



# Rose Training Institute

## SCHOOL CATALOG

# ROSE TRAINING INSTITUTE

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[www.rosetraining.net](http://www.rosetraining.net)

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## **A Message From The C.E.O.**

First of all, on behalf of myself, all of the faculty and staff at Rose Training Institute let me welcome you. Rose Training Institute is a special training institution dedicated to the commitment of achieving success for our students. Rose Training Institute was founded on the principle - “no individual is left behind”. The Rose Training Institute not only believes in that principle, but you can count on the support of the faculty and staff to make sure that it is upheld.

By attending Rose Training Institute, you are now in the process of taking the first step into your new future. Taking one step at a time is how we started walking in this world; so we all know that the first step is the hardest. With the help and support of Rose Training Institute, you can move along at a pace that works best for you. Even if you stumble, someone will be there to help and assist you in getting back up and moving on to the next step. If you continue to take the steps needed to reach the end of the program, you will start seeing glimpses of the ultimate goal that you set for yourself. We won't lie to you and tell you that it will be easy, but don't let that stop you from taking the steps needed for you to start enjoying a new career path that is right for you. The steps, that you start taking today, are going to lead you down the aisle to accept your diploma at the end of the program. Once you have that diploma in your hand you can start taking even more steps in whatever direction you would like to go in.

We are just the stepping-stones that you needed to get you started. We look forward to assisting you in stepping into the future. The healthcare field is growing and the need is there for qualified and dedicated individuals such as you. Even you can make a difference in someone's life, as we expect to make one in yours.

Thank you for choosing the Rose Training Institute for that first step into your new career. We, here at the Rose Training Institute, look forward to seeing you in the halls.

**Our Motto: “No Individual is left behind”**

Rose Marie Solomon  
Chief Executive Officer  
Rose Training Institute

## **Our Mission**

The mission of Rose Training Institute, Inc. (RTI) is to provide high quality, service-oriented programs of study to a diverse population. It is the goal of RTI to provide a learning environment that inspires all students to realize their full potential. To fulfill this mission, RTI has established the following principles and values:

- **TO SERVE** our students by providing effective, innovative service of high quality.
- **TO BUILD** a relationship with our students that extends beyond the basic usage to include full and honest dialogue, responsiveness to feedback, and the exchange of information about issues.
- **TO RESPECT**, value, and serve not only our students, but also our co-workers and partners; to be concerned about and contribute to their well-being; and to operate with integrity so as to be deserving of their trust.
- **TO PROVIDE** a healthy and harmonious environment that encourages openness, creativity, self-discipline, and growth.
- **TO ACKNOWLEDGE** the value of each person's contribution to our goals and to foster teamwork in our tasks.
- **TO BE DISTINCTIVE** in our services which honor and sustain our role in the community.
- **TO ADDRESS** the students' concerns by devoting a portion of our time, talents, and resources to their needs and education.
- **TO WORK TOGETHER** to contribute to the long-term value and sustainability of our company.
- **TO BE A SUCCESSFUL** organization, while acting in a socially responsible manner.

## **HISTORY**

Rose Training Institute, Inc. was founded in 2003 offering training for the healthcare industry. Rose Training Institute, Inc. is owned by Rose Marie Solomon, Frankie Solomon and Chevon Stallworth. In November of 2004, Rose Training Institute added a second campus that entailed a 4,500 square feet facility located in Winter Haven, Florida. In 2011 the Winter Haven moved its location to Kissimmee, Florida.

## **INSTITUTE CHANGES**

In compliance with the Florida Department of Education, Rose Training Institute, Inc. reserves the right to change or modify the instructors, programs, class times, class dates, program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in any additional charges to the student. Rose Training Institute reserves the right to delay or cancel a class start date due to insufficient enrollment. If this occurs, the student may request a refund or apply all monies paid to the next scheduled class start date.

## **BUSINESS OFFICE HOURS**

The business office is open Monday – Thursday, 8am to 5pm. Friday 9am- 5pm. In addition, the business office will be closed on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Eve and Christmas Day. Other holidays may be declared at the discretion of the President/Director. (863-292-8101)

# **Licensure and Memberships**

## **LICENSURE**

Rose Training Institute is licensed by the Florida Department of Education, Commission for Independent Education. License # 3309.

## **MEMBERSHIPS / APPROVALS**

Rose Training Institute is accredited by Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043 (703) 917-9503 \* Fax (703) 917-4109 \* [info@abhes.org](mailto:info@abhes.org).

The institution is an active member or approved by:

- PW – Polk Works
- VR – Vocational Rehabilitation
- NCCT- National Center for Competency Testing
- FBON – Florida Board of Nursing
- USDOE – United States Dept. of Education for Title IV Financial Aid.US Department of Education
- Florida Department of Education/ Commission of Independent Education

## **DESCRIPTION OF FACILITY**

The Rose Training Institute facility is located at 800 N. Rose Ave. Suite 806, Kissimmee, FL 34741. It consists of 6018 square feet of floor space, which is divided into classrooms, laboratories, administrative offices, a student break area and a student library. Information regarding relevant local, safety, and health standards, such as fire, building, and sanitation are available for student review. Parking is available at no additional charge to the student. All classrooms and laboratories are designed for maximum comfort allowing for an excellent learning environment and are readily accessible for handicapped students. The campus is located downtown Kissimmee, FL across from Osceola Regional Medical Center adjacent to office plazas, shopping and banking, as well as access to public transportation. For further information please contact a representative at 863-292-8101.

# Admission Policies and Standards

## HOW TO APPLY

Students interested in applying for admission should come in person, call or write to the Rose Training Institute, or visit our website at [www.rosetraining.net](http://www.rosetraining.net). It is required that an Admissions Representative conducts an initial interview and tour of the Rose Training Institute with the prospective student.

The following items are required to process an enrollment:

<b>PATIENT CARE TECHNICIAN</b>	<b>PRACTICAL NURSING</b>
Entrance Exam consisting of a Test of Adult Basic Education (TABE)- test score of 10.0 in the Math, Language and Reading section	Entrance Exam consisting of a Test of Adult Basic Education (TABE)- test score of 11.0 on the Math, Language and Reading section <b>AND</b> TEAS V- TEAS score of at least a 65 or higher on the overall composite score and a 60 or higher on the reading score.
✓ Enrollment Agreement	✓ Enrollment Agreement
✓ Email account	✓ Email account
✓ Payment of a non-refundable registration fee & application fee, voucher, or waiver of Registration & or Application Fee	✓ Payment of a non-refundable registration fee & application fee, voucher, or waiver of Registration & or Application Fee
✓ Valid Picture Identification and Social Security Card	✓ Valid Picture Identification and Social Security Card
✓ Copy of High School Diploma/GED/College Diploma/Transcript	✓ Copy of High School Diploma/GED/College Diploma/Transcript
✓ Background Check (Level 2)	✓ Background Check (Level 2)
✓ Complete Physical Including: PPD & Immunizations (Chest X-Rays is acceptable in case of reaction to shot. (Immunizations	✓ Complete Physical Including: PPD & Immunizations (Chest X-Rays is acceptable in case of reaction to shot. (Immunizations
✓ Statement of general health	✓ Statement of general health
✓ Letter of Recommendation	✓ Letter of Recommendation

The student's enrollment will not be complete until the school official signs and dates the enrollment agreement. The date of the school official's signature will constitute the determining point of enrollment.

The Admission Representative will inform the student of the requirements of the program they wish to enroll in and thru the interview process determine which program is acceptable.

The Admission Representative would compile all of the required documentation and testing requirements for that particular student. Applicants will then discuss financial options with a financial representative.

Once the admissions procedure has been completed, the admissions documents are sent to the School Director for review. The School Director reviews the admissions file to ensure the applicant has met the admission requirements. If the applicant does not meet the criteria set by the School, the applicant is notified by mail and all monies paid for tuition will be returned within 45 days.

There is an application fee of \$35.00 for all programs. If the application is withdrawn within three (3) days after signing the enrollment agreement, the fee is refunded; otherwise, if the Director of Admissions is notified in writing of future enrollment interest, it will be held valid toward reapplying for admissions for one year. This fee is refunded if the program is cancelled by the School.

### **ADMISSION REQUIREMENTS**

Applicants must be at least 18 years of age. The Ideal Health Occupation student is emotionally stable with an intense concern for people. A High school diploma or G.E.D is required. They should also be able to follow procedures and work under close supervision and be able to deal with all types of personalities. Excellent attendance and a cheerful personality are vital to success in this field.

### **ADMISSIONS EXEMPTIONS**

Students who possess a college degree at the Associate of Applied Science level or higher are exempt from meeting the Entrance Exams requirements.

### **ADDITIONAL INFORMATION**

Additional information regarding the Rose Training Institute may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines St, Ste 1414, Tallahassee, FL 32399, 850-245-3200 or toll-free telephone number (888) 224-6684.

### **ENGLISH PROFICIENCY**

Each student enrolling in a Diploma program is required to demonstrate the ability to read and write in Standard English. Evidence of such level of English proficiency may be established by transcripts of prior study from English Speaking Schools; scores on the Rose Training Institute's entrance exams, personal interviews and/or by special demonstrations orally or in writing. All classes are taught in English.

### **STUDENTS WITH A CRIMINAL RECORD**

All training programs require a criminal background check prior to enrolling (6/1/09). Certain employers may deny employment to students who have a criminal record. Students are reminded that having a criminal background may prohibit their employment efforts. Criminal records may prohibit a student's ability to receive Financial Aid. The background check is for notification purposes and will not be used to preclude enrollment. If any additional convictions are brought against you after enrolling this can adversely affect employment and Rose Training Institute will be held harmless.

## **STUDENTS WITH DISABILITIES**

The facility is equipped with ramp access from the parking lot, extra wide hallways and doors as well as restrooms to facilitate wheelchair students and is readily accessible for handicapped students. Certain employers may deny employment to students who have a disability. Students are reminded that having a disability may prohibit their employment efforts for a specific career title.

## **ADD / DROP PERIOD**

Rose Training Institute maintains an add / drop policy which students may change programs, time of program, start date of program or withdraw from the Rose Training Institute without academic penalty. If a student attends any of the first 3 days of school without giving notification that they wish to add or drop classes, on the 4<sup>th</sup> day of regularly scheduled classes they will be considered an attending student and responsible for appropriate fee and charges according to the institutional refund policy and/or Return to Title IV. Students withdrawing from the Rose Training Institute indefinitely will however still be responsible for the \$100 registration fee, a \$50 administrative fee and any accrued fees up until the time of withdrawal.

# **Rules, Regulations and Policies**

## **ATTENDANCE**

The Rose Training Institute policy regarding attendance is as follows: Students are expected to attend all scheduled classes and to be on time for their classes. The loss of subject material due to tardiness or absence can be very costly in this intensive educational environment. In the event of an emergency or an unavoidable absence, students must call the Business Office. (This is a courtesy to your instructor and is still considered an absence / tardy.) If no one is available, a message may be left. This information will then be forwarded to the Director of Education and the appropriate Instructor. A student, who reports to class after the scheduled start time, returns late from a class break, or who departs prior to the designated class dismissal time is considered tardy. The tardies are rounded up to the nearest 15- minute intervals. All tardies and absences are recorded, regardless of the reason and become part of the student's record at the Rose Training Institute. Students earn attendance credit by attending classes as scheduled. If accumulated tardies and absences reach more than 10% of the scheduled hours per program, the student may be terminated from the course. The Rose Training Institute may have the student repeat a course or other such action, as the Rose Training Institute deems appropriate. If the student, at any time during the program is tardy and/or absent for more than 10% of the total clock hours of their program or absent for 10 consecutive days, the student will be terminated. Once they have been terminated, they may petition the Rose Training Institute Director in writing.

Rose Training Institute does not permit a student to “make-up” absences, which have accrued on the attendance record during the classroom training courses. Attendance is part of the overall grade for each course. This grade is then combined with grades for homework/assignments, class participation, quizzes, and exams in a weighted average for the overall course grade. Weighting is as follows:

Attendance/Participation	5%
Quizzes	20%
<u>Exams</u>	<u>75%</u>
Overall Grade: 100%	

\*Please Note: Each evaluation method may vary according to program. Please see program syllabi for details.

## **UNIT OF CREDIT**

Each designated clock (contact) hour represents a minimum of 55 minutes of instruction within a 60-minute period.

## **ACADEMIC YEAR**

In general, an academic year is defined as 36 week or 900 hours for full time students.

# **Rules, Regulations and Policies**

## **FULL TIME / PART TIME ENROLLMENT STATUS**

Full Time enrollment status (Day Classes) is considered 30 hours per week of instruction and Part Time / Three Quarter time enrollment status (Night Classes) is 16 hours per week of instruction.

