



2024 SCHOOL CATALOG

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FVI School of Nursing and Technology reserves the right to make changes within the catalog term, which may affect any of the information published, and make such changes by notifying individual students. As such changes may occur, they will be published in a catalog addendum. Information published in a catalog addendum is meant to supersede language present in the school catalog or any previous catalog addendum.

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About FVI School of Nursing and Technology

LICENSED BY:

Commission for Independent Education (CIE)

325 West Gaines Street, Suite 1414

Tallahassee, Florida 32399-0400

(850) 245-3200 / Toll Free (888) 224-6684

Additional information regarding the institution may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gains Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684

APPROVED BY:

Florida Board of Nursing

4050 Bald Cypress Way, Bin #C06, Tallahassee, Florida 32399-3256

NCLEX-RN Program Code: US704152 US701157

CNA-Program Code: 1557 - 1584

Florida Board of Pharmacy

4052 Bald Cypress Way, Bin #C04, Tallahassee, Florida 32399 Pharmacy Technician Program

Provider Number: RTTP593 (Miami)

ACCREDITED BY:

Council on Occupational Education (COE) (ID#: 312400)

7840 Roswell Road, Building 300, Atlanta, Georgia 30350

(770) 396-3898 / Toll Free (800) 917-2081

Fax (770) 396-3790

The Associate of Science in Nursing Program is accredited by Accreditation Commission for Education in Nursing (ACEN).

3343 Peachtree Road NE, Suite 850, Atlanta GA 30326

(404)-975-5000/ info@acennursing.org

STATEMENT OF OWNERSHIP

Florida Vocational Institute, Corp. is a corporation formed under the laws of the State of Florida. Florida Vocational Institute, Corp. is a subsidiary of SB Education, Inc.

GOVERNING BODY

The Board of Directors

350 East Las Olas Blvd. Suite 1250 Fort Lauderdale, FL 33301

President	Gil Bonwitt
Vice Presidents	Jeffrey Scheck, Martin Scheck, and Steven Scheck
Secretary	Elise Bonwitt

PRESIDENT'S MESSAGE

FVI School of Nursing and Technology (FVI) is a leading career school committed to preparing students for in-demand employment in nursing, healthcare, and technology fields. Through FVI School of Nursing and Technology, we offer a variety of short-term programs that enable students to achieve their career goals as quickly as possible. Our purpose is to give people with potential the power to succeed. For us, that means that our students leave FVI highly qualified, confident in their abilities, and ready for potential employment opportunities that align with their career goals.

FVI also builds its education curricula based on employer partners' needs. This enables companies to quickly fill their most in-demand roles with our qualified graduates-people who have the skills and certifications needed to get to work immediately.

We focus on learning real-world skills required to be ready for a career in healthcare, nursing, and information technology. Currently, the demand for healthcare and information technology professionals is overgrowing*. Many programs can be completed in less than a year, allowing you to get your career started quickly.

FVI HISTORY

FVI School of Nursing and Technology (FVI), formerly known as Florida Vocational Institute, opened in February 2007 at 6840 S.W. 40th Street in Miami, Florida. After outgrowing the original facility, FVI's main campus moved in 2014 to its current location at the Midway Crossing Mall, 7757 W. Flagler Street, Suite 200-220, Miami, Florida, 33144.

FVI School of Nursing and Technology (FVI) opened an extension campus in March 2018 at 3520 Enterprise Way in Miramar, Florida, 33025. The Miramar campus is an approved extension campus of the Main campus, FVI School of Nursing and Technology-Miami located at Mall of the Americas, 7757 W. Flagler Street, Suite 220, Miami, Florida, 33144.

The State of Florida's Commission for Independent Education (CIE) licenses FVI School of Nursing and Technology (FVI). FVI School of Nursing and Technology (FVI) has been accredited by Council on Occupational Education (COE) ID# 312400 since November 03, 2010. The Miramar's Associate of Science in Nursing program achieved programmatic accreditation with the Accrediting Commission of Education in Nursing (ACEN) effective March 20, 2020.

EDUCATIONAL PHILOSOPHY

We believe everyone who wants a career opportunity should be able to achieve that goal. FVI School of Nursing and Technology (FVI) focuses on providing high-quality instruction and hands-on learning for our students. We believe that providing a path to a new career through education is one of the advantages people have in this country. We believe that education should be based on the careers in demand in our community and should prepare our students for careers as quickly as possible.

SCHOOL MISSION

FVI School of Nursing and Technology's mission is to educate and prepare students to become entry-level professionals in high-demand careers. We aim to improve employability and inspire lifelong career growth, thereby improving the quality of life for individuals within our community. FVI's School of Nursing's mission is to develop student knowledge, skills, and competencies to provide safe and effective care, promote the health and wellbeing of the client, and enter the

profession of nursing serving a diverse community.

FACILITIES AND ACCOMODATIONS

FVI School of Nursing and Technology's main campus, located in Miami, Florida, is 25,839 square feet of classroom, labs, and administrative space. Similarly, the branch campus in Miramar, Florida, comprises 29,984 square feet of space.

FVI offers its students modern facilities providing an atmosphere conducive to learning. Both facilities include fully equipped classrooms, medical and computer labs, a student lounge, a reception area, a library/resource information area with available hard references, an online database of journals and information and administrative offices.

At each facility, bathrooms comply with the Americans with Disabilities Act guidelines. There is ample parking for the students, including an elevator to access the school facilities. Each facility is located close to public transportation and local restaurants.

HOURS OF OPERATION

The school's Administration and Student Services offices are open Monday through Thursday from 8:30 am to 8:00 pm. Friday from 8:30 am to 4:00 pm.

Classes and lab practices may be scheduled from Monday through Friday from 8:30 am to 10:30 pm and Saturday from 8:30 am to 3:00 pm.

SPECIAL NOTE

Information in this catalog is accurate at the time of publication. The school reserves the right to change courses of study, course content, fees, program requirements, class schedules, and the academic calendar, or, make other necessary or desirable changes, giving notice of change whenever possible. Students already enrolled will not be affected by tuition increases.

Information Sharing and the Family Education Rights and Privacy Act of 1974 (FERPA)

FERPA (Family Education Rights and Privacy Act)

The Family Rights and Privacy Act of 1974, as amended (commonly known as the Buckley Amendment), is a federal law that provides that schools maintain the confidentiality of student education records. The law says that no one outside the institution shall have access to students' education records, nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course. Certain personnel within the institution may see the documents, including people in an emergency, to protect the health or safety of students or other people.

Directory Information

In compliance with FERPA, the following statement reflects FVI School of Nursing and Technology's policy:

The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, the program of study, awards received, and the most recent previous educational agency or previous institution attended, will be released only in response to a written request. We reserve the right to refuse the above information if the reason for the request is not considered a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number, and other personal information will not be released without the student's written consent.

However, the Act states that each student has the right to inform the school that no information is to be released. No information will be released without the written consent of the student. This status is binding until such time that FVI School of Nursing and Technology (FVI) is notified in writing by the student to permit the release of "directory information."

Collaborative Partnerships

FVI School of Nursing has education collaborative agreements with Grand Canyon University, www.gcu.edu, and Chamberlain University, www.chamberlain.edu for the Associate of Science in Nursing credits to be applied towards a Bachelor of Science in Nursing program. Please contact the Nursing Department for details.

Parental Access to Student's Education Records

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. The records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

Posting Grades by Faculty

The public posting of grades either by the student's name, institutional student identification number, or security number without the student's written permission violates FERPA.

Responsibilities of the Staff Member

FVI School of Nursing and Technology (FVI) employees may have access to student education records. FERPA governs their privacy, use, and release governs their confidentiality, use, and release. The utilization of this information is governed by the regulations and the duties and responsibilities of employment and position. Unless the job involves the release of information and the employee is trained in that function, any requests for disclosure of information, especially from outside the school, should be referred to the Director of Education or Campus President.

Release of information contained on a student's record without the written consent of the person identified on the document violates Sec. 438 Public Law 90-247.

Information Release via Telephone

No information concerning any student is released to any individual, group, or organization via telephone, cellular phone, or other similar devices unless that individual, group, or organization engages in the awarding and processing of the student's Title IV aid.

ADMISSIONS POLICY

FVI School of Nursing and Technology (FVI) affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in providing academic training to the public and administering all educational services.

STATEMENT OF AFFIRMATIVE ACTION

FVI School of Nursing and Technology (FVI) admits students of any sex, race, creed, color, age, disability, national origin, religious beliefs, or political affiliation with all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate based on sex, race, creed, color, age, disability, national origin, religious beliefs, or political affiliations in the administration of its educational policies, admissions policies, job placement assistance, and any other school-administered programs.

Admissions Requirements and Procedures

To be eligible for general admission, the applicant must meet the following requirements:

1. The applicant must be seventeen years of age or older when they start their program. If the applicant is under 18 years of age, a parent or guardian must sign and agree to the terms and conditions of the enrollment agreement.
2. The applicant must complete an initial interview with an Admissions Representative and the Admission Representative will explain to the applicant the school programs and policies during the interview. Interviews may be held via video conference or onsite at one of the campus locations.
3. The applicant must provide a valid driver's license, state issued identification with photo, or valid passport.
4. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma for all programs except for Home Health Aide program.
 - The applicant must provide documentation of graduation from a high school or school in the form of a valid high school diploma, GED (General Education Development) certificate, OR a higher earned degree. Additional documentation may include an official high school, or GED transcript showing graduation date or other acceptable official documentation that confirms that the applicant meets or exceeds the academic achievement equal to a high school diploma in the United States
 - Documentation of proof of completion of secondary education from a foreign country must be officially translated and evaluated as the equivalent of high school completion in the United States by a Member of the National Association of Credential Evaluation Services (NACES) and the American Translators Association.
 - Students admitted as conditional are regular students only if the school officially accepts them into the eligible degree or certificate program.
 - A student may be admitted "Conditionally" if that student has a foreign high school

- credential that has not been evaluated but presented to the school.
- The student must present the entire transcript (credentials) at admissions to be sent to an evaluation agency.

The student may be admitted to classes as a Regular Student, for a period of no more than three weeks. If the credential is deemed not to be equal to a high school diploma, the student will be terminated from the program. There will be no costs to the student.

5. The applicant is responsible for all costs associated with health clearance, PPD and immunization and/or titers for select programs. Students in any program may be required to obtain influenza and COVID vaccination to participate in work-based experiences i.e., Clinical or Externship. Failure to comply with the health clearance and immunization policy by the required date may result in the student being dismissed from the program.
 - Immunization requirements are based on the current recommendations of the Centers for Disease Control (CDC) for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Clinical Sites may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or School policy.
 - Admissions personnel will provide all prospective students with information regarding the immunization requirements for allied health and nursing programs.

Program Specific Admissions Requirements

1. The applicant applying for the programs below must pass a Scholastic Level Exam (SLE) with a minimum score. The applicant is entitled to two attempts on the same day to achieve a passing score. If the applicant fails to achieve the minimum passing score after the second attempt, the applicant is eligible to retake the exam after a minimum of 24 hours has elapsed from the date of the second attempt.

After three attempts, the applicant for only programs marked with * may retake the SLE one last time a minimum of 30 days from the date of the last attempt.

Programs	Min. SLE Score
Associate Science in Nursing (ADN)	16
Health Services Administration (AAS)	14*
Medical Billing & Coding	14*
Pharmacy Technician (Diploma)	11*

2. A composite score of the Test of Essential Academic Skills (TEAS) entrance examination is required for Admissions into the Associate of Science in Nursing.
3. Prior to taking the Test of Essential Academic Skills (TEAS), applicants are encouraged to purchase the study guide. Applicants are strongly discouraged from taking the assessment without completing the entire review workbook. If the applicant is unsuccessful after the first attempt, the applicant should be directed to complete the online remediation for **at least two weeks before** taking the completion of the online remediation, one more opportunity to take the TEAS exam will be permitted after completing online remediation.

Applicants can take this assessment **no more than three times** in a 12-month period. A TEAS passing score is valid for 24 months (about 2 years). The cost of examination and/or official transcript request with ATI is at the applicant's expense.

Programs	Min. TEAS Score
Associate Science in Nursing	58*

* Conditional acceptance may be granted for up to 10% of each cohort for an applicant with a minimum TEAS cut off score of 54 -57 for select applicants who are not transferring any science pre-requisites.

4. Applicants must interview with the Director of Nursing or his/her designee.
5. Applicants must submit to and pass a 10-panel drug screening test, and results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute and insufficient samples) will require the applicant to be retested at their expense. The applicant is responsible for the additional testing cost. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test. For more details on drug testing, please refer to the Nursing Student Handbook.
6. Applicants must submit to and pass a criminal background check administered by the school before starting the program or being readmitted following a withdrawal period of more than 180 days (about 6 months). The conviction for certain criminal offenses may bar an applicant from participating in specific clinical training experiences, eligibility to receive professional certification, and or licensure required to function in professional career fields and obtain employment. Any adverse results, to include but not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to externship or clinical training facilities, achievement of professional certification and or licensure, and attainment of employment in a particular field.
7. Any applicant who has an adverse result on their background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on their background chooses to participate in a program that requires a clear background for admission to clinical sites, eligibility to acquire professional certification and or licensure required for employment in specific career fields, will be required to sign a disclosure document accepting full responsibility for any costs associated with attending their program. The applicant must also agree not to hold the school and its associates liable for being denied program completion, entrance to a clinical facility that may be required for the completion of the program, ability to achieve certification, obtain licensure and/or secure employment in the field of study.

Note: Applicants/students are subjected to initial and ongoing criminal background checks before, during, and after the program's completion.

8. The applicant must submit a copy of their current (American Heart Association BLS Healthcare Provider Course) CPR card. This current CPR card must not expire before the last day of the current school year and must remain valid throughout the program. If the applicant does not have a CPR card, opportunities will be provided for this to be completed.
9. The applicant must submit a signed Allied Health and Nursing Program waiver. Since most

clinical sites require students to have health insurance, the applicant must submit either a valid medical insurance card or a signed medical waiver form stating they are responsible for the costs of all medical services they may require. Please note that some clinical sites may require the student to have health insurance. The school does not provide health insurance for students.

Health Clearance, Vaccinations, and Immunizations

1. Applicants must also provide a current history and physical from a licensed health care provider addressing physical and mental health. For this policy, "current" is defined as within the past year. Documentation from the healthcare provider must state the applicant meets the essentials of fitness for professional nursing using the school's physical and mental health form.
2. Applicants are required to submit documentation of a recent medical clearance by a physician or licensed advanced practice nurse to complete their application file. Students are required to attest to their ability to perform skills and functions essential to nursing and related support practice, which is required to complete the nursing program successfully.
3. The applicant is responsible for all costs associated with health clearance and immunization. Students in any nursing or allied health programs may be required to obtain both the influenza and COVID vaccines annually. Failure to comply with the health clearance, vaccinations, and immunization policy by the required date may result in the student being dismissed from the program.
4. Applicants will be required to lift patients, stand for several hours at a time, and perform bending activities. Applicants should prepare for the mental and emotional stressors also common to nursing practice. Applicants with existing conditions are responsible for maintaining personal health at a level that meets the standards of essential functional abilities with or without accommodation.
5. Except for Hepatitis B, all required immunizations must be completed before or within the first six weeks of the first academic term the student starts the program.
6. TB test results must be submitted within the first week of the first term the student starts school. If the results are positive, the applicant must submit negative chest X-ray results within the subsequent two weeks.
7. Hepatitis B immunization is administered in a series. Students must complete the initial dose of Hepatitis B immunization by the first week of the first academic term in a nursing program. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.

When all the above-noted nursing program requirements have been completed and submitted, the completed application file will be submitted to the Program's Admissions Committee for consideration. After the Program's Admissions Committee meets and completes its evaluations, letters of acceptance or denial are mailed to the applicants.

Essentials Abilities Standard for Nursing

The nursing profession requires the caregiver to be physically and mentally fit to perform the duties of care. FVI has adopted the standards established by the National Council of State Boards of Nursing (NCSBN).

The nursing school will make appropriate academic accommodation to facilitate enrollment and participation of qualified individuals with temporary or permanent disabilities.

1. The rights of applicants and students
2. The safety of the applicant, student, classmates, and clients
3. The significant clinical component of the program curriculum
4. The requirements imposed by clinical agency agreements.
5. The condition for licensure as a Registered Nurse

The competing interest and the educational activities required to complete the Associate of Science in Nursing programs may prevent some prospective students and active students with disabilities from qualifying for enrollment or continued enrollment. Applicants who feel they may have difficulty meeting the Essential Abilities Standards are encouraged to meet with the Program Director to evaluate appropriate accommodation.

Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms. The nursing students must immediately report any changes in their essential skills or functional abilities to the program director, including any physical or mental health status changes.

Students may not attend clinical experiences while under any medication or medical treatment, which may alter their perception and ability to provide safe patient care. It is the ultimate responsibility of the Director of the nursing program to make the final decision as to the student's ability to participate in clinical activities.

Failure to report a change in medical or mental health conditions as described above may result in the student being withdrawn from the nursing program. Students are required to report changes and additions in medication, new prescriptions, or changes in medical or mental health status to the Program Director immediately (within 24 hours) and before participating in any clinical, laboratory, or simulation experience.

The school does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences and may be withdrawn from the program if equivalent experiences cannot be arranged.

Additional Admission Requirements

For Allied Health Externship Experience

1. The applicant must submit to and pass a criminal background check upon acceptance into the program. (No felony convictions that occurred within the last ten (10) years and any conviction that was drug or pharmacy-related).
2. Applicants must submit to and pass a 10-panel drug screening test, and results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute and insufficient samples) will require the applicant to be retested at their expense. The applicant is responsible for the additional testing cost. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test.

The student must meet the health and immunization requirements **at least 12 weeks prior** to starting the externship/clinical portion of the program:

- The student must either present documentation of having had the Hepatitis B vaccination series or must complete the **first two** Hepatitis B injections at least 12 weeks before the start of the externship.
- Allied health students must submit to and pass a drug screen within the 30-day period before externship starts.

Nursing Clinical Rotations

Nursing students must complete clinical rotations off-site at designated locations. The school maintains signed agreements with these facilities. Students are reminded, with few exceptions, the clinical rotations sites are most often available during daylight hours. Students must make themselves available to participate in assigned clinical as required by each program.

1. Students must complete their clinical experiences to graduate from their program.
2. Students are bound by the rules and regulations that govern the clinical site. It is important to note the contracted clinical agency agreements are non-negotiable in their requirements.
3. Students may need to travel up to fifty (50) miles from the school address for clinical rotations.
4. Students are responsible for their own transportation to and from each clinical site.

Accommodations for Students with Disabilities

The school is an Equal Opportunity Educational institution that complies and does not discriminate in the recruitment of students based on gender, race, religion, color, creed, age, handicap, national origin, sexual orientation, or any other protected characteristics. If an applicant or currently enrolled student requires academic accommodation and or additional assistance in conjunction with the admission process or their program of study, the applicant should submit a written request to the School President.

The applicant must submit copies of the documentation of a disability provided by a medical expert within the last three years and include:

- A diagnosis of the disability.
- How the diagnosis was determined (what tests were given and the results); and
- A clinical summary includes an assessment of how disability will impact the individual in a college environment and what accommodations are recommended.

Upon receipt of the formal written request, a meeting will be scheduled. The initial meeting, formal request, and response from the school must occur before any accommodation is arranged. The Director of Education or School President will work with the applicant or student to fully identify any reasonable accommodations or adjustments necessary to participate in the educational process.

Note: To be eligible for Title IV, HEA (Higher Education Act) funding, you must benefit from reasonable accommodation.

Distance Education

Several of the School's programs have blended components offered in conjunction with campus-based delivery. Classes offered via blended delivery will require students to attend multiple days per week at the assigned campus. At the same time, programs or portions of programs may also be offered 100% through Live Online or synchronous distance education format.

During emergencies that necessitate closing the physical campus, the school may elect to continue delivering courses via Distance Education to keep students actively enrolled and progressing through their program.

Policy, Orientation, and Technical Specification

In addition to meeting previous admissions requirements, prospective students for a live online or an online blended program must:

1. All courses, regardless of delivery method, will require a laptop or computer.

A student who chooses to finance a laptop purchase through the school should receive a laptop on the day of orientation. If a student chooses to purchase a laptop on their own, the student will need to ensure the equipment meets the minimum hardware and software requirements to participate in the technical orientation and throughout their program.

