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SCHOOL CATALOG
Volume 18
July 1, 2021-June 30, 2022

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GENERAL INFORMATION

ACCREDITATION

National Career Institute is accredited by the Commission on Council of Occupational Education located at 7840 Roswell Road Building 300 Suite 325, Atlanta, Georgia. The institution will make available, upon written request, the documents describing its accreditation. Contact: George P. Blount, President.

LICENSING/REGISTRATION

National Career Institute is registered and authorized to award certificates by the New Jersey State Department of Education and the Department of Labor and Workforce Development Training Evaluation Unit located at John Fitch Way, 5th Floor, Trenton, New Jersey, 08625. The institution will make available, upon written request, the documents describing its registration. Contact: George P. Blount, President.

MISSION AND OBJECTIVES

National Career Institute's mission is to prepare students to meet the challenge of the rapidly changing employment landscape by offering skills training and employment opportunities necessary to compete in today's marketplace.

OBJECTIVES

- Carefully evaluate students for entrance into postsecondary education.
- Create an educational environment that is conducive to successful outcomes.
- Increase the students' technical competency
- Ensure a high level of student performance by offering competency certification testing.
- Prepare students for their transition to work.

FACILITIES, East Orange (Main Campus)

National Career Institute's East Orange campus facilities are well equipped, spacious and air-conditioned, providing an atmosphere conducive to learning. The school is conveniently located within a short walk of bus and train station. A student annual commuter cost is approximately \$800. National Career Institute occupies approximately 8,000 square feet for classrooms and administrative offices. . The 2nd floor consists 6 offices, 2 lecture rooms, 2 medical laboratories, 3 computer laboratories, 2 HVAC workshop, lunchroom and a media room. The 4th Floor consists of an offices, 3 lecture rooms, 2 electrical workshops, and a lunchroom. The institution's facility is readily accessible to individuals with physical disabilities.

STUDENT- FACULTY RATIO

To deliver quality training to our student, the National Career Institute maintains the following maximum student-faculty ratio:

Theory Class: 15:1

Laboratory Class: 10:1

PROGRAMS

The National Career Institute offers the following occupational programs:

Occupational Programs: An educational program designed to provide a sequence of educational and skill development experiences that lead to multiple workplace competencies. These programs are designed to prepare individuals for job entry and/or career advancement. These programs are considered occupational programs and are included in the institutional self-study, FTE Calculation and student achievement data collection, and are included on the Council on Educational Occupation (COE) approved program list. These programs are included in the NJ State Eligible Training Provider List (ETPL):

East Orange Campus

- Billing and Coding Specialist (270 contact hours/17 credits)
- Clinical Medical Assistant (270 contact hours/15 credits)
- Clinical Medical Assistant with Externship (810 contact hours/37 credits)
- Electrocardiogram Technician (90 contact hours)
- Electrical Assistant & HVAC (640 contact hours)
- HVAC I and II (400 contact hours)
- Patient Care Technician with Externship (780/34 credits)
- Phlebotomy Technician (90 contact hours)

ADMISSIONS REQUIREMENTS

National Career Institute accepts student applicants who are high school graduates or the equivalent and are seventeen (17) years of age or older. An admission interview is required of all students. The following documents should be submitted upon enrollment:

- Copy of High School Diploma or GED Certificate or proof of completion of secondary education showing graduation date. (Proof of completion of secondary education from a foreign country must be officially translated into English and evaluated as the equivalent of high school completion in the United States)
- Photo Identification (driver's license or passport)
- Proof of Age (birth certificate or driver's license)
- Proof of Residence

Non-High School graduates must successfully pass a federal approved independently administered ATB examination. All such students are required to score at or above the federally approved test cut-off scores on the Wonderlic Basic Skills Test and will be concurrently enrolled in high school equivalency assessment program and NCI's postsecondary programs.

EQUAL OPPORTUNITY POLICY

It is the policy of NCI to provide equal opportunity to all qualified student applicants without regard to race, creed (religion), color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, gender identity or expression, disability, military service, affectional or sexual orientation, atypical cellular or blood trait, genetic information, or any other legally protected characteristic provided they are qualified and meet the mental and physical requirements established by NCI for the enrollment. Affirmative action will be taken to ensure the implementation and enforcement of this

SATISFACTORY ACADEMIC PROGRESS

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. New SAP definitions were created in 668.34 that went into effect on July 1, 2011. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those pace and qualitative standards. If the student has made acceptable pace and qualitative progress for that particular increment, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP. All students must maintain Satisfactory Academic Progress according to the following standards for continued

enrollment. Satisfactory Academic Progress is measured at the end of each payment period, and will be verified prior to disbursement of Title IV Federal Financial Aid. The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid. The financial aid office along with the faculty, staff and administration regularly review the Title IV SAP policy to ensure it meets all federal requirements. The School Director will officially notify the financial aid office if the school changes its academic policies.

At the end of the module the student's academic performance is evaluated and reviewed by the Vice-President and the Instructor. Students who fail to meet minimum satisfactory academic progress at the required evaluation points will be placed on academic probation. Students who fail to meet minimum satisfactory academic progress after the probation term will be dismissed. The maximum time in which a student is permitted to complete their educational objective is a period equal to 1.5 times the standard program. Standards of Satisfactory Academic Progress apply to all students, regardless of how they pay their tuition. If the student continues past the normal program length, the minimum required GPA is 2.00. A student must achieve a 2.00 CGPA within the maximum time frame and complete 15 credit hours to graduate and receive a diploma, or dismissal is required by Federal Law. Progress reports are kept by the school and furnished to the students upon request.

FINANCIAL AID WARNING

The school evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of credits to keep pace with the requirements for graduation (150% time frame); the student will be placed on academic and financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student may be placed on Academic and Financial Aid Probation. (See "Financial Aid Probation" below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status. If the student does not make SAP at the end of the Financial Aid Warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

FINANCIAL AID PROBATION

When the student does not make SAP at the end of the next payment period, the student is now informed that they can appeal and must win the appeal to be placed on Financial Aid Probation. The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.

A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the School Director explaining what caused the problem. The student would have to document how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.

The student will receive a written decision as to the status of their appeal and any SAP plan that may be developed. Students on financial aid probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

PACE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The school's satisfactory academic progress policies contain a pace (quantitative) measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe of 150%. NCI measures in credit and clock hours, thus, the maximum time frame would be 150% of the published length of the educational program as measured in credit or clock hours.