## **TRANSCRIPTS**

An official Student Transcript is maintained for each student. The transcript provides a complete record of all course grades. Rose Training Institute will supply a transcript to whomever the student or graduate designates. After the first transcript is supplied the second thereafter will be a charge of \$5.00. The Rose Training Institute reserves the right to withhold a transcript if the student's financial account is in arrears.

## **CREDIT FOR PREVIOUS EDUCATION**

The Rose Training Institute encourages students who have previous training experience to apply for evaluation of appropriate credit transfer. Students who have previous training may be granted credit towards Rose Training Institute's programs. The director determines previous transcript credits. This credit cannot exceed more than 75% of the program.

## **PREVIOUS EDUCATION CREDIT POLICY**

The Director of Education, along with qualified Lead Instructors, will conduct an evaluation to determine what level of learning the student's previous coursework equivalent is to and how many credits may be granted. Rose Training Institute will evaluate courses or programs from accredited public or private four-year universities, two-year junior community colleges, public, private technical or vocational schools, or military schools. This evaluation process will be completed within 30 days of application for credit and must be completed prior to the start of the program.

In order to complete the evaluation process, the students petitioning for credit must request an official transcript from the accredited institution where the transfer credit originates to be mailed to the Registrar at the Rose Training Institute. Rose Training Institute with an official transcript from the institution where the course(s) were taken, and copies of the course description i.e. syllabus and a catalog needs to be accompanied. Rose Training Institute considers transfer of credits from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Other criteria include that a grade of 77% (2.0) or higher was earned and the course work must have been completed within the past seven years. Credits will be considered for transfer credit toward graduation if the following criteria are met:

- An official transcript is received from an institution accredited by an agency recognized by USDE or CHEA no later than the first 30 days of classes;
- A syllabus and/or catalog from the accredited school is received (when required);
- The course is judged comparable in content and hours;
- The course was completed within the last three years;
- A grade of 2.0 or better was achieved; and,

## **Rules, Regulations and Policies**

Any previous education credits transferred into the institution, will not affect the total cost of the tuition. The transfer of credits may affect the eligibility of Title IV financial assistance. For clarification on a case-by-case basis contact the financial aid department of details.

### **CREDIT FOR EXPERIENTIAL LEARNING**

Rose Training Institute does not offer advanced placement or credit for experiential learning.

### **TRANSFER OF CREDIT TO OTHER INSTITUTIONS**

Credits earned at Rose Training Institute are not universally transferable. Decisions concerning the acceptance of credits by any other institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits earned to any institution. Students considering continuing their education at, or transferring to, other institutions must not assume that the receiving institution will universally accept credits earned at Rose Training Institute. Students must contact the Registrar of the receiving institution to determine what credits, if any, that institution will accept.

### **CHANGES TO PROGRAMS, SCHEDULES, ETC.**

In compliance with the Florida Department of Education, Rose Training Institute reserves the right to change or modify the rules, regulations, policies, instructors, programs, class times, class dates, program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student. Rose Training Institute reserves the right to delay or cancel a class start date due to insufficient enrollment. If this occurs, the student may request a refund or apply all monies paid to the next scheduled class start date. A student who wishes to transfer from a *longer to a shorter program* or a *shorter to a longer program* must request to do so in writing to Director of Education and make an appointment with the Administrative Representative. The transfer will be permitted only if the student has extenuating circumstances that cause hardship. Some examples of hardship include terminal illness (self or immediate family member), military transfer (self or spouse), or death of immediate family member. The student will be withdrawn from the original program and the refund policy will apply to determine the amount of tuition and fees due by the student or refunded. Any balance due will be the responsibility of the student. Requests will not be granted unless the student is in good standing and meeting Academic Progress. Documentation is required and a \$100 fee will be charged. If Rose Training Institute is unable to accommodate the request the fee will be refunded. A student who wishes to change their *program/class time* must do so in writing to Director of Education.

### **PROGRAM TITLES**

The programs offered by Rose Training Institute are intended to lead to employment titles of the same or similar names. However, in the medical field, different facilities use different job titles or job descriptions for similar positions and they may not be the same as the program title. The goal is always for student to gain successful employment upon graduation.

## **DRESS CODE & APPEARANCE STANDARD POLICY**

Our students are preparing for professional employment in the healthcare industry.

Our Dress and Appearance Policy was created so that our students always make a very favorable impression to our clinical sites and any guests who visit our campus. Many of these visitors are employers or potential employers of our graduates. It is the policy of Rose Training Institute that each student's dress, grooming and personal hygiene should be appropriate to the academic environment.

### **STUDENT ID'S MUST BE WORN AT ALL TIMES!!!**

The Dress Code is as follows: (Please see Enrollment counselor for Program uniform color)

#### **BASIC UNIFORM (Women & Men)**

- A. Top**
  - 1. V-neck
  - 2. Two front pockets with short sleeves
  - 3. T-shirt is worn under top if weather permits
- B. Skirt (Women Only)**
  - 1. White color, twill material, a-line, knee length or longer
- C. Pants/Slacks**
  - 1. White color, with pull on, elastic waist or pull string sewn down front with seam and slash pockets
  - 2. White and not jeans like
  - 3. Tight-fitting apparel is unacceptable
- D. Lab (Consultant) Jacket**
  - 1. White color, long sleeves, notched collar with lapels, and three-button front closure
  - 2. Jacket may not be worn during patient care
  - 3. Other jackets or sweaters are not allowed
- E. Stockings (Women Only)**
  - 1. Clean, free of runs or holes
  - 2. Plain white hose only with skirts
  - 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. Clogs, elevated soles, high-top, or canvas shoes are not permitted
- G. Socks**
  - 1. Plain white and must be worn at all times

## **MEDICAL PROGRAM STUDENTS**

Students are required to wear the designated Rose Training Institute uniform. Plain white long sleeve T-Shirts or turtlenecks may be worn under the uniform top if weather is severe. Since all students enrolled in the medical programs have some aseptic procedures to learn and practice, hands must always be clean and the fingernails neat and well maintained. Students should also understand that there might be other more stringent dress code requirements on Externship sites and eventually on the job. It is the policy of Rose Training Institute that each Medical Program student's dress, grooming and personal hygiene should be appropriate to the academic environment. The Dress Code is as follows:

- We expect all of our students to come to the Rose Training Institute well groomed and clean.
- All medical program students will be expected to wear clean laundered and wrinkle free SCRUBS during class time.

# **Rules, Regulations and Policies**

- All medical program students will be expected to wear clean white uniform shoes or white sneakers (NO COLORS!) during class time. No Open-Toe or Sling-back shoes are to be worn.
- Hair should be clean, combed, neatly trimmed or arranged. Unkempt hair is not permissible regardless of length. Long hair is to be up and off the collar.
- Sideburns, mustaches, and beards should be neatly trimmed.
- Visible tattoos and body piercing (other than earrings for the ears) is not acceptable.
- Jewelry should be limited to stud earrings, wristwatch, engagement and wedding rings. Religious medallions are acceptable. No large chunky necklaces, bracelets or hoop ear rings are permissible.
- Nails are to be clean and no longer than ¼ inch from tip of finger. Colored nail polish is not acceptable. Clear polish, French manicure or pale, skin tone nail shades are permissible.
- Makeup and/or perfume are to be kept to a minimum, unless noted that the perfume may be an issue.
- No headgear or headdress is to be worn unless documented by your religion.
- If a student comes to Rose Training Institute in inappropriate dress, the student may be required to go home, change and return to Rose Training Institute.

## **HEALTH SCREENING**

The Rose Training Institute requires a health screening including TB or chest x-ray, Immunizations, statement of general health, and a physical from physician indicating the student is Free from All Communicable Diseases. Health screening, immunization and physical are at the student's expense for students enrolling in Medical Programs. A general statement of health is required for all medical students at the time of enrollment. If the student misrepresents information or withholds information concerning health screening / statement of health / liability insurance the student will be terminated. Certain employers may deny employment to students who have health related issues. Students are reminded that having an unsatisfactory health screening/statement of health may prohibit their employment efforts. RTI will perform its usual job placement assistance.

## **USE OF CELLULAR PHONES**

Cellular phone use is prohibited in the classroom, lab or clinical settings; therefore, cellular phones must be turned off while in class, lab or clinical site. Students violating this policy will be subject to disciplinary action.

## **CONDUCT**

Students are expected to conduct themselves in an acceptable manner. Conduct that is detrimental to the individual, faculty or the community will be cause write ups. Three write ups will be grounds for probation or termination/expulsion. Violations of the Rose Training Institute's policy include, but are not limited to:

- Slanderous, negative, exhibiting violence, insubordination, inappropriate language or inappropriate remarks towards the school, Instructor, Admissions Representative, Administrative Staff, and/or fellow students will not be tolerated.

# **Rules, Regulations and Policies**

- There is to be no conversing with other students while class is in session.
- All pagers, beeper, cellular phones, etc. must be kept on a non-audible tone while in class. Personal phone calls are not permitted while class is in session. If a personal phone call is necessary; you must wait until a designated break time and then you may use a courtesy phone, located in the break room.
- There are no guests allowed in the student areas during class sessions without prior approval from the Director of Education.
- The use, sale or promotion of illegal drugs or alcohol will result in immediate termination and prosecution.
- The only acceptable language spoken in the classroom is ENGLISH, except for interpretation.
- Cheating or misrepresentation will result in immediate termination.
- Theft or damage of Rose Training Institute property or the exhibition of violent behavior will result in immediate termination and prosecution.

## **MISCONDUCT POLICY**

Students found to be in violation of the conduct policy are subject to disciplinary actions. If a student, while on probation, violates any portion of the conduct policy, the student will be terminated. The Rose Training Institute has an emergency disciplinary procedure in the event that a student has committed an act that is detrimental to the health and safety of other students and/or staff of the Rose Training Institute. This procedure allows any employee of the Rose Training Institute to contact local authorities for assistance as needed. Behavior that is not illegal but does not meet the Conduct and Discipline Code shall be managed in the following manner:

- a. The staff person first observing the unacceptable behavior shall meet and discuss the behavior with the student and inform him/her of the consequences if the behavior continues.
- b. If the unacceptable behavior continues, the student shall be referred to the appropriate administrator for action.

If the student does not modify his/her behavior after intervention by the administrator, at the discretion of the administrator he/she may dismiss or suspend the student from the program. Any student terminated/expelled for detrimental conduct will only be allowed to reenter the Rose Training Institute at the sole discretion of the President/Rose Training Institute Director.

## **LEAVE OF ABSENCE POLICY**

A request for a Leave Of Absence (L.O.A) must be submitted in writing to Director of Education. The request for an L.O.A must include the reason for the leave and must be signed and dated. A student must have approval from the Director of Education prior to the L.O.A begin date. The only exception to this policy would be made in an emergency situation (such as student was in a car accident). This exception to the policy will only be considered if there is a reasonable expectation that the student will return from the L.O.A to continue his or her training. A student on an approved L.O.A. is still considered by the Rose Training Institute as enrolled and in good standing. A student may be granted multiple L.O.A's at the discretion of Rose Training Institute. The leave of absences must not exceed a total of 180 days in a 12 month period. Acceptable reasons for an extended L.O.A or a 2nd L.O.A after 180 days in a 12 month period would be military duty, jury duty or certain circumstance covered under the FMLA Act of 1993. The L.O.A cannot cause the student to exceed 150% of the normal duration of the program

## **Rules, Regulations and Policies**

of study. Students must adhere to the satisfactory Academic Policies concerning the “Required Time Frame” for program completion.

Students will not be assessed any additional institutional charges while on L.O.A. The student understands by taking a L.O.A the courses may be out of sequence and he/she may not be able to resume their training at the same point in the program when they began their L.O.A.

Any student who fails to return from an approved L.O.A will be withdrawn from Rose Training Institute and the refund policy will apply. Students will be charged a \$100.00 reinstatement fee if they wish to reenroll. In addition, Rose Training Institute will use the date the L.O.A began as the withdrawal date to calculate any refunds. (The date of determination would be the earlier of either the date of the end of the L.O.A or the date the student contacted the school and indicated that he/ she would not be returning.) A major consequence of taking a L.O.A for students who receive any type of Federal student loans or certain private loans is that some or all of the student’s grace period maybe exhausted and he or she may have to begin repayment on their loans.

### **NON-DISCRIMINATION POLICY**

Rose Training Institute offers equal opportunities, without discrimination because of race, color, sex, religion, age, national origin, physical or mental handicap, in any of its academic programs or activities, or in any of its employment practices.