2. Have reliable Internet access.
3. Meet the technical specifications for the minimum hardware, operating system, software, and Internet specifications:
4. Participate in the new student orientation before the start of the program. The orientation provides:

- a. An introduction to online learning and the FVI resources and support teams
- b. An overview of FVI's Learning Management System, i.e., Canvas
- c. Information regarding policies, navigating the online course, and resources to aid in the learning process.
- d. A browser check to ensure compliance with technical computer requirements.

Note: A laptop is required to participate in the new student orientation

5. Technical Specifications:

To ensure a student's online learning experience is satisfying, FVI School of Nursing and Technology requires the following minimum hardware, operating system, software, and Internet specifications:

1) Hardware:

- Windows computer with a 2.0 GHz frequency CPU speed or above or MAC computer (Intel Processor) with a 2.0 GHz frequency CPU speed or above Intel Core 2 Duo CPU
- 4 GB Memory (RAM) or above
- A minimum of 64 GB of free hard drive space
- 1366 x 768 or higher computer screen resolution
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- Integrated video and sound card
- Internal or External webcam and microphone
- Speakers

Note: Chromebooks and mobile devices such as tablets and smartphones are **NOT** fully compatible with all online course or learning resources features.

2) Operating Systems (OS):

- Windows 10
- Mac OS X: 10.12 (Sierra), 10.13 (High Sierra), or 10.14 Mojave), 10.15 (Catalina) or newer

3) Internet Browsers for Windows and Mac Computers:

- Mozilla Firefox 68 and 69 (stable channel) at mozilla.org
- Google Chrome 76 and 77 (stable channel) at google.com/chrome
- The latest versions are not compatible with Flash Player
- Mac Computers: Safari Versions 12 and 13

4) Internet Browsers for Windows and Mac Computers:

- Mozilla Firefox 68 and 69 (stable channel) at mozilla.org
- Google Chrome 76 and 77 (stable channel) at google.com/chrome; the latest versions are not compatible with Flash Player

5) Mac Computers:

- Safari Versions 12 and 13

NOTE: Students enrolled in online and blended programs are required to have access to a working computer or laptop and have internet access. Students must understand that classroom functions are NOT accessible on a tablet, smartphone, or another mobile device.

Transfer of Credit Policy

Transfer of credit is always the decision of the individual School or University and is determined by the receiving Institution.

To be considered, the Institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA). However, Accreditation does not guarantee the transfer of credits.

FVI School of Nursing and Technology (FVI) reserves the right to accept or deny transferring credit hours received from another school. The granting of credit for prior education cannot exceed **60 percent (60%)** of any program. Programs and tuition will be adjusted per the number of credit hours accepted by FVI School of Nursing and Technology.

FVI School of Nursing and Technology (FVI) does not award credit for life or work experience. Nursing courses completed at another post-secondary institution are not eligible for transfer credit (i.e., courses with a "NUR" or "PNR" prefix).

The applicant or the student must initiate the request to transfer credit. The requests for transfer credit should be submitted before enrollment. Only under extenuating circumstances may an exception be made with the approval of the School President; in which case all necessary documents must be received no later than fourteen calendar days after the start date of the student's program. To apply for transfer credits, students must request official transcripts from the Institution where the credits were previously earned and must be sent directly to the campus mailing address, directed to Registrar's Office.

Students may be required to provide a relevant catalog and other documents regarding the course(s) to be considered.

Foreign transcripts must be translated into English and evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

Courses for which Nursing applicants would like to request transfer credit must meet the applicable criteria listed below:

1. Courses must have been completed within the **previous ten years (120 months)**. Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
2. Anatomy & Physiology I and II courses in the Nursing program must have a grade of "B" or higher on the transcript from the awarding Institution and earn within the **last five years (60 months)**.
3. Credits **may** be awarded for Anatomy & Physiology I and/or II with a grade of "C" or for credits earned after five years (60 months) with a minimum score of **60** or greater in the science portion of the TEAS entrance examination.
4. All other courses must have a grade of "C" or higher on the transcript from the awarding Institution.

5. The school does not accept NUR courses completed at another institution.

Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at the FVI School of Nursing for transfer credit to be awarded.

Students will be informed in writing regarding the acceptance or rejection of transfer credit after evaluating all documents provided. Grades associated with transfer credits are not calculated in the student's Grade Point Average (GPA) and will appear on the student's transcript with a grade of "TR." Transfer credits are included in the calculation of the credits earned/credits attempted ratio to determine the rate of progress in the satisfactory academic progress. All transfer credits will be counted as credits attempted and credits completed.

Since the number of credits transferred into a program may shorten the maximum program length to complete graduation requirements, students should consult the Financial Aid Department about the effect of the change in program length on their eligibility for grants and loans under federal Title IV rules and regulations. Transfer credits will also impact the maximum allowable timeframe in which a student must complete a program.

Veteran's Credit for Previous Education or Training

Students must submit all education and training for evaluation. FVI School of Nursing and Technology (FVI) maintains a written record indicating that appropriate previous education and training have been evaluated and granted credit, if applicable, with the training time shortened and the tuition reduced proportionately. The VA (Veterans Affairs) Department and the veteran will be notified.

Transfer Students

If the student has met all financial obligations and transfers out of FVI School of Nursing and Technology (FVI), he may receive, at their request, an official transcript reflecting clock or credit hours and grades. Please note that the transferability of credits is the decision of the receiving Institution.

DISCLAIMER: FVI School of Nursing and Technology (FVI) is a post-secondary career school designed to educate and prepare students to obtain or enhance required employment skills. Credits earned at FVI School of Nursing and Technology (FVI) may not be transferable to any other post-secondary institution. The eligibility of transfer of credits is awarded at the discretion of each receiving Institution. FVI does not guarantee any credits will transfer to any other institution except if the school has a signed articulation agreement with a specific institution. Please see the Program Director for a list of these institutions.

ACADEMIC INFORMATION

Definition of Contact Hour

A contact hour consists of 50 minutes of instructional time in a 60-minute block of time.

Clock to Credit Hour Formula

A credit hour is equivalent to a minimum of each of the following: one semester credit hour for fifteen (15) contact hours of theory, thirty (30) contact hours of laboratory activities, or 45 contact hours of work-based activities. In addition, there are assigned out-of-class/ preparation work required for a credit hour course.

Class Schedule and Class Size

FVI School of Nursing and Technology (FVI) has open registration for all programs. Class schedules will be given to students on the first day of classes. Allied Health Classes may be scheduled Monday through Friday: Day sessions are from 8:30 am to 1:30 pm, and Evening sessions are from 5:30 pm to 10:30 pm. Day sessions for the Nursing program may be scheduled Monday-Friday from 8:30 am-3:30 pm. Evening sessions may be from Monday – Friday from 5:30 pm-10:30 pm and Saturday from 9:00 am-1:00 pm.

FVI School of Nursing and Technology (FVI) is proud of its small classes and individualized attention. Although class size will vary, FVI monitors class size to ensure that program objectives are met. Class size will not exceed twenty-five (25) students in the classroom or laboratory setting. Class size may vary according to programmatic requirements. For example, the nursing lab and clinical settings are limited to no more than twelve (12) students.

Course/Drop Add Period

A non-degree student may not drop out or add a course, except in certain circumstances after the third day of the class/term start. A nursing student may not drop or add a course, except in certain circumstances after the first week of the semester start date. Students enrolled in a degree program may not drop or add a course after the first week of the semester.

SATISFACTORY PROGRESS & PROBATION POLICY

Federal regulations require all schools to participate in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards apply to all students attending this institution. To qualify for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965.

All students must maintain Satisfactory Progress to continue enrollment. Satisfactory progress is measured at the end of each evaluation period and will be checked before disbursement of aid.

Incomplete courses, repetitions, and non-credit remedial courses do not apply and will not affect satisfactory progress. The student's records are reviewed periodically to determine whether the student is making satisfactory progress academically and attending classes to complete the course within the specified timeframe by this policy.

Maximum Timeframe

The school's satisfactory academic progress policies must contain a quantitative measure. The policy defines the pace that students must progress to ensure educational program completion within the maximum timeframe of 150%.

Quantitative Requirement

- Students are required to complete their educational program in no longer than 150% of the published length of the program. This timeframe is applicable for all students, including those who did not receive financial aid.

At the midpoint of the maximum timeframe, students must have completed one half of the program's credit hour requirements.

- For example, the maximum timeframe for the Medical Assistant program is 54 weeks. The total credit hours for completion of this program are thirty-four (34). By the time the student has been in the program for 27 weeks (1/2 of the maximum time frame), they must have completed a minimum of 17-semester credits.

The students who have failed to meet the quantitative and qualitative standards are placed on **Financial Aid Warning**.

The maximum time (which does not exceed 150% of the program length) allowed for students to complete each program at satisfactory progress is stated below:

Academic Program	Normal Timeframe	Maximum Program Timeframe
Associate Degrees		
Health Service Administration – MA (AAS)	64 credits	96 credits
Nursing (AS)	75 credits	112.5 credits
Health Services Administration – MBC (AAS)	64 Credits	96 Credits
Diploma		
Medical Assistant	34 credits	51 credits
Medical Billing and Coding	34 credits	51 credits
Patient Care Technician	29 credits	43.5 credits
Pharmacy Technician	34 credits	51 credits
Clock Hour Certificate		
Nursing Assistant/Home Health Aide	180 hours	270 hours
Home Health Aide	75 hours	110 hours

Same as or Stricter Than

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 which are not receiving Title IV, HEA funding.

Qualitative Measure of Satisfactory Academic Progress (SAP)

The school measures qualitative progress based on a 4.0 scale. All courses for which the students receive a grade will be included when calculating the student's Cumulative Grade Point Average (CGPA), except that of a Withdrawal (W) or an Incomplete (I) will not be included in determining a student's CGPA. If a student repeats a course, only the highest grade will be included when calculating the student's GPA. Students must make up failed or missed tests and incomplete assignments within ten (10) calendar days or receive a failing grade.

The student must maintain a minimum cumulative GPA of 1.75 to meet SAP for the first evaluation period and a minimum cumulative GPA for each subsequent period.

Evaluation Periods

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students who are not making SAP will be notified in writing the evaluation results. Failure to make SAP will impact eligibility for Title IV, HEA financial aid.

Formal evaluation periods for Satisfactory Academic Progress for allied health credit-hour programs are based on an 18-week period except for the Patient Care Technician program. Nursing and Patient Care Technician programs are based on a 5-week evaluation period.

Credit Hour Programs			
Evaluation Period	Cumulative Credits Attempted	Minimum Percentage of Cumulative Credits Completed/Earned (*)	Minimum Cumulative GPA
1	3 or higher	60%	1.75
2	6 or higher	67%	2.00
3 or more	12 or higher	67%	2.00

* Percentage of Cumulative Credits Completed = (credits earned/credits attempted) *100

Formal evaluation periods for Satisfactory Academic Progress for a clock-hour program is based on the actual scheduled hours at the school and ½ of the instructional weeks for the program.

Clock Hour Programs	Program's Total Clock Hours	Midpoint Evaluation in Weeks	Minimum Attendance Required at Midpoint # Clock Hours.	Min. CGPA
Nursing Assistant/HHA	180	4.5	76.5	1.75
Home Health Aide	75	1.5	32.0	1.75

Standards of Academic Progress for VA Students

Students receiving VA education benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 for each course (Certification Period). A VA student that falls below a 2.0 CGPA at the end of a course (Certification Period) will be placed on academic probation for a maximum of two consecutive certification periods (two courses). If the VA student fails to achieve a 2.0 CGPA at the end of the probation period (two courses/two certification periods) the student's VA educational benefits will be terminated. The student may continue to attend the institution without VA educational benefits and establish satisfactory progress under the school's satisfactory academic progress policy (SAP) which is measured at the end of each academic term.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

Financial Aid Warning and Academic Probation

- Students who do not meet the qualitative and quantitative academic progress for a designated period will be placed on Financial Aid Warning and given one designated period to meet the minimum academic standard.
- Students who do not meet that standard will be placed on academic probation and lose all Title IV student funding.
- Students who achieve sufficient academic progress at the end of a designated academic period will regain Title IV eligibility.
- Students on academic probation will have to pay all costs of attendance for the period during which they are on academic probation.
- Students who do not achieve sufficient academic progress during the academic probation period will be withdrawn from the program.
- Students must have completed all required credits or clock hours with a minimum 2.0 cumulative grade point average to graduate.

Student SAP Appeal Procedures

The student has seven (7) business days to submit an appeal regarding failure to meet SAP. The request must be given to the Director of Education or the School President, who will meet with members of an Appeal Committee to decide on the appeal.

The student must provide supporting documents and describe any mitigating circumstance(s) that deserve special consideration. The basis by which a student may file an appeal: death of a relative, injury, illness of the student, or other exceptional circumstance. Once the school receives the appeal and is evaluated, the student will be notified of the School President's decision within ten (10) business days following the receipt of the student's appeal letter, and additional time may be taken to review student's appeal thoroughly.

Grading System

Students are graded per the following Grade Point Average (GPA) system:

- A final course grade will accomplish evaluations for every course in a program. Letter grades "A," "B," "C," and "F" will be used.
- Plusses and minuses may be assigned to grades of "B" or "C."
- Minuses may be assigned to an "A" grade.
- A minimum passing grade is a "C" for all courses except for Math and Science Courses in the Nursing program, Nursing concentration courses where a passing grade is a "C+."
- Other letter grades used by the school include:
 - P Proficient
 - I Incomplete
 - W Withdrawn
 - WF Withdrawn/Failing
 - TR Transfer Credit
 - IN Temporary grade is treated as an "F" (zero quality points) until it is removed.

Grade	Numerical/Percentage grade	Quality Points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	78-79	2.3
C	73-77	2.0
C-	70-72	1.7
F	Below 70	0.0

Attendance

Regular attendance is expected of all students. Attendance is taken daily in a class by the instructor and submitted to the Registrar before the end of each class every day. Students are expected to attend all scheduled classes and to arrive on time. Attendance records will be maintained by the Registrar and will be part of the student's permanent academic record.

Attendance is reviewed by the instructors, the program directors, and the Director of Education every week. Students will be notified by phone, text, or e-mail if their attendance is in danger of violating attendance requirements.

Students with excessive absences will be subject to disciplinary action, including termination from classes. Students with chronic absences may receive a failing grade for the course. A

student will be withdrawn from any course or program if they do not attend within a fourteen (14) consecutive calendar day period (excluding school holidays or breaks that are longer than five consecutive days). All students must complete 100% of all externship/clinical hours within the assigned grading period.

Students are responsible for making up the assignments and work missed because of absence at the instructor's discretion.

Tardiness/Leaving Early

A student is considered late if they arrive 15 minutes after the scheduled class start time. The instructor will advise the student concerning excessive tardiness or leaving early.

Make-Up Work

Arrangements to make up assignments, projects, tests, and homework missed because of absences must be made with the approval of the instructor.

Course Repeat Policy

Only the highest grade will be counted if a student repeats a course, and previous grades will be removed.

A student may only repeat a previously failed course **one time**. A student who fails the same course twice must be withdrawn from the program.

All failed courses must be repeated and completed in compliance with the course and program requirements. All courses from which a student has withdrawn must be repeated and completed.

Failing or withdrawing from a course and subsequent required courses may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility and or impact the student's satisfactory academic progress.

Students who need to repeat a course must meet with the Program Director and/or Registrar regarding scheduling. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations.

Nursing Program Policy

Students should refer to the respective Program Student Handbook regarding additional attendance policies regarding clinical, simulation, and lab. All clinical, simulation and lab hours missed must be made up before the term ends.

A student who fails a course may repeat the course **only once**. Failure of the same course or failure of **any three (3) science or program core subject courses** within his/her program (whether it is three different courses or a combination of repeated courses) shall result in program dismissal with no opportunity to continue in the program.

A Nursing student who withdraws from a course, or the school will receive a grade of "W" if they withdraw **before the end of the 11th (eleventh) week**. If a Nursing student withdraws in week 12 (twelfth), the student will receive a "WF" grade for the course. The grade will be recorded on their transcript. A "WF" grade is regarded the same as an "F" grade in determining whether the

student can remain enrolled in the program.

Nursing students are allowed up to **two (2) course** withdrawals (including both “W” and “WF”) from required **science or program core subject** during the entire program, whether such withdrawals were from the same course or two different courses. Withdrawing a third time, regardless of the week of the withdrawal will result in academic dismissal from the program.

Veteran’s Attendance Policy

Students are expected to attend all scheduled class meetings and to arrive on time. Early departures, class cuts, tardiness, etc., for any portion of a class period, will be counted as one absence. Students **exceeding 20% absences** in a course will be terminated from their VA educational benefits for unsatisfactory attendance.

A student may be recertified for VA educational benefits once the student completed a subsequent class with satisfactory attendance. The student who elects to attend a subsequent class, without VA educational benefits, will be responsible for paying all charges associated with that class. The student’s attendance record will be retained in the veteran’s file for USDVA and FDVA SAA monitoring purposes. Attendance is monitored, and the attendance policy is enforced.

Academic Appeals and Other Policies

The Academic Appeals policy and process provides a vehicle by which a student may appeal academic decisions or actions such as a final grade or consequences of attendance violations. A Student who wishes to appeal an academic status or eligibility should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic Progress policy.

A student might appeal against the school’s actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances. For example, illness, military duty, death of a family member, court appearances or jury duty. Appeals must be received within seven (7) business days of the student being notified of the decision that he/she wishes to appeal.

A student considering appealing a decision related to classroom policies, such as testing, course assignments, or grades, should first discuss their concerns with his/her instructor.

An appeal must be received within seven (7) business days of the student being notified of the decision or grade that he/she wishes to appeal. Academic Appeals must be submitted in writing to the Director of Education or the Director of Nursing. The appeal must include a description of the educational decision the student is requesting to be reviewed and as much documentation as possible substantiating the reason for a review of the decision.

The Director of Education and the Director of Nursing will convene a meeting of an Academic Appeal Committee. This meeting will be held within ten (10) business days of receiving the student’s appeal.

The student will be notified in writing via mail or e-mail of the Academic Appeal Committee’s decision by the end of the next business day after the Committee meeting. If the student believes they did not receive the appropriate due process, they may file a grievance or complaint by following the Grievance/ Complaint Procedures section of this catalog.

Leave of Absence

The school has discontinued the Leave of Absence (LOA) policy effective November 1, 2023.

Standard Period of Non-Enrollment

A student may be placed on a standard period of non-enrollment (SPN) for no longer than forty-five days. A standard period of non-enrollment may be required when a student must repeat a course not being offered during the term. Not all courses are offered every term. The school reserves the right to reschedule a course for the next academic term if fewer than five (5) students are registered for the course.

If a student does not return from SPN when scheduled, the student's enrollment will be terminated. The last day of actual attendance will be used as the date of determination (DOD) for refund purposes.

Records

Student records are permanently kept on file by the school, safe from fire and other perils. These records are available to the student upon written request.

Progress Report

At the end of each academic term, the school will provide a progress report to the students.

Dismissal/Withdrawal

Students can re-apply for enrollment at FVI School of Nursing and Technology (FVI) after dismissal. This request will be on a petition basis. For re-enrollment to be approved, the petition must present some change in the students' circumstances.

"Official" Voluntary Withdrawal

A student is "Officially" withdrawn on the date the student notifies the Registrar or School President in writing of their intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of their intent to withdraw and is absent for more than fourteen consecutive calendar day period, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the school contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Re-instatement

Students can re-apply for enrollment at FVI School of Nursing and Technology (FVI) after dismissal. This request will be on a petition basis. For re-enrollment to be approved, the petition must present some change in the students' circumstances.

Students are eligible to re-enroll one time to complete their program.

Incomplete Grade

When a student is unable to complete the requirements of a course by the end of the course, the student may be given an "Incomplete" (I) grade. The instructor will grant a status of "I" if the student has valid reasons for not finishing the work. Students have ten calendar days from the

end of the course to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the courses will be assigned.

Course Incompletes, Repetitions and Non –Credit Remedial Courses

Course incomplete, repetition, and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. All hours attended are considered attempted. Students cannot withdraw from individual subjects. Students withdrawing from school will receive credit for all work completed up to the point of withdrawal. Transfer clock/credit hours received will not be included in the calculation of the student's GPA; however, credits will be counted toward the quantitative requirements.

Program Changes/Cancellation

The school reserves the right, at its discretion, to change, to cancel or to modify course content, materials, text, schedules, and is not responsible for loss or damage from any cause. Changes will be made before the start of a course. Current students will not be affected by any program change or cancellation.