TIME FRAME

All students must satisfactorily complete their program within 150% of the normal time frame.

| <u>Program</u> | <u>Normal Time frame</u> | <u>Maximum Time frame</u> |
|--|--------------------------|---------------------------|
| Billing and Coding Specialist | 12 weeks | 18 weeks |
| Clinical Medical Assistant With Externship | 34 weeks | 51 weeks |
| Clinical Medical Assistant | 12 weeks | 18 weeks |
| Electrical Assistant & HVAC | 32 weeks | 48 weeks |
| HVAC I and II | 20 weeks | 30 weeks |
| Patient Care Technician with Externship | 34 weeks | 51 weeks |
| Plumber Assistant/Building Maintenance | 32 weeks | 48 weeks |

At the midpoint of the maximum time frame, students must have successfully completed 1/2 of the program's credit hour requirements. For example: The maximum time frame for the Clinical Medical Assistant with Externship is 48 weeks. The total credit hours needed for completion of this program is 37 term credit hours. By the time the student has been in the program for 24 weeks (1/2 of the maximum time frame), they must have earned at least 19 credits. This time frame is applicable for all students including those who did not receive financial aid.

The students who have failed to meet Pace standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the School Director monitors Pace progress

QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS

As per sections 668.16(e) (2) (i) and 668.34 of HEA 1965, National Career Institute follows a qualitative measure. The measurement is graduated. The following policy provides a detailed description of how qualitative progress is monitored. The school realizes that, oftentimes, students must make an adjustment to the academic demands of pursuing an education. The financial aid office receives quantitative information about Title IV recipients from the Office of Vice-President. The quantitative SAP is reviewed manually and a copy of the latest transcript is kept in the student file. The office of Student Services notifies students in writing concerning their progress or lack of progress at the end of each payment period. The student must be at a high enough grade point average to be able to reach graduation standards.

QUANTITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS

To be considered making SAP, students are required to attend a minimum of 70% of his/her educational program in no longer than 150% of the published length of the program as measured in clock hours and determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period.

Pace is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled. At the end of each evaluation period, the school determines if students have maintained at least 70% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

INCOMPLETES:

A student who receives an incomplete in a course must complete the course within 30 days or the "I" grade automatically changes to an "F". If a student receives an "F" grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period and may be counted for financial aid purposes.

INCREMENTS

To ensure the student is making sufficient progress both quantitatively and qualitatively, the school's SAP policy divide the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. But in any case it cannot be longer than half the program or one academic year, whichever is less. For example, in a 22 credit program, an increment must not exceed 11 credit hours. See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations.

Students who fail to meet minimum satisfactory academic progress at the required evaluation points will be placed on academic probation. Students who fail to meet minimum satisfactory academic progress after the probation term will be dismissed. The maximum time in which a student is permitted to complete their educational objective is a period equal to 1.5 times the standard program. Standards of Satisfactory Academic Progress apply to all students, regardless of how they pay their tuition. If the student continues past the normal program length, the minimum required GPA is 2.00. A student must achieve a 2.00 CGPA within the maximum time frame and complete all required credit hours outlined under "Graduation Requirements" in the catalog, to graduate and receive a certificate.

GRADING SYSTEM

The school maintains an academic transcript for each student. The grading system is as follows:

| <u>GRADE</u> | <u>NUMERICAL VALUE</u> | <u>GRADE POINT VALUE</u> |
|--------------|------------------------|--------------------------|
| A | 90-100 | 4.0 – Excellent |
| B | 80-89 | 3.0 – Good |
| C | 70-79 | 2.0 – Satisfactory |
| D | 65-69 | 1.0 - Passing |
| F | Below 65 | 0.0 – Failure |
| I | Incomplete | |
| W | Withdrew | |

The student must maintain a 2.0 GPA at the end of each payment period to maintain Qualitative academic progress. The students who have failed to meet the Qualitative standards are placed first on Academic Warning; if no improvement over the next payment period, they may appeal the decision and be placed on Academic Probation. The School Director in coordination with the Director of Financial Aid monitors qualitative progress. Academic Probation may be for one term or multiple terms based on an academic plan.

TRANSFER OF CREDITS

Transfer of Instructional Credits may be granted by the Director based on documented evidence of previous educational achievement from another institution and/or previous courses taken at National Career Institute. NCI will consider awarding transfer of academic credit only from institutions accredited by agencies recognized by the U.S. Department of Education. Determination of the courses credited will be made by the School Director. Grades from courses accepted will be used to calculate the student's grade point average. A minimum grade of "C" is required for course transfer credit. Tuition and fees will be reduced by the number of courses granted by a "Transfer of Instructional Credits" determination. NCI will count transfer credits that apply toward the student's current program in determining SAP. Transfer credits will be counted as both hours attempted and hours completed. A student who changes their program will be considered as a transfer student into the new program. This policy also applies to military credits.

Any transfer of NCI's "credit hours" is at the full discretion of the institution to which the NCI student is seeking transfer.

WITHDRAWALS:

It is the student's responsibility to officially notify the school of his/her withdrawal. The Office of Student Services monitors attendance of all enrolled students. It will contact student via email, phone call and letter. If no response is received within the following week, the school will assume the student has unofficially withdrawn. The office of Student Services will determine the withdrawal date which would be no later than two weeks from the last day of attendance. However, if the student responds, the official withdrawal date will be the date on which the student notifies the school, via any means of communication. A student who wishes to withdraw from school for compelling personal reasons should notify the School Director in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. A student who withdraws from a course and receives a "W" in the course will have that course counted in the Pace component of Academic Progress.

FAILED GRADES

A student must do all incomplete class work in order to get a passing grade. A student is required to repeat any course which he/she has received a grade of "F" or has withdrawn from prior to completion. The new grade will replace the original grade for the purpose of calculating the cumulative grade point average, if the student can document mitigating circumstances. Credit and clock hours will be counted as attempted in the calculation of successful course completion percentages.

ACADEMIC APPEAL

A student, who wished to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the School Director. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The School Director will hear any student who disagrees with a SAP decision, on an appointment basis only.

The student will be notified of the School Director's decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal. A student, who wishes to appeal any SAP decision made by the School Director, must submit a typed letter to the President with supportive documentation explaining the reason why the student is wishing to appeal the decision. The President will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal. The President's decision shall be final.

ACADEMIC PROBATION

A student will be placed on academic probation if he/she does not meet minimum satisfactory academic progress at the required evaluation points outlined under "Satisfactory Academic Progress" in the catalog. Academic probation is determined after final grades are in for the term. Appropriate counseling and remediation will be made available to the student. A student on academic probation must achieve a minimum grade point average of 2.0 for the probation term or they will be dismissed from school.

REPEATED COURSES

If a student repeats a course only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative progress standard, but the credits will be counted when determining the Pace/SAP standard.

If a student receives a "D" grade or better, and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period. However, a full-time student may only take one repetition of a previously passed course or any repetition of a previously passed course due to the student failing other

coursework and still receive title IV aid. A student may only be allowed to repeat a maximum of two courses where he or she received a grade of “F”.