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Student concerns or complaints should first be brought to the attention of the Teacher/Non-Instructional staff and a student concern form filled out. Concerns or complaints will be addressed within 24-48 hours. Concerns or complaints that are not satisfactorily resolved at this level should be submitted in writing to the Director of Education. Written responses will be given within five working days. A student may contact the Commission for Independent Education if they need further assistance at 325 W. Gaines St., Ste 1414, Tallahassee, FL 32399, 850-245-3200 or 888-224-6684. The student may also contact the Institution accrediting organization. The address for this organization is: Accrediting Bureau of Health Education Schools (ABHES); 7777 Leesburg Pike, Suite 314; N. Falls Church, VA 22043; Phone: (703) 917-9503; Fax (703) 917-4109; info@abhes.org; www.abhes.org.

### **TERMINATION BY ROSE TRAINING INSTITUTE**

At its sole discretion, the Rose Training Institute reserves the right to terminate any student who fails to maintain satisfactory progress, fails to adhere to the attendance policy stated in this catalog, fails to make payments as agreed, destroys or damages any property of the Rose Training Institute (the student may be held liable for repair and/or replacement of the damaged property), is caught cheating, fails to comply with conduct policy, violations of any of the conditions set forth and agreed in the enrollment agreement or any addendum. Re-admittance into the Rose Training Institute must be cleared through the President/and or Rose Training Institute Director. Upon such termination the student is notified in writing. Termination refund calculation will follow the stated Refund Policy.

# **Rules, Regulations and Policies**

## **APPEAL AND RE-ADMITTANCE**

Students who are terminated by the Rose Training Institute may petition the Director of Education for re-admittance into class. Re-admittance is at the discretion of the President/Rose Training Institute Director. Students re-entering the Rose Training Institute are charged current Tuition rates for the time required to complete the program, plus a \$100 reinstatement fee and may be required to re-enter on a probationary status. If the student feels the Rose Training Institute has made an error in its decision to terminate, he/she should put all arguments in writing, addressed to the attention of the President/Rose Training Institute Director. The President/ Rose Training Institute Director, whose decision is final, will review the case.

## **CARE OF FACILITIES**

Smoking, eating, and drinking are NOT prohibited in the classrooms at Rose Training Institute. The Rose Training Institute provides areas for these activities.

## **GUESTS**

Under no circumstances is the Rose Training Institute to be used as a meeting place for students with their friends and/or family. Students are expected to be in class during their scheduled class periods. Children are not permitted in the classrooms and anyone bringing a child will be dismissed for the duration of the class. All visitors must be approved by the Director at least 24 hours in advance and must sign in upon arrival.

## **USE OF EQUIPMENT AND PROPERTY**

Rose Training Institute equipment and property are not to be removed from the building. A student wishing to use the equipment during unscheduled class periods must first check with the Director of Education for permission. If it is during the scheduled class time, the instructor must also give permission.

## **COMPUTER RULES & REGULATIONS**

- No turning computers on or off unless specified by the Instructor.
- No use of any programs on the computer unless specified by the Instructor.
- No Internet use unless specified by the Instructor.
- No use of any personal disks or CD's unless specified by the Instructor.
- No downloading at any time.
- No personalizing of any computers
- No marking the computers or computer desks.
- No food or drink is ever allowed in the computer or general classrooms.
- No personal email accounts should be set-up on the computer.
- No personal emailing while in class.

## **LOSS OF PERSONAL PROPERTY**

The Rose Training Institute does not assume responsibility for the loss of books or other personal property. However, all faculty and students are instructed to give the Receptionist all articles found so that the owner may claim them.

## **EXCEPTIONS**

The President/Director may make exceptions to policy as deemed appropriate.

## **Satisfactory Academic Progress Policy**

### **SAP POLICY**

To be considered to be making Satisfactory Academic Progress (SAP) toward a Diploma, students must maintain a specific grade point average (qualitative assessment) as well as proceed through the program at a pace leading to completion in a specified time frame (quantitative assessment).

### **THE ROLE OF THE FINANCIAL AID DEPARTMENT**

The Financial Aid Department evaluates the academic progress of students before any disbursement is made. This is to ensure that only those students who are making Satisfactory Academic Progress (SAP), as defined by the policies, are considered to be in good standing and eligible to receive Federal Financial Aid.

A student who fails a probationary period is not considered to be making SAP but may reestablish SAP by bringing his/her progress up to minimum standards and may reestablish Federal Financial Aid eligibility.

Students who wish to re-enter the Institution after having been terminated due to non-satisfactory academic progress, must petition the Institution in writing stating their commitment to completion of their programs at a satisfactory level and show the steps they plan to take to remedy their previous shortcomings. Students, who are reinstated by the Institution, shall be reinstated in a probationary status and will not be able to apply for Federal Title IV financial aid, until which time they are removed from probationary status. In the interim they must use alternate sources of funding including but not limited to alternative loans, in-house payment plans, or other sources outside of the Title IV system. Once they are removed from probationary status according to the academic probation policies, they are able to reapply for Federal Title IV financial aid according to the established federal rules and regulations on eligibility.

The Institution Satisfactory Standards have been established to ensure the quality of educational programs offered and to ensure the responsible disbursement and administration of Federal Title IV Financial Aid. Only those students who are making Satisfactory Academic Progress (SAP), as defined by this policy, are considered to be in good standing and eligible to receive Federal Financial Aid. For Federal Title IV purposes, the student is evaluated for continued Title IV Financial Aid prior to each subsequent disbursement.

### **REQUIRED GRADE POINT AVERAGE (QUALITATIVE)**

Students must maintain a minimum grade point average of 1.0 at the end of the first 25% of the program, a 2.0 grade point average at the midpoint of the program, and achieve a 2.0 grade point average upon graduation.

# **Satisfactory Academic Progress Policy**

## **REQUIRED TIME FRAME**

Students must complete the training program within a time period, which may not exceed 1.5 times the normal time frame required to complete the program and not to be more than one academic year in length or one half of a program, whichever is shorter. A student who does not complete the program within the maximum time frame will be terminated from the program.

For example:

*52 Week Programs must be completed within 78 weeks or the student will be terminated.*

*40 Week Programs must be completed within 60 weeks or the student will be terminated.*

*30 Week Programs must be completed within 45 weeks or the student will be terminated.*

*20 Week Programs must be completed within 30 weeks or the student will be terminated.*

*7.5 Week Programs must be completed within 11.25 weeks or the student will be terminated*

*5.5 Weeks Programs must be completed within 8.25 weeks or the student will be terminated.*

*4 Weeks Programs must be completed within 6 weeks or the student will be terminated.*

## **INCREMENTAL ASSESSMENT**

The Director of Education at the end of each course measures academic progress. The final grade for a course is comprised of tests/quizzes, exams, participation, assignments, and attendance. In order to successfully pass a course the student must achieve a minimum score of 75% (2.0) with the exception of clinical & externships where the student must achieve a minimum score of passing. If a student's final grade for a course is below 75% (2.0) he/she must repeat that course. Students receive a grade report at the end of each course ("student Academic evaluation"). A record of final course grades is also maintained in the student's academic file ("student Academic evaluation").

## **GRADING POLICY**

Only a grade of "C" or better qualifies for acceptable progression in the program.

Clinical and Skill lab are computed as pass or fail (P/F), according to critical elements identified in each course. Students must obtain a "pass" (P) in order to progress. Students who exhibit actual or potentially unsafe behavior(s) in the clinical component will receive one of the following: removal from the clinical setting; placement on probation; completion of identified skills laboratory practice and testing; course failure; and/or dismissal from the program. Prior to the above consequence, the student will be advised and, if appropriate, a plan for improvement will be developed.

If a student receives an "F" for either the skills lab or clinical, the entire course must be repeated (regardless of classroom grades).

<b>Grade Point Average</b>	<b>Equivalent Percentage</b>	<b>Letter Grade</b>	<b>Level Obtained</b>
4.0	90-100	A	Excellent
3.0	80-89	B	Good
2.0	77-79	C	Fair
1.0	60-74	D	Poor
0.0	Below 60	F	Failing
None	Transfer Credit	T*	

\*Credit accepted from another school or credit by examination.

## **Satisfactory Academic Progress Policy**

### **ADDITIONAL CONSIDERATION FOR STUDENTS**

Should it be determined by the instructional staff and Rose Training Institute administration that at the end of student's training he/she is not considered to be "safe" with regard to patient welfare, he/she is retained in the classroom (review status) until he/she is:

- 1) Considered safe, and shall advance to externship;
- 2) Not considered safe, at which time he/she will be terminated.

In either case the time frame shall not exceed one month. NOT SAFE is defined as follows: In the expert opinion of the Instructors, Lead Instructor, and Director of Education, the student may put patients and other medical professionals at risk by use of improper or inadequate practice of medical procedures or tasks. These risks include, but are not limited to: poor aseptic technique, inadequate instrument or procedure knowledge or performance, unprofessional behavior, unacceptable attitude and unacceptable work ethics. Evening students need to be aware that they are required to take the externship portion of their training during regular daytime business hours (7am-3pm), (6:00 am -2:30pm) or (6:45am-2:45pm). Clinical times may vary; students will need to be flexible time changes if permitted.

### **ACADEMIC PROBATION**

Students who do not maintain a minimum grade point average of 1.0 cumulative grade point average at the end of the first 25% of the program, and/or a 2.0 cumulative grade point average at the midpoint of the program, and beyond are placed on academic probation. The student will remain on academic probation until student's grades improve. The student will be notified and will be advised as to the grade point average he/she must achieve during the probationary period to achieve the minimum standard and maintain satisfactory Academic Progress. Students who meet the required grade point average during the probation will be removed from probationary status and will be allowed to continue on with their program following the satisfactory Academic Progress requirements. Students who do not meet the required grade point average during their probationary period shall remain on probation and will be notified of the required grade point average for their removal from probationary status. If they do not meet this requirement, before the end of their program, they will be terminated from the Rose Training Institute. Once they have been terminated, they may petition the Director in writing to be readmitted only after one course has elapsed.

### **INCOMPLETE COURSE**

The Rose Training Institute does not assign an Incomplete as a grade. A student who withdraws during a course, and does not complete the course, will not receive any credit for the course, nor will a grade be given for partial course completion. A student who completes an entire course, but academically fails the course and then withdraws from the program of study, will receive a failing grade on their permanent record.

# **Satisfactory Academic Progress Policy**

## **REPEATED COURSE**

A student must repeat all failed courses to be eligible to graduate. A student cannot repeat a passed course in order to receive a higher grade. Any student who fails the same course twice may be terminated from the Rose Training Institute. Upon successful completion of the failed course, the failed course grade is replaced with the passing grade. Students must adhere to the satisfactory Academic Policies concerning the “Required Time Frame” for program completion.

## **CREDITS COMPLETED**

In reference to Academic Progress credits completed include only credits for coursework successfully completed at the Rose Training Institute for the program in which the student is enrolled. A course for which a Leave of Absence (L.O.A) was assigned, representing an authorized L.O.A., will not have the credits for the course included in credits completed. Previous work experience credits earned or previous education credits are not included as credits completed towards Academic Progress at the Rose Training Institute. Remedial courses are considered non-credit courses and do not effect satisfactory Academic Progress.

## **MAKE-UP TESTS / ASSIGNMENTS**

If a student arrives late for class, and a test is still in progress, the student may take the test without penalty, but will not be any allowed additional time. Students must complete the make-up test within two (2) days of returning to class. If the student does not make-up the test within the two (2) days he/she will receive a zero (0) for that test. If a student is present, on test day, and doesn't take the test he/she receives a zero (0). It is the responsibility of the student to make arrangements for the make- up test. Arrangements for the make- up test should be coordinated via the Instructor. Permission to take a test in advance must have the approval of the Director. If a student misses an assignment due to absences or tardiness the assignment will have ten (10) points deducted from the score. If the student does not make-up the assignment within two (2) days of his/her return to class, the student will receive a zero (0) for the assignment. \*Policy may vary depending on program.

## **APPEAL / DISPUTE OF A PROBATION STATUS**

Students who wish to dispute their probationary status must petition in writing stating the reasons by which they feel the probation status is inappropriate. Upon the receipt of the written petition the Director may elect to review the probation with the advisory board and review the actions of the student. If the advisory board deems the probation as being inappropriate, all record of the academic probation will be removed from the student's record. If the probation is viewed as valid, the probation will remain and the school's policy on probationary status will remain in effect. During the review process the student will remain in a probationary status.

