records
 - 1. Academic Records
 - 2. Financial Records
 - 3. Placement Data
 - 4. The Enrollment Agreement
- B. Records of meetings, appeals, disciplinary actions and dismissals
 - 1. A copy of the graduation certificate
 - 2. Medical records where applicable

Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as change in address and or change in sponsor. All records are private and are handled according to State and Federal Privacy Regulations.

Additional Costs

• Textbooks and workbooks
• Supplies and materials
• Laboratory use
• Private tutoring (optional)
• Liability Insurance
• Exam Fees
• Administrative Fees
• Tuition Charges

HPI provides career training for individuals in possession of a High School Diploma or GED who are interested in obtaining entry level knowledge, skills and competencies to work in the health service industry.

The administrative fees are nonrefundable. Additional costs are due the first day of class. Private tutoring can be paid on an hourly basis. Students who withdraw from the program may be able to sell the textbook back to the school if it is in excellent condition. The student workbook is not returnable. The fees for materials, supplies and laboratory use fees are non-refundable.

Students who damage school property or equipment will be required to pay the repair or replacement cost. Students must meet all financial obligations to the school before a certificate of completion will be issued.

HPI School of Allied Health does not guarantee employment, does not award grants or scholarships, nor do we accept student loans at this time. We do honor grants and scholarships that our students have been awarded from outside organizations.

EVALUATION

Bi weekly tests will be administered after each unit of study to measure the amount of learning that has taken place. Test scores below 75% and inability to demonstrate laboratory skills independently; are indications that the cognitive and psychomotor skills necessary for employment were not acquired. Students are placed on academic probation and should make arrangements for additional practice, make up sessions, independent study, or private tutoring to meet satisfactory academic progress.

Students will be tested in cognitive, psychomotor and affective domains. Cognitive testing measures the amount of information that has been learned. Psychomotor testing includes observed performance of learned skills, measured against industry standards. The affective domains examine attitudes and behavior displayed by the student, the student's ability to relate to others and function within the defined role. Records of student scores are available at the student's request. Students are kept informed of their progress after each test and during advising sessions throughout the course; students who are at risk for failing are encouraged to take advantage of private instruction offered by the school.

Privacy Procedures

HPI School of Allied Health; its administration, faculty and staff are under obligation to safeguard the privacy of student information in accordance with State and Federal Privacy Regulations. Students are asked to sign waivers for pictures or statements used in school publications or advertising. This signed waiver covers obligatory sharing of information with employers and clinical agencies

Emergency Plan

The school conducts annual fire drills in collaboration with the local fire department; the fire exit plan is mounted on classroom walls throughout the building. HPI orientation package include discussion of a fire escape and emergency procedures.

Additional emergency procedures including; workplace violence, terrorism as well as local and national disaster response procedures are covered as part of a comprehensive orientation to the school environment. In the event of an emergency caused by workplace violence, terrorism or other manmade disasters, school administrative assistant is directed to contact the emergency response system and local law enforcement.

Medical emergencies are referred to the local emergency response team for management. Students are asked to provide documentation of existing medical problems and contact information for next of kin.

Visitors Policy

Individuals are welcome to visit the school and tour the facility and campus during normal hours of operation and during orientation procedures. All visitors must sign the visitors log and be accompanied by staff. Administration staff or another member of the school community will accompany visitors while they are on campus. Family members who are waiting for students to complete exams or classroom exercises will be asked to return when the exercise is completed. Minors will not be allowed to wait on school premises while classes are in session, during normal business hours or after class.



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