REINSTATEMENT

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supporting documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within 5 days following the decision of School Director. The student must demonstrate that he/she is prepared to continue in the program. The student will be evaluated by the student’s instructor(s). The student must correct the areas of deficiency (retake failed courses or practice previously learned skills) and reestablish satisfactory academic progress before they return as a regular student.

ATTENDANCE

Regular attendance contributes to academic achievement. Excessive absences may result in poor academic progress as well as diminishing chances for employment. A class cut is considered an absence. Attendance is closely monitored and students will be contacted in the event of their absence from class. Students are encouraged to schedule medical or dental appointments during non-school hours. Students who do not attend class regularly will have their grade point averages reduced. To maintain satisfactory attendance, students should be present for ninety percent (90%) of the total clock hours during each academic period (course).

Students receiving Title IV funding must maintain ninety percent (90%) attendance of enrolled program in order to remain eligible. If a student is absent more than ten percent (10%) of the total clock hours in any course and falls below a 2.0 grade point average for that course, that student may receive an incomplete for that segment and be placed on financial aid warning for one academic period. A permanent record of attendance is maintained for each student.

Each student is allowed to have two excused absences every module. An absence is considered an excuse if the student is absent due to a documented legitimate reason, i.e. doctor’s note, jury duty, death in family, etc.. Absences in excess of the excused absences must be made-up (SEE MAKE-UP WORK). Additionally, each undocumented or illegitimate absence will result in a one (1) point decrease in the student’s final grade point average. Student Services will determine what documents are sufficient to excuse an absence from this requirement. Students will be required to complete all course work before the end of subsequent segment.

ATTENDANCE PROBATION

A student who does not meet minimum attendance requirement at the required evaluation points outlined under “Satisfactory Academic Progress” in the catalog will be placed on Attendance Probation status. Appropriate counseling and remediation will be made available to the student. A student on attendance probation must achieve the attendance requirement for the probation period or they will be dismissed from school.

OUTSIDE COURSEWORK

Each student will accomplish a minimum of two hours a day of outside coursework for a fifteen day module that includes; homework assignments, research, projects, cd simulated activity, reports and hands-on practice. Outside coursework will be evaluated, graded and incorporated in the calculation of the final grade.

MAKE-UP WORK

Students will be required to make-up all assignments, exams, or work missed as a result of any unexcused absence or tardiness. The instructor may assign additional outside make-up work if deemed necessary. Time will be provided for those students who need to make up work. Scheduling of this time will be completely at the discretion of the school. There will be no charge for make-up work.

RE-ENTRY POLICY

Students that withdrew or have been dismissed from the school and are requesting re-entry must present a request in writing to the School Director. Depending on the reason for dismissal the student may be able to re-apply to the school for re-admission. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then re-enter the school. In cases where the student was dismissed due to unacceptable conduct the student will be required to participate in a special review process. The decision rendered through the review process is final and the student will receive official notification of the decision. If you are in need of further assistance, please contact the Council on Occupational Educational. (See Student Complaint/Appeal Process). A re-entry student will be put on a Drop/Return student status and is responsible for a non-refundable registration fee that must be paid upon re-entry.

STUDENT GRIEVANCE PROCEDURE

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

1. Student's full name, social security number and current address.
2. State the concern including dates, time, instructors or students involved.
3. The letter must be dated and signed by the complainant.
4. Three dates in which the student would be available for meeting with the School Director and/or appeal panel.

The School Director will notify the student of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the situation. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing resolution to the appeal. The student will be notified in writing of the outcome of all meetings. The decision of the School Director and/or appeal panel is final. If you are still in need of further assistance, please contact the Council on Educational Occupation at 1-800-917-2081 or write us at 7840 Roswell Road Building 300 Suite 325, Atlanta, Georgia. The School Director will notify the student of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the situation. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing resolution to the appeal. The student will be notified in writing of the outcome of all meetings. The decision of the School Director and/or appeal panel is final. If you are still in need of further assistance, please contact the Council on Educational Occupation at 1-800-917-2081 or write us at 7840 Roswell Road Building 300 Suite 325, Atlanta, Georgia. Visit the COE website at www.council.org.

CONDITIONS FOR DISMISSAL

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

1. Not adhering to the school's rules, regulations, policies and code of conduct.
2. Not maintaining satisfactory academic progress.
3. Not meeting financial responsibilities to the school.

The School Director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. The school will also notify the appropriate agencies. NCI's tuition refund policy will be used to determine student liability.

INSTRUCTIONAL HOUR

Each 50 minutes of instruction is recorded as an instructional hour. Each 50 minutes of instruction will take place within a 60 minutes period.

CREDIT HOUR DEFINITION

One non-degree credit hour equals, at a minimum; 15 classroom hours of lecture or theory, 30 hours of laboratory or skill development or 45 hours of externship. See page 16 for a complete breakdown of all contact hours required for academic achievement.

LEAVE OF ABSENCE

Leaves of absence are granted under extreme conditions only. The reason for a leave of absence must be documented. Written permission must be obtained from the School Director. A leave of absence is granted for a period not to exceed thirty (30) days, unless a medical proof is presented that requires the student to be out for more than 30 days. When a student returns from an approved leave of absence, the student shall be placed in the instructional program at the point commensurate with the skill level attained by the student at the time of his or her return. The school shall assess the student's progress through counseling sessions and oral or written evaluation tests. When the student returns from a leave of absence, only courses successfully completed will be calculated in the student's cumulative grade point average. Time granted for a leave of absence will be counted as attempted in the calculation of successful course completion percentage. If a student does not return from his/her LOA, the Office of Student Services will notify the Office of Financial Aid. The school will assume the student has unofficially withdrawn on the last day of attendance before the LOA began. This begins the withdrawal process.

RE-ENROLLMENT POLICY

Students who have their training interrupted, and who wish to return to school, may be re-enrolled at the next available start date. Re-enrollment is not automatic and may only be granted at the discretion of the School Director.

GRADUATION REQUIREMENTS

A National Career Institute graduate will be issued a certificate in his/her program of study only after meeting the following requirements.

- Completed the following credit hours with a minimum cumulative grade point average of 2.0 for the following credit hour programs:
 - Clinical Medical Assistant with Externship - 37 credits
 - Patient Care Technician with Externship - 34 credits
 - Billing and Coding Specialist - 17 credits
 - Clinical Medical Assistant - 15 credits

- Attended 90% of the scheduled hours with a minimum cumulative grade point average of 2.0 for the following clock hour programs:
 - Electrical Assistant & HVAC
 - HVAC I and II

- Completion of all financial obligations and institutional paperwork.
- Achieve a minimum cumulative grade point average of "C" (2.0) or better

Credit hours awarded at NCI lead to a certificate, not a college degree.