# **Financial Aid**

## **FEDERAL FINANCIAL AID TITLE IV**

Rose Training Institute is committed to assisting its students in developing financial plans for their education. Information concerning Federal Financial Aid Title IV and other general institutional issues should be directed to the Director of Financial Aid or his/her staff at 863-292-8101.

Financial aid is available for those who qualify through a combination of loans, grants, family contributions, and other sources of aid.

Please note that financial aid is eligible for the following programs:

- Patient Care Technician
- Practical Nursing

In general, students are eligible to participate in the Federal Financial Aid programs if they:

- ✓ Have a valid Social Security number.
- ✓ Have a H. S. Diploma/GED/College Transcript
- ✓ Are a U.S. citizen or an eligible non-citizen.
- ✓ Meet financial need requirements.
- ✓ Complete and sign all appropriate forms.
- ✓ Are not in default on a federal student loan or a federal grant overpayment.
- ✓ Register with the Selective Service, if required.

The institution determines the amount of Financial Aid for each student from a formula described in the Federal Financial Aid Student Guide under Financial Need. Once the student begins training and receives financial aid award, continued eligibility for the program requires the student to maintain satisfactory progress in accordance with published standards of the institution. Aid from any of these programs is based first on self-help, which could include cash payments that a student is able to make from savings, part-time job earnings and assistance from parents. The Federal Need Analysis Formula as prescribed by the U.S. Department of Education, which evaluates family income and assets, determines the amount of self-help. Further information can be found in the Financial Aid Student Guide under Student Eligibility published by the U. S Department of Education

## **POLICIES AND PROCEDURES FOR VERIFICATION**

Rose Training Institute has developed the following policies and procedures regarding the verification of information provided by applicants for Federal student financial aid under the Title IV Programs.

1. Only those students who are selected for verification by the U.S. Department of Education or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a signed United States Income Tax Return from the prior year. Any conflicting

information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.

2. No Federal Pell Grant, Campus Based, or Subsidized Direct/Stafford Loan Funds will be disbursed prior to the completion of verification.

3. A Stafford Student Loan application will be certified by the institution prior to the completion of verification. However, the student only has 45 days from the time the check arrives at the institution to provide the necessary documentation. If verification is not completed by that time, the check must be returned to the lender. (A Direct Stafford Loan will not be originated until all verification has been completed).

4. Students eligible to receive Pell, Campus Based or Subsidized Direct Loan will have until 120 days after their last day of attendance or August 31, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination from school. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.

5. All students will be notified on a timely basis if they have been selected for verification and what supporting documentation is required. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the result of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify any student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education.

6. If the student receives an overpayment based on providing inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to the U.S. Department of Education for resolution. Unless required by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.

## **POLICIES AND PROCEDURES FOR SECONDARY CONFIRMATION**

Rose Training Institute has established the following procedures relative to the secondary citizenship confirmation process for the Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process. ALL STUDENTS WHO INDICATE AN ELIGIBLE STATUS BUT WHOSE ELIGIBLE STATUS IS NOT CONFIRMED BY THE TAPE MATCH AS EVIDENCED BY THE CENTRAL PROCESSING SYSTEM OUTPUT DOCUMENT WILL BE GIVEN A COPY OF THESE PROCEDURES.

1. Students have 30 days from the date the institution receives the output document or 30 days from the student's receipt of this document (whichever is later) to submit documentation for consideration of eligible non-citizen status.

2. Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.
3. The institution will not make the decision regarding “eligible non-citizen” status without the student having the opportunity to submit documentation supporting a claim of eligibility.
4. Students must submit documentation of their current immigration status to the Financial Aid Office. This documentation must be official documents from the Immigration and Naturalization Service (INS). In order to initiate the required process, students must submit INS documents which are legible and which demonstrate the latest status with INS.
5. The institution will initiate secondary confirmation within 10 business days of receiving both the output documents and the student’s immigration status documents.

The United States Department of Education offers several major financial aid programs to help students finance their education after high school. Rose Training Institute participates in the following:

- ✓ **Federal Pell Grant Program-** For many students this grant provides a foundation of financial aid to which aid from other Federal and non-Federal sources may be added. Unlike loans, a Federal Pell Grant does not have to be paid back. Eligibility is determined by a standard formula based on need.
- ✓ **Federal Supplemental Educational Opportunity Grant Program (FSEOG).** Like the Federal Pell Grant, FSEOG awards do not have to be paid back. This grant is for undergraduate students having the greatest financial need. Preference is given to applicants who are eligible for a Federal Pell Grant.
- ✓ **Subsidized Direct Stafford Loans** are awarded to students who demonstrate financial need. These are low interest loans that are insured by the federal government. The U.S. Department of Education subsidizes the interest, borrowers are not charged interest while they are enrolled in the institution at least halftime and during grace and deferment periods. Loan repayment begins six months after the Student ceases to attend the institution on at least a half-time basis. Eligibility is based on financial need as determined by the U.S. Department of Education.
- ✓ **Unsubsidized Direct Stafford Loans** are awarded to students regardless of financial need. Borrowers are responsible for paying the interest that accrues during any period. Like the Subsidized Stafford Loans, repayment begins six months after the student ceases to attend the institution on at least a half-time basis.
- ✓ **Direct PLUS Loans** allow parents to borrow on behalf of their dependent undergraduate children. As with Unsubsidized Loans, borrowers are responsible for the interest that accrues on PLUS Loans during any period. Repayment begins 60 days after the FINAL loan disbursement.

## **ALTERNATIVE FUNDING, PRIVATE LOAN PROGRAM**

Private Loans (not sponsored by a government agency), are offered by banks or other financial institutions to parents and students. Private Loans can help bridge the financial gap for Rose

Training Institute expenses, generally at much lower interest rates than credit cards. It is the responsibility of the students to satisfy loan agreements with their lender. Students are obligated to pay back their loan.

### **IN-HOUSE AWARDED PROGRAM (IHAP)**

The In-House Award Program (IHAP) was created for students attending Rose Training Institute. The IHAP provides affordable payment programs worked out in accordance with individual financial circumstances as reflected in the financial information submitted to the institution. The objective of the IHAP is to provide students with either an alternative to student loan programs or to fund any additional fees/charges not covered by student loans.

### **TUITION**

Tuition charges are outlined on a student's Enrollment Agreement and may be paid through money orders, credit cards, cashier checks, loans, grants, scholarships or a combination thereof.

# **Refund Policies**

## **REFUND POLICY:**

In the event a student does not enter a program for which he/she has enrolled (cancellation prior to commencement of classes), withdraws after beginning classes (withdrawal after commencement of classes), or is dismissed from the Institution prior to completion of the program (termination after commencement of classes), a refund of monies paid (applied to the student's tuition account) is made to the student in accordance with this refund policy.

## **CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES**

1. Any request for Cancellation must be made in person or in writing by certified mail
2. Any fees and payments with the exception of the registration fee; will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement.
3. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund computed on the number of hours completed in the total program hours.
4. Any Cancellation request made by a student after completing 40% of the program will result in no refund.
5. Termination date: the termination date for refund computation purpose is the last date of actual attendance by the student unless earlier written notice is received.
6. Refunds will be made within 45 business days of termination or receipt of cancellation notice.
7. A student can be dismissed, at the discretion of the Director, for insufficient progress, non-payment of cost, or failure to comply with rules.

## **CANCELED CLASSES**

If a class is canceled due to an unforeseen circumstance the student will have the option to receive a full refund of the paid tuition and or applicable registration fee within 45 business days, or apply the money to a future program that is Title IV eligible OR transfer to a Rose Training Institute course held at a different location and/ or course time.

\*\*Please note that financial aid is not transferable to any other RTI campuses at this time and is only transferable to other programs that are Title IV eligible.

## **TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES**

*The procedure for withdrawal after the commencement of classes is as follows:*

A student may withdraw in person or in writing with Student Service Office.

# **Refund Policies**

## **INSTITUTIONAL REFUND POLICY (NON-TITLE IV)**

The Refund Policy is used to determine the amount of tuition to be refunded to a student who withdraws or is terminated after the first date of entrance (commencement of classes) to the last date of actual attendance as determined by official attendance records. The calculation for the Refund Policy is a pro-rated system and is as follows:

$$\frac{\text{Number of days attended in the Program}}{\text{Total number of days in the Program}} = \% \text{ of Program Completed}$$

*Total number of days in the Program*

% of Program Completed X Total Tuition Amount = Amount of Tuition Used

Amount of Tuition Used - Total Tuition Amount = Tuition Refund

Withdrawals / Terminations after 40% elapse of the program will result in no refund.

The following charges are excluded from the Institutional Refund Policy:

1. The cost of equipment that is non-returnable and/or equipment not returned within 5 days following withdrawal. Books and tools defaced in any way will not be accepted for return.
2. A \$100 non-refundable registration fee, deducted from the total tuition, fees and other charges assessed to the student by the Rose Training Institute.
3. A \$50 administrative processing fee.

# **Refund Policies**

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY TITLE IV STUDENTS ONLY**

Students who withdraw from or are terminated by the institution prior to completing more than 60% of a payment period will have their eligibility for aid recalculated based on the percent of the payment period completed. The policy shall apply to all students who withdraw, drop out, or are terminated from the Rose Training Institute, and receive Federal Pell Grant, FSEOG Grant, FFEL Loan programs, and Direct Loan programs. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point of the payment period. Title IV is viewed as 100% earned after this point.

1. The percentage earned of Title IV Aid earned will be calculated as follows:

$$\frac{\text{Number of days scheduled to be completed in the payment period}}{\text{Total scheduled days in the payment period}} = \% \text{ of payment period}$$

2. The percentage of Title IV Aid earned (i.e. to be returned to the appropriate programs) is equal to 100% minus the percent earned.
3. The student will owe the institution any additional charged amount as unpaid institutional charges.
4. Institutional charges will be calculated using the Institutional Refund Policy.

Return of Unearned Aid is allocated in the following order: 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal Perkins Loan, 4) Parent (PLUS) Loan, 5) Federal Pell Grant, 6) Federal Supplemental Opportunity Grant (FSEOG), 7) Other Title IV Assistance, 8) Private sources of aid, 9) The student or parent. Students that withdraw, drop or are terminated are obligated to pay for any tuition, fees, books, or equipment not covered by Title IV funds.

Students that withdraw, drop or are terminated are obligated to pay for any Tuition, Fees, Books or Equipment not covered by Title IV funds.

### **POST WITHDRAWAL DISBURSEMENT**

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid with 180 days.

Samples of the Title IV refund policy are available in the Financial Aid Department.

## **Refund Policies**

### **PAYMENT OF REFUNDS**

Refunds are made within 45 days following the date upon which the student's withdrawal has been determined, or for a student who fails to return from an authorized Leave of Absence (L.O.A), within 30 days of the date of termination. In the event a student has a credit balance on his/her account those funds will stay on account for future educational expenses and fees. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Rose Training Institute may make a settlement, which is reasonable and fair to both parties. If the Student legally resides in a state other than Florida, then that state's law governing refund policies (if such law exists) will be considered.

### **QUALITY COMMITMENT PROGRAM**

If there is an area of study in which the Graduate feels that he/she needs some retraining or updating, Rose Training Institute will retrain him/her at no cost, based on availability.



# **Student Services**

## **HOUSING**

Affordable apartments are available, many within commuting distance to the Rose Training Institute. However, students and their parents (if applicable) are ultimately responsible for housing arrangements. The Rose Training Institute does not provide dormitory housing. The student is responsible for the signing of his/her lease, payment of all deposits, monthly lease payment and all utilities. The Rose Training Institute does not assume responsibility for student housing.

## **STUDENT ACTIVITIES**

The Rose Training Institute does not have an organized program of activities because we realize that our students are here to learn job skills, and many are involved with their own families and organizations. However, we are most willing to encourage and assist with any activities that may be desired by the student body such as professional groups, associations, etc. All groups/associations must be proposed to the Director of Education and the President/Rose Training Institute Director in writing. The interest and demand will determine the activities held. All signs, banners and advertisements should be in good taste and are subject to the approval of the Student Services Coordinator. The Rose Training Institute has consistently volunteered to participate in many area health fairs. The students have eagerly volunteered their services to take blood pressure, pulse and respiration, as well as, glucose testing at these fairs.

## **LIBRARY AND LEARNING RESOURCES**

Rose Training Institute has a library available to students and faculty, which contains materials applicable to programs of study presented by the Rose Training Institute. Hours of operation are Monday through Friday and are posted at the Rose Training Institute. The Rose Training Institute has identified local community libraries that have professional librarians on staff to assist students with specific needs. Also available at the Library is access to the Internet Information System.