Program and/or course changes and cancellations are only made after obtaining the necessary approval from the Commission for Independent Education (CIE) and Council on Occupational Education (COE).

Recognition Awards

- President's List: Students achieving 4.0 for a semester will be placed on the Presidents' List for the semester or academic term.
- Director's List: To qualify for this achievement award, students must maintain a 3.5 grade point average throughout their studies up to the time of graduation.
- Perfect Attendance: To qualify for this achievement award, students must have perfect attendance during their course of study.
- Certificate of Appreciation or Recognition Award: Students who volunteer to work on special school projects will be awarded a Certificate of Appreciation/Recognition Award.

Graduation Requirements

The student must comply with the following requirements for graduation from his/her program.

1. Complete all required coursework with a minimum cumulative GPA of 2.0.
2. Complete all required clinical or work-based hours required for the program of study.
3. Satisfy all financial obligations with the school.
4. Meet with Career Services department for assistance with job placement or provides documentation of employment.
5. Complete Exit Interview with Student Finance Office.
6. Complete the Graduation Clearance form and submit it to the Registrar at least 30 days before the last day of class,

STUDENT SERVICES

Transcripts

A complete transcript of each student's grades is kept in a permanent file. Students must request transcripts in writing. One copy is provided free; there is a fee for additional copies. Transcripts will not be issued unless the student's financial obligations to the school are current at the time of the request.

Advising Services

Advising and guidance begin with the admissions interview and continue throughout the student's course of study. Since the FVI School of Nursing and Technology (FVI) is small, faculty advising is limited to academic counseling. All personal issues will be referred to as the appropriate outside agency.

Financial Services

The Financial Services Office will inform students of all options regarding private funding or payment plans. Furthermore, Financial Aid is available for those who qualify. Students may be eligible to receive Federal Pell Grant funds and Subsidized and Unsubsidized Federal student loans depending on the program the student is enrolled in. For more information on applying for Financial Aid, see the catalog section, Financial Information, or contact our Financial Services Office.

Career Services

Career Services continuously promotes and maintains professional relationships with employers to introduce qualified career-oriented graduates based on their employment needs. The Career Services Department is the liaison between students, graduates, and employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a thriving and ongoing career.

- All current and prospective students are entitled to review the school's program completion rates and program graduate employment rates. Statistics are updated and published annually on the institution's website under the Consumer Disclosure section. Copies are available from the Admissions or the Registrar's office.

The Career Services staff assists graduates in finding employment through resume preparation, helping with the development of interviewing skills, and identifying job leads appropriate for the graduate. During the last term, graduate candidates will need to meet with the Career Services Career Services Office to discuss services available in their job search. **Obtaining employment is the graduate's responsibility.**

To comply with reporting requirements, the institution reserves the right to contact a graduate's employer using various methods to verify the graduate's employment information. In some instances, the institution may disclose personal information to the employer for the sole purpose of employment verification.

Employment Guarantee Disclaimer:

FVI School of Nursing and Technology (FVI) will assist students in obtaining suitable employment at no additional charge. It is understood that the FVI School of Nursing and Technology (FVI) cannot promise or guarantee job placement or a specific salary for its students or graduates. *Completing a program in a language other than English may reduce employability where English is required.*

Certification, Registration, and Licensing

FVI does not guarantee that a student who completes his or her program will pass certification, registration, or licensing tests.

A student's eligibility to sit for specific certifications is determined by the certifying entity, and students may not be eligible to sit for all certifications.

A student who pursues additional testing is responsible for their costs.

If the student believes he/she can be certified, registered, or licensed without attending FVI, it is the student's responsibility to seek out the applicable information. The school is not responsible for providing information on all the options for certification, registration, or licensing.

Unless noted on the enrollment agreement, the cost of certification examination is the out-of-pocket expense for the student to register for certification exams.

Nursing program graduates will be required to pass the NCLEX (National Council Licensure Examination) exam to secure employment as a nurse. Students should visit the Program Director for more information and the steps needed to register for these certification exams.

Tutoring Services

Students should understand that tutoring is not a substitute for regular class attendance.

Students are encouraged to request tutoring services if the student is having trouble with the course material, the instructor will schedule tutoring or extra lab time. Instructors are available for special tutoring and make-up work outside normal class hours. Instructors are also available by appointment to provide demonstrations, answer questions and conduct reviews. Computers and other equipment are available for students to use outside class hours. Students who desire special assistance are urged to take advantage of this help which is offered at no extra cost.

Housing

FVI School of Nursing and Technology (FVI) does not offer housing to its students.

Lost and Found Services

FVI School of Nursing and Technology (FVI) assumes no responsibility for articles lost by the student. Students may check the Business Office for any lost and found item. Any items found on school premises should be turned into that office. These items are kept for 30 days. After 30 days the school will dispose of any unclaimed items.

Personal Property

FVI School of Nursing and Technology (FVI) cannot be responsible for the student's books, materials, or personal belongings.

Learning/Media Resource Area

VI School of Nursing and Technology (FVI) has a Learning/Media Resource area (Library). During the new student orientation, students will be informed of the hours of operation; sign-in/out procedures: print material available, and non-print material available and other policies. The center is open to students, faculty, and staff during school hours.

Class Registration/Deadlines

Allied Health program registration is held continuously. However, the student must attend class no later than the third day of the module or term. For all degree programs, registration is continuous and therefore the student must formally drop a registered class before the end of week 1 of the term. For more information concerning program start dates or classes, please see the Start Date Calendar on the last page of the school catalog or contact the Registrar's office.

Transportation

Public transportation is available to the campus facility. Students may contact the office for bus schedules and routes. FVI School of Nursing and Technology (FVI) campuses have ample parking available.

Emergency Contacts

FVI School of Nursing and Technology (FVI) is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency medical services. At the time of enrollment, each student should provide the individual's name to contact in an emergency on the appropriate line of the application form. Students should carry emergency information always, as well as any medical insurance card(s).

Crime Statistics Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the code of Federal Regulations require all institutions to gather school crime statistics and make the report available to students, faculty, and employees.

Any criminal activity by students, faculty, and employees will not be tolerated and cause immediate dismissal.

A crime statistics report is available by October 1 of every year. All employees and students will annually receive a copy of the Crime Statistics Report, and an acknowledgment is kept in the employee personnel and student's academic files. Also, a detailed report from the Miami-Dade and City of Miramar Police Departments will be given to every student obtained upon request.

SCHOOL RULES AND REGULATIONS

Students enrolling in FVI School of Nursing and Technology (FVI) assume an obligation to conduct themselves professionally. FVI School of Nursing and Technology (FVI) has the authority to exclude those who are disruptive of the educational process.

Prohibited conduct for which a student is subject to disciplinary action is defined as follows (see individual policies for details). **Note:** Nursing students should refer to the Program's Student Handbook for student conduct policy requirements.

- Physical or sexual assault of any person on any FVI School of Nursing and Technology (FVI) campus or conduct which threatens the health or safety of any such person or the physical or sexual assault of any FVI School of Nursing and Technology (FVI) student, faculty member or school employee.
- Substantial damage to FVI School of Nursing and Technology (FVI) - owned or leased property or to property of an FVI student, employee, faculty member, or visitor occurring on FVI owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of FVI School of Nursing and Technology (FVI) facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as hazing (defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for initiation or admission into or affiliation with any organization operating under the sanction of FVI School of Nursing and Technology).
- Use of alcohol or illicit drugs while on campus or at an externship site. Students at FVI School of Nursing and Technology (FVI) are preparing for careers that involve direct interaction with patients and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and are considered a crime. Anyone who engages in such actions while enrolled at the FVI School of Nursing and Technology (FVI) will be reported to the local authorities for criminal activities. Drug testing may be asked of students who display behaviors consistent with drug abuse.

Probation Policy

A student may be placed on probation for any of the following reasons:

1. Unsatisfactory academic progress.
2. Excessive absenteeism
3. Inappropriate behavior

Suspension/Dismissal/Termination Policy

A student may be suspended/dismissed or terminated because of inappropriate conduct, violation of the Drug, Alcohol, and Weapon policies, possession of school property without authorization, academic reasons, unsatisfactory academic progress, nonpayment of tuition, or for the good of the school. If dismissed/terminated, the portion of the refund policy in effect at the dismissal/termination will apply. A student may appeal a suspension/dismissal/termination determination by submitting a written appeal to the Director of Education or the School President. The Director of Education or School President will review the appeal and decide on the re- reinstatement of the student within **ten (10) business days**.

Institutional Policies

Nondiscrimination Policy

FVI School of Nursing and Technology (FVI) provides a professional environment that affirms the rights of students and faculty. Discrimination or harassment of any kind is not tolerated. FVI is committed to being the principles of equal opportunity in employment and education and does not discriminate based on race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran's status, or against disabled persons. FVI complies with nondiscrimination regulations under Title VI and Title VII, Civil Rights Acts of 1964; Title IX, Education Amendments Act of 1972; Vietnam Era Veteran's Readjustment Assistance Act of 1974; Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; and other applicable statutes.

Drug and Alcohol Policy

The State of Florida controls the possession, sale, consumption, or furnishing of alcohol, Department of Business and Professional Regulation, Division of Alcoholic Beverages, and Tobacco. FVI School of Nursing and Technology (FVI) has a substances abuse policy including alcoholic beverages. FVI School of Nursing and Technology (FVI) adheres to the Drug Free Workplace Act of 1988 and the Drug-Free Alcohol and Communities Act amendments of 1989. Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the workplace. Therefore, the unauthorized use, possession, consumption, sale, or distribution of any alcoholic beverage or drugs, except those prescribed by a physician, are prohibited everywhere on school grounds or during any activity sponsored by FVI School of Nursing and Technology. Students and employees are prohibited from being under the influence of alcohol or drugs (except those prescribed by a physician and properly documented) while on school premises. This policy delineates the appropriate action to take if a staff member or student exhibits behavior consistent with alcohol or drug use in the workplace. All employees and students should also be advised that possession, manufacture, or distribution of a controlled substance or inappropriate use or abuse of alcohol may carry its own penalties under local, state, and federal laws. Violation of this policy constitutes grounds for dismissal. FVI School of Nursing and Technology (FVI) is a drug-free workplace for staff, faculty, and students.

Weapons Policy

Use and or possession of guns, knives, or any other kind of weapon are not permitted on FVI School of Nursing and Technology premises. Violation of this policy constitutes grounds for dismissal.

Sexual Harassment Policy

In compliance with the Violence against Women Reauthorization Act of 2013 (VAWA (Violence Against Women Act)) (Pub. Law 113-4), FVI School of Nursing and Technology (FVI) has enacted a policy prohibiting sexual harassment, including sexual violence, sexual discrimination, domestic violence, stalking and sexual exploitation; to establish a complaint procedure to investigate allegations of sexual harassment; and to provide appropriate sanctions for violators of this policy. Any act of retaliation against or interference with a witness, investigator or person who reports an alleged violation of this policy is prohibited and will be subject to disciplinary actions.

In the event of an alleged sexual offense, a disciplinary proceeding will be held where both the accuser and the accused will be entitled to have witnesses present. They will be informed of the final determination about the alleged sexual offense and any sanction imposed against the accused. If it is determined that the accused is guilty of rape, acquaintance rape, or another forcible or non-forcible sex offense, the accused will be immediately dismissed.

Title IX Coordinator

Title IX protects students, employees, applicants for admissions and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. Title IX protects all students at FVI School of Nursing and Technology (FVI) – regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin in all aspects of a recipients' educational programs.

Title IX Coordinator Contact Information:

Carlos Rodanes, Vice President of Regulatory Affairs
crodanes@fvi.edu

Health and Safety Policy

FVI School of Nursing and Technology (FVI) complies with requirements and regulations of state and local building codes, the Board of Health, and Fire Departments. The Plan is published on the school website www.fvi.edu under Consumer Information.

Academic Integrity Policy

Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. The FVI School of Nursing and Technology expects students to have the highest standards of integrity in meeting their academic responsibilities. In addition, academic honesty is essential for effectively evaluating student academic attainment and competency. Academic integrity is expected of all students. To reflect academic integrity:

- Students' work in all courses must be the student's own work.
- Students cannot commit any acts of plagiarism.

- Students must not utilize unauthorized outside assistance to complete coursework.
- Students must not lie, cheat, or steal to gain academic advantage.

Students must oppose any breach of academic integrity and honesty standards and must not assist others in any manner considered cheating. **A violation of this policy** will not be tolerated at the FVI School of Nursing and Technology. Violation will be subject to progressive sanctions, including failure of a course and dismissal from the program and the institution. Sanctions may be appealed.

Adverse Weather and Emergency Closing Policy

An emergency such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. If such an emergency occurs during non-working hours, notification of school closing will be posted on the school's website, social channel, and the school's learning management system. When the decision to close FVI School of Nursing and Technology (FVI) is made AFTER the workday has begun, employees will receive official notification from the Administration, and students will be informed via the school website, e-mail, and the student learning management system.

Emergency Evacuation Plan Policy

In case of a medical emergency, fire, or any other disaster, please listen to the administrator in charge of instructions.

- All instructors oversee their classes. Follow the evacuation flow chart to evacuate the building in an organized and orderly manner.
- Do not take time to gather books or other belongings. The instructor of each class is the Evacuation Coordinator and shall keep their class calm.
- The Evacuation Coordinator for the primary office is the School Official in Charge.
- Do not try to extinguish the fire.
- A School Official will oversee contacting the appropriate fire and rescue departments.
- In case of a security problem, listen to the designated school official for security instructions. In all instances, you must remain calm. A school official will coordinate with the Police or Fire Department for the proper actions necessary.
- FVI School of Nursing and Technology (FVI) has an Emergency Evacuation and Security Plan posted on bulletin boards and inconspicuous places for the view of all employees, students, and visitors.

Incident/Accident Policy

In case of an incident or accident, please inform the School Administrator so the appropriate actions can be taken.

Dress Code Policy

Since the main purpose of FVI School of Nursing and Technology (FVI) is to educate and prepare the student for employment, students must be neat and clean in appearance while attending classes. Students enrolled in any allied health program must wear uniforms/scrubs. Uniforms are an out-of-pocket expense and students should budget \$50-\$100 for this expense.

Nursing students should refer to the Program's Student Handbook for specific dress code policies for the nursing program.

1. While on campus and in lectures, students must wear a uniform and footwear appropriate for the school learning environment. The student should demonstrate proper hygiene to avoid offensive odor.
2. In the student laboratory, uniforms must be worn for all scheduled classes. Closed-toe shoes must always be worn in the lab.
3. During clinical rotations or externship, the student must adhere to the facility's dress code to which they are assigned. Students should refer to the Program's Student Handbook or their course syllabus outlining additional requirements.

Smoking and Beverage Policy

Smoking is prohibited anywhere in the building. Food and beverages such as (soda, coffee, etc.) are not allowed in the laboratories.

Cell Phones

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this policy. Phones should not be used in class for personal use.

Nursing students should refer to the Program's Student Handbook for cell phone policy governing their program.

Voter Registration

The school encourages its students to register to vote. The National Mail Voter Registration Form is available from the U.S. Election Assistance Commission (EAC) website. U.S. citizens who are students and of voting age can find information specific to their states of residence from: www.eac.gov/voterresources or call the Election Assistance Office at (866) 747-1471.

TUITION AND FEES

Program Costs

Published Tuition and Fees - Miami (Main) Campus Effective February 1, 2024

Program	Tuition	Reg Fee	Background/ Clinical Req.	Books & Supplies	Laptop or Kit	Tech. Fees	Clinical Lab Fee	Exam Fees	Total Program Cost
Associate of Science, Nursing	\$46,125.00	\$100.00	\$250/400	\$5,405.00	300.00	\$768.00	\$512.00	\$549.00	\$54,409
Medical Assistant	\$16,000.00	\$100.00	\$0.00	\$680.00	\$700.00	\$256.00	n/a	n/a	\$17,736
Pharmacy Technician	\$16,000.00	\$100.00	\$0.00	\$624.00	\$700.00	\$256.00	n/a	n/a	\$17,680
Patient Care Technician	\$11,500.00	\$100.00	\$0.00	\$574.00	\$700.00	\$128.00	128.00	255.00	\$13,385
Nursing Assistant/ Home Health Aide	\$1200.00	\$100.00	\$265.00	\$150.00	n/a	n/a	n/a	\$155.00	\$1,870
Home Health Aide	\$500.00	\$100.00	\$0.00	\$50.00	n/a	n/a	n/a	n/a	\$650

Published Tuition and Fees - Miramar Campus Effective February 1, 2024

Associate of Science, Nursing	\$46,125.00	\$100.00	\$250/400	\$5,405.00	300.00	\$768.00	\$512.00	\$549.00	\$54,409
Health Services Administration	\$32,000.00	\$100.00	\$0.00	\$2030.00	\$700.00	\$512.00	\$0.00	\$0.00	\$35,342
Medical Billing and Coding	\$16,000.00	\$100.00	\$0.00	\$995	\$700.00	\$256.00	\$0.00	\$499.00	\$18,550
Medical Assistant	\$16,000.00	\$100.00	\$0.00	\$680.00	\$700.00	\$256.00	n/a	n/a	\$17,736
Nursing Assistant/ Home Health Aide	\$1200.00	\$100.00	\$265.00	\$150.00	n/a	n/a	n/a	\$155.00	\$1,570

Exam fees are set by the testing agency and are subject to change.

Students must pay the registration fee at the time of enrollment.

Books and supplies, after the drop/add period, are not refunded.

Students may choose to purchase their laptop from the school or a retailer of their choice. If an applicant plans to acquire a laptop outside of the school, minimum specifications will be provided during enrollment.

Additional Fees

There may be an out-of-pocket expense for the following items (depending upon the program)

Level II Background Screening	\$95
ACHA Background Screening	\$130
10 panel Drug screen	\$40
Physical examination	\$50-75
PPD	\$45
Chest -x-ray	\$50-75
American Data Bank: Complio account	\$50 per year
Immunizations and titers:	
• Titers: MMR, Varicella, Hep B	\$150 each
• TDAP	\$80
• MMR	\$240 (2 doses)
• Varicella	\$150 (1 dose)
• Hepatitis B Vaccine	\$300 (3 doses)
Prometric Nursing Assistant Competency Examination	\$155
Fees for national certification exams (allied health programs)	\$75-130.00 each
Diploma/Degree Validation – Required for Foreign credentials only	\$70-150
School ID replacement:	\$5
Allied Health scrub/uniform set	\$25 each
Nursing scrub sets	\$50-75 each
Duplicate of Diploma	\$25.00
Duplicate of In-service certificates Additional Transcripts	\$5.00 per copy

Course Retake Charges

Students will be assessed new tuition charges for a repeat course due to a course failure or withdrawal.

Tuition per credit for degree programs:

- Nursing (AS) \$615.00 per credit
- Health Services Administration (AAS): \$487.50 per credit

Tuition per course for non-degree programs

- First course retake: no charge
- Second or third course retake: \$444 per credit

FINANCIAL INFORMATION

Financial Obligations

The tuition and fees must be paid on time per the terms of the Enrollment Agreement. In case of extenuating circumstances, the student should consult the Financial Services Director.

FVI maintains a staff of financial services professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include federal grant and loan programs, student loans from private lenders.

Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons which is enrolled and accepted may apply for these programs. Most forms of financial assistance are available for each July 1-June 30 award period. Every student considering an application for financial aid should request a copy of the current guide, *Funding Your Education*, published by the U.S. Department of Education. This vital document can be obtained online at <http://studentaid.ed.gov/students> and will assist people in understanding eligibility. Requirements.

Applying for Financial Aid

The student must complete the Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov>. The student and parent or spouse must obtain a FSAID (Username and Password) to sign the FAFSA. The student and school will receive a response to the FAFSA (an ISIR) within a few days. The ISIR contains an Expected Family contribution (EFC) which is the amount the student and /or family are expected to pay toward the Cost of Attendance (COA) at the school (the Cost of Attendance consists of Tuitions, Fees, Room and Board, Books, Transportation, and personal expenses). The Financial Aid officer will take the COA and deduct the EFC to find the student's need. The Financial Aid Office will develop a package for the student which will list the various financial aid programs available. Financial Aid will be awarded to students in two different disbursements.

If all requirements are met, the first disbursement of Title IV funds is made 30 days after the class starts. The second disbursement will not be scheduled until the financial aid office receives a mid-point SAP report from the registrar's office showing that the student is progressing academically on their course of study. Half of the program of study's hours and weeks must be completed before the student becomes eligible for second disbursement. Contact our Financial Aid Office for more information.