CERTIFICATES AND TRANSCRIPTS

Certificates are issued to students who have fulfilled their academic and financial obligation upon completion of their program. Transcripts are issued upon written request with no fee charged. A five dollars fee will be required for a second certificate, or official transcript.

INDUSTRY STANDARD CREDENTIALS

Upon completion of program, students may take the national examination to acquire the following industry standard credentials as stated in the different program descriptions on Page 19.

ACADEMIC AWARDS

Upon graduation, the student may receive a certificate of achievement for earning an “A” (4.0) or “B” (3.0) cumulative grade point average for all courses completed. In addition, the student may receive the following awards:

GRADUATION HONORS

Valedictorian – Highest Academic Record
Salutatorian – Second Highest Academic Record
Honorable Mention – Third Highest Academic Record

CODE OF CONDUCT

Enrollment in National Career Institute programs means a commitment to academic excellence, professionalism, and integrity. The following are unacceptable, will not be tolerated and are grounds for student dismissal:

1. All forms of bias including; race, ethnicity, gender, disability, national origin and creed as demonstrated through physical acts, as well as verbal or written communication.
2. Sexual harassment including hostile environment and forcing an individual to perform sexual favors in return for something.
3. All types of dishonesty including; cheating, knowingly furnishing false information and altering institution documents with the intent to defraud.
4. Disruption or obstruction of teaching, administration, disciplinary proceedings, programs or any other school activity. This includes the use of profanity or verbal abuse towards faculty, staff or administration.
5. Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage of school property.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises. This includes, but is not limited to the use of alcoholic beverages and/or controlled substances.

LOST PROPERTY

National Career Institute is not responsible for lost property.

FIRE DRILLS

During a fire drill, all students will move quickly and quietly out of the building. Fire drills will be conducted by a designated member of the administration.

COUNSELING SERVICES

A full-time Student Advisor is available every day to meet with students. The Student Advisor meets with all new students during first term. The Student Advisor follows these counseling sessions by keeping in close contact with the student. The School Director will meet with any student by appointment to discuss their problems.

PLACEMENT ASSISTANCE

The school placement assistance is operated for the exclusive use of the National Career Institutes graduates. Before completion of the program, the Placement Coordinator carefully evaluates the student's specific interest and abilities. This personal and individualized service enables the graduate to choose the best path to a successful future. The skills developed at National Career Institute provides entry-level positions to our graduates, additional credentials acquired by passing the national certification exams affords better employability and positions. While **placement assistance services are provided, it is understood that the school cannot guarantee or promise employment to graduates.**

CALENDAR

Classes operate on a modular basis. Classes begin approximately once a month. NCI is open Monday through Friday between the hours of 8:30 am and 10:00 p.m. Students can register at any time throughout the year. Students are permitted to begin classes no later than four days from a class start.

The school calendar is as follows:

| Main Campus (East Orange, NJ) | |
|--------------------------------------|----------|
| Allied Health Programs | Trade |
| 07/06/21 | 07/19/21 |
| 08/02/21 | 08/16/21 |
| 08/30/21 | 09/15/21 |
| 09/27/21 | 10/14/21 |
| 10/25/21 | 11/15/21 |
| 11/22/21 | 12/16/21 |
| 12/20/21 | 01/24/22 |
| 01/24/22 | 02/22/22 |
| 02/22/22 | 03/23/22 |
| 03/21/22 | 04/25/22 |
| 04/18/22 | 05/23/22 |
| 05/16/22 | 06/22/22 |
| 06/13/22 | 07/19/21 |

Make-up work, tutoring and practice may be offered after school or during school breaks. The Director of Student Services is responsible for the scheduling of this activity.

Note: In case of unforeseen circumstances, term beginning and/or ending dates may change. In cases of snow or inclement weather, NCI follows the Board of Education School District closings.

HOLIDAYS

| | |
|-------------------------------|------------------------------|
| New Year's Day | Independence Day Labor Day |
| Martin Luther King's Birthday | Columbus Day |
| President's Day | Veterans Day |
| Memorial Day | Thanksgiving Day |
| Juneteenth Day | Christmas and New Year's Day |

FINANCIAL AID

National Career Institute is eligible to participate in the following Title IV Financial Aid Programs:

Pell Grant

Pell Grants are awarded to help finance tuition and fees while attending National Career Institute. The applicant must be a U.S. citizen, or an eligible non-citizen. You must be enrolled in a program of at least 600 clock hours in duration. You must be registered with Selective Service if you are a male who is at least 18 years old and born after December 31, 1959 and who is not a current member of the active Armed Forces. The applicant cannot be in default on a student loan or owe a repayment on a Pell Grant from a previous institution. Finally, the applicant cannot hold a Bachelors Degree. Students applying for a Pell Grant must meet eligibility requirements in accordance with regulations set forth

by the U.S. Department of Education. Awards will depend on both the costs of education and your eligibility index. An index is based on factors such as family income and assets, family size, and number of postsecondary students in your family.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The applicant must: (1) be a U.S. citizen or an eligible non citizen, (2) be an undergraduate matriculated at an institution participating in the federal campus-based programs, (3) not be in default or refund status for any federal Title IV aid at any institution, (4) if applicable, be registered with the Selective Service, (5) be a Pell Grant recipient or (6) have the lowest expected family contribution. Financial need is determined by standardized need analysis, subject to adjustments by the institution. FSEOG awards may be available to less than full-time students. Recipients are selected and award amounts are determined by financial aid administrators. The award may range from \$100 to \$4,000, depending upon student financial need, program funds, and institutional discretion. A student may receive funds throughout their period of enrollment.

Federal Work Study Program (FWS)

The Federal Work Study Program provides employment opportunities for students. The applicant must be: (1) a U.S. citizen or eligible non-citizen, (2) enrolled in an undergraduate program as a student in good academic standing, (3) not be in default or refund status for any federal Title IV aid at any institution, (4) if applicable, be registered with the Selective Service, and (5) in financial need. Financial need is determined by standardized need analysis, subject to adjustments by the institution. Federal Work Study aid may be available to less than half-time students. The institution will make employment reasonably available to all eligible students at the institution who are in need of financial aid. In the event that more students are eligible for FWS than there are funds available, preference will be given to students who have exceptional financial need.

The financial aid office is responsible for selecting recipients and determining award amounts. The institution arranges jobs on campus or off campus with for profit companies and private or public not-for-profit agencies. Factors considered by the financial aid office in determining whether, and for how many hours, the recipient may work under this program include: financial aid, class schedule, academic progress, and a student's health status. Levels of salary must be at least the minimum wage. The maximum salary allowed depends on the nature of the job and the applicant's qualifications.