## **OSCEOLA COUNTY LIBRARY- OFF CAMPUS SITES**

### **Osceola Library System**

211 East Dakin Avenue  
Kissimmee Fl  
(407) 742-8888

### **Buenaventura Branch Library**

1800 Denn John Lane  
Kissimmee Fl  
(407) 299-5000

### **Valencia College - Ocoela Campus Library**

1800 Denn John Lane  
Kissimmee Fl  
(407) 847-9496

### **Valencia College - Ocoela Campus Library**

21 Blake Blvd  
Celebration, Fl  
(407) 566-1177

### **American Nudist Research Library**

1702 Deerfield Boulevard  
OrlandoFl,  
(407) 835-7323

### **Osceola County Library System**

2950 Sun Cove Drive  
Kissimmee Fl,  
(407) 933-2866

### **PoincianaLibrary**

6070 W Irlo Bronson Hwy  
Kissimmee Fl,  
(407) 742-8888

### **Orange County Library System: South Creek Branch**

101 North Doverplum Avenue  
Kissimmee Fl,  
(407) 742-8888

### **West Osceola BranchLibrary**

2411 Sand Lake Road  
OrlandoFl,  
(407) 582-6688

# **Student Services**

## **TUTORING**

If a student needs assistance in any course, he/she is to notify the Director of Education. The Director of Education will help the student to resolve academic and personal problems, which may be interfering with satisfactory academic progress. Regular class attendance is a prerequisite for tutoring. Review classes are held prior to certification and licensure exams. Additional laboratory time is available for students wishing to practice the hands-on performance of technical applications.

## **GRADUATION**

Formal graduation ceremonies are typically held twice per year. In the event the Rose Training Institute postpones or cancels graduation the student's diploma can be picked up at the Business Office with proper identification. Students must complete all areas of the program with cumulative grade point average of 77% or better, attendance of 90% or better and satisfactorily complete the externship/supervised clinic portion in an approved facility. In addition, students must satisfy all financial obligations to the Rose Training Institute and participate in an exit interview. A Certificate or Diploma is awarded to those meeting the graduation requirements.

## **GRADUATION REQUIRMENTS**

**The requirements for allied health program graduation are:**

- Completion of all program courses with a satisfactory grade of 77% or above in theory and a passing grade in all clinical work
- Completion with an earned grade point average of 2.0 or above
- Completion of PNCAT (a mock NCLEX-PN exit exam) with a passing NCLEX Probability score of at least 95%. ( Practical Nursing Program only)
- Completion of a PN Review – a seminar course available locally and or online prior to taking the licensing exam, which may be at the student's expense. (Practical Nursing Program only)
- Tuition accounts must be satisfied
- Complete an exit interview with the Business Office/ Students Accounts Office, the Financial Aid Office and the Career Services Office.

# **Student Services**

## **SPECIAL RECOGNITION AWARDS**

Students have the opportunity to earn special awards while pursuing their studies. The accomplishments are acknowledged by the presentation of special certificates.

- **Honor Roll-** This award will be given to students achieving 4.0 cumulative grade point average or better.
- **Student of the Month-** This award will be granted to students possessing a positive attitude and drive for success.
- **Perfect Attendance-** This award is given to students achieving 100% attendance. This shows the student's dependability. Dependability is truly important in the workplace.

## **CHANGE OF ADDRESS**

If a student should have a change of address or phone number, either local address or home address, it should be reported immediately to Student Services. A name change through marriage should be reported as well, with the appropriate documents.

## **ADVISING AND GUIDANCE**

Rose Training Institute does not offer in-house counseling, but will refer the student to the appropriate counselors. The Rose Training Institute does advise the student with school issues.

## **GRADUATE PLACEMENT ASSISTANCE**

Graduates are advised regarding opportunities for job interviews. Rose Training Institute makes a sincere effort toward the successful placement of all of its graduates. The Rose Training Institute believes that assisting graduating students in obtaining employment is one of its most important responsibilities. Each student participates in instruction regarding proper interview techniques, preparation of resumes, and letters of introduction prior to being given directions on how to conduct a job search. Student referrals for job placement result from direct contact between the Rose Training Institute and prospective employers. Rose Training Institute will provide you with any assistance you may need in finding a job within your field of study upon completion of your course and payments. This assistance includes:

- Showing you how to create a resume
- Helping you update your resume
- Teaching you how to search for a job
- Teaching you skills needed to interview
- Providing possible leads to jobs

This program is based upon your attendance and conduct. Prospective employers do ask about these things and we cannot recommend someone who does not meet these guidelines.

**Rose Training Institute offers job placement assistance. We do not guarantee employment.**

# **Patient Care Technician Program “Approved by ABHES”**

Diploma Awarded Program  
Weeks Day 20 Week Nights 30

Instructional Delivery: Residential  
Clock Hours 600

<b>COURSE NUMBER</b>	<b>COURSE</b>	<b>CLOCK HOURS</b>	<b>LAB/CLINICAL HOURS</b>
CORE 01	Health Career Today (HIV/AIDS)	60	30
NA 02	Nurse Aide and Orderly	30	5
NA 02 L	Nurse Aide and Orderly Externship	0	40
PCT003	Advanced Home Health Aide	65	0
PCT004 L	Patient Care Assistant Externship	0	60
PCT005	Allied Health Assistant	90	30
PCT005 L	Allied Health Assistant Externship	0	30
PCT006	Advance Allied Health Assistant	40	30
PCT006 L	Advance Allied Health Assistant Externship		30
PCT007	Patient Care Technician	30	
PCT007 L	Patient Care Technician Externship		30
		315	285
	<b>Total Hours</b>		<b>600</b>

**Patient Care Technician Program – 600 Hours** – The purpose of this program is to train aspiring students in the areas necessary to the Patient Care Technician: the Health Care Industry, the Whole Person, Assisting with Needs, Phlebotomy, Electrocardiogram, Healing Process and Clinical Situations. In addition, this program fosters the development of interpersonal skills, organizational effectiveness and communications skills. This is accomplished through an effective balance of theory and hands on practical training involving lecture, current texts and personal attention. At the end of this course students are prepared to enter the workforce as an entry-level Patient Care Technician person and ready to take the Nursing Assistant Examination as well as the National PCT exam.

**PATIENT CARE TECHNICIAN PROGRAM OBJECTIVE:**

- *To prepare students for a variety of employment option that can satisfy individual goals. For our students, the program is structured to ensure that our Patient Care Technician graduates are eligible to take the State and/or National certification exams in Phlebotomy, Nursing Assistant, Electrocardiogram (EKG) Technician, and/or Patient Care Technician in the State of Florida. graduates may be employed in hospitals, extended care facilities, physicians’ offices, HMO’s, home heath, hospice agencies, as well as private care.*

**PROGRAM OUTLINE PATIENT CARE TECHNICIAN:**

**CORE 01      HEALTH CAREER TODAY      (HIV/AIDS)      (60 Theory 30 Lab Hours)**

- 1.0      Demonstrate knowledge of the health care delivery system and health occupations.
- 2.0      Demonstrate the ability to communicate and use interpersonal skills effectively.
- 3.0      Demonstrate legal and ethical responsibilities.
- 4.0      Demonstrate an understanding of and apply wellness and disease concepts.
- 5.0      Recognize and practice safety and security procedures.
- 6.0      Recognize and respond to emergency situations.
- 7.0      Recognize and practice infection control procedures.
- 8.0      Demonstrate an understanding of information technology applications in healthcare.
- 9.0      Demonstrate employability skills.
- 10.0     Demonstrate knowledge of blood borne diseases, including AIDS.
- 11.0     Apply basic math and science skills.

**NA 02      NURSE AIDE AND ORDERLY      (30 Theory, 5 lab Hours)**

- 12.0     Use verbal and written communications specific to the nursing assistant.
- 13.0     Demonstrate legal and ethical responsibilities specific to the nursing assistant.
- 14.0     Perform physical comfort and safety functions specific to the nursing assistant.
- 15.0     Provide personal patient care.
- 16.0     Perform patient care procedures.
- 17.0     Apply principles of nutrition.
- 18.0     Provide care for geriatric patients.
- 19.0     Apply the principles of infection control specific to the nursing assistant.
- 20.0     Provide biological, psychological, and social support.
- 21.0     Perform supervised organizational functions, following the patient plan of care.
- 22.0     Assist with restorative (rehabilitative) activities.

**NA 02 L      NURSE AIDE AND ORDERLY EXTERNSHIP      (40 Clinical Hours)**

**PCT 003      ADVANCED HOME HEALTH AIDE      (65 Theory Hours)**

- 23.0     Use verbal and written communications specific to home health aide.
- 24.0     Demonstrate legal and ethical responsibilities specific to home health aide.
- 25.0     Perform physical comfort and safety functions specific to home health aide.
- 26.0     Apply principles of nutrition specific to home health aide.
- 27.0     Apply the principles of infection control specific to home health aide.
- 28.0     Perform home health-care services.

**PCT 004 L      PATIENT CARE ASSISTANT EXTERNSHIP      (0 Theory 60 Clinical Hours)**

- 29.0     Perform nursing assistant skills related to the hospital setting.
- 35.0     Provide nursing assistant care for the adult patient.

**PROGRAM OUTLINE PATIENT CARE TECHNICIAN:**

<b>PCT 005</b>	<b>ALLIED HEALTH ASSISTANT</b>	<b>(90 Theory, 30 lab)</b>
36.0	Perform skills representative of 1-3 major allied health areas as determined by local labor market demand. <b><u>Such skills must be at the aide level and not beyond the scope of unlicensed assistive personnel.</u></b>	
37.0	Successfully complete a clinical rotation in the selected major allied health areas.	
<b>PCT 005 L</b>	<b>ALLIED HEALTH ASSISTANT EXTERNSHIP</b>	<b>(30 Clinical Hours)</b>
<b>PCT 006</b>	<b>ADVANCE ALLIED HEALTH ASSISTANT</b>	<b>(40 Theory, 30 lab Hours)</b>
38.0	Perform additional skills from the previous module which are in the aide level and do not go beyond the scope of practice of unlicensed assistive personnel.	
39.0	Successfully complete a clinical rotation in the selected major allied health areas.	
<b>PCT 006 L</b>	<b>ADVANCE ALLIED HEALTH ASSISTANT EXTERNSHIP</b>	<b>(30 Clinical Hours)</b>
<b>PCT 007</b>	<b>PATIENT CARE TECHNICIAN</b>	<b>(30 Theory Hours)</b>
40.0	Demonstrate knowledge of organizational and effective team member skills.	
41.0	Practice organizational and effective team member skills in a clinical setting.	
<b>PCT 007 L</b>	<b>PATIENT CARE TECHNICIAN EXTERNSHIP</b>	<b>(30 Clinical Hours)</b>
<b>TOTAL HOURS</b>		<b>600 Hours</b>

**Textbooks and References:**

Gerdin, Judith. Health Careers Today 5<sup>th</sup> Edition. Mosby 2011.

Barbara Aehlert, RN. "ECG's Made Easy book & Pocket reference package. 4<sup>th</sup> Edition". Mosby 2011.

Phlebotomy 3<sup>rd</sup> Edition, by robin S. Warekois, BS, MT and Richard Robinson, NASW, Published by Saunders, Copyright 2011.

Sorrentino, Sheila A ,Kelly, Relda T & Mosby. "Mosby Text book for Nursing Assisting, workbook and Mosby Nursing Assistant skills DVD 7th edition". Mosby 2009.

Sorrentino,Sheila A., RN, MSN, PhD. Mosby's Textbook for Nursing Assistants, 7th Edition Workbook Mosby 2009.