FVI School of Nursing and Technology (FVI) participates in different federal financial aid programs, which include:

Federal Pell Grant

Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov>. The award amount depends on the student's eligibility, enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Contact the Financial Aid Office for more information.

A student must be enrolled in an undergraduate course of study to receive a Pell Grant. A student who has earned a baccalaureate degree is not considered an undergraduate and cannot receive a Pell Grant. This need-based federal aid program amount changes per award year (July 1st through June 30th of the following year). The Pell Grant program is limited to twelve (12) semesters for the lifetime of a student or 600% of Pell award. Please refer to the Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov> or contact the School's Financial Aid Office to apply.

Federal Direct Loan Program (FDLP)

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded based on financial need (need is budgeted Cost of Attendance less estimated financial aid). The Federal Government pays interest on the Direct subsidized loan until repayment begins and during authorized periods of deferment.

An unsubsidized loan is not awarded based on need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay interest or allow the interest to accumulate. The accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, the student must contact the School's Financial Aid Office.

Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan

Federal Direct Parent Loan for Undergraduate Student (PLUS) Loan is for parents with good credit histories who want to borrow to help their undergraduate student's education. Loans are made available to the parents of a dependent undergraduate by the U.S. Department of Education. For additional information, students should contact the School's Financial Aid Office.

Financial Counseling

Students borrowing for the first time must complete the Entrance Counseling provided by the Department of Education at www.studentloans.gov. If a student has previous loans from another institution and does not show a completed Entrance Counseling, they will be required to complete a new one. Entrance Counseling is a valuable information source that helps and promotes good post-graduation loan management and general information that borrowers should know about Federal Direct Loans.

When students complete their program of study, they must visit the Financial Aid Office for an exit interview. In this interview, the student must complete the exit counseling at the previously mentioned website. The Financial Aid administrator will also collect updated information from the student, including three personal references to provide the loan servicer with delinquency. This process is part of the FVI School of Nursing and Technology's default management program to help students repay their loans successfully. Official withdrawals must follow the same procedure as graduating students. For unofficial withdrawals, an exit counseling publication provided to the school by FSA (Federal Student Aid) Pubs will be mailed to the student's address on file.

Credit Balance

When students complete their Financial Aid workshop, they will have the option to sign a credit

balance statement advising the school how to manage any credit balance on the student's account. The statement also informs the student that they may modify/cancel such authorization and receive a full refund of their credit balance within 14 days of the day the credit balance occurred. If a student does not have a credit balance statement on file, any credit balance must be refunded to the student within 14 days from the date the credit balance occurred.

Disbursement Notice

All students will receive an anticipated Title IV disbursement notice showing the expected disbursement dates, amounts, and funding source. Students will also be notified that they may cancel or reduce any loan disbursement at any time before such disbursement is made.

Verification

A student's Free Application for Federal Student Aid (FAFSA) may be selected for "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information.

Students selected for verification will be contacted by the Financial Services Office and given a verification worksheet that includes the requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet and the tax/income information as directed by the Financial Services Office. For more information regarding policies and procedures for verification, please contact the Financial Services Office.

Veterans Benefits/Other Funding Sources

The Veterans Commission approves selected programs of study at the school for enrollment of those eligible to receive benefits under Section 3676, Chapters 31 or 33, Title 38. The determination for TVC funds is made directly through the Veteran's Commission. Chapter 31 and 33 veterans may attend and participate in their scheduled courses and program without penalty pending the receipt of VA payments. Dependents of Veterans are normally enrolled under Chapter 35.

Additional funding

- May be obtained for eligible candidates through various programs, including CareerSource South Florida, Division of Vocational Rehabilitation, and private scholarship funds. The determinations for these funds are made through the respective organizations.
- FVI School of Nursing and Technology (FVI) offers first come, first served scholarships. Each scholarship is budgeted annually, with a limited amount of funding available each year for each scholarship. Applicants should contact the Financial Services Office for details.

Financial Aid Policies

Unexpended Award Funds

Unexpended award funds may not be accumulated from year to year. All unexpended awards are returned to the institutional budget.

Transfer of Awards

No institutional scholarships awarded by the Committee for the benefit of FVI students may be transferred to any other institution. No recipient may transfer his or her FVI scholarship to any other individual, and the scholarship may not be redeemed for a like cash sum.

Loss of Awards

- All scholarship recipients must maintain a C average and remain in Satisfactory Academic Progress as defined by the school's catalog.
- No recipient may continue to participate in the scholarship program if placed on academic probation, attendance probation, or disciplinary probation.
- Any probation status will result in revocation of all institutional scholarship awards not part of Federal Student Aid.
- Any recipients convicted of DUI, or any criminal offense other than a summary offense, that individual shall forfeit any scholarship awards granted by FVI.

Federal Student Aid

Scholarship applicants must apply for the Federal Student Aid programs. The amount of the scholarship award to the student may be adjusted based on the federal grant and I.T.A awards applied to the student's educational expenses.

General Disclaimer

Scholarship applicants understand that all applicants have been assumed to have provided information regarding their intention to enroll and complete the program to which this scholarship applies.

Fee & Payment Schedule

The Registration Fee of \$100.00 is due when signing the admissions application. In certain programs, students may be required to pay for Level II background check and drug screening as part of the admission process.

Tuition and Other Costs for Program of Two or More Terms

A student will be charged only one Term at a time. Tuition and other costs for future Terms become payable as they occur. The student budget sheet or financial aid notification is used to outline the method used to pay all costs the student will incur.

Tuition is charged at the beginning of each Term. If a student's enrollment is terminated before the end of a Term, the tuition charged for the Term may require adjustment following the school's refund policy as stated in this Enrollment Agreement. All other fees and charges are non-refundable when the applicable service or item is provided to the student.

Payment for tuition and fees may be made by cash, check, credit, or debit card, and by federal or state financial aid sources. If the student maintains continuous enrollment in their program of study, and upon the request of the student and the approval of the school, the student may be approved for additional instructional time for the completion of all program requirements beyond the above stated expected graduation date.

The student will be charged tuition for the other instructional credits (course repeats) at the cost per credit based on the student's most current enrollment agreement. Students dismissed from the school for any reason and those who wish to re-enroll must be approved for re-admission, satisfy current admission requirements, and sign a new enrollment agreement. The new enrollment agreement will reflect the current tuition and fees rate for the remaining enrollment periods.

Tuition and Other Costs for Program of One Term or less

A student will be charged for the entire program, and it will become payable on the first day of class. The student budget sheet is used to outline the method that will be used to pay all costs the student will incur. Tuition is charged on the first day of class. If a student's enrollment is terminated before the end of the program, the tuition charged may require adjustment following the school's refund policy as stated.

In the Enrollment Agreement, all other fees and charges are non-refundable when the applicable service or item is provided to the student. Payment for tuition and fees may be made by cash, check, and credit or debit card or by federal or state financial aid sources.

If the student maintains continuous enrollment in their program of study, and upon the student's request and the school's approval, the student may be approved for additional instructional time for the completion of all program requirements beyond the above stated expected graduation date.

The student will be charged tuition for the additional instructional hours based on the same tuition rate as stated above. Students dismissed from the school for any reason and who wish to re-enroll must be approved for re-admission by the Program Director, satisfy current admission requirements, and sign a new enrollment agreement. The new enrollment agreement will reflect the current tuition and fees rate for the remaining period of enrollment.

The student has the following options of paying the tuition cost for each term or program:

- Pay in full on or before the first day of the term or program.
- Pay the balance of the tuition cost in installments as agreed upon with the Financial Services Office.

If a student's account is sent to collection, FVI School of Nursing and Technology (FVI) shall be entitled to the collection, attorney fees, and cost on the account thereof.

Students receiving Financial Aid to fund their program will be presented with an Award Letter showing all their awards. If any remaining balance to schedule is due, the student will be advised of different options to cover such balance.

Refund Policies

Cancellation/Rejection Policy

FVI School of Nursing and Technology (FVI) will refund all monies paid by an applicant, within 30 days of signing the enrollment agreement, who is rejected for enrollment by the school, or who enrolls in a program that the school cancels, or who cancels in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays).

If a student cancels after 72 hours of signing the enrollment agreement but before the first day of class, or within the initial three-day drop/add period of the program start, the student is financially responsible for the registration fee processed with the enrollment, not to exceed \$100. Important Note: Students enrolled in a Nursing program, are financially responsible for any charges incurred for pre-entrance services rendered for program admission that are performed and billed by an approved vendor on the student's behalf. i.e., Level II background check, 10 panel drug screen, physical, PPD, vaccines, or titers.

Refund and Cancellation Policies

Programs of two terms or less

If an applicant/student cancels or withdraws or is terminated by FVI School of Nursing and Technology (FVI) for any reason, the refunds will be made per FVI Refund Policy (see below).

If a refund is due to the student, it will be paid within 30 days that the student either officially withdraws or FVI determines that the student has withdrawn.

For multiple term programs the school's refund policy is applied by the term. For programs of less than one term, the school uses a refund policy applied to the program's length. See the refund policies published below. Upon receipt of the refund, the student agrees that its receipt constitutes a complete release of FVI School of Nursing and Technology (FVI) from all liabilities. All governmental and agency refunds will be made within the funding agency's required time limits.

Programs Exceeding 12 Months in Length

For programs of more than 12 months in length, the student will be charged by the term in any program in which they are enrolled regardless of the length of the program. Students are financially responsible for each term that they start, and the school's published refund policy will apply should the student decide not to continue.

Tuition Refund Policy

A student wishing to withdraw should officially inform FVI School of Nursing and Technology (FVI) in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal. A student who returns to FVI after withdrawing must sign a new enrollment agreement and be subject to the then-current tuition price.

Refunds for Students Enrolled Before Visiting the Institution

Students who have not visited the school facility before enrollment will have the opportunity to withdraw without penalty within three days following attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

A student's last date of attendance as documented by FVI School of Nursing and Technology (FVI) will be used to calculate any money the student owes and to calculate any refund the student is due. Student refunds are based on the formulas below:

Programs Billed by Academic Term

Proportion of Total Term Taught	Tuition Due for the Term
20% or less	Pro-Rata
20.01% up to and including 30%	30%
30.01% up to and including 40%	40%
40.01% up to and including 50%	50%
More than 50%	100% / No Tuition Refund

Programs billed in full

Nursing Assistant/Home Health Aide and Home Health Aide only:

The proportion of the Total Program	Tuition Due for the Program
40% or less	Pro-Rata
40.01% up to and including 50%	50%
More than 50%	100% / No Tuition Refund

Return to Title IV Policies and Procedures

In addition to having institutional charges adjusted based on the above Refund Policy, for a student who receives Title IV federal financial assistance, the school must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV Funds Policy.

This policy applies to students who withdraw officially, unofficially, or fail to return from a leave of absence or are dismissed from enrollment at the school. It is separate and distinct from the school refund policy.

The calculated amount of the Return of Title IV, HEA (R2T4) funds required to be returned for the students affected by this policy are determined by the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA student aid earned is based on the amount of time a student spent in academic attendance and the total aid received; it has no relationship to student's incurred institutional charges.

Because these requirements deal only with Title IV, HEA funds, the return order of unearned funds does not include funds from sources other than Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that they will attend school for the entire period the aid is awarded. When a student withdraws, they may no longer be eligible for the full amount of Title IV, HEA funds originally scheduled to be received. Therefore, the number of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned to the original fund source.

- The payment period for programs of two or more terms is at the beginning of each academic term/semester.
- The Payment period for programs of one term or less, is for the entire program at the beginning of the program unless other arrangements are made with Financial Services.

The Date of Determination (DOD) is the date that the institution determines is the withdrawal date. For schools required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that it determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from when the school sends the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed period or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdrawal disbursements will occur within 90 days of the student's withdrawal.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV HEA funds they were scheduled to receive during this period. The institution must still perform an R2T4 to determine the amount of aid that the student has earned.

Programs measured in credit hours use the academic term for the period of calculation.

The Calculation Formula

Determine the amount of Title IV, HEA student aid that was disbursed plus Title IV, HEA student aid that could have been disbursed. Calculate the percentage of Title IV, HEA student aid earned:

- Divide the number of calendar days scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the later date of attendance in the payment period by the total calendar days in the payment period.

Calculation Percentage of Days Completed

- TOTAL CALENDAR DAYS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex.: 44.93 = 44.9 %.)

- A. If this percentage is greater than 60%, the student earns 100%.
- B. If this percentage is less than or equal to 60%, proceed with calculation.
- Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.
- Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED. 100% minus the percent earned = UNEARNED PERCENT
- Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used instead of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

The student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed.
The student is also not required to return an overpayment if the amount is \$50 or less.

The school will issue a grant overpayment notice to the student within 30 days of the date of the school's determination to withdraw, giving the student 45 days to either:

1. Repay the overpayment in full to FVI School of Nursing and Technology (FVI) OR
2. Sign a repayment agreement with the U.S. Department of Education.

Return Procedures

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

Following Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The student

Earned AID

Title IV, HEA student aid is earned prorated on a per diem basis (clock hours/credit hours) up to the 60% point in the term. Title IV, HEA student aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Administrator.

Post Withdraw

If the student did not receive all the funds earned, the student will be due a post-withdraw disbursement. The school will use a portion of all post-withdraw funds for the student's tuition and fees (as contracted with the school). For all other charges, the school is required to obtain the student's authorization to use the post-withdraw disbursement for any other charges. If the student does not grant authorization, then the student may receive the remaining funds. However, it may be in the best interest of the student to allow the school to retain the funds to reduce the student's debt to the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

School's Responsibilities

The school's responsibilities regarding Title IV, HEA funds follow:

- Providing information on this policy to the students.
- Identifying students affected by this policy and completing the return of Title IV funds calculation for those students.
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The school is not always required to return all the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that the students must repay is half of the grant funds they received. The student must decide with the School or the Department of Education to return the amount of unearned grant funds.

Student Responsibilities regarding Return of Title IV, HEA Funds

- Returning to Title IV, HEA programs any funds disbursed to the student for which the student was determined to be ineligible via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind their notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- To withdraw or rescind to withdraw, these notifications must be made to the official records/registration personnel at your school.

Refund vs. Return to Title IV

The requirements for Title IV, HEA program funds when the student withdraws are separate from any refund policy that the school may have to return to the student due to a cash credit balance. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV, HEA program funds they were required to return on their behalf.

Return to Title IV Questions

If a student has any questions regarding Title IV, HEA program funds after visiting the Financial Services Office, the student may call the Federal Student Aid Information Center at 1-800-4-fed aid (800-433-3243). TTY users may call 800- 730-8913. Information is also available on student aid on the web: www.studentaid.ed.gov.

Tuition, Fees, Programs & Curriculum

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. The cost of credit is included in the price cost for the goods and services. For entering first-time students, the school guarantees that tuition will not increase during the time the student is enrolled.

Contact Information for Assistance in Obtaining Financial Services Information

Financial Services Director
7757 West Flagler Street Suite 220
Miami, FL 33144
Telephone: (305) 665-1911
Fax: (305) 665-1917
Monday through Thursday 9:00 AM – 7:00 PM
Friday 9:00 AM – 5:00 PM

STUDENT AFFAIRS

Student Fair Consumer Rights

The student has the right to ask the school:

1. The name of the associations, agencies, or governmental bodies that license or approve the FVI School of Nursing and Technology (FVI) and its programs and the procedures under which any current or prospective student may obtain or review a copy of the documents describing the school licensing and accreditation.
2. The cost of attending the institution, including Tuition and fees, books, and supplies; estimates of typical commuting costs; and any additional cost of the program in which the student is enrolled or expresses a specific interest.
3. The institution's academic program; Educational and training programs; the instructional laboratory and other facilities that relate to the academic program; the faculty and other instructional personnel.
4. A statement of the refund policy.
5. The methods and locations in which students and prospective students may obtain the information concerning their rights.
6. Availability of financial assistance including all federal, state, local private, and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; Criteria used to select financial aid recipients; how financial needs are determined; how financial aid is awarded; and type and amount of assistance in the package of financial assistance.
7. The standards which the students must maintain to be making satisfactory academic progress.
8. Special facilities and services are provided to people with disabilities.
9. Information on how to enroll in the GED preparation or ESOL workshops at no charge in the community.

FVI School of Nursing and Technology (FVI) participates in the annual Integrated Postsecondary Education Data System (IPEDS) Survey conducted by the National Center for Education Statistics (NCES). The National Center for Education Statistics (NCES) survey program at the postsecondary education level provides statistical information used by planners, policy makers, and educators in addressing multiple issues. One primary source of this information is the annual Integrated Postsecondary Education Data System (IPEDS) Survey.

The IPEDS system, established as the core postsecondary education data collection program for NCES, is a system of surveys designed to collect data from all primary providers of postsecondary education. The IPEDS system is built around a series of interrelated surveys that collect school-level data in such areas as – school characteristics, enrollments, program completions, staffing patterns, finances, and financial aid. Information on NCES and IPEDS is available at – <http://www.nces.ed.gov/IPEDS>.

Extracurricular Activities

Students interested in extracurricular activities help create a friendly atmosphere and provide a pleasant environment for developing self-confidence and leadership. Activities vary depending upon a student's preferences. Please contact the Instructor, Program Director, Director of Education or Director of Nursing to discuss any planned activity.

Student Responsibilities

Education is a real investment of time, money, and effort. As a student, you strongly encouraged to gather valuable information about the school, its academic programs, the program's completion rate, total cost of education, refund policy, financial programs, and any other information you may find helpful in making a wise and informed decision.

A student must:

1. Provide all documentation requested.
2. Read and understand all forms that they are asked to sign and keep copies of them.
3. Accept responsibility for the promissory note and all other agreements that the students sign.
4. Promptly provide any information requested by the school.
5. Keep the school informed of any change in address, name, marital status, financial situation, or change in their status.
6. Notify the school if there is a need to withdraw from the school or request a leave of absence.

Student Complaint/Grievance Procedures

A grievance is a claim, complaint or an expression of concern made by a student regarding any aspect of his or her educational experience, including misapplication of school policies or procedures, or unfair treatment such as coercion, reprisal or intimidation by an instructor or another school employee. A student should first discuss the concern with their instructor or Program Director immediately.

An appeal is an escalation to the next level of authority. Please see the academic appeal process if it is about an academic decision, such as a final grade.

A student has a right to appeal all matters concerning:

- Admission decisions
- Tuition and fee matters
- Financial award or policy matters, including satisfactory academic progress
- Education policies, procedures, and grading concerns
- Disciplinary action has taken a violation of student conduct.

Certain decisions may not be appealed. Suppose a student has failed to meet the Satisfactory Academic Progress standards (SAP), including exceeding the maximum timeframe to complete the program. In that case, the student is not entitled to an appeal unless there is documenting mitigating circumstances such as medical or disability conditions that impacted the student's ability to participate in the program.

The specific requirements for SAP appeal are contained in the School's SAP policy.

1. The first step is to address and resolve the dispute or complaint with the person involved through discussion. A student with a disagreement or concern should raise the matter as soon as possible to assure you that a settlement is made in a timely fashion.
2. If a dispute or concern cannot be resolved with the person involved through discussion. In that case, the student needs to immediately raise their concern verbally to the Program Director, Director of Education or Director of Nursing to address the issue quickly.
3. If the dispute cannot be resolved with the Program Director, Director of Education or Director of Nursing, then the next step in the appeal process is to appeal in writing to the School

President. The written complaint should be submitted within seven (7) business days of the incident or the decision. The written appeal document should include a description of the disputed issue, the date, or dates when the issue arose, the reason the student is appealing the decision, and steps taken to resolve the dispute to date.

4. When submitting the appeal, the student should include as much factual evidence as possible. The School President will oversee the gathering of additional data about the issue or incident, as necessary. Then the School President will convene the Appeals Committee, which will consist of the School President and heads of other departments, to meet with the student if requested or otherwise assess and develop a resolution to the complaint.
5. A response from the Campus Appeals Committee will be provided in writing to the student within ten (10) business days. A decision will be provided and delivered to the student in person if the student is on-campus or to the student's school e-mail address or mailing address with acknowledgment of receipt required.
6. If the dispute has not been resolved and the student is still unsatisfied with the response from the School's Appeal Committee, then the student may take a fourth step and file an appeal to:

**SB Education, Attn: President/CEO
350 East Olas Blvd. Suite 1250
Fort Lauderdale, FL 33301.**

The request must be in writing and must be received within seven (7) business days of being notified of the Appeal Committee's decision.