Stafford Loan (DIRECT LOAN)

Stafford Loans (Direct) are for undergraduate, graduate and professional degree students. You must be enrolled as at least a half-time student to be eligible for Stafford Loan. There are two types of Stafford Loans: subsidized and unsubsidized. You must have financial need to receive a subsidized Stafford Loan. The U.S. Department of Education will pay (subsidized) the interest that accrues on subsidized Stafford Loan during certain periods. Financial need is not a requirement to obtain an unsubsidized Stafford Loan. You are responsible for paying the interest that accrues on unsubsidized Stafford Loans. **Median loan debt incurred by the student who completes the program is: Subsidized = \$3,500 and Unsubsidized = \$6,000.**

Plus Loan

PLUS Loans are loans parents can obtain to help pay the cost of education for their dependent undergraduate children. In addition, graduate and professional students may obtain PLUS Loans to help pay for their own education.

TUITION AND FEES

| <u>Program</u> | <u>Contact Hours</u> | <u>Credit Hours</u> | <u>Hours Per Week</u> | <u>Tuition</u> | <u>Registration Fee</u> | <u>Books/ Supplies</u> | <u>Total</u> |
|---|--------------------------|-------------------------|-------------------------------|----------------|-----------------------------|----------------------------|--------------|
| CLINICAL MEDICAL ASSISTANT w/ EXTERNSHIP | 810 | 37 | 24 | \$15,000 | \$100 | \$800 | \$15,900 |
| PATIENT CARE TECHNICIAN With EXTERNSHIP | 780 | 34 | 24 | \$14,100 | \$100 | \$800 | \$15,000 |
| BILLING AND CODING SPECIALIST | 270 | 17 | 24 | \$3,700 | \$100 | \$200 | \$4,000 |
| CLINICAL MEDICAL ASSISTANT | 270 | 15 | 24 | \$3,700 | \$100 | \$200 | \$4,000 |
| ELECTROCARDIOGRAM TECHNICIAN | 90 | 3 | 24 | \$800 | \$100 | \$100 | \$1,000 |
| PHLEBOTOMY | 90 | 3 | 24 | \$800 | \$100 | \$100 | \$1,000 |
| | | | | | | | |
| ELECTRICAL ASSISTANT & HVAC | 640 | | 20 | \$9,800 | \$100 | \$700 | \$10,600 |
| HVAC I & II | 400 | | 20 | \$4,875 | \$25 | \$100 | \$5,000 |

The cost of the books will be waived if the student chooses to buy the school prescribed textbooks from other sources.

REFUND POLICY

A student who cancels within 3 days of signing the enrollment agreement will have all monies returned. Tuition liability is always calculated as of the student's last day of attendance. The school shall calculate refunds of tuition paid in advance or sums due the school where tuition is paid on a weekly, monthly, or term basis, to which the following shall apply:

1. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.
2. For full-time attendance in courses exceeding 300 hours in length but not exceeding 1,200 hours, the school may retain the registration fee plus:
 - i. Ten percent of the total tuition if withdrawal occurs in the first week;
 - ii. Twenty percent of the total tuition if withdrawal occurs in the second or third week;
 - iii. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25 percent of the course;
 - iv. Seventy percent of the total tuition if withdrawal occurs after 25 percent but not more than 50 percent of the course has been completed; or
 - v. One hundred percent of the total tuition if withdrawal occurs after completion of more than 50 percent of the course.
3. For part-time attendance in courses over 300 hours in length, calculation of the amount the school

may retain in addition to the registration fee shall be:

- i. Ten percent of the total tuition if withdrawal occurs in the first 25 hours of scheduled attendance;
- ii. Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance; or
- iii. Calculated on the same basis as for full-time attendance pursuant to (k)2iii through v above after 75 hours of scheduled attendance.

If tuition and fees are collected in advanced of the start date of a program and the institution cancels the class, the institution will refund 100% of the tuition and fees collected. The institution makes these refunds within 45 days of the planned start.

In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the activity fee shall be pro-rated.

Refunds, due students, will be made without requiring formal notification. Any monies paid to the school in excess of the amount due from a student who cancels, withdraws, or is discontinued will be refunded within forty five (45) days of determination. For a student who does not provide official notification of his or her withdrawal to the school, the date of determination will be made no later than (14) days from the last day of attendance. Tuition and fees collected on behalf of a student who does not commence class, shall not exceed \$100.

The student agrees to maintain regular attendance and to abide by the rules and regulations of the school. The student understands that regular attendance is the obligation of the student and that the school's policy regarding absence and make-up as stated in the school catalog will apply. Violation of school rules and regulations may subject the student to dismissal.

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS

The Bursar's Office is required by federal law to calculate the percentage of earned Title IV Funds received or pending receipt and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence.

If a student withdraws before beginning attendance in the number of credit hours for which the Federal Pell Grant and Campus-Based were awarded before performing the required Return calculation, NCI will recalculate the student's eligibility for Pell and Campus-Based funds based on a revised cost of education and enrollment status. The school then performs a Return calculation using the student's revised award.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV fund formula:

Percentage of aid earned = the number of days in the payment period completed up to the date of determination that the student withdrew, was terminated or failed to return from an approved leave of absence, divided by the total number of days in the payment period. Any break of five days or more is not counted as part of the days in the term. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed. If this percentage is less than 60%, then the percentage earned is equal to the calculated value. Funds are returned to the appropriate federal program based on the percent of unearned aid, using the following formula:

Aid to be returned = (100% of a term tuition minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew, was terminated or failed to return from an approved leave of absence. When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to them, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew, was terminated or failed to return from an approved leave of absence. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they are no longer in attendance for grants and within 180 days of the student's date of determination that they are no longer in attendance for loans.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance
- Private and institutional aid
- The student

CAMPUS SECURITY REPORTS:

Campus Crime Statistics for January 1, 2020 to December 31, 2020

| <u>Crime</u> | <u>East Orange Campus</u> | <u>Jersey City Campus</u> |
|---|---------------------------|---------------------------|
| MURDER | - 0 | - 0 |
| NEGLIGENT MANSLAUGHTER | - 0 | - 0 |
| RAPE | - 0 | - 0 |
| FONDLING | - 0 | - 0 |
| SEXUAL OFFENSES (FORCIBLE OR NON-FORCIBLE) | - 0 | - 0 |
| INCEST | - 0 | - 0 |
| ROBBERY | - 0 | - 0 |
| AGGRAVATED ASSAULT | - 0 | - 0 |
| BURGLARY | - 0 | - 0 |
| MOTOR VEHICLE THEFT | - 0 | - 0 |
| ARSON | - 0 | - 0 |
| SIMPLE ASSAULT | - 0 | - 0 |
| LARCENY – THEFT | - 0 | - 0 |
| INTIMIDATION | - 0 | - 0 |
| DESTRUCTION/DAMAGE/ VANDALISM OF PROPERTY | - 0 | - 0 |
| <u>VAWA Offenses</u> | | |
| DOMESTIC VIOLENCE | - 0 | - 0 |
| DATING VIOLENCE | - 0 | - 0 |
| STALKING | - 0 | - 0 |
| <u>Arrests</u> | | |
| LIQUOR LAW VIOLATIONS | - 0 | - 0 |
| WEAPONS POSSESSIONS | - 0 | - 0 |
| DRUG ABUSE VIOLATIONS | - 0 | - 0 |