Evolve online references:<http://evolve.elsevier.com/staticPages/index.html>

# **Practical Nursing Program “Approved by ABHES”**

Diploma Awarded Program

Weeks Day 42 Weeks Night 52

Instructional Delivery Residential

Clock Hours 1350

<b>COURSE NUMBER</b>	<b>COURSE</b>	<b>CLOCK HOURS</b>	<b>LAB/CLINICAL HOURS</b>
CORE 01	Health Career Today (HIV/AIDS)	84	6
BSF 01	Body Structure & Function	60	
NA02	Nurse Aide and Orderly	60	35 Lab 40 Clinical
GERI01	Geriatrics	20	
PN FUNDO 01	Fundamentals of Nursing	55	35
PN FUNDO 01 L	Fundamentals of Nursing Lab		100
PN PHARM	Pharmacology		40
PN NUTRITION:	Nutrition & Diet	30	
PN MED/SURGE 01	Medical/Surgical Nursing I	40	20
PN MED/SURGE L	Medical/Surgical Nursing I Lab		90
PN HG&D 01	Human Growth and Development	30	
PN MED/SURGE 02	Medical/Surgical Nursing II	85	
PN MED/SURGE 02 L	Medical/Surgical Nursing II Lab		100
PN MED/SURGE 03	Medical/Surgical Nursing III	50	
PN MED/SURGE 03 L	Medical/Surgical Nursing III Lab		60
PN MENTALHLT	Mental Health Concepts	20	
PN OB 01	Obstetric Nursing	30	
PN OB 01 L	Obstetric Nursing Lab		60
PN PEDS	Pediatric Nursing	30	
PN PEDS L	Pediatric Nursing Lab		60
PN GRAD/TRANS	Graduate Transition	20	90

**PRACTICAL NURSING – 1350 hours** -The Practical Nursing program is designed to prepare students for employment as licensed practical nurses. The program is approved by the Florida State Board of Nursing, which makes the graduate eligible to take the examination to practice as a licensed practical nurse. The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric and geriatric nursing; theoretical instruction and clinical experience in both acute and long term care situations; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; Basic Life Support (BLS), CPR, computer skills, and employability skills. Students are introduced to the clinical area early in the program. Theory and clinical procedures are integrated into the curriculum to reinforce learning. Licensed graduates may be employed in hospitals, extended care facilities, physician’s offices, HMO’s, home health, and hospice agencies, as well as private patient care. The LPN works under the direction of a registered nurse (RN) or licensed physician. A LPN may continue his/her education by pursuing an Associate of Science degree or Bachelor of Science in Nursing.

**PRACTICAL NURSING PROGRAM OBJECTIVE:**

- *To prepare students to take the Florida State PN NCLEX to become a Licensed Practical Nurse (LPN). Licensed graduates may be employed in hospitals, extended care facilities, physicians’ offices, HMO’s, home health, hospice agencies, as well as private care. The LPN works under the direction of a registered nurse (RN) or licensed physician. A LPN may continue his/her education by pursuing an Associate of Science degree or Bachelor of Science in Nursing.*

## **PRACTICAL NURSING PROGRAM COURSE OUTLINE:**

### **TERM 1**

<b>CORE 01</b>	<b>HEALTH CAREER TODAY (HIV/AIDS)</b>	<b>(84 Theory and 6 Lab Hours)</b>
1.	Orientation	<b>3 Hours</b>
2.	Health Care Delivery Systems	<b>4 Hours</b>
3.	Communication & Interpersonal skills (Medical Terminology included)	<b>8 Hours</b>
4.	Legal & Ethical Responsibilities (Domestic Violence included)	<b>7 Hours</b>
5.	Wellness & Disease (Nutrition Pyramid, Human Needs, Structure & Function of Body Systems, Defense Mechanisms, Grief Process, Practices Affecting Health included)	<b>12 Hours</b>
6.	Safety & Security (Fire & Equipment Safety, Security Procedure, Body Mechanics included)	<b>4 Hours</b>
7.	Emergency Situations (Basic First Aid, CPR-BLS, Vital Signs-Monitor & record included)	<b>20 Hours</b>
8.	Infection Control (Infectious Process Cycle, Methods of Transmission, Personal Protective Barriers, Hand washing included)	<b>13 Hours</b>
9.	Knowledge of Blood Borne Diseases (HIV/AIDS included)	<b>6 Hours</b>
10.	Computer Literacy	<b>3 Hours</b>
11.	Math & Science	<b>7 Hours</b>
12.	Employability Skills	<b>3 Hours</b>
<b>BSF 01</b>	<b>BODY STRUCTURE &amp; FUNCTION</b>	<b>(Theory 60 Hours)</b>
1.	The Body as a Whole	<b>5 Hours</b>
2.	Musculoskeletal System	<b>7 Hours</b>
3.	Circulatory System	<b>10 Hours</b>
4.	Respiratory System	<b>5 Hours</b>
5.	Digestive System	<b>7 Hours</b>
6.	Endocrine System	<b>5 Hours</b>
7.	Urinary System	<b>5 Hours</b>
8.	Reproductive System	<b>4 Hours</b>
9.	Neurological System	<b>12 Hours</b>
<b>NA 02</b>	<b>NURSE AIDE AND ORDERLY</b>	<b>(60 Theory and 35 Lab Hours 40 Clinical Hours)</b>
1.	Prepare a Patient Environment	<b>10 Hours</b>
2.	Provide Personal Care	<b>10 Hours</b>
3.	Provide for Patient Movement	<b>8 Hours</b>
4.	Assisting with Elimination	<b>6 Hours</b>
5.	Meeting Nutritional Needs	<b>16 Hours</b>
6.	Measuring Vital Signs	<b>10 Hours</b>
<b>GER I01</b>	<b>GERIATRICS</b>	<b>(20 Theory Hours)</b>
1.	The Aging Experience	<b>6 Hours</b>
2.	Coping with the Physiological/Psychological Changes of Aging	<b>14 Hours</b>





Linton, Adrienne, Introduction to Medical-Surgical Nursing - Text and Study Guide Package, 5<sup>th</sup> Edition, Philadelphia: Saunders 2011.

Leifer, Gloria, Introduction to Maternity and Pediatric Nursing, 6<sup>th</sup> Edition W.B. Saunders: 2010.

Leifer, Gloria, Study Guide for Maternity and Pediatric Nursing, 6<sup>th</sup> Edition. Saunders 2010.

Clayton, Brian A., and Stock, Yvonne N., Basic Pharmacology for Nurses- Text & Study guide, 15th Edition Mosby Inc., 2010.

Morris, Gray. Calculate with Confidence, 5<sup>th</sup> edition. Mosby 2010.

De Wit, Susan C., Fundamental Concepts and Skills for Nursing, 3<sup>rd</sup> Edition, Saunders 2010

Susan C. deWit, MSN, RN, CNS, PHN Student Learning Guide to Accompany Fundamental Concepts and Skills for Nursing, 3<sup>rd</sup> Edition. Mosby 2010.

Linda Skidmore-Roth, RN, MSN, NP. Moby's 2012 Nursing Drug Reference, 25<sup>th</sup> Edition . Mosby Inc., 2011

Donald Venes, Taber's cyclopedic medical Dictionary, 21st Edition. Davis. 2009

Evolve online references:

<http://evolve.elsevier.com/staticPages/index.html>

Periodical Journals:

<http://journals.elsevierhealth.com/>

# Course Descriptions

Each course has a specific alphanumeric system. The first alpha part is an abbreviation of the course and the second numeric part indicates the level of difficulty.

## PATIENT CARE TECHNICIAN

### **CORE 01                    BASIC HEALTHCARE WORKER (HIV/AIDS)**

**CLOCK HOURS: 90**

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. Course also includes ethics and laws, work ethics, communication, assisting with the nursing process, body structure, and safety, preventing falls; this course includes a 4 hour Aids/HIV training.

### **NA 02                    NURSE AIDE AND ORDERLY**

**CLOCK HOURS: 75**

This course follows the Florida Department of Education Curriculum Framework for the nursing assistant module. It focuses on the basic personal care needs of the patient, measurement of vital signs, performance of patient care procedures, physical comfort and safety functions specific to nursing assistants. The student will learn how to prevent falls, prevent infection, how to use proper body mechanics, transferring patients, bed making, personal hygiene and grooming, measuring vital signs, collection and testing specimens, basic emergency care, caring for the dying person, disorders of the human body systems, care of the older person, moving and transferring a patient, personal care, bed making, grooming, urinary & bowel elimination, oxygen need, confusion and dementia and restorative care. This course includes Laboratory practice and externship. 40 hours clinical and/or cooperative education learning experiences must be obtained. Twenty hours of this clinical experience must be in a licensed nursing home. 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. Successful completion of this course qualifies the student to take the state certification examination for Nursing Assistant.

### **PCT003                    ADVANCED HOME HEALTH AIDE**

**CLOCK HOURS: 65**

Student will practice all skills learned in the Nurse Aide and Basic Healthcare Worker course. Wound care, heat and cold application, respiratory support, hearing and speech problems, development disabilities, sexuality, assisted living skills. Students will be checked off on their skills in the lab. There will be 20 hours of externship in this course.

### **PCT004                    PATIENT CARE ASSISTANT**

**CLOCK HOURS: 75**

Perform all Nursing Assistant and Home Health Aide skills and nursing assistant care for the adult patient. **Student will attend 20 hours of clinical in a Nursing Home.**

### **PCT005                    ALLIED HEALTH ASSISTANT**

**CLOCK HOURS: 150**

This course consists of Phlebotomy, medical terminology and Electro Cardiogram. This course will include a 30 hour lab practice for phlebotomy and 30 hours lab practice for Electro Cardiogram.

**PCT006****ADVANCE HEALTH ASSISTANT****CLOCK HOURS: 100**

The student will do 30 hours in a Nursing Home facility and 40 lab hours getting all skills checked off by instructors in the lab and 30 hours in a hospital or lab setting practicing ECG and Phlebotomy.

**PCT007****PATIENT CARE TECHNICIAN****CLOCK HOURS: 60**

Student will work on career planning and resume preparation; direction will be given the students on how to seek employment. 30 hours of externship.

# **PRACTICAL NURSING**

## **CORE 01 BASIC HEALTH CARE WORKER (HIV/AIDS)– Hours 90 (Theory 84 Lab 6)**

This course presents the basic knowledge and skills for students majoring in certain health science diplomas. The course introduces the student to the health care delivery system, health occupations, and teaches basic medical and employability skills. It follows the current Florida Department of Education Curriculum Framework. This course also includes the introduction of basic concepts and skills generic to all health care professionals. It also includes an orientation to the school and program and development of study and test taking skills.

## **NA 02 NURSING ASSISTANT – Hours 135 (Theory 60 Lab 35 Clinical 40)**

This course follows the Florida Department of Education Curriculum Framework for the nursing assistant module. It focuses on the basic personal care needs of the patient, measurement of vital signs, performance of patient care procedures, physical comfort and safety functions specific to nursing assistants. The student will learn how to prevent falls, prevent infection, how to use proper body mechanics, transferring patients, bed making, personal hygiene and grooming, measuring vital signs, collection and testing specimens, basic emergency care, caring for the dying person, disorders of the human body systems, care of the older person, moving and transferring a patient, personal care, bed making, grooming, urinary & bowel elimination, oxygen need, confusion and dementia and restorative care. This course includes Laboratory practice and externship. 40 hours clinical and/or cooperative education learning experiences must be obtained. Twenty hours of this clinical experience must be in a licensed nursing home. 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. Successful completion of this course qualifies the student to take the state certification examination for Nursing Assistant.

## **BSF 01 BODY STRUCTURE & FUNCTION – Hours 60 (Theory)**

The course provides fundamental knowledge of the body's normal structure and function. It is designed to provide the learner with a scientific basis for the courses of the program. A simple to complex format is followed beginning with the study of cells. This is followed with tissues, fluids, membranes, organs, metabolism and homeostasis processes. This is followed with the study of all the body systems. The course provides fundamental knowledge of the body's normal structure and function. It is designed to provide the learner with a scientific basis for the courses of the program. A simple to complex format is followed with the study of all body systems.

## **GERI 01 GERIATRICS –Hours 20 (Theory)**

This course is designed to assist the student in gaining an understanding of the aging process. By emphasizing the bio-psycho-social changes in the life-cycle the student develops a positive attitude towards the elderly. The student learns to support and assist the geriatric patient in their attempts to gain wellness. This course will focus on safety principles, common disorders of the elderly, and caring for patients with the special needs. This course includes information on the aging process and cultural and environmental influences that affect care of the aging patient. In addition, common medical issues of aging with appropriate nursing interventions are explored.

## **PN FUNDO 01 FUNDAMENTALS OF NURSING 1 –Hours 90 (Theory 55 Lab 35)**

Incorporating most major employment settings, the basic concepts and fundamental skills for the practical nurse are presented. The underlying focus is the nursing process which interweaves: the patient as a consumer with needs of the body, mind and spirit; problem solving as a tool for critical thinking; communications; collaboration and delegation for coordinated, cost effective care; teaching for promotion and maintenance of wellness; and, cultural sensitivity and competence. This course is designed to assist

the student to attain sound judgment, based on scientific principles. Both the art and science of practical nursing are emphasized, as well as the role and scope of practice for the practical/vocational nurse. Utilizing the nursing process, the student collects data and assists the registered nurse in planning, implementing, and evaluating care. The theory is concurrent with lab and clinical practice.

**PN FUNDO 01 L FUNDAMENTALS OF NURSING I – Hours 100 (Clinical)**

Students, in the clinical setting, will apply nursing knowledge and practice nursing skills from Fundamentals of Nursing I and its skills lab.