7. The **President/CEO of SB Education** will investigate the issue and respond to students within ten (10) business days of receiving the escalated complaint. A decision will be provided and delivered to the student via the student's e-mail address or mailing address with acknowledgment of receipt required.
8. If the dispute remains unresolved after the evaluation by the **President/CEO of SB Education**, then the student should address their concern to the state licensing authority (Commission of Independent Education) and the school's accreditor, (Council on Occupational Education).

The address of the state licensing authority is:

Commission for Independent Education (CIE)
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245-3200 / Toll Free (888) 224-6684
www.fldoe.org/cie

The address of the accrediting body is:

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898 / Toll Free (800) 917-2081 / Fax (770) 396-3790
www.council.org

The address of the Miramar Campus' nursing program's accrediting body is:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000 / Fax (770) 396-3790 / www.acennursing.org

ACADEMIC PROGRAMS

Miami Campus

Program Name	Program Length
Associate of Science in Nursing - AS	75 Semester Credits 90 Instructional weeks
Medical Assistant - Diploma	34 Credits Hours 36 Instructional weeks
Pharmacy Technician - Diploma	34 Credits Hours 36 Instructional weeks
Patient Care Technician - Diploma	29 Credits Hours 30 Instructional weeks
Nursing Assistant/Home Health Aide Diploma*	180 Clock Hours 9 Instructional weeks
Home Health Aide - Certificate*	75 Clock Hour 15 instructional days

**Program is not eligible for Financial Aid*

Miramar Campus

Program Name	Program Length
Associate of Science in Nursing - AS	75 Semester Credits 90 Instructional weeks
Applied Associate of Science in Health Services Administration - AAS	64 Semester Credits 72 Instructional weeks
Medical Assistant - Diploma	34 Credits Hours 36 Instructional weeks
Medical Billing and Coding - Diploma	29 Credits Hours 30 Instructional weeks
Nursing Assistant/Home Health Aide Diploma*	180 Clock Hours 9 Instructional weeks

**Program is not eligible for Financial Aid*

DEGREE PROGRAMS

Associate of Science in Nursing

Credential: Associate of Science

Credit Hours: seventy-five (75)

Program Length: 90 Instructional weeks

Class Types: Live online and residential

Locations: Miramar and Miami

Class Schedule:

Day- Monday through Friday 8:30am- 3:30pm

Evening- Monday through Friday 5:30pm-10:30pm

Clinical/Simulation rotations:

Days and Time vary: Monday-Sunday 6:30am- 11:00pm

Program Description

The Associate of Science in Nursing program prepares the student to provide safe and effective client care across the lifespan. Students will develop knowledge and skills necessary to promote health and provide care for clients with alternations in psychosocial and physiological integrity. Upon completing the program, the student will demonstrate the competencies needed for an entry-level professional nursing position.

Program Outcomes

1. The student will complete the program within 150% of the program length.
2. The graduate shall be prepared to achieve licensure as a Registered Nurse.
3. The licensed graduate shall be prepared to secure employment as a Registered Nurse.

End of Program Student Learning Outcomes

Upon the completion of the Associate of Science in Nursing program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Perform safe, effective, and appropriate nursing care to clients.
2. Demonstrate ability to provide holistic care to culturally diverse clients, families, and groups.
3. Collaborate effectively with clients, families, and other members of the health team.
4. Integrate best current evidence-based practice within the ethical-legal framework in client care.
5. Utilize the nursing process and critical thinking to support sound clinical decisions.
6. Use appropriate information management tools to monitor outcomes of care processes.
7. Participate in activities that promote professional development and personal growth.

Program Breakdown by Courses

Course Number	Course Title	Class Type Domestic	Class Type F-1	Credit Hours
ENG1101	English Composition I	Live Online	Live Online	3
MTT1105	College Mathematics	Live Online	Residential	3
PSL2012	General Psychology	Live Online	Residential	3
BIO2085	Anatomy and Physiology, I and Lab	Live Online	Residential	4
HUM1205	Human Diversity	Live Online	Live Online	3
BIO2086	Anatomy and Physiology, II and Lab	Live Online	Residential	4
SAS1000	Strategies for Academic Success	Residential	Residential	2
BIO2010	Microbiology	Residential	Residential	4
NUR1000	Nursing Concepts I	Residential	Residential	9
NUR1105	Pharmacology for Nursing	Residential	Residential	4
NUR1500	Nursing Concepts II	Residential	Residential	12
NUR2100	Nursing Concepts III	Residential	Residential	12
NUR2600	Nursing Concepts IV (Capstone)	Residential	Residential	12
Total				75

Total hours of classes and clinical will not exceed 40 hours in one week. Upon completion of the program, the student will receive an Associate of Science Degree. To work as a Registered Nurse in Florida, graduates must sit and pass the NCLEX exam. NCLEX (National Council Licensure Examination) is a nationwide examination for the licensing of nurses in the United States and Canada.

Nursing Licensure

Students must be aware the FVI does not guarantee eligibility for licensure. Applicants should review the Florida Board of Nursing's website for licensure requirements and criteria which may result in disqualification for licensure.

The Associate of Science in Nursing curriculum meets the Florida Board of Nursing requirements. Applicants and students must note that FVI does not guarantee the program will be accepted by other states or territories of the United States. Applicants desiring a license outside of Florida should contact the appropriate state board of nursing prior to enrollment.

Documentation of Program Graduation

Upon successfully meeting graduation requirements for the Associate of Science in Nursing program the student's transcript will be prepared and sent to the Florida Board of Nursing. The process of graduation clearance and sending the transcript to the Florida Board of Nursing may take up to 60 days from the date of program completion. Additional processing time by the Florida Board of Nursing should also be anticipated. Please see the Florida Board of Nursing's website for licensure and application processing information.

For more information about this program consult the Nursing Student Handbook.

Applied Associate of Science in Health Services Administration

TRACKS: A) MEDICAL ASSISTANT; B) MEDICAL BILLING AND CODING

Credential: Applied Associate of Science

Credit Hours: sixty-four (64)

Program Length: 72 weeks

Class Type: Live online, blended, and residential

Location: Miramar

Class Schedule: Monday through Thursday (20 hours per week)

Day Session: 8:30am- 3:00pm

Evening Session: 5:30pm-10:30pm

Program Description

The Health Service Administration (HSA) program prepares students for entry-level administrative positions in outpatient and inpatient healthcare settings. The program is designed for the allied health professionals to earn an applied technology diploma (ATD) as a medical assistant or medical billing and coding as part of the associate of applied science degree in Health Service Administration. HSA program consists of courses in three areas: the ATD occupation medical billing and coding), college-level general education (with topics supporting healthcare administration), and healthcare service administration. The core HSA courses include instructions in the U.S. healthcare systems, laws, and regulations; healthcare accounting and financing; administration and management; and supervision of human resources. The program is focused on preparing students for employment and nationally recognized certifications.

Program Outcomes

1. The student must complete the program within 150% of the program length.
2. The graduate shall challenge certification exams aligned with their ATD specialization track:
 - Medical Billing and Coding
 - Medical Assistant

End of Program Student Learning Outcomes

Upon the completion of the Associate of Science in the Health Services Administration- (MA or MBC Track) program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Effectively work in entry-level supervisory, administrative, and managerial roles in a variety of healthcare settings.
2. Utilize the knowledge of healthcare administration, laws and regulations, accounting, and finances, and planning to perform diverse administrative duties in health service settings.
3. Utilize effective communication and management techniques to supervise human resources and address clients' needs in health service settings.
4. Apply leadership, critical thinking, strategic planning, and human resources competencies to the day-to-day operations.
5. Function as a team member to support the goals and objectives of a healthcare organization.
6. The graduate will be prepared to seek entry-level employment in health services administration in a variety of healthcare settings.

Medical Assistant Track: Program Breakdown by Courses

Course Number	Course Title	Class Type Domestic	Class Type F-1	Credit Hours
AHP1000	Introduction to Healthcare	Online	Online	3
AHP1010	Basic Anatomy & Physiology	Online	Residential	3
AHP1025	Pharmacology	Online	Residential	3
MAA 1100	Introduction to Medical Office Administration	Online	Residential	3
MAA 1200	Medical insurance, billing, and coding	Online	Residential	3
MAS 1015	Introduction to Imaging and x-ray	Online	Residential	3
MAS 1020	Phlebotomy (HIV)	Blended	Residential	3
MAS 1025	EKG/ECG	Blended	Residential	3
MAS 1050	Patient Preparation & Clinical Procedures	Blended	Residential	3
PCD 1000	Professional Career Development	Online	Online	3
CLA 1065	Computer Literacy for Healthcare Professionals	Online	Residential	3
ENG 1101	English Composition	Online	Online	3
PSL 2012	General Psychology	Online	Residential	3
MTT 1105	College Mathematics	Online	Residential	3
HUM 1205	Human Diversity	Online	Online	3
BIO 1660	Understanding Environmental Science	Online	Residential	3
HSA 2610	An Introduction to Healthcare Accounting and Finance	Online	Residential	3
HSA 2620	Fundamentals of Healthcare Management	Online	Residential	3
HSA 2630	Supervising Human Resources in Healthcare Settings	Online	Residential	3
HSA 2640	Legal, Regulations, Ethics Governing Healthcare Services	Online	Residential	3
TOTAL:				64

Medical Billing and Coding Track: Program Breakdown by Courses

Course Number	Course Title	Class Type Domestic	Class Type F-1	Credit Hours
PCD 1000	Professional Career Development	Online	Online	3
AHP 1010	Basic Anatomy and Physiology	Online	Residential	3
MBC 1145	Medical Terminology: Humanbody Systems, Pathophysiology and Pharmacology	Online	Residential	3
MAA1200	Introduction to Medical Billing and Coding	Online	Residential	3
MBC 1235	Procedural Coding	Online	Residential	3
MBC 1335	Diagnostic Coding	Online	Residential	3
MBC 1435	Outpatient and In Patient Coding Applications	Online	Residential	3
MBC 1245	Us Healthcare Systems and Compliance	Online	Residential	3
MAA 1100	Introduction to Medical Office Administration	Online	Residential	3
MBC 1445	Health Insurance and Claim Cycle	Online	Online	3
MBC 1535	Coding Practice V Lab	Online	Residential	2
MBC 1545	Billing Practice Experience (Case Analysis and V Lab	Online	Online	2
CLA 1065	Computer Literacy for Healthcare Professionals	Online	Residential	3
ENG 1101	English Composition	Online	Online	3
MTT 1105	College Mathematics	Online	Residential	3
PSL 2012	General Psychology	Online	Residential	3
HUM 1205	Human Diversity	Online	Residential	3
BIO 1660	Understanding Environmental Health	Online	Residential	3
HSA 2610	An Introduction to Healthcare Accounting and Finance	Online	Residential	3
HSA 2620	Fundamentals of Healthcare Administration and Management	Online	Residential	3
HSA 2630	Supervising Human Resources in Healthcare	Online	Residential	3
HSA 2640	Legal Regulations Governing Healthcare Services	Online	Residential	3
Total				64

DIPLOMA PROGRAMS

Medical Assistant

Credential: Diploma

Credit Hours: thirty-four (34)

Program Length: 36 Instructional weeks

Class Types: Synchronous online, blended, and residential

Location: Miramar (English) and Miami (Bilingual-Spanish/English)

Class Schedule: Monday through Thursday (20 hours per week)

Day Session: 8:30am- 1:30pm

Evening Session: 5:30pm-10:30pm

Externship: Monday through Friday (during business hours)

Program Description

The Medical Assistant (MA) program prepares the student for entry level employment as a medical assistant in a physician's practice and other outpatient care settings. The program combines the advantages of live online and residential instruction to provide clinical assisting knowledge and skills that include preparing and educating patients, assisting the physician with physical examinations and minor surgeries, and performing specialized medical tests such as phlebotomy, EKG, biological specimens. The MA will also learn to perform various administrative tasks such as scheduling, patient intake, and health records. The student will receive in-service training and CPR certification. A graduate will also qualify to work as an entry level phlebotomy and EKG technician. A diploma will be awarded upon successful completion of this program.

Program Outcomes

1. The student must complete the program within 150% of the program length.
2. The graduate may challenge the following certification exams:
 - Nationally Registered Certified Medical Assistant (NRCMA)
 - Nationally Registered Certified EKG Technician (NRCEKG)
 - Nationally Registered Certified Phlebotomy Technician (NRCPT)
3. The graduate may secure employment as a medical assistant in a physician's practice or other outpatient care setting.

End of Program Student Learning Outcomes

The program objectives are aligned with:

- a) Florida Department of Education (FDE)'s Curriculum Framework for Medical Assisting – Program # H17055
- b) National Association of Health Professions (NAHP) requirements for the National Registered Certified Medical Assistant (NRCMA) certification

Upon the completion of the Medical Assistant program, the graduate will demonstrate knowledge and skills, and competencies to:

1. Students accurately describe human anatomy and physiology, use medical terminology, and apply this knowledge to their professional roles.
2. Students demonstrate knowledge of and compliance with legal, ethical, and professional standards, responsibilities and conduct within a scope of practice.
3. Students exhibit professional behavior, communication skills, and the ability to collaborate with a healthcare team, providing patient-centered care and demonstrating employability skills in allied health professions.
4. Students competently perform tasks and responsibilities of phlebotomy and EKG technician, including venipuncture, specimen collection, electrocardiography, and patient education with adherence to the scope of practice, safety, and quality protocols.
5. Students competently perform the clinical tasks and responsibilities of a medical assistant, including assisting with office examination procedures and minor treatments, administering injections and medications, and patient education with adherence to the scope of practice, safety, and quality protocols.
6. Students demonstrate proficiency in medical office clerical and administrative functions, including office procedures, managing medical records, scheduling appointments, processing insurance, and using medical office software.

Program Breakdown by Courses

Course Code	Course Title	Contact Hrs.	Class Type Domestic	Class Type F-1	Credit Hrs.
AHP 1000	Introduction to Healthcare	60	Live Online	Live Online	3
AHP 1010	Basic Anatomy & Physiology	60	Live Online	Residential	3
AHP 1025	Pharmacology for Medical Assistants	60	Live Online	Residential	3
MAS 1015	Introduction to Imaging and X-ray	60	Online	Residential	3
MAS 1020	Phlebotomy	60	Blended	Residential	3
MAS 1025	EKG/ECG	60	Blended	Residential	3
MAS 1050	Patient Preparation and Clinical Procedures	60	Blended	Residential	3
MAA 1100	Introduction to Medical Office Administration	60	Live Online	Residential	3
MAA 1200	Medical Insurance, Billing and Coding	60	Live Online	Residential	3
PCD 1000	Professional Career Development	60	Live Online	Live Online	3
MAS 1505	Medical Assistant Externship (work-based)	180	Work-based	Work-based	4
	Grand Total	780			34

In-Service Training
• OSHA
• HIV/AIDS
• Medical Error
• Resident Rights
• HIPAA
• Infection Control
Certifications
• CPR/BLS

Important Program Notes:

- 1) Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.

- 2) A voucher for the initial Nationally Registered Certified Medical Assistant (NRCMA) exam
 - a. Students are responsible for paying certification fees upon registration.
 - b. If the student sits for the exam **within 90 days** of the graduation date, the school will reimburse the student for the cost of the first exam not to exceed \$75.00.

- 3) Nationally Registered Certified Phlebotomy Technician (NRCPT) and Nationally Registered Certified Echocardiography Technician (NRCET) exams
 - The program prepares students for the NRCPT and NRCET certification exams but does NOT cover their costs.
 - Students can elect at their own expense (the cost for each initial exam is \$75.00 and \$20.00 for a retake exam).

Medical Billing and Coding

Credential: Diploma

Credit Hours: thirty-four (34)

Program Length: 36 Instructional weeks

Class Type: Synchronous online or residential

Location: Online

Class Schedule: Monday through Thursday (20 hours per week)
Evening Session: 5:30pm-10:30pm

Externship: not applicable

Program Description

The Medical Billing and Coding (MBC) program prepares the student for entry-level employment as a medical biller and coder in outpatient and inpatient care settings. The program combines instructor-led live online teaching and state-of-the-art coding and billing practice tools to provide high-quality education and employment readiness. The program aims to develop entry-level knowledge and competency to code patient diagnoses, outpatient, and inpatient health services, both manual and automated; process medical claims, manage insurance reimbursements and patient accounts; comply with governmental and insurance laws, regulations, and standards; and communicate effectively with constituents in the healthcare environment. The program is focused on preparing students for employment and certification. A diploma will be awarded upon successful completion of this program.

Program Outcomes

- The student must complete the program within 150% of the program length.
- The graduate will be prepared to seek employment as an entry-level medical biller and coder in various healthcare settings.
- The graduate will be prepared to sit for the below certification exams:
 - AAHAM Certified Compliance Technician Certification
 - Certified Professional Biller (CPB™) by AAPC

End of Program Student Learning Outcomes

The program objectives are aligned with:

- Florida Department of Education (FDE)'s Curriculum Framework for Medical Coder/Biller # H170530
- The American Academy of Professional Coders (AAPC) requirements for the Certified Professional Biller (CPB™) and Certified Professional Coder CPC® certification exams

Upon the completion of the Medical Billing and Coding program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Demonstrate a comprehensive understanding of the US healthcare system, health occupations, and health information technologies.
2. Demonstrate knowledge of human anatomy and physiology, diseases and disorders, major diagnostic and treatment options, pharmacotherapy, and the ability to interpret health information for accurate coding decisions.

3. Demonstrate entry-level proficiency in ICD-CM, ICD-PCS, CPT, and HCPCS Level II code sets, along with the application of 3M software and other coding tools. Understand and execute healthcare revenue cycle processes, including medical claims, insurance reimbursement, and patient account management.
4. Explain healthcare laws, regulations, and standards, focusing on coding and billing procedures, treatment, payment, and operations.
5. Communicate effectively, both orally and in writing, with various stakeholders in the healthcare environment. Apply computer and health information literacy skills in professional tasks, demonstrating employability skills such as writing, communication, and computer proficiency.
6. Utilize ICD-10-CM/PCS, CPT, HCPCS encoding, grouping software, and computer-assisted coding systems effectively, incorporating compliance solutions in coding and billing tasks.

Program Breakdown by Courses

Course Code	Course Title	Contact Hrs.	Class Type Domestic	Class Type F-1	Credit Hrs.
AHP 1010	Basic Anatomy & Physiology	60	Live Online	Live Online	3
MAA 1100	Introduction to Medical Office Administration	60	Blended	Residential	3
MAA 1200	Medical Insurance, Billing and Coding	60	Blended	Residential	3
MBC 1145	Medical Terminology: The Human Body Systems, Pathophysiology and Pharmacology	60	Blended	Residential	3
MBC 1235	Procedural Coding	60	Live Online	Residential	3
MBC 1335	Diagnostic Coding	60	Live Online	Residential	3
MBC 1435	Outpatient and Inpatient Coding Application	60	Live Online	Residential	3
MBC 1245	US Healthcare System and Compliance	60	Online	Residential	3
MBC 1445	Health Insurance and Claims Cycle	60	Live Online	Residential	3
PCD 1000	Professional Career Development	60	Live Online	Live Online	3
MBC 1535	Coding Practice Experience (VLab)	60	Live Online	Residential	2
MBC 1545	Billing Practice Experience (Case Analysis and VLab)	60	Live Online	Residential	2
	TOTAL	720			34

Patient Care Technician

Credential: Diploma

Credit Hours: twenty-nine (29)

Program Length: 30 Instructional weeks

Program Type: Non-term

Class Type: Synchronous online, blended, or residential

Location: Miami (Bilingual-Spanish/English)

Class Schedule: Monday through Thursday (20 hours per week)

Day Session: 8:30am- 1:30pm

Evening Session: 5:30pm-10:30pm

Clinical: Days and time vary: Monday through Friday (7:00am-11:00pm)

Program Description

The Patient Care Technician (PCT) program prepares for employment as an entry-level patient care technician or nursing assistant in a hospital, long-term care, and home health care settings. The program provides foundational knowledge and comprehensive training in patient care and nursing assistance tasks and responsibilities. Further, the program includes hands-on phlebotomy and electrocardiography (EKG) training. The student will receive in-service training and CPR certification. A diploma will be awarded upon the successful completion of this program. A graduate will also qualify to work as an entry-level phlebotomy and EKG technician.