Students should report directly to the School Director any criminal activities that occur at school, such as: murder, sexual offenses (forcible or non forcible), robbery, aggravated assault, burglary, and motor vehicle theft. The School Director will help any student to report any campus crime to local police authorities. Prevention of sexual assault or for that matter any sexual offense is an important concern of the institution. Students interested in forming discussion groups or organizing support services are strongly encouraged to contact the School Director. In a case where there is an allegation of some sexual offense, on campus grounds, both the accuser and the accused are entitled to the same opportunity to have other's present during a disciplinary proceeding. The institution will inform the accuser and the accused of sanctions, if any, in writing within 24 hours of said proceedings.

Access to National Career Institute is monitored by a security guard located in the lobby of the building. Guests and new enrollees must sign in at the desk in the lobby.

Local police are the only law enforcement authorities available to students at National Career Institute. The School Director, or for that matter, any school official has a responsibility to assist any student reporting campus crimes. Pertinent crime information will be publicly announced to the student body within 24 hours of the crime.

School security procedures will be fully described to all students at orientation each term. Employees will be informed of security procedures at the time of initial employment, and at least once a year at faculty or staff meetings. Crime prevention information may be obtained at the East Orange Police Department, 15 South Munn Ave East Orange, NJ 07017.

DRUG FREE SCHOOL

The possession, use, or sale of alcoholic beverages or illegal drugs on school grounds by any student, faculty or staff member, will result in immediate suspension or possible dismissal. Information about drug and alcohol abuse education programs is distributed in the Admissions Office. The Student Services Director conducts substance abuse workshops in the first term for all new students. The students may obtain information on drugs, legal issues, treatment modalities, hot line numbers and treatment centers from the Student Services Director. In addition, students are offered individual counseling sessions concerning any problems they may have or they may be referred to outside agencies for further counseling.

SCHOOL CLOSURE

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.
 - ❖ Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;

Provide additional information needed to properly certify the enrollment as described in other institutional policies

PROGRAM COURSE OUTLINE

Clinical Medical Assistant with Externship

This program thoroughly prepares students for the administrative skills medical administrative assistants need to know. This program integrates all of the front office topics and skill competencies required for today's industry standards. This program also covers material dealing with medical office, medical records, medical billing, management skills, client service skills and responsibilities, client education and legal/ethical issues. It introduces the student to basic and general laboratory concepts and techniques used in medical office or clinic and definitions of medical assistant's role in assisting with laboratory testing will be discussed. The program is built on the clinical theory and develops skills in medical specialty areas. Outside coursework is introduced to the students to successfully accomplish the course objective. Satisfactory academic progress is measured in credit hours. Student must complete thirty five (35) credit hours to graduate. Students will be placed in appropriate sites for Externship to obtain additional training in a real clinical setting using the skills and knowledge acquired from classroom training. Students will gain experience in various skills such as documentation, various lab testing, quality control and safety rules regarding lab equipment and chemicals, electrocardiograph procedure and other clinical procedures.

Industry Credentials: Certified Medical Assistant, Certified Phlebotomy Technician, Certified EKG Technician

| COURSES | | | |
|----------------------|---------------------------|---------------------|----------------------|
| Number | Courses | Credit Hours | Contact Hours |
| AP105 | Anatomy and Physiology | 6 | 90 |
| E103 | Electrocardiogram | 3 | 90 |
| ML104 | Medical Laboratory | 3 | 90 |
| MOP102 | Medical Office Procedures | 6 | 90 |
| P106 | Phlebotomy | 3 | 90 |
| MA101 | Medical Assisting | 5 | 90 |
| BC108 | Billing and Coding | 5 | 90 |
| CD108 | Career Development | 4 | 60 |
| IN107 | Externship | 2 | 120 |
| PROGRAM TOTAL | | 37 | 810 |

Billing and Coding Specialist

This program thoroughly prepares students to code patients' medical records correctly and optimize reimbursement for a full range of medical services. Students are introduced to several techniques for finding and applying the correct codes in today's standard coding systems. Topics covered include: current procedural terminology, international classification of diseases, clinical modification, healthcare procedure coding system, resource-based relative value scale, insurance form preparation, Medicare, Medicaid, Tricare, Blue Cross/Blue Shield, Workers' Compensation, No Fault, HMO's, diagnosis-related groups, peer review organizations, and ambulatory patient groups. Student must complete seventeen (17) credit hours to graduate.

Industry Credentials: Certified Medical Administrative Assistant, Certified Billing and Specialist

| Number | Courses | Credit Hours | Contact Hours |
|---------------|---------------------------|---------------------|----------------------|
| AP105 | Anatomy and Physiology | 6 | 90 |
| MOP102 | Medical Office Procedures | 6 | 90 |
| BC108 | Billing and Coding | 5.5 | 90 |
| Total | | 17 | 270 |

Clinical Medical Assistant

This program will prepare students for the administrative skills. This program integrates all of the front office topics and skill competencies required for today's industry standards. This program also covers material dealing with medical office, medical records, management skills, client service skills and responsibilities, client education and legal/ethical issues. The course also introduces the student to basic and general phlebotomy concepts and techniques. The course is built on the clinical theory and develops skills in medical specialty areas. Outside coursework is introduced to the students to successfully accomplish the course objective. Satisfactory academic progress is measured in credit hours. Student must complete twelve (15) credit hours to graduate.

Industry Credentials: Certified Medical Assistant, Certified Phlebotomy Technician

| Number | Courses | Credit Hours | Contact Hours |
|--------|------------------------|--------------|---------------|
| AP105 | Anatomy and Physiology | 6 | 90 |
| MA101 | Medical Assisting | 5 | 90 |
| P106 | Phlebotomy | 4 | 90 |
| | Total | 15 | 270 |

Electrical Assistant and HVAC

The Electrical Assistant and HVAC program combines the electrical and HVAC skills students need to be more competitive in the field. It will introduce students industrial, commercial and residential wiring, motor control and theory consistent with the National Electrical Code, electrical safety including proper use of tools and equipment, OSHA's rules and regulations. HVAC component will have students competency and basic work skills pertaining to the heating, modern refrigeration, air conditioning industry, acquire knowledge necessary for gainful employment and learn skills and develop work ethics that will be useful throughout their lives. Graduates from the HVAC program will be prepared to seek career opportunities in a variety of diverse industries, such as operating engineers, repair specialists, maintenance technician, installers, and service technician. At the end of the program, students will challenge the Environmental Protection Agency (EPA Section 608 under "Clean Air Act") Universal Certification examination.