**PN NUTRITION NUTRITION AND DIET – Hours 30 (Theory)**

This course focuses on the basic nutritional health care requirements across the life span including; sources and functions of nutrients, kilocaloric requirements, guidelines for balanced nutrition, common therapeutic diets, and, cultural patterns and variance.

**PN PHARM PHARMACOLOGY – Hours 40 (Theory)**

This course introduces the students to information about commonly used drugs across the life span, including dosage, therapeutic action, and possible side effects and nursing responsibilities. The study of drug therapy includes the history, sources and laws concerning drugs, how drugs are classified, the drugs affecting the various body systems and the effects of medications on the pediatric and elderly patients.

**PN MED/SURGE 01 MEDICAL SURGICAL NURSING I Hours 60 (Theory 40, Lab 20)**

This course is focuses to provide the student with an introduction to basic medical/surgical concepts. Physiological responses such as inflammation, infection and immunity will be emphasized. Common reoccurring conditions related to sensory, musculoskeletal, urinary and diabetes are presented in the framework of the long term care patient. Factors such as confusion, incontinence, loss, grief, pain, care of the terminally ill/end of life care will be discussed. This course is designed to provide the student with concepts for health disorders and surgical interventions for common, re-occurring illnesses. The course will assist the student to recognize health disorders in adult/geriatric patients. Lab skills are taught concurrently with clinical.

**PN MED/SURGE 01 L MEDICAL SURGICAL NURSING I Lab Hours 90 (Clinical)**

This course is designed to enhance the student's knowledge, through clinical assignments, of adult patients who are experiencing disorders of endocrine imbalances, musculo/skeletal, urinary, sensory and long-term care issues. Using a nursing care plan, the student begins to identify nursing problems, plans and implements nursing actions and evaluates care given under the direction of the instructor.

**PN HG&D 01 HUMAN GROWTH & DEVELOPMENT Hours 30 (Theory)**

This course focuses on Human Growth and Development from newborn to middle age. Knowledge of normal growth and development is essential to recognize deviations from the norm. Physical, cognitive, social, emotional and spiritual aspects of life are emphasized. This course assists the Practical Nurse to view the patient as an individual and as a member of a family, community, and society. This allows the nurse to support the efforts of the patient to maximize their wellness.

**PN MED/SURGE 02 MEDICAL/SURGICAL NURSING II – Hours 85 (Theory)**

This course emphasizes the care of the patient with the physiological response to cancer and the common reoccurring conditions of the respiratory, cardiac, digestive, reproductive, endocrine and integumentary systems. The focus will be on health deviations, their diagnoses/treatment and the role of the practical nurse in identifying patient needs, planning, implementing and considering care under the direction of the registered nurse. The student also gains an understanding of the environmental factors that will maximize wellness.

**PN MED/SURGE 02 L MEDICAL SURGICAL NURSING II LAB–Hours 100 Clinical)**

This course is designed to enhance the student’s knowledge, through clinical assignments, of adult patients who are experiencing common, reoccurring health deviations of the respiratory, cardiac, digestive, reproductive, endocrine and integumentary systems and various cancer issues. The focus will be on the practical nursing role during medical diagnoses/treatment and patient care, under the direction of the registered nurse, relative to identifying patient needs, planning, implementing and considering care.

**PN MENTALHLT MENTAL HEALTH CONCEPTS Hours 20 (Theory)**

This course emphasizes current theory and use of mental health concepts to meet the needs of patients with common mental health disorders. It includes the therapeutic use of communication and self to provide empathy and support for assisting the patient to maximize well being. Issues including domestic violence, substance abuse and community resources are addressed. This course also focuses on the common disorders of mental health of depression, anxiety and personality disorders. Related patient care is incorporated into the clinical for Medical/Surgical Nursing III.

**PN MED/SURGE 03 MEDICAL/SURGICAL NURSING III Hours 50 (Theory)**

This course emphasizes the care of the patient with the physiological response to conditions leading to multi-system failure. Common reoccurring conditions of the neurological, hematological and immunological systems will be explored along with the general concepts of shock and disaster nursing. The focus will be on health deviations, their diagnoses/treatment and the role of the practical nurse in identifying patient needs, planning, implementing and considering care under the direction of the registered nurse. The student also gains an understanding of the environmental factors that will maximize wellness.

**PN MED/SURGE 03 L MEDICAL/SURGICAL NURSING III Lab– Hours 60 (Clinical)**

This course is designed to enhance the student’s knowledge, through clinical assignments, of adult patients who are experiencing common, reoccurring health deviations of the neurological, hematological and immunological systems, shock and/or disasters. The focus will be on the practical nursing role during medical diagnoses/treatment and patient care, under the direction of the registered nurse, relative to identifying patient needs, planning, implementing and considering care.

**PN OB 01 OBSTETRIC NURSING Hours 30 (Theory)**

A beginning practice framework for the practical nurse is presented for the childbearing family. Previous knowledge regarding fundamental and basic medical-surgical nursing is adapted to the maternity population. The nursing process provides the organizational framework as the practical nursing student is guided to provide planned nursing care that will maximize the health, life and well-being of the childbearing family. Content includes culturally competent care for families experiencing a normal pre-natal, intra-partal, post-partal and newborn experience. Selected alterations or high-risk conditions during the childbearing phase are also explored

**PN OB 01 L OBSTETRIC NURSING LAB Hours 60 (Clinical)**

Taken concurrent with the theoretical content for obstetric nursing, the clinical provides an overview of nursing care for all phases of the maternity cycle. Students are guided to provide care to the childbearing family (mother, father/siblings, newborn) and consider needs of significant others. The experiences occur in physician offices and acute care hospitals with emphasis on mother-baby care and observational experiences in labor and delivery. Under the supervision of the instructor and utilizing the nursing process, the student will provide safe, individualized care and support, including instruction, for the new family unit.

**PN PEDS                      PEDIATRIC NURSING                      Hours 30 (Theory)**

Focusing on the basic practical nursing care of children, theoretical and corresponding clinical concerns are addressed for the individual and his/her family constellation. Well-child and commonly occurring conditions from infancy through adolescence are explored as the foundations for practice in physician's offices, well child clinics and the hospitals. Previous knowledge regarding fundamental and basic medical-surgical nursing is adapted to the pediatric population. The nursing process provides the organizational framework as the practical nursing student is guided to provide planned nursing care that will maximize the health, life and well-being of the child and family.

**PN PEDS L                      PEDIATRIC NURSING– Hours 60 (Clinical)**

This course is designed to enhance the student's knowledge of health maintenance/prevention and common disorders of children. It utilizes clinical experiences in hospital pediatric departments, physicians' offices, well-baby clinics, day care centers, and elementary exceptional schools.

**PN TRANS                      GRADUATE TRANSITION – Hours 90 (20 Theory 90 Clinical)**

This course prepares the student for employment and transition to the graduate role. While functioning in a clinical setting with a seasoned practical nurse mentor, the instructor assists by providing increasing independence and transition into the graduate role. The concepts of accountability, responsibility, ethical, legal actions, continuing education, and professional organizations are emphasized. This experience may occur in hospitals, nursing homes or long term care facilities. and a seminar provides continuity.

# **Student Information**

## **FAMILY EDUCATION RIGHTS AND PRIVACY**

Under the authority of the Family Educational Rights and Privacy Act of 1974, students have a right to examine certain files, records or documents made by the Rose Training Institute, which pertain to them. The school will permit students to examine such records within forty- five (45) days after the student submits a written request. A fee will be charged for the cost of reproduction of such records. Education records are files records or documents that the Rose Training Institute maintains which contain information that directly relates to the student. These include student files, placement files and financial aid files. Students may request that the Rose Training Institute amend their education records on the grounds that they are inaccurate, misleading or in violation of their right of privacy. In the event the Rose Training Institute refuses to amend a record, the student may request a hearing. If the hearing officer upholds the Rose Training Institute's refusal to amend the record, the student will still be allowed to include a statement into his student record regarding the disputed information, which will be released whenever the record in question is disclosed.

## **DIRECTORY INFORMATION**

Directory information includes the student's name, dates of attendance and completion status (graduation, termination) and is given by the Rose Training Institute to any inquirer. However, the student may, by requesting in writing within ten (10) working days of matriculation, ask that such directory information not to be disclosed. Students wishing other information to be disclosed must request such disclosure in writing, and such request must specify the information to be disclosed, the reason for disclosure and the person to whom disclosure may be made. In addition, refer to Rose Training Institute's Privacy Notice contained in your enrollment file.

## **ACCESS WITHOUT STUDENT CONSENT**

The Rose Training Institute may release information without the student's written consent if the disclosure is to (1) federal and state authorities where required; (2) accrediting agencies; (3) persons responsible for determining eligibility for financial aid for which the student has applied or received; (4) comply with a judicial order or subpoena, provided that the school makes a reasonable effort to notify the student prior to such compliance; (5) organizations conducting studies involving testing, student aid programs or instructions where personally identifiable information will not be disclosed; (6) protect the health or safety of the student or other person; (7) any organization who sponsors the student by paying any portion of the cost of training directly to the school; or (8) comply with conditions otherwise required by the Family Education Rights and Privacy Act of 1974. Rose Training Institute's policy is to provide open communication with the parents of dependent students. Financial Aid defines dependency. This communication includes, but is not limited to, student's grades, attendance and finances. The student must provide a written explanation to the Rose Training Institute in order to prevent said communication.

# **Student Information**

## **EXEMPTION**

Certain items are not considered part of the student's records under the Family Education Rights and Privacy Act of 1974. These include, but are not limited to: certain confidential letters of recommendation received by the Rose Training Institute; records about students or incidents made by and accessible only to the Instructors or Administrators; and Rose Training Institute security records or records maintained by certain professionals acting in their capacity for treatment purposes which are available only to persons providing the treatment.

## **REQUESTING OF RECORDS**

The Rose Training Institute maintains a record of requests for disclosure of student records as part of the official record of the student, and said records show: (1) the person requesting the information; (2) the information requested; (3) the reason for the request; and (4) whether or not the information was provided. Student records are retained permanently by the Rose Training Institute and kept in accordance with the Family Education Rights and Privacy Act of 1974.

## **RETENTION OF RECORDS**

Student records are retained indefinitely. The Rose Training Institute is not responsible for loss of records due to but not limited to: nature, war, and destruction as a result of severe weather, vandalism or acts of terrorism.

## **ROSE TRAINING INSTITUTE IS DRUG-FREE**

Students who violate this policy are subject to disciplinary action up to and including expulsion. Rose Training Institute is committed to providing a campus environment free of the abuse of alcohol and the illegal use of alcohol and other drugs.

## **STANDARD OF CONDUCT**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol are harmful and prohibited in and on property owned or controlled by Rose Training Institute. No school member is to report to work, class, or any school activity while under the influence of illegal drugs or alcohol. The use of alcoholic beverages by school members is at all times subject to the alcoholic beverage laws of the state of Florida, applicable county and city regulations. The possession and use of controlled drugs by school members of Rose Training Institute must at all times be in accordance with the provisions of Florida law, and the policies and procedures of Rose Training Institute. Under Florida law, no school member may possess substances regulated under the provisions of Chapter 893, Florida Statutes (controlled substances) and "designer drugs", unless dispensed and used pursuant to prescription or otherwise authorized by law. Sale and delivery of such substances are prohibited unless authorized by law.

# **Student Information**

## **SANCTIONS**

Violation of policies and laws described on the first page of this policy by any school member is grounds for disciplinary action up to and including termination or expulsion in accordance with applicable Rose Training Institute rules and/or agreements. Such disciplinary actions also may include reprimand or suspension. Additionally, a violation may be reason for evaluation and treatment of a drug- and/or alcohol- use disorder or referral for prosecution consistent with local, state, and federal criminal law. Disciplinary action against a student or employee by the Rose Training Institute does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the Rose Training Institute.

## **CAMPUS SECURITY AND CRIME STATISTICS**

Rose Training Institute is strongly committed to crime prevention and the safety of the campus community. The School does not employ its own security personnel, and therefore relies on state and local law enforcement personnel for any serious security efforts. Since the school is open to the public, and not restricted to students and employees, people should take the same precautions regarding personal safety and possessions that they take in other public locations. Students of the Rose Training Institute should report any crimes that occur on campus to the School Director, Director of Education/Education Coordinator, or a Program Director.

The School publishes an annual security report each year by October 1<sup>st</sup>, which contains the statistics concerning the occurrence of specific types of crimes for the three most recent calendar years. A copy of the most recent annual security report as filed with the U.S. Department of Education may be obtained from the Director of Admission or the School Director during regular business hours.