Program Outcomes

1. The graduate will complete the program within 150% of the program length.
2. The graduate shall challenge the following certification exams:
 - Florida State Certification Nursing Assistant (CNA)
 - Nationally Registered Certified EKG Technician (NRCEKG)
 - Nationally Registered Certified Phlebotomy Technician (NRCPT)
3. The graduate shall secure employment as a patient care technician or a nursing assistant.

End of Program Student Learning Outcomes

The program learning objectives are aligned with:

- Florida Department of Education's Curriculum Framework for Patient Care Technician (Program #H170694)
- The Florida Certified Nursing Assistant (CNA) exam requirements for the clinical skills test and the written (knowledge) test.

Upon the completion of the PCT program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Students accurately describe human anatomy and physiology, use medical terminology, and apply this knowledge to their professional roles.
2. Students demonstrate knowledge of and compliance with legal, ethical, and professional standards, responsibilities, and conduct within a scope of practice.
3. Students exhibit professional behavior, communication skills, and the ability to collaborate with a healthcare team, providing patient-centered care and demonstrating employability skills in allied health professions.
4. Students perform the tasks and responsibilities of phlebotomy and EKG technician, including venipuncture, specimen collection, electrocardiography, and patient education with adherence to the scope of practice, safety, and quality protocols.
5. Students perform patient care and nursing assisting tasks and responsibilities, including physical comfort and safety functions, patient care procedures, personal patient care, supervised organizational functions, and assistance with feeding and restorative activities with adherence to the scope of practice, safety, and quality protocols.
6. Students provide clients with biological, psychological, and social support and home healthcare services with adherence to the scope of practice, safety, and quality protocols.

Program Breakdown by Courses

Course Code	Course Title	Contact Hrs.	Class Type Domestic	Class Type F-1	Credit Hrs.
AHP 1000	Introduction to Healthcare	60	Live Online	Residential	3
AHP 1010	Basic Anatomy & Physiology	60	Live Online	Live Online	3
PCT 1002	Patient Care Technician - Fundamentals and Skills 1	60	Residential	Residential	3
PCT 1004	Patient Care Technician - Fundamentals and Skills 2	60	Residential	Residential	3
PCT 1008	Patient Care Technician - Fundamentals and Skills 3	60	Residential	Residential	3
PCT 1010	Patient Care Technician - Fundamentals and Skills 4	60	Residential	Residential	3
MAS 1020	Phlebotomy	60	Blended	Residential	3
MAS 1025	EKG/ECG	60	Blended	Residential	3
PCD 1000	Professional Career Development	60	Live Online	Live Online	3
PCT 1015	Nursing Assistant Exam & Skills Review	30	Residential	Residential	1
PCT 1025	Patient Care Clinical Experience	45	Work-based	Work-based	1
	TOTAL	615		29	

In-Service Training
• OSHA
• HIV/AIDS
• Medical Error
• Patient Rights
• HIPAA
• Infection Control
• Residents Rights
• Communication with Cognitively Impaired Patients and Alzheimer Disease
• Assistance with Self-Administered Medication
Certifications
• CPR/BLS

Important Program Notes:

1. Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.
2. A voucher for the initial Florida Certified Nursing Assistant (CNA) exam
 - Students must demonstrate practical competency to the Lead Instructor before the CNA application may be submitted. If the student is qualified to take an exam **within 90 days** of graduation date, as attested by the lead instructor, the school will pay for the cost of the exam up to \$155.00.
3. The program prepares students for the following certifications but does NOT cover their costs. Students can elect to sit for these certifications at their own expense.
 - Nationally Registered Certified Phlebotomy Technician (NRCPT)
 - Nationally Registered Certified Echocardiography Technician (NRCET)
 - Nationally Registered Certified Patient Care Technician (NRCPT)

To work in most hospital settings in the State of Florida, graduates are advised to become a Certified Nursing Assistant with the [Florida Board of Nursing](#).

Pharmacy Technician

Credential: Diploma

Credit Hours: thirty-four (34)

Program Length: 36 Instructional weeks

Class Type: Synchronous online and residential

Location: Miami Bilingual-(Spanish/English)

Class Schedule: Monday through Thursday (20 hours per week)

Day Session: 8:30am- 1:30pm

Evening Session: 5:30pm-10:30pm

Externship: Monday through Friday (during business hours)

Program Description

The Pharmacy Technician (PHT) program prepares the student for employment as an entry-level pharmacy technician in a hospital and retail setting as well as prepares the student to challenge the National Healthcare Association ExCPT certification exam. The PHT program combines the advantages of live online and residential instruction where the student will learn pharmacology, pharmacy laws and regulations, pharmaceutical calculations, dispensing medications, sterile and non-sterile compounding, and inventory control. The student will receive in-service training and CPR certification. A Pharmacy Technician Diploma will be awarded upon successful completion of this program.

Program Outcomes

1. The graduate will complete the program within 150% of the program length.
2. The graduate shall be prepared to challenge the following certification exam:
 - National Healthcare Association Pharmacy Technician (ExCPT) certification exam
 - Pharmacy Technician Certification Examination (PTCE)
3. The graduate shall secure employment as a pharmacy technician in a hospital or retail setting.

End of Program Student Learning Outcomes

The program objectives are aligned with.

- a) FDE Curriculum Framework for Pharmacy Technician – Program #H170700
- b) PTCB requirements for the Pharmacy Technician Certification Examination (PTCE)
- c) NHA requirements for the Pharmacy Technician Certification (ExCPT) examination

Upon the completion of the PHT program, the graduate will demonstrate knowledge, skills, and competencies to:

1. Students accurately describe human anatomy and physiology, use medical terminology, and apply this knowledge to their professional roles.
2. Students demonstrate knowledge of and compliance with legal, ethical, and professional standards, responsibilities, and conduct within a scope of practice.
3. Students exhibit professional behavior, communication skills, and the ability to collaborate

with a healthcare team, providing patient-centered care and demonstrating employability skills in allied health professions.

4. Students apply pharmaceutical chemistry, drug classification, generic and trade names, and medication calculations to pharmacy duties.
5. Students perform the tasks and responsibilities of the pharmacy technician in hospital and retail settings with adherence to the scope of practice, safety, and quality protocols.
6. Students prepare simple to moderate sterile and non-sterile compounding medications per applicable USP (United States Pharmacopeia) chapters.

Program Breakdown by Courses

Course Code	Course Title	Contact Hrs.	Class Type Domestic	Class Type F-1	Credit Hrs.
AHP 1000	Introduction to Healthcare	60	Live Online	Live Online	3
AHP 1010	Basic Anatomy & Physiology	60	Live Online	Residential	3
PHT 1016	Pharmacy Calculations	60	Live Online	Residential	3
PHT 1002	Pharmacy Law and Regulations	60	Live Online	Residential	3
PHT 1012	Pharmacy Principles and Practice	60	Live Online	Residential	3
PHT 1022	Pharmacology I	60	Live Online	Residential	3
PHT1024	Pharmacology II	60	Live Online	Residential	3
PHT 1032	Introduction to Sterile and non-Sterile Compounding	60	Blended	Residential	3
PHT 1042	Pharmacy Technician Certification Board (PTCB) Exam Preparation	60	Blended	Residential	3
PCD 1000	Professional Career Development	60	Live Online	Live Online	3
PHT1055	Pharmacy Technician Externship	180	Work-based	Work-based	4
	TOTALS	780			34

In-Service Training	
• OSHA	• Patient Rights
• HIV/AIDS	• HIPAA
• Medical Error	•
Certifications	
• CPR/BLS	•

Important Program Notes:

1. Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.
2. A voucher for the initial Pharmacy Technician certification exam
 - The program prepares students for the Pharmacy Technician Certification Examination (PTCE) and the Pharmacy Technician Certification (ExCPT) examinations.
 - Students can elect to sit for either certification and are responsible for paying registration fees.
 - If the student passes exam for any of the above-stated PHT certifications within 90 days of graduation date, the school will reimburse for the cost of the exam not to exceed \$125.00.

To work in most hospital settings, students are advised to become a Registered Pharmacy Technician with the [Florida Board of Pharmacy](#).

Nursing Assistant/Home Health Aide

Credential: Diploma

Clock Hours: 180

Program Length: 9 instructional weeks

Class Type: Residential

Location: Miramar (English) and Miami (Bilingual-Spanish/English)

Class Schedule: Monday through Thursday (20 hours per week)

Day Session: 8:30am- 1:30pm

Evening Session: 5:30pm-10:30pm

Externship: Monday through Friday (during business hours)

Program Description

Students will be prepared to perform home health care duties and provide physical comfort and safety for patients, residents, and clients at their homes. The student will be prepared in patient care procedures, principles of nutrition, and care of the elderly, apply principles of infection control, and assist with rehabilitative activities. Upon completion of the program, students will receive a diploma and will qualify for employment as Home Health Aides, working for Home Health Agencies approved with Medicare and Medicaid coverage. Upon completion of the program, the student will receive a diploma, and graduates will qualify for employment as Home Health Aides, working for Home Health Agencies approved with Medicare and Medicaid coverage.

Program Outcomes

1. The graduate will complete the program within 150% of the program length.
2. The graduate shall be prepared to challenge the Florida certified nursing assistant examination.
3. The graduate will be ready to obtain employment as a nursing assistant or home health aide in a long-term care, hospital, or home health setting under the supervision of a registered nurse.

End of Program Student Learning Outcomes

1. Utilize effective verbal and written communication skills tailored to nursing assistants and home health aides and demonstrate a clear understanding of legal and ethical responsibilities in patient care.
2. Perform essential functions for physical comfort and safety, provide comprehensive personal patient care, and prioritize tasks according to patient care plans.
3. Apply principles of nutrition in patient care and demonstrate specialized skills in caring for geriatric patients, acknowledging their unique needs and challenges.
4. Implement rigorous infection control procedures specific to nursing assistants and home health aides, ensuring the safety and well-being of patients and staff.
5. Assist with rehabilitative activities and provide holistic bio-psycho-social support to patients, addressing their physical, emotional, and social health needs.
6. Perform a range of home healthcare services approved by Medicare and Medicaid.

Program Breakdown by Course

Course Code	Course Title	Clock Hours
PCA 1002	Fundamentals of Patient Care I	60
PCA 1004	Fundamentals of Patient Care II	60
PCA 1005	NA/HHA Capstone	20
PCA 1010	Nursing Assistant Clinicals	40
	Total Hours	180

In-Service Training
Medical Record Documentation for CNAs
Communication with Cognitively Impaired Patients
Communication with Alzheimer's Disease Patients
Medical Error Prevention and Safety for CNAs
HIPAA and Regulations for CNAs
Resident Rights in Nursing Homes
Elder Abuse for CNAs
Domestic Violence for CNAs
OSHA Bloodborne Pathogens & Infection Control
HIV/AIDs for CNAs
Certifications
CPR/BLS

Important Program Notes:

1. Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.
2. Attendance: Students enrolled in a clock-hour program must attend a minimum of 85% of the scheduled classroom hours to graduate. For the NA/HHA program, the student cannot miss more than **21 hours** of coursework (lectures and labs) and must complete 100% of all clinical hours. Attendance records will be maintained by the Registrar and will be part of the student's permanent academic record.
3. A voucher for the initial Florida Certified Nursing Assistant (CNA) exam
 - Students must demonstrate practical competency to the Lead Instructor before the CNA application may be submitted. If the student is qualified to take an exam **within 90 days** of graduation date, as attested by the lead instructor, the school will pay for the cost of the exam up to \$155.00.

To work in most healthcare settings in the State of Florida, graduates are advised to become a Certified Nursing Assistant with the [Florida Board of Nursing](#).

HOME HEALTH AIDE

Credential: Certificate

Program Length: 75 Clock Hours

Class Type: Residential

Location (s): Miami

Class Schedule: Residential: Monday-Friday

Day session: 8:30 am – 1:30 pm

Eve session: 5:30 pm – 10:30 pm

Program Description

Students will be prepared to perform the home health care duties and physical comfort and safety for patients, residents, and clients at their homes. The student will be prepared in patient care procedures, principles of nutrition, and care of the elderly; apply principles of infection control and assist with rehabilitative activities. Upon completing the program, students will receive a diploma and qualify for employment as Home Health Aides, working for Home Health Agencies approved with Medicare and Medicaid coverage. Upon completion of the program, the student will receive a diploma. Graduates will qualify for employment as Home Health Aides, working for Home Health Agencies approved with Medicare and Medicaid coverage.

Program Outcomes

1. The graduate will complete the program within 150% of the program length.
2. The graduate will be ready to work as a home health aide in a home health setting supervised by a registered nurse.

The program objectives are aligned with Florida Department of Education's Curriculum Framework for Home Health Aide – Program # H 8417191.

End of Program Student Learning Outcomes

1. Apply effective verbal and written communication skills specific to Home Health Aide roles, while understanding and adhering to the legal and ethical responsibilities within this field.
2. Demonstrate proficiency in performing physical comfort and safety functions, providing personal patient care, and executing patient care procedures with a focus on maintaining a safe and comfortable environment for patients.
3. Care for geriatric patients and applying principles of nutrition tailored to the needs of individuals in home health settings, ensuring comprehensive care that addresses age-specific and dietary needs.
4. Apply the principles of infection control specific to Home Health Aides and provide bio-psycho-social support, focusing on both the physical health and the emotional and social wellbeing of patients.
5. Assist with rehabilitative activities and performing a wide range of home health-care services, preparing for effective service delivery in home health settings.

Program Breakdown by Course

Course Code	Course Title	Course Type	Clock Hrs.
HHA0110	Home Health Care – Foundation of Patient Care	Residential	25
HHA0120	Client Care, Special Clients, and Special Needs. HIV/AIDS Seminar	Residential	25
HHA0130	Understanding Your Clients and Home Management and Nutrition. BLS for Healthcare Providers (CPR)	Residential	25
	Total Hours		75

Important Program Notes:

1. Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.
2. Attendance: Students enrolled in a clock-hour program must attend a minimum of 85% of the scheduled classroom hours to graduate. For the NA/HHA program, the student cannot miss more than **11 hours** of coursework (lectures and labs) and must complete 100% of all clinical hours. Attendance records will be maintained by the Registrar and will be part of the student's permanent academic record.

COURSE DESCRIPTIONS

COURSE CODES

All courses will be considered as first-level courses for all diploma-level programs. An Alphanumeric identifier and course description identify each course. The course codes are based on the program and related topics. Those are defined as follows:

AHP: Allied Health Professional
BIO: Biology Science & Microbiology
CLA: Computer Technology
ENG: English
HSA: Health Services Administration
HSC: Health Science
HUM: Humanities
MAA: Medical Office Administration
MAS: Medical Assistant
MBC: Medical Billing Coding
MTT: Mathematics
NUR: Nursing
PCA: Nursing Assistant/Home Health Aide
PCD: Professional Career Development
PCT: Patient Care Technician
PHT: Pharmacy Technician
PSL: Psychology
SAS: Strategies for Academic Success

AHP 1000 Introduction to Healthcare

3 Credit Hours
60 Contact Hours

This foundational course provides essential, fundamental knowledge critical for students at the beginning of healthcare education. The course includes essential topics relevant to allied healthcare professionals, including the U.S. healthcare system, healthcare laws, patient rights, allied healthcare professionals' roles, legal and ethical responsibilities, and safe protocols and standards. The course includes in-service training and the basics of managing medical emergencies.

Prerequisite(s): None

Class Type(s): (O) Live Online (R) Residential

AHP 1010 Basic Anatomy and Physiology

3 Credit Hours
60 Contact Hours

This course provides students with key concepts of the organization of the human body and essential medical terminology. The course covers the 11 major organ systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular and circulatory, lymphatic, respiratory, digestive, urinary, and reproductive. Students will learn each system's anatomy and physiology and how systems interrelate and contribute to overall bodily function. Further, students will learn common disease pathologies and diagnostic options associated with each body system. The course lays the foundational knowledge of human anatomy and physiology and medical terminology relevant to the roles of allied healthcare professionals.

Prerequisite(s): None

Class Type(s): (O) Live Online (R) Residential

AHP 1025 Pharmacology for Medical Assistants

3 Credit Hours

60 Contact Hours

This course provides an introduction to pharmacology and medication management for medical assistants. The course covers the essentials of pharmacology, including drug actions, classifications, and commonly prescribed medications. Key topics include understanding drug terminology, forms of medication, prescription processing, foundational pharmacological math, and administering solid and liquid medication doses, syringe dosages, and pediatric dosages. Students learn the critical nine rights of medication administration, ensuring. Students will learn to interpret medication orders and prescriptions, manage pharmaceuticals, and instruct patients in medication administration. The course emphasizes the legal and ethical aspects of medication administration and the accuracy and safety in drug delivery.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (O) Live Online (R) Residential

BIO 1660 Understanding Environmental Health

3 Credit Hours

45 Contact Hours

This course introduces students to the science and practice of environmental health. The course explores environmental hazards that can adversely affect human health, including physical, chemical, and biological agents in soil, air, food, water, and other environmental settings. The students will learn about health risks and protective strategies, and policies related to environmental pollutants, toxins, waste, and carcinogenic agents, among other hazardous agents in a human environment. The students will explore the application of environmental health principles in healthcare settings.

Prerequisite(s): None

Class Type(s): (O) Live Online

BIO 2010 Microbiology with Labs

4 Credit Hours

75 Contact Hours

This course provides a comprehensive look at the human body's structure and functions. Topics include organization of the body, characteristics of life anatomical terminology, how the body maintains homeostasis, the relationship of chemistry to anatomy and physiology, and cell function and division. The skin, skeletal system, muscles, and nervous system are examined. Sensory organs are also covered. Several diseases and disorders are discussed, as well as the cause, detection, and treatment of them. Students will also perform and complete labs with accompanying assessments as a lab component of this course.

Prerequisite(s): None

Class Type(s): (O) Live Online (R) Residential: 2 days per week

BIO 2085 Anatomy and Physiology I with Labs

4 Credit Hours

75 Contact Hours

This course provides a comprehensive look at the human body's structure and functions. Topics include organization of the body, characteristics of life anatomical terminology, how the body maintains homeostasis, the relationship of chemistry to anatomy and physiology, and cell function and division. The skin, skeletal system, muscles, and nervous system are examined. Sensory organs are also covered. Several diseases and disorders are discussed, as well as the cause, detection, and treatment of them. Students will also perform and complete labs with accompanying assessments as a lab component of this course.