Industry Credentials: OSHA30 Certification, EPA608 Universal Certification

| Number | Courses | Contact Hours |
|----------------------------|--|---------------|
| 1st Term | | |
| IT100 | Introduction to Trade | 80 |
| EA101 | Basic Electricity | 80 |
| EA102 | Electrical Components and Installation | 80 |
| EA103 | Lighting and Service Entrance | 80 |
| | Total | 320 |
| 2nd Term | | |
| HVAC100 | Fundamentals of Mathematics | 80 |
| HVAC101 | Introduction to HVAC | 80 |
| HVAC102 | Air Conditioning and Refrigeration | 80 |
| HVAC103 | Hydronics / Gas Heating | 80 |
| | Total | 320 |
| | TOTALS | 640 |

HVAC I and II

Students completing the courses of study in the Heating, Ventilation and Air Conditioning Program will develop competency and basic work skills pertaining to the heating, modern refrigeration, air conditioning industry, acquire knowledge necessary for gainful employment and learn skills and develop work ethics that will be useful throughout their lives. Graduates from the HVAC program will be prepared to seek career opportunities in a variety of diverse industries, such as operating engineers, repair specialists, maintenance technician, installers, and service technician. At the end of the program, students will challenge the Environmental Protection Agency (EPA Section 608 under “Clean Air Act”) Universal Certification examination. Once student completes 320 hours, it is mandatory to do 80 hours of Externship within the field of HVAC.

Industry Credentials: OSHA30 Certification, EPA608 Universal Certification

| Number | Courses | Contact Hours |
|--------------|------------------------------------|---------------|
| IT100 | Introduction to Trade | 80 |
| HVAC100 | Fundamentals of Math and HVAC | 80 |
| HVAC101 | Introduction to HVAC | 80 |
| HVAC102 | Air Conditioning and Refrigeration | 80 |
| HVAC103 | Hydronics / Gas Heating | 80 |
| Total | | 400 |

Patient Care Technician with Externship

The Patient Care Technician is a multi-faceted skills training to prepare students to function in the traditional nurse aid role in nursing center, hospitals and home care agencies. This comprehensive program will focus on training students of Patient Care, Phlebotomy and EKG Technicians, with emphasis on infection control procedures, quality assurance, medical law and ethics as well as advanced anatomy and physiology, pharmacology and other special testing procedures. To enroll for Patient Care Technician a Nurse Aide/ Assistant certificate is required. The Patient Care Technician will be ready to work in a Hospital Care Facility, doctor’s Office and skilled Nursing/Rehabilitation Centers upon graduation of the program. Satisfactory academic progress is measured in credit hours. Student must complete thirty four (34) credit hours to graduate.

Industry Credentials: Certified Patient Care Technician, Certified Phlebotomy Technician, Certified EKG Technician

| COURSES | | | | |
|----------------------|---------------------------|--------------|---------------|------------|
| Number | Courses | Credit Hours | Lecture Hours | Lab Hours |
| AP105 | Anatomy and Physiology | 6 | 90 | 0 |
| PC101 | Patient Care | 4 | 30 | 60 |
| MOP102 | Medical Office Procedures | 4 | 30 | 60 |
| PR106 | Pharmacology | 6 | 90 | 0 |
| P107 | Phlebotomy | 3 | 15 | 75 |
| E103 | Electrocardiogram | 4 | 30 | 60 |
| IC109 | Career Development | 3 | 30 | 30 |
| IN107 | Externship | 4 | | 180 |
| PROGRAM TOTAL | | 34 | 315 | 465 |

COURSE DESCRIPTIONS

Air Conditioning and Refrigeration – HVAC102 (80 contact hours)

This course introduces use of water as the heat-transfer medium in heating and cooling systems. It will also present the theory and concepts of electricity and HVAC automated control systems, including the study of indoor air quality and causes of poor air quality. Using test equipment, students are instructed how to measure voltage, resistance, power, and amperage in electrical circuits. They are also instructed in the use, applications, troubleshooting, and repair of automated HVAC controls. Also, students will be trained on Recovery, leak detection, evacuation and charging procedures.

Anatomy and Physiology – AP105 (90 contact hours/6 credit hours)

Prerequisite: None

This course is a study of human anatomy and physiology. Lectures systematically take the student from the microscopic level through the formation of organ systems, with emphasis on the interdependence of these systems. Functional concepts and internal structure are related to surface anatomy as a basis for performing a physical examination. Outside coursework will include; homework assignments, research, project and reports.

Basic Electricity – EA101 (80 contact hours)

This course introduces students to the fundamental concepts of electricity, electrical conductors and wiring techniques. It also covers types of circuits, network analysis, alternating current, electron theory, electrical symbols and outlets and hands on wiring.

Billing and Coding – BC108 (90 contact hours/5 credit hours)

Prerequisite: Anatomy and Physiology

This course thoroughly prepares students to code patients' medical records correctly and optimize reimbursement for a full range of medical services. Students are introduced to several techniques for finding and applying the correct codes in today's standard coding systems. Outside coursework will include; homework assignments, research, laboratory hands-on practice, project and reports.

Career Development – CD108 (60 contact hours/4 non-degree credit hours)

Prerequisite: None

A step by step approach is used to prepare for starting a successful career, including self-exploration, interests and abilities survey, creating an effective resume and portfolio, interview, and follow-up techniques. Learn ways to keep a job and advance up the career ladder. Outside coursework will include: reading, writing and research assignments, projects and reports, and other practical learning experiences.

Electrical Components and Installation – EA102 (80 contact hours)

This course offers topics in hands on wiring, installation of switches, receptacles and nail plates. It also covers what electrician needs to know about pipe bending and installation will be introduced and how to run and install dryer outlets

Electrocardiogram – E103/E203 (90 contact hours/3 credit hours)

Prerequisite: Anatomy and Physiology

This course prepares students to function as EKG Technicians. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. Outside coursework will include; homework assignments, research, laboratory hands-on practice, project and reports.

Externship – EX107 (120 contact hours/2 credit hours)

Prerequisite: All previous courses attended

Externship is scheduled for 6 hours per day for 15 days. Students will be placed in appropriate sites to obtain experience using the skills developed. Students will gain experience in various skills such as documentation, various lab testing, quality control and safety rules regarding lab equipment and chemicals, electrocardiograph procedure and other clinical procedures.