Daily Incidents Log is available to anyone requesting it from the Registrar's Office. Statistics from this log, if any, are used to compile the annual security report. Students or employees making a report of a crime may request confidentiality, but the school does not guarantee that confidentiality will always be possible. There may be occasions when the reporter will need to be identified to those people participating in an investigation.

In accordance with Megan's Law, any person who is found to be a sexual predator, habitual sex offender, or sexual oriented offender, and resides in Florida must now register with the State of Florida. Anyone interested in obtaining the information of registered sex offenders can access the following website: <http://offender.fdle.state.fl.us/offender/Search.isp>

# **Rose Training Institute**

## **ADMINISTRATION / STAFF / FACULTY**

Rose Marie Solomon		President/CEO
Chevon Stallworth	LPN	Vice President of Operations, FT, GN-VCC
Frankie Solomon		Chief Financial Officer. FT
Shemika Peden		Human Resource Director FT
Naomi Ings		Student Services/ Career Services Coordinator FT
Belgica Pride		Financial Aid Administrator FT
Phyllis Scott		Admissions Coordinator FT, BA WSC
Cheryl Greene	RN	Director of Nursing BSN, CNOR
Marline Whigham	RN 3051662	Assistant Program Director. PT, RN, MSN/Med-FAU
Paulette Bennett	RN9249724	Practical Nursing & PCT Instructor. FT, RN, MSN-ADU
Patricia Higgins	RN3167432	Practical Nursing Instructor, FT, RN, ASN- ISU
Carrolyn Hogue	RN1900312	Practical Nursing Instructor. FT, RN ASN-PSC
Bertha Chavis	LPN1322231	PCT Instructor FT LPN, DTCC
Selma Anne Verse	RN1986962	Consultant, PT, RN, Med/ED

*FT or PT = Full-Time or Part-Time, MA= Medical Assistant, NA= Nursing Assistant, PCT= Patient Care Technician, RN = Registered Nurse, PN=Practical Nursing, MBA=, Master in Business Administration , RTI= Rose Training Institute, BBA= Bachelors in Business Administration , NCPT = National Certified Phlebotomy Technician, CMA = Certified Medical Assistant, MSN = Master Science in Nursing, BSN = Bachelors of Science in Nursing, CFO =Chief Financial Officer, CEO = Chief Executive Officer, ADU=Adelphi University DTCC= Durham Tech Community College FAU= Florida Atlantic University, FSC Florida Southern College, ECC =Edison Community College, HBS=Hunter Business School, ISU= Indiana State University WA= Walden University BSB= Bachelor of Science in Biology, TAAUB=Tri-Beta association and Student Union Board. BFC= Bloom Field College, ASN= Associate Science in Nursing,. MEC=Medgar Evers College. UP= University of Phoenix. RU= Regis University, IAU= Inter American University. BH- Belhaven, M=Millsago, ESHO= Educational Services for Health Occupation. UT=University of Tampa, TC=Triton College. WSC=Warner Southern College, PSC= Polk State College*

# Program Schedules

## **CLASS TIMES ARE AS FOLLOWS:**

Morning: Monday through Thursday 8am-4:30pm\*\*\*

Evening: Monday through Friday 6pm-10pm\*

\*Evening programs may be longer in duration and externships will be different.

\*\*Class times & availability are subject to change without notice.

\*\*\* Program times vary for each program. See addendum for program schedule.

## **HOLIDAY & VACATION SCHEDULE NO CLASSES IN SESSION ON THESE DATES**

### 2011 HOLIDAY DATES

January 3rd, 2011	Professional Development / Teacher Work Day( <b>SB</b> )
January 4th, 2011	Classes Resume
January 17th, 2011	Dr. Martin Luther King Day ( <b>SB/F/S</b> )
February 11th, 2011	Professional Development / Teacher Work Day ( <b>SB</b> )
February 14th, 2011	President's Day ( <b>SB/F/S</b> )
March 25th, 2011	Professional Development / Teacher Work Day ( <b>SB</b> )
March 28th - April 1nd,	Spring Break ( <b>SB/F</b> )
April 4th, 2011	Classes Resume
April 29th, 2011	Professional Development / Teacher Work Day ( <b>SB</b> )
May 30st, 2011	Memorial Day ( <b>SB/F/S</b> )
June 6th - 10th, 2011	Summer Break ( <b>SB/F</b> )
June 13th, 2011	Classes Resume
June 24th, 2011	Professional Development / Teacher Work Day ( <b>SB</b> )
July 4th, 2011	Independence Day ( <b>SB/F/S</b> )
July 15th, 2011	Professional Development / Teacher Work Day ( <b>SB</b> )
August 12th, 2011	Professional Development / Teacher Work Day ( <b>SB</b> )
September 5th, 2011	Labor Day ( <b>SB/F/S</b> )
September 16th, 2011	Professional Development / Teacher Work Day ( <b>SB</b> )
September 26th – September 30	Fall Break ( <b>SB/F</b> )
October 3th, 2011	Classes Resume
October 10th, 2011	Christopher Columbus Day ( <b>SB/F/S</b> )
October 21th, 2011	Professional Development / Teacher Work Day ( <b>SB</b> )
November 10th, 2011	Professional Development / Teacher Work Day ( <b>SB</b> )
November 12th, 2011	Veteran's Day ( <b>SB/F/S</b> )
November 24th - 25th	Thanksgiving Holiday Break ( <b>SB/F/S</b> )
December 19th – 31st	Winter Holiday Break ( <b>SB/F</b> )
December 23th - 26th	Holiday Break ( <b>S</b> )
January 2nd, 2012	Professional Development / Teacher Work Day ( <b>SB</b> )
January 3rd, 2012	Classes Resume
January 17th, 2012	Dr. Martin Luther King Day ( <b>SB/F/S</b> )
February 10th, 2012	Professional Development / Teacher Work Day ( <b>SB</b> )

February 14th, 2012	President's Day ( <b>SB/F/S</b> )
March 30th, 2012	Professional Development / Teacher Work Day ( <b>SB</b> )
April 27 <sup>th</sup> , 2012	Professional Development / Teacher Work Day ( <b>SB</b> )
May 25 <sup>th</sup> , 2012	Professional Development / Teacher Work Day ( <b>SB</b> )
May 28st, 2012	Memorial Day ( <b>SB/F/S</b> )
June 29 <sup>th</sup> , 2012	Professional Development / Teacher Work Day ( <b>SB</b> )
July 4th, 2012	Independence Day ( <b>SB/F/S</b> )
July 27 <sup>th</sup> , 2012	Professional Development / Teacher Work Day ( <b>SB</b> )
August 31 <sup>st</sup> , 2012	Professional Development / Teacher Work Day ( <b>SB</b> )
September 3rd, 2012	Labor Day ( <b>SB/F/S</b> )
September 28 <sup>th</sup> , 2012	Professional Development / Teacher Work Day ( <b>SB</b> )
October 8 <sup>th</sup> , 2012	Christopher Columbus Day ( <b>SB/F/S</b> )
October 26 <sup>th</sup> , 2012	Professional Development / Teacher Work Day ( <b>SB</b> )
November 22nd – 23rd	Thanksgiving Holiday Break ( <b>SB/F/S</b> )
November 30, 2012	Professional Development / Teacher Work Day ( <b>SB</b> )
December 24th – January 4 <sup>th</sup>	Winter Holiday Break ( <b>SB/F</b> )

**Student Body = (SB)**

**Faculty = (F)**

**Staff = (S)**

*Some classes that fall on holidays may be made up on the following day/week or at the discretion of the Program Director. The Rose Training Institute reserves the right to make changes without notification*

# Tuition

## PROGRAMS

	Practical Nursing	Patient Care Technician
<b>Tuition:</b>	\$24,420	\$7500
<b>Registration:</b>	\$100	\$100
<b>Application:</b>	\$35	\$35
<b>*Book Fees:</b>	\$620	\$350
<b>Lab Fees:</b>	\$675	\$0
<b>Kits</b>	\$150	\$100
<b>Total Cost:</b>	\$26000	\$8085

## OTHER COSTS:

1. Reinstatement fee: \$100.00
2. Administrative fee: \$50.00
3. **Replacement Stethoscope:** An estimated cost of \$25.00
4. **Replacement Blood Pressure Cuff:** An estimated cost of \$25.00
5. **Replacement Uniforms:** Students may be responsible for purchasing additional uniform. Approximate cost is \$25.
6. **Replacement transcript:** \$5.00
7. **Replacement Badges:** \$10.00 fee (All students are given badges to wear on school ground and are required to wear them at all times, even at the clinical sites. If student is dismissed or withdrawn from the program the badge must be turned in)
8. **TB/PPD/HEP B/MMR:** Shots/Physical \$60 -All students are required to have either a chest X-ray or PPD test done prior to attending clinical. All students are required to have a Hepatitis B vaccination or declination of the HB vaccination which must be submitted prior to attending externship.
9. **Replacement Certificates:** \$15.00 each for originals and \$5.00 for a copy of the certificate.
10. **Copies:** \$.20 per copy
11. **CERTIFIED Testing: Phlebotomy Students, MA Students, PCT (must 1<sup>st</sup> take NA exam before end of the PCT program)-\$95.00 money order due on the date of certification Test, NA Students- \$127.00 examination fee plus a 34.00\* FDIE screening charge. NCLEX Exam for the LPN Students-\$500.00**

\* There is an additional \$25.00 fee requirement for tuition payment plan.

\*\*Book Fees is an approximate amount and is subject to change without notice.

# **Disclosures**

## **INDEMNIFICATION**

The Student releases and holds harmless the institution, its employees, its agents and the representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage which may be suffered by the student from any cause, while enrolled as a student in the institution. When the students are permitted to participate in individual or group tests, training, or demonstrations of ability, techniques, commodities, equipment or procedures relating to a course or health fair activities under the auspices of the Rose Training Institute, the student and parties executing the student enrollment contract, authorize participation by the student and releases the institution, and its officers, agents and employees from any and all responsibility for injury and damage to person or property.

## **CLASS SIZE**

Class size is typically limited to 12-24 students, allowing for more personalized instruction. Any Student Enrollment Agreement received after class limit has been reached will be placed on a waiting list.

## **CERTIFICATIONS FOR STUDENT GRADUATES**

Certifications are not required for employment in the career fields studied at our school but are a benefit to the student during their career search. Practical Nursing students are encouraged to take the NCLEX exam and the Nursing Assistant and Patient Care Tech students are required to take the state CNA exam. Only student graduates can take certifications. Costs vary from \$90 to \$500. Students may elect to take some certifications onsite or at a local testing center. Rose Training Institute is a Certified Testing Center for certifications in the career fields of Phlebotomy, Medical Assistant and Patient Care Technician.

## **DISASTER**

In the event of labor disputes or acts of God (i.e. flood, hurricane, tornado, etc.) the Rose Training Institute reserves the right to suspend training at the site affected for a period not to exceed 180 days or to locate a suitable substitute.

## **RECEIPT OF CATALOG**

It is a requirement that each prospective student reviews this catalog electronically or receives a hard copy on or before enrollment. If you have not reviewed this catalog prior to enrolling please contact the Student Services Office at 863-292-8101.

## **ACCREDITATION**

Students need to be aware that accreditation is a voluntary process and is not required for a school to operate in the State. Lack of accreditation may limit eligibility to sit for certain professional exams, eligibility for federal financial aid and transferability of credits to other institutions.

Rose Training Institute holds institutional accreditation by the Accrediting Bureau of Health Education Schools (ABHES) for diploma programs. Accreditation is a critical factor in selecting the school you choose to attend. It is important to understand the benefits to a student when the school is accredited.

ABHES is recognized as an accrediting bureau for career schools and colleges. Meeting ABHES standards is a measure of a school's excellence. ABHES is recognized by the Secretary of Education of the U.S. Department of Education to accredit institutions offering predominantly allied health programs and the programmatic accreditation of medical assisting, medical laboratory technology, and surgical technology. ABHES accreditation ensures that nationally accepted standards are maintained in a number of areas, including curriculum, facilities, faculty qualifications, and student quality.

An institution's accreditation does not guarantee that credits earned at that institution would be accepted for transfer by any other institution. Normally, it is the decision of the receiving institution as to the transferability of credits.

If a student does not feel that the Institution has adequately addressed a complaint or concern, the student may consider contacting ABHES. The Bureau will keep the complainant informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:  
ABHES, 7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia, 22043 (730) 917-9503  
Please visit <https://www.abhes.org/> to obtain information outlined in the Accreditation Manual relative to complaint procedures.