Prerequisite(s): None

Class Type(s): (O) Live Online (R) Residential: 2 days per week

BIO 2086 Anatomy and Physiology II with Labs	4 Credit Hours 75 Contact Hours
Building on Anatomy and Physiology I, this course examines major parts of the body and how they work independently as well as together. The reproductive system is discussed as well as stages of human development. Students learn about the Endocrine system, Lymphatic system and the three lines of defense the body has against pathogens. The cardiovascular, digestive, respiratory, and urinary systems are covered as well as nutrition, metabolism, body fluid balances, and aging.	
Prerequisite(s): BIO 2085	
Class Type(s): (O) Live Online (R) Residential: 2 days per week	
CLA 1065 Introduction to Technology Applications	3 Credit Hours 45 Contact Hours
This course introduces the basic concepts of IT (Information Technology) and an overview of highly utilized applications including Microsoft Windows, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Students will complete the course with a solid understanding of computers, how to use computers, and how to access information on the Web. No experience with a computer is assumed, and no mathematics beyond the high school first-year level is required.	
Prerequisite(s): None	
Class Type(s): (O) Live Online (R) Residential	
ENG 1101 English Composition	3 Credit Hours 45 Contact Hours
This course examines phases of the writing process, with emphasis on the structure of writing and techniques for communicating clearly, precisely, and persuasively. Students will develop grammar, punctuation, critical thinking, organizational and research skills associated with writing. To promote the writing process, students will brainstorm, gather, and synthesize facts, discuss audience considerations, draft, revise, edit, proofread, and analyze their own and others' work in written and oral formats. In this course, students will also improve their ability to conduct research, compose and communicate professionally in written, oral, and virtual/visual modalities.	
Prerequisite(s): None Class Type(s): (O) Live Online	
HHA 0110 Home Health Care: Foundation of Patient Care	25 Contact Hours
This course introduces the students in the home health care services, the history and purpose of home care, and the role of the Home Health Aide, the care team and care plan, professionalism, and the legal and ethical aspects. In addition, the course includes the foundation of patient care, communication techniques, infection control, safety, and body mechanics, as well as medical emergencies and disaster guidelines.	
Prerequisite(s): None	
Class Type(s): (R) Residential	
HHA 0120 Client Care, special clients, and special needs	25 Contact Hours
This course emphasizes developing the skills in patient care techniques, maintaining mobility, skin care, and comfort, the personal care procedures, such as bathing, grooming, toileting, taking vital signs, I & O, catheter care, etc. In addition, focuses on special clients with special needs, such as clients with disabilities and mental illness, arthritis, cancer, diabetes, Alzheimer's disease, etc. Students will demonstrate knowledge of HIPAA guidelines, and the general laws and ethical responsibility of healthcare workers. Students will learn communications skills concepts and understand the developmental principles of the life cycle.	
Prerequisite(s): None Class Type(s): (R) Residential	

HHA 0130 Understanding Clients and Home Management	25 Contact Hours
This course focuses on the aspects of culture and family: basic human needs, cultural differences, and families; the aspects of body systems: common disorders and observing and reporting; and the aspects of human development such as stages/common disorders, aging, death, and hospice care, also this course will orient to the student in the client's environment, housekeeping, laundry, bed making, client's proper nutrition, special diets, and managing time and money. BLS for Healthcare Providers (CPR) course is included.	
Prerequisite(s): None Class Type(s): (R) Residential	
HSA 2610 An Introduction to Healthcare Accounting and Finance	3 Credit Hours 45 Contact Hours
The course introduces students to the essential concepts of financial and managerial accounting in healthcare settings. These concepts include financial statements analysis, cost structure and allocation, dashboards, budgeting, sources of revenue and reimbursement, return on investment, financial ratios, and financial performance. The course enables students to understand and utilize basic financial tools and concepts.	
Prerequisite(s): MTT1105	
Class Type(s): (O) Live Online (R) Residential	
HSA 2620 Foundation of Healthcare Administration and Management	3 Credit Hours 45 Contact Hours
This course provides the knowledge and skills necessary to be an effective operation administrator in a wide variety of healthcare settings, from hospitals to nursing homes and clinics. Students will learn the foundational principles of healthcare management and management behavior, including management thinking, strategic planning and marketing, healthcare financing, cost, and revenues, and managing teams, leadership, and motivation. Additionally, the course links healthcare management to the subjects of healthcare ethics, human resources, and information technology.	
Prerequisite(s): ENG1101, PSL2012, HUM1205	
Class Type(s): (O) Live Online (R) Residential	
HSA 2630 Supervising Human Resources in Healthcare	3 Credit Hours 45 Contact Hours
This course is designed to study the essence of managing human resources in a supervisory role within healthcare organizations. Students will learn the basic management functions, employment policies, performance standards, the fundamentals of personnel recruitment, training, development, leadership, and remediation. Additional topics include special supervisory skills such as Effective communication, time management, and supervising in a Union Environment.	
Prerequisite(s): ENG1101, PSL2012, HUM1205	
Class Type(s): (O) Live Online (R) Residential	
HSA 2640 Legal Aspects, Ethics Governing Healthcare Services	3 Credit Hours 45 Contact Hours
This course provides an overview of general laws and ethics related to healthcare in the United States as well as regulatory and legal ramifications pertaining to the healthcare administration and decision making. The course introduces students to important legal and ethical issues encountered in the healthcare system, including certificate of need regulation, tort law, medical malpractice, patient's rights, confidentiality and privacy, informed consent, corporate and healthcare provider liability. Additionally, students will explore aspects of employer-employee relations and responsibilities in healthcare settings.	
Prerequisite(s): ENG1101 Class Type(s): (O) Live Online (R) Residential	

HUM1205 Human Diversity	3 Credit Hours 45 Contact Hours
<p>This course will define “culture” and examine how cultural variables and practices influence communication. It will emphasize achieving cultural communication competence and reducing cultural conflict by examining the role of identity, ethnicity, gender, perception, values, beliefs, and attitude within and outside one’s culture(s). Students will analyze the dimensions of cultural values and cultural communication styles. They will analyze verbal and nonverbal communication styles associated with race, gender, and class. Students will also examine multiculturalism in the workplace and analyze the dynamics of communication among diverse people and ethnic groups. Upon successful course completion, students will be able to relate and compare different experiences and make connections between dominant/subordinate cultures and one's own life.</p>	
<p>Prerequisite(s): None Class Type(s): (O) Live Online</p>	
MAA 1100 Office Administration for Medical Assistants	3 Credit Hours 60 Contact Hours
<p>This course provides students with the essential knowledge and skills for proficient administration and communication in a medical office environment. The course focuses on vital administrative tasks, including effective telephone use, procedures for scheduling and managing patient appointments, patient registration, and processing. Further, the focus is on managing health information and medical records. The course emphasizes communication skills and adherence to current government regulations, risk management, and compliance requirements. Students will learn to navigate and utilize Electronic Health and Medical Records (EHR/EMR) systems through practical exercises.</p>	
<p>Prerequisite(s): AHP1010, AHP1000 Class Type(s): (O) Live Online (R) Residential</p>	
MAA 1200 Medical Insurance, Billing and Coding	3 Credit Hours 60 Contact Hours
<p>This course introduces the student to medical insurance, billing, and coding processes pertaining to medical office administration combined with practical skills in Electronic Health and Medical Records (EHR/EMR) systems. The course covers health insurance basics, insurance plans, and the use of the Current Procedural Terminology (CPT) and International Classification of Diseases (ICD-10-CM) manuals. Students will learn to process medical claims, handle superbills, and manage insurance reimbursements and patient accounts, both manually and electronically. The course emphasizes practical skills in insurance management and communication skills for patients, medical providers, and insurers.</p>	
<p>Prerequisite(s): AHP1010, AHP1000 Class Type(s): (O) Live Online (R) Residential</p>	
MAS 1015 Introduction to X-ray and Diagnostic Imaging	3 Credit Hours 60 Contact Hours
<p>This course provides knowledge of medical radiology and its application in patient care. The course covers the fundamentals of diagnostic imaging, including the anatomy of the musculoskeletal system, radiographic positioning, and techniques. Students learn about the effects and safety measures of radiation exposure, common radiographic examinations, and the utilization of imaging in oncology and preventative care. The course also introduces advanced imaging technologies like ultrasound, CT, MRI, and fluoroscopy, emphasizing their role in detecting and managing health conditions. A key component is developing skills in patient education regarding diagnostic imaging procedures, preparing students to support patient care and diagnostic processes in their future medical assisting roles.</p>	
<p>Prerequisite(s): AHP1010, AHP1000 Class Type(s): (O) Live Online (R) Residential</p>	

MAS 1020 Phlebotomy: Fundamentals, Techniques, and Patient Care**3 Credit Hours
60 Contact Hours**

This course provides a comprehensive introduction to phlebotomy, emphasizing the essential concepts, techniques, and roles of phlebotomists in healthcare. The course begins with a deepening knowledge of anatomy, physiology, and medical terminology pertaining to the vascular system and the blood. Most of the course covers the fundamentals of phlebotomy, including the equipment and methodologies used in venipuncture, capillary puncture, arterial blood collection, and non-blood specimens. The emphasis is on collection procedures, specimen management, and special considerations for diverse patient populations in laboratory work. Students will engage in hands-on laboratory sessions to develop technical skills and proficiency in blood collection techniques and specimen handling. The course content will prepare students to challenge the Nationally Registered Certified Phlebotomy Technician (NRCPT) certification examination.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (B) Blended (R) Residential

MAS 1025 EKG/ECG: Electrocardiogram Fundamentals and EKG Technician Skills**3 Credit Hours
60 Contact Hours**

This course provides the knowledge and skills needed to become an EKG technician. The course begins with a deepening knowledge of anatomy, physiology, and medical terminology pertaining to the heart and common diseases of the cardiovascular system. Most of the course covers the fundamentals of EKG, including interpreting heart rates and various arrhythmias like atrial, junctional, and ventricular. The emphasis is on the practical application of 12-lead EKG for diagnosing acute coronary syndromes and understanding pacemaker rhythms and electrolyte disturbances. Students will engage in hands-on laboratory sessions to develop technical skills and proficiency in EKG recording and trace interpretation to identify cardiac disorders. The course content prepares students to challenge the Nationally Registered Certified EKG Technician (NRCEKG) certification exam.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (B) Blended (R) Residential

MAS 1050 Patient Preparation and Clinical Procedures**3 Credit Hours
60 Contact Hours**

This course provides a comprehensive understanding of the clinical roles and responsibilities of medical assistance. The course emphasizes practical and hands-on learning to perform clinical procedures, including preparing patients for ambulatory visits, assisting with physical examinations and minor surgeries, obtaining vital signs, and administering injections and medications. Further, students learn to use Electronic Health Records (EHR) in patient care and review anatomy, physiology, and medical terminology pertaining to medical assisting. Laboratory sessions for skill practice and preparation for the Nationally Registered Certified Medical Assistant (NRCMA) certification examination are key components, ensuring students are fully equipped for future medical assisting roles.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (B) Blended (R) Residential

MAS1505 Medical Assistant Externship	4 Credit Hours 180 Contact Hours
<p>This 180-hour module is designed to provide the student with supervised, practical hands-on, and observational experiences in the working medical office. Students will gain exposure to "on-the-job" experiences and training in the Medical Office setting and practice skills, gaining experiences in all aspects of assisting patients' physical examination, vital signs electrocardiography, phlebotomy as well as office procedures, and other administrative duties.</p> <p>Prerequisite(s): Successfully complete of all coursework</p> <p>Class Type(s): (W) Work-based.</p>	
MBC 1145 Medical Terminology: The Human Body Systems, Pathophysiology and Pharmacology	3 Credit Hours 60 Contact Hours
<p>This course teaches how to define, apply, and spell/pronounce common medical terms related to (1) structures and functions of the body system, (2) major disease processes and psychiatric disorders, (3) treatment modalities, (4) diagnostic procedures, and laboratory tests, (5) pharmacotherapy. Pathophysiology content focuses on the disease processes and common diagnostic and treatment options. Pharmacology content describes pharmacokinetics and pharmacodynamics of drug actions in the body and the use of pharmacotherapy for common conditions.</p> <p>Prerequisite(s): AHP1010</p> <p>Class Type(s): (O) Live Online</p>	
MBC 1235 Procedural Coding (CPT)	3 Credit Hours 60 Contact Hours
<p>This course introduces students to the principles and application of the CPT coding system and the use and structure of the HCPCS Level II coding system. Students will learn the foundation of the CPT coding system, guidelines, procedural groupings, and the basics of the HCPCS Level II coding system and guidelines. Students learn and practice abstraction of pertinent information from medical records, assigning outpatient and physician codes using the AMA CPT® Professional coding reference book, assign codes for drugs, biologicals, supplies using HCPCS Procedure & Supply Codes finder, and how to identify discrepancies between coded data and medical documentation to perform accurate and ethical coding.</p> <p>Prerequisite(s): AHP1010, MAA1200, MBC 1145</p> <p>Class Type(s): (O) Live Online</p>	
MBC 1245 US Healthcare System and Compliance	3 Credit Hours 60 Contact Hours
<p>This course provides an overview of the US healthcare system, and the Healthcare Compliance laws and regulations. The students will learn about the organization of the US healthcare delivery system, interrelationships among system components, care providers, and licensing/accrediting regulations. Topics related to healthcare compliance include fraud and abuse, the US sentencing guidelines, HIPAA, OSHA (Occupational Safety and Health Administration), federal employment laws, protected health information, safe computer practices, and administrative sanctions. The course prepares students for the AAHAM Certified Compliance Technician certification exam.</p> <p>Prerequisite(s): MAA1100, MAA1200</p> <p>Class Type(s): (O) Live Online</p>	

MBC 1335 Diagnostic Coding	3 Credit Hours 60 Contact Hours
<p>This course introduces students to the principles and application of the ICD-10-CM coding system based on the chapter-specific guidelines and reporting requirements. Students will learn and apply the basic coding steps to locate and accurately construct diagnosis codes using the ICD-10-CM coding reference book, including the Alphabetic Index to Diseases, the Tabular List, the Table of Neoplasms, the Table of Drugs and Chemicals, and the Index to External Causes. The students will learn how to abstract pertinent information from medical records, diagnostic groupings, and how to identify discrepancies between coded data and medical documentation to perform accurate and ethical coding. Additionally, the SNOMED-CT system for clinical vocabularies will be introduced.</p> <p>Prerequisite(s): AHP1010, MAA1200, MBC 1145</p> <p>Class Type(s): (O) Live Online</p>	
MBC 1435 Outpatient and Inpatient Coding Applications (HCPSC Level II)	3 Credit Hours 60 Contact Hours
<p>This course introduces students to the principles and application of the ICD-10-PCS codes to assign inpatient and hospital codes. Then students will practice assigning/verifying diagnosis, procedure codes and supplies codes and modifiers, code groupings, and sequencing following the official guidelines. Additionally, the student will utilize ICD-CM, ICD-PCS, CPT, and HCPSC Level II code sets to assign/verify diagnosis and procedure codes to case studies and authentic health records.</p> <p>Prerequisite(s): AHP1010, MAA1200, MBC 1145, MBC1235, MBC1335</p> <p>Class Type(s): (O) Live Online</p>	
MBC 1445 Health Insurance and Claims Cycle	3 Credit Hours 60 Contact Hours
<p>This course will provide students with an understanding of health insurance and the life cycle of a medical billing claim. The students will learn about the US health insurance models and plan types and how they affect healthcare providers and organizations. The student will learn the billing processes and procedures to improve the revenue cycle and how to prepare and submit payer claims for optimal reimbursement, monitor insurance/patient reimbursements, manage denied claims and patient accounts. Additionally, the students will learn how to communicate with physician offices, insurance companies, and patients regarding documentation, claims explanation of benefits/remittance advice.</p> <p>Prerequisite(s): AHP1010, MAA1100, MAA1200</p> <p>Class Type(s): (O) Live Online</p>	
MBC1535 Coding Practice Experience (vLab)	2 Credit Hours 60 Contact Hours
<p>In this course, the student will utilize the American Health Information Management Association's (AHIMA) dynamic Virtual Lab (vLab™) cloud-based tools to perform accurate coding. Specifically, the students will practice applying advanced coding concepts to complete authentic health records and case studies. The students will utilize a variety of simulated patient records from across the continuum of care, interpret data, and assign and verify codes using AHIMA vLab™ suite, including ICD-10-CM, CPT, HCPCS encoding, and grouping 3M software, a computer-assisted coding (CAC) system, and other coding and compliance solutions.</p> <p>Prerequisite(s): AHP1010, MAA1100, MAA1200, MBA1145, MBC1235, MBC 1335, MBC 1435, MBC1445</p> <p>Class Type(s): (O) Live Online</p>	

MBC 1545 Billing Practice Experience (Case analysis and vLab)**3 Credit Hours
60 Contact Hours**

In this course, the student will utilize the American Health Information Management Association's (AHIMA) dynamic Virtual Lab (vLab™) cloud-based tools such as EHR, encoding software, physician practice management systems to perform medical billing procedures, verifying diagnostic accuracy and procedural codes, and optimizing reimbursements. Additionally, the students will perform case analyses of denied/rejected claims and complex patient situations using provided source documents such as CMS 1500 claims, remittance advice, local and national coverage determinations, pre-authorizations, payment policies, and appeal letters accounts receivable and claim follow-up reports.

Prerequisite(s): AHP1010, MAA1100, MAA1200, MBA1145, MBC1235, MBC 1335, MBC 1435, MBC1445, MBC1535

Class Type(s): (O) Live Online

MTT 1105 College Mathematics**3 Credit Hours
45 Contact Hours**

The overarching objective of this course is to develop confidence, fluency, and accuracy in mathematical problem solving in real world applications, particularly focused on the needs of nursing professionals. Throughout the course, students will be encouraged to utilize a variety of mathematical strategies to solve real-world problems. The course will begin with a review of whole number calculation and problem-solving after which ratio and proportion equations as well as unit conversions, percent increases, and rates are explored in depth. Fundamentals of geometry are introduced including the Pythagorean Theorem and perimeter, area, and volume problems including compound shapes. Basic statistical analysis utilizing mean median and mode as well as the interpretation and creation of data displays in graphs and charts is introduced. The course concludes with the algebraic concepts of the real number system, performing operations on real numbers and polynomials, simplifying equations, and utilizing the properties of equality to solve multistep problems.

Prerequisite(s): None

Class Type(s): (O) Live Online (R) Residential

NUR 1000 Nursing Concepts I**9 Credit Hours
235 Contact Hours**

Concepts I course includes four components: didactic content, a nursing lab, and clinical. The course introduces the student to the integrated process and basic concepts of client needs, across the lifespan, including the family, and community. Students will develop general knowledge and skills related to providing basic nursing care to clients from varied backgrounds, beliefs, and cultures. Emphases are given in developing communication, collaboration, and critical thinking skills. The nursing process and evidence-based practice are taught in detail as bases of nursing practice. Foundation of medical surgical nursing, geriatrics, pediatrics, and obstetrics concepts of health, wellness, illness culture, and spirituality are introduced. The nursing practice of informatics and documentation is integrated into the care of clients, families, and the community. The focus will be placed on role development, legal aspects of practice, health teaching, and counseling skills. Concepts of Patient Safety, Asepsis and Infection Control, Hygiene and Personal Care, Wound Care, Nutrition, Pain Management, Oxygenation, Fluid, and Electrolyte Balance, Bowel and Urinary Elimination, Cognition and Sensation, Sleep, and Sexuality, Perioperative Nursing Care.

Prerequisite(s): GenEd coursework

Class Type(s): (R) Residential

NUR 1100 Introduction to Pharmacology**3 Credit Hours
45 Contact Hours**

This course introduces the student to basic principles of pharmacology and safe administration of medication throughout the client's lifespan. A review of the body structure and function as well as legal aspect of nursing practice will be reviewed. Basic pharmacological concepts of pharmacodynamics and pharmacokinetics will be discussed as bases in medication administration to all categories of clients, from pregnancy, newborn, pediatrics, and geriatrics, using the nursing process and evidenced-based nursing practice. The course will cover medication classifications for common medical- surgical conditions, diseases and illnesses including contraindication, side effects, adverse effects, and most importantly nursing care and management of clients taking the medications, drugs, and herbal preparations. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX_RN Blueprint as a guide.

Prerequisite(s): BIO 2085, ENG 1101, MTT1105, PSL 2012, BIO 2086

Co-requisite(s): BIO 2010, HUM 1205

Class Type(s): (R) Residential

NUR 1105 Pharmacology for Nursing**4 Credit Hours
60 Contact Hours**

This course introduces the student to basic principles of pharmacology and safe administration of medication throughout the client's lifespan. A review of the body structure and function as well as legal aspect of nursing practice will be reviewed. Basic pharmacological concepts of pharmacodynamics and pharmacokinetics will be discussed as bases in medication administration to all categories of clients, from pregnancy, newborn, pediatrics, and geriatrics, using the nursing process and evidenced-based nursing practice. The course will cover medication classifications for common medical- surgical conditions, diseases and illnesses including contraindication, side effects, adverse effects, and most importantly nursing care and management of clients taking the medications, drugs, and herbal preparations. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX_RN Blueprint as a guide.

Prerequisite(s): BIO 2085, ENG 1101, MTT 1105, PSL 2012

Co-requisite(s): BIO 2086, BIO 2010, HUM 1205, SAS 1000

Class Type(s): (R) Residential

NUR 1500 Nursing Concepts II**12 Credit Hours
270 Contact Hours**

This course develops the skill, knowledge, and competencies of the student in the safe care of clients with medical-surgical related acute and chronic related illnesses and injuries across the client's lifespan. Concepts relating to nursing care and management of diseases of the cardiovascular, peripheral vascular, respiratory, musculoskeletal, gastrointestinal, endocrine, and neurological are emphasized in the course. To link relationship between neurological disorders, students will be introduced to mental health concepts across the lifespan. Applying knowledge from previous course work, the Student will build interpersonal relationships and demonstrate effective communication skills. Common mental health disorders, substance abuse, domestic abuse and violence, crisis intervention and coping with stress, and suicidal assessments are covered in the course for all categories of clients. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX_RN Blueprint as a guide.

Prerequisite(s): NUR1000 and NUR1100 or NUR1105

Class Type(s): (R) Residential

NUR 2100 Nursing Concepts III**12 Credit Hours
270 Contact Hours**

Concepts III course includes four components: didactic content and clinical. This course allows the student to apply and analyze care of clients with medical-surgical acute and chronic illnesses and injuries across the lifespan. More specialized medical and surgical conditions are covered in the course, such as, care and management of clients with cancer, burns, sensory deprivation, and emergency. The student will provide care to the client, family, and community demonstrating competency and leadership while reinforcing health promotion and maintenance concepts. Specialized care of obstetrical, newborn and pediatric clients in various healthcare environments will also be introduced. The student will apply knowledge and skill to the care of the client and family with a focus on safe care, health education, growth and development principles, and legal aspects of practice. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX_RN Blueprint as a guide.

Prerequisite(s): NUR1000, and NUR1100 or NUR1105, NUR1500

Class Type(s): (R) Residential

NUR 2600 Nursing Concepts IV (Capstone)**12 Credit Hours
270 Contact Hours**

Concepts IV course includes two components: didactic content, and clinical. This course focuses on role transition from student nurse to practicing nurse. Emphasis is placed on the analysis of historical and contemporary issues in nursing and their effect on nursing practice. The course explores how economic, sociocultural, and political forces influence nursing practice and the role of the nurse as patient advocate. Professional development and the use of research to guide nursing practice are discussed as key components of the role of the associate degree nurse. This course allows the student to review previously learned nursing concepts in nursing fundamentals, medical surgical, maternal, and newborn, pediatrics, and mental health nursing. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX_RN Blueprint.

Prerequisite(s): NUR1000, and NUR1100 or NUR1105, NUR1500, NUR2100

Class Type(s): (R) Residential

PCA 1002 Fundamentals of Patient Care I**60 Contact Hours**

This course aims to develop the foundational knowledge necessary to perform patient care specific to nursing assistants and home health aides. The students will learn about long-term care and home care settings, the health care team, and the role, legal, and ethical responsibilities of nurse assistants and home health aides. Additionally, students will gain an understanding of basic human anatomy and common diseases and disorders; nutrition, diet, and hydration. Students will learn the importance of appropriate procedures and actions in creating a comfortable and safe environment for patients and how to provide biological, psychological, and social support. The students are to develop knowledge and hand-on skills necessary to perform the following NA skills: handwashing, personal care (foot care, hand and nail care, dressing a patient, mouth care, denture care, feeding a patient, partial bed bath), moving a patient (positioning, transferring, and ambulating a patient), range of motion exercises (rom shoulder, rom (hip, knee, ankle), rom elbow and wrist), and making an occupied bed.

Prerequisite(s): None

Class Type(s): (R) Residential

PCA 1004 Fundamentals of Patient Care II	60 Contact Hours
<p>This course aims to continue developing the foundational knowledge necessary to perform patient care specific to nursing assistant and home health aide including communicating cognitively impaired patients and diverse populations, administrative tasks involved in long-term and home health; the basic nursing care including acute emergency situations, taking and charting vital signs, observing and documenting patient's behavioral changes, assisting with urine and bowled needs and measuring outputs, proving rehabilitation and restorative care, assisting mothers with newborns.</p>	
Prerequisite(s): None	Class Type(s): (R) Residential
PCA 1005 NA/HHA Capstone	20 Contact Hours
<p>This course is designed to prepare the student to successfully pass the state Nursing Assistant Certification (CNA) exam. This capstone course in the Nursing Assistant and Home Health Aide program is designed to solidify the knowledge and skills of our students, preparing them for a successful transition into the professional world. Students need to demonstrate proficiency in 21 essential nursing assistant skills. The course culminates in a comprehensive final exam, testing theoretical knowledge and understanding of all aspects covered in the PCA1002, PCA1004 and PCA1005 courses.</p>	
Prerequisite(s): PCA1002, PCA1004	Class Type(s): (R) Residential
PCA 1010 Nursing Assistant Clinical Learning Experience	40 Contact Hours
<p>This 40-hour course is designed to provide the student with supervised, practical hands-on, and observational experiences in the field of study. This phase of the program aims to place students in a hospital/nursing home facility environment to gain actual experience as a NA/HHA while under the supervision of a designated medical professional selected as the Site Supervisor. The trainee will be overseen by the FVI externship clinical supervisor during the externship hours.</p>	
Prerequisite(s): PCA1002, PCA1004, PCA1005	Class Type(s): Work-based
PCD 1000 Professional Career Development for Allied Health	3 Credit Hours 60 Contact Hours
<p>This course will prepare students for their professional journey in allied health. The course covers many professional skills and behaviors, including effective communication, team relationship building, conflict management, and leadership. The course also delves into personal development essential for healthcare workers, such as emotional resilience, self-care, and stress management. Additionally, the course focuses on career preparation, including resume and cover letter writing, job targeting, and interview skills. The course aims to prepare students for entry into the healthcare workforce and provide them with the tools for ongoing professional and personal development.</p>	
Prerequisite(s): AHP1000	Class Type(s): (O) Live Online (R) Residential
PCT 1002 Patient Care Technician - Fundamentals and Skills 1	3 Credit Hours 60 Contact Hours
<p>This course provides foundational knowledge and practical skills essential for nursing assistants (NAs), patient care technicians (PCTs), and home health aides (HHAs). The content focuses on the scope of practice for NAs, PCTs, and HHAs, and the legal and ethical aspects of nursing, safety protocols, infection control, and emergency response. Emphasis is placed on patient rights, the personal and physical needs of elderly patients and prevention of elderly abuse. The course includes training in fundamental nursing assistant skills such as handwashing, ambulation, transferring patients, positioning, making an occupied bed, feeding, and dressing patients. The students will learn more advanced clinical tasks like measuring and recording vital signs and performing essential medical documentation.</p>	
Prerequisite(s): AHP1010, AHP1000	Class Type(s): (B) Blended (R) Residential

PCT 1004 Patient Care Technician - Fundamentals and Skills 2	3 Credit Hours 60 Contact Hours
<p>This course provides foundational knowledge and practical skills essential for nursing assistants (NAs) and patient care technicians in various healthcare settings. The content focuses on assisting with physical examinations, pre- and post-surgery care, wound care, and managing pressure ulcers. Further, the course covers assistance with hot and cold applications, oxygen and respiratory support, and IV therapy care. Emphasis is placed on recognizing and assisting with nutrition, dietary, and fluid requirements for various patient groups. Students will be trained to assist with self-medication administration and adhere to safety protocols and guidelines. The course enhances students' proficiency in fundamental and advanced nursing skills, such as handwashing, ambulation, patient transferring, bed making, feeding, dressing patients, performing and reporting vital signs, and understanding medical documentation.</p> <p>Prerequisite(s): AHP1010, AHP1000 Class Type(s): (B) Blended (R) Residential</p>	
PCT 1008 Patient Care Technician - Fundamentals and Skills 3	3 Credit Hours 60 Contact Hours
<p>This course deepens the skills and knowledge of students preparing for roles as nursing assistants and patient care technicians. Focused on enhancing the knowledge and practical abilities, the course covers a range of critical nursing care topics, including fall prevention and restraint use, bedmaking and unit care, personal care, urinary and bowel care, and rehabilitation exercises. Students will be trained to provide personal care, including mouth, denture, hand, nail, foot care, partial bedbath, and bedmaking. Training will also include assisting with urinary and bowel needs, providing catheter and perineal care, and assisting with rehabilitation exercises.</p> <p>Prerequisite(s): AHP1010, AHP1000 Class Type(s): (B) Blended (R) Residential</p>	
PCT 1010 Patient Care Technician - Fundamentals and Skills 4	3 Credit Hours 60 Contact Hours
<p>This course aims to enhance expertise in the nursing assistant and patient care technician. The course focuses on a broad spectrum of nursing care topics, equipping students with the skills and knowledge to provide advanced care in diverse medical situations. Key areas of focus include sensory and chronic illness care, mental health and neurological support, and end-of-life care. The course reinforces personal nursing care skills such as oral hygiene, bedmaking, assisting with daily patient needs, managing urinary and bowel care, and performing a range of motion exercises. The course involves mastering measuring and recording vital signs and medication documentation techniques.</p> <p>Prerequisite(s): AHP1010, AHP1000 Class Type(s): (B) Blended (R) Residential</p>	
PCT 1015 Advanced Home Health Aide & CNA Exam Preparation	1 Credit Hours 30 Contact Hours
<p>After completing this module, the student will have achieved the occupational completion point of Advanced Home Health Aide (a home health aide who is also a nursing assistant). Students will gain a thorough understanding of the scope of practice, roles, responsibilities, and fundamental patient care principles integral to home health care. Legal and ethical responsibilities specific to the profession will be emphasized, along with strategies for ensuring patient comfort and safety. A significant portion of the course is dedicated to the preparation for the Certified Nursing Assistant (CNA) exam in Florida. The students will need to demonstrate competency (e.g., accuracy and timing) in 21 NA clinical skills as described in the Prometric blueprint for a certified nursing assistant in Florida.</p> <p>Prerequisite(s): PCT1002, PCT1004, PCT1008, PCT1010</p> <p>Class Type(s): (R) Residential</p>	

PCT 1025 Patient Care Clinical Externship**1 Credit Hours
45 Contact Hours**

This 45-hour clinical experience is designed to provide the student with supervised, hands-on and observational experiences including obtaining and documenting fluids I&O, vital signs, weights; providing hygienic care, positioning patients, pre/post-operative care, postmortem care, ambulating, feeding and other routine patient care procedures. The PCT Student Extern provides direct patient care under the direction of the RN professional to all assigned patients and maintains a safe patient area. He/she assumes responsibility and accountability for patient care as a team member to achieve established outcomes and to communicate immediately any change in patient's condition with the RNs.

Prerequisite(s): Success completion of the coursework Class Type(s): (W) Work-based

PHT 1002 Pharmacy Law and Regulations**3 Credit Hours
60 Contact Hours**

This course is designed to give students the opportunity to learn key terms concerning Pharmacy Law and regulations, as well as to trace the history of federal laws affecting pharmacies today. The student will explore FDA, DEA (Drug Enforcement Administration), and HIPAA regulations and procedures and how these affect pharmacy technicians' work. The Introduction to the classification of controlled substances and record keeping, ordering, and storage processes will also be covered in this course. In addition to learning federal regulations, students will research their state's laws and learn to determine which law prevails. Beyond the letter of the law, the student will have the opportunity to learn how to compare technicians' tasks with pharmacists' responsibilities, and they will be exposed to the interplay between morals, ethics, and liabilities in the pharmacy.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (O) Live Online (R) Residential

PHT 1012 Pharmacy Principles and Practice**3 Credit Hours
60 Contact Hours**

This course is designed to prepare the student for the professional aspects of working in various pharmacy settings. The student will have the opportunity to learn key terms encountered in hospital pharmacies, retail and or community pharmacies, and long-term care facilities. The student will become familiar with the different hospital units, the stock they require, and the distinct functions they serve. The student will be introduced to the different Pharmacy Technician duties within each setting and how these differ from one another. The course will delineate the most common tasks performed by hospital pharmacy technicians compared to retail Pharmacy Technicians and disclose the pertinent information required for processing patient orders in various settings. Further, students will learn to navigate and utilize Electronic Health Record (EHR) system through practical exercises related to pharmacy technician duties in retail and hospital settings.

Prerequisite(s): AHP1010, AHP1000 Class Type(s): (B) Blended (R) Residential

PHT 1016 Pharmacy Calculations**3 Credit Hours
60 Contact Hours**

This course is designed to introduce the student to calculations and dimensional analysis formulas needed in the various pharmacy settings. The analysis of these formulas will enhance students' mathematical skills and demonstrate how these skills are applied to the daily duties of a Pharmacy setting. The student will achieve an overall understanding of business math and how it is employed in the general operation of a pharmacy. Students' understanding of pharmacy calculations will be reinforced with hands-on applications in the pharmacy lab.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (O) Live Online (R) Residential

PHT 1022 Pharmacology I**3 Credit Hours
60 Contact Hours**

Pharmacology I and II courses provide students with an integrated approach to the understanding of pharmacology and pharmacotherapy of commonly prescribed drugs in the U.S. The students will learn the basics of pharmacology including pharmacokinetics, pharmacodynamics, drug interactions, and nomenclature. In the Pharmacology I course, the students will develop a strong foundation in pharmacotherapeutics pertaining to the following body systems: cardiovascular system, musculoskeletal system, respiratory system, immune system, and ophthalmic and otic systems. Additionally, the students will explore pharmacotherapy for cancers and how to evaluate emerging drug therapies. For each body system, the students will learn the common disorders, their symptoms, medical terminology, and FDA-approved drugs used to treat the disorder. Lessons will cover both the pharmacokinetics and pharmacodynamic aspects of these drugs. The students will develop the knowledge of commonly prescribed medications including, trade/generic names, drug classification and nomenclature, indications, usual adult doses, side effects, and contraindications for these drugs. Students will also learn important drug safety information such as drug safety alerts, drug interactions, and FDA-mandated warning labels for safe drug use in the inpatient and outpatient settings. Students will utilize Electronic Health Record (EHR) system to practice pharmacy technician tasks pertaining to medication orders in retail and hospital settings.

Prerequisite(s): AHP1010, AHP1000, PHT1012

Class Type(s): (O) Live Online (R) Residential

PHT 1024 Pharmacology II**3 Credit Hours
60 Contact Hours**

Pharmacology I and II courses provide students with an integrated approach to the understanding of pharmacology and pharmacotherapy of commonly prescribed drugs in the U.S. The students will learn the basics of pharmacology, including pharmacokinetics, pharmacodynamics, drug interactions, and nomenclature. In the Pharmacology II course, the students will develop a strong foundation in pharmacotherapeutics pertaining to the following body systems: Nervous, Endocrine, GI, Urinary, AND Reproductive systems, Sleep Disorders, Osteoporosis, Prostate, and Skin Diseases. For each body system, the students will learn the common disorders, their symptoms, medical terminology, and FDA-approved drugs used to treat the disorder. Lessons will cover both the pharmacokinetics and pharmacodynamic aspects of these drugs. The students will develop the knowledge of commonly prescribed medications, including, trade/generic names, drug classification and nomenclature, indications, usual adult doses, side effects, and contraindications for these drugs. Students will also learn important drug safety information such as drug safety alerts, drug interactions, and FDA-mandated warning labels for safe drug use in inpatient and outpatient settings. Students will utilize Electronic Health Record (EHR) system to practice pharmacy technician tasks pertaining to medication orders in retail and hospital settings.

Prerequisite(s): AHP1010, AHP1000, PHT1012

Class Type(s): (O) Live Online (R) Residential

PHT 1032 Introduction to Sterile and non-Sterile Compounding**3 Credit Hours
60 Contact Hours**

This course is designed to introduce the student to key terms and procedures used in compounding sterile and non-sterile products. The student will have the opportunity to understand USP 795 and USP 797 guidelines. The course will cover how to assign new expiration dates, how to use several kinds of balances, and how to document the compounding and repackaging process properly. The course will explore the reasons why pharmacies practice repackaging and compounding and will be introduced to the various risks, responsibilities, and benefits—both to pharmacies and to pharmacists—of repackaging and compounding. The student will have the opportunity to understand proper aseptic technique as it applies to working with these items in both horizontal and vertical flow hoods and the care of the flow hoods and the types of stock and medications used in an IV room as well as special considerations needed for some medications.

Prerequisite(s): AHP1010, AHP1000, PHT1012

Class Type(s): (B) Blended (R) Residential

PHT 1042 Pharmacy Technician Certification**3 Credit Hours
60 Contact Hours**

This course is designed to prepare students to challenge the Exam for the Certification of Pharmacy Technicians (ExCPT) and/or the Pharmacy Technician Certification Examination (PTCE). Throughout the course, the students review the essential concepts and content covered in four CPhT certification exam domains: medication (drugs and drug therapy), pharmacy laws and regulations, patient medication safety and quality assurance, and prescription/medication processing and dispensing. The course includes electronic practice exams that mimic the certification exam format and exam requirements. Additionally, the student will practice the common tasks and duties of a pharmacy technician in hospital and retail pharmacy settings, including the use of an Electronic Health Record (EHR) system.

Prerequisite(s): AHP1000, AHP1010, PHT1002, PHT1012, PHT1016, PHT1022, PHT1024, PHT1032

Class Type(s): (B) Blended (R) Residential

PHT 1055 Pharmacy Technician Externship**4 Credit Hours
180 Contact Hours**

This 180-hour module is designed to provide the student with supervised, practical hands-on, and observational experiences in the working pharmacy. Students will be expected to gain experience in a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites.

Prerequisite(s): Successful completion of PHT coursework

Class Type(s): (W) Work-based experience

PSL 2012 General Psychology**3 Credit Hours
45 Contact Hours**

This course provides broad coverage of the current body of knowledge of the science of psychology, including basic concepts, methods, theories and applications that constitute the discipline. Students will learn how cognitive, emotional, physical, social, and psychological processes influence their lives, chosen areas of study, and careers. Students will apply the skills of critical thinking, observation, and information gathering and analysis as they examine psychological phenomena. Upon successful course completion, students will be able to use fundamental psychological theories to build better self-awareness and understanding of human behavior, well as how to apply psychological knowledge to specific issues that nurses work within their professional capacity.

Prerequisite(s): None

Class Type(s): (O) Live Online (R) Residential

SAS Strategies for Academic Success**2 Credit Hours
30 Contact Hours**

This course aims to enhance the academic success of nursing students through effective learning strategies and skills vital in healthcare education. It incorporates principles of adult learning, cognitive psychology, and practical approaches relevant to nursing studies. The course focuses on building skills in critical thinking, time management, effective communication, and resilience, essential for navigating the challenges of nursing education. It also emphasizes the importance of self-care in maintaining personal and professional well-being.

Prerequisite(s): None

Class Type(s): (R) Residential

ADMINISTRATION

Chief Administrative Officer	Denyse Antunes
Vice President, Student Affairs	Gretel Chong
Vice President, Regulatory Affairs	Carlos Rodanes
Sr. Director, Student Finance	Leslie- Ann Matthews-Theroulde
Director of Curriculum, Instruction, and Assessment	Lana Mett, EsD, MS

Nursing Education Unit

Director of Nursing	Maria Walwema, PhD, RN, MSN-NHCE
Assistant Director of Nursing	Marixa Patterson, DNP, MSN
Assistant Director of Nursing	Kellany Cadogan, DNP, MSN
Administrative Assistant	Armelle Saintil
Program Support Coordinator	Michelle Del Rey
Success Coach	Daniela Cortes
Success Coach	Norma Forbes, DNP, MSN

Main (Miami) Campus

Campus President	Gretel Chong
Program Director, Allied Health	Frank Castro, BSN, RN
Senior Registrar	Brenda Cartaya
Associate Director, Student Finance	Yesenia Hoayeck
Student Finance Officer	Arlett Cabrera
Student Finance Officer	Maria Velar
Student Finance Officer	Violeta Vasquez
Bursar	Luisa Enriquez
Assistant Director of Admissions	Barbara Rodriguez
Assistant Director of Admissions	Priscilla Pastora
Enrollment Representative	Yanisleydi Marco
Enrollment Representative	Open
Associate Director, Career Services	Tatiana Mendez
Sr. Career Services Representative	Joel Valmana
IT Support Specialist	Yeny Montelier

Miramar (Extension) Campus

Director of Academic Operations	Bronson Boufford
Registrar	Naoribi Collado
Sr. Director of Enrollment Services	Open
Associate Director, Student Finance	Open
Student Finance Officer	Peaches Arthur
Bursar	John Merchant
Sr. Enrollment Representative	Mechelle Permenter
Enrollment Representative	Kristal Keen
Enrollment Representative	Olivier Toussaint
Employment Specialist	Ana Bandera
Associate Director, Career Services	Vanessa Perez
IT Support Specialist	Trevan Smith

FACULTY

Abraham, Heina, MSN, APRN

Area of Expertise/Experience: Telemetry; Med Surgical; Pre-Op; PACU
Degrees/Diplomas: Master of Science in Nursing Chamberlain University; BSN
Baby Memorial College of Nursing, India.
Florida Licensed Registered Nurse; APRN.

Adsungur, Lori, LPN

Course(s) Taught: Nursing Assistant/ HHA and Patient Care Technician
Degrees/Diplomas: Practical Nursing, Mc Fatter Vocational Center
Florida Licensed Practical Nurse

Bello, Maria

Course(s) Taught: Medical Assistant
Degrees/Diplomas: Diploma, Medical Coding and Billing Specialist
NAHP – EKG Certification

Beneckson, Robert, MS

Course(s) Taught: Psychology
Degrees/Diplomas: Master of Science, Clinical Psychology, Nova Southeastern
University
Bachelor of Art in Community Psychology, Florida International University

Burnett, Alexandra., MSN, RN

Area of Expertise/Experience