Fundamentals of Mathematics – HVAC100 (80 contact hours)

This course will prepare the students to the fundamentals of mathematics that are essential in understanding the concepts and processes of heating, ventilation and air-conditioning. This includes US System v/s Metric System, Trade Mathematics, Geometry/Trigonometric and Introduction to Thermodynamics

Hydronics and Gas Heating – HVAC103 (80 contact hours)

This course introduces the student to HVAC basic installation and maintenance. Schematics diagrams and symbols will be used to assist equipment troubleshooting. It also focuses on troubleshooting cooling and fundamentals of heat pumps.

Introduction to HVAC – HVAC101 (80 contact hours)

This course is an introduction to the current state of HVAC theory, technology and safety. Study includes the principles of thermodynamics, energy, and matter and how those concepts apply to refrigeration. Students are also trained in copper, plastic and ferrous metal piping practices, soldering and brazing. Electricity (single phase and three phase).

Introduction to Trade – IT100 (80 contact hours)

This course introduces students to basic safety precautions to take around common job-site hazards, construction math, proper use of hand tools and power tools. It will also emphasize on OSHA regulations and compliance.

Lighting and Service Entrance – EA103 (80 contact hours)

This course presents the methods measuring lights, installation of service entrance, wiring service entrance and safe grounding system for the service. It also covers how to identify location and wiring of service equipment and understanding limited energy wiring.

Medical Assisting – MA101/201 (90 contact hours/5 credit hours)

Prerequisite: Anatomy and Physiology

This is an introductory course for the Medical Assistant program. This course places emphasis on patient-centered assessment, examination, intervention and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures and other treatments appropriate for the medical office. Medical office procedures and customer service will be discussed. Administrative and clinical competencies are presented. Outside coursework will include; homework assignments, research, hands-on practice, project and reports.

Medical Laboratory – ML104 (90 contact hours/3 credit hours)

Prerequisite: Anatomy and Physiology

This course will provide a basic understanding of clinical laboratory, diagnostic tests. This basic understanding is defined as knowing the name of the laboratory test, what the test is used for; and diseases, diagnoses, or disorders associated with the test and the normal range of the results of the test. Outside coursework will include; homework assignments, research, laboratory hands-on practice, project and reports.

Medical Office Procedures – MOP102 (90 contact hours/6 credit hours)

Prerequisite:

This course thoroughly prepares students for the administrative skills medical administrative assistants need to know. This program integrates all of the front office topics and skill competencies required for today's industry standards. Topics include communication, computer concepts, electronic medical records management, screening and processing mail, scheduling and monitoring appointment and operating office equipment. Outside coursework will include; homework assignments, research, hands-on practice, project and reports.

Patient Care – PC101 (90 contact hours/4 credit hours)

Prerequisite: Anatomy and Physiology

This course thoroughly prepares students for the administrative skills patient care technicians need to know. This program integrates all of the clerical topics and skill competencies required for today's industry standards. This program also covers material dealing with medical office, medical records, management skills, client service skills and responsibilities, client education and legal/ethical issues. The course introduces the student to perform first aid, cpr and rapid response procedure. The course is built on the clinical theory and hands on practice in medical specialty areas.

Pharmacology – PR106 (90 contact hours/6 credit hours)

Prerequisite: Anatomy and Physiology

The course will introduce students to the principles of administration of medicine with safety and precision while focusing on health promotion through medication monitoring and patient education.

Phlebotomy – P106 (90 contact hours/3 credit hours)

Prerequisite: Anatomy and Physiology

This course provides the psychomotor instruction in phlebotomy procedures and techniques for students with no prior experience in drawing blood for diagnostic testing. The student will learn proper venipuncture procedures including: proper equipment selection and use, proper labeling procedures and completion of laboratory requisitions, order of draw for multiple tube phlebotomy, preferred venous access sites, and factors to consider in site selection, and ability to differentiate between the feel of a vein, tendon and artery, patient care following completion of venipuncture, safety and infection control procedures and quality assurance issues. Students will perform a minimum of 35 successful venipuncture. Outside coursework will include; homework assignments, research, laboratory hands-on practice, project and reports.

Gainful Employment Disclosures – 2019

Program Name: Clinical Medical Assistant with Externship

This program is designed to be completed in 34 weeks.

This program will cost \$15,900 if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.

Of the students who completed this program within normal time, the typical graduate leaves with \$ 9,500 of debt.

The following States do not have licensure requirements for this profession: New Jersey, New York

Program Name: Electrical Assistant and HVAC

This program is designed to be completed in 34 weeks.

This program will cost \$10,600 if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.

Of the students who completed this program within normal time, the typical graduate leaves with \$ 6,266 of debt.

The following States do not have licensure requirements for this profession: New Jersey, New York

Program Name: Patient Care Technician with Externship

This program is designed to be completed in 34 weeks.

This program will cost \$15,000 if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.

Of the students who completed this program within normal time, the typical graduate leaves with \$ 8,905 of debt.

The following States do not have licensure requirements for this profession: New Jersey, New York

Program Name: Plumber Assistant and Building Maintenance

This program is designed to be completed in 34 weeks.

This program will cost \$12,000 if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.

Of the students who completed this program within normal time, the typical graduate leaves with \$ 6,266 of debt.

The following States do not have licensure requirements for this profession: New Jersey, New York

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: www.nciedu.com

Addendum to School Catalog

Volume 18

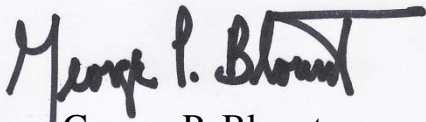
2021-2022

ADDITIONAL CLASSROOM

National Career Institute has additional classroom facilities at 195 Campus Drive, Kearny, NJ 07320, telephone number (973) 982-6543. The facility is well equipped, spacious and air-conditioned and handicap accessible and ADA compliant. There is ample parking for the teachers and students. The institution occupies approximately 1,350 square feet of classroom space. The facility is within normal and reasonable commuting distance of the main campus.

VERIFICATION

This is to verify that National Career Institute's catalogs are true and correct in content and policy.



George P. Blount
George P. Blount
President

07/01/21

Date

Acknowledgement of Receipt of School Catalog

This is to acknowledge that I have received a copy of the National Career Institute (NCI) School Catalog and Student Handbook. I understand that it sets forth the policies and procedures of the institution, as well as my duties, responsibilities and obligations as a student of NCI.

I understand and agree that it is my responsibility to read the handbook and to abide by the rules, policies and standards set forth in the NCI School Catalog.

Student Signature

Student Name (Print)

Date

School Catalog Volume No: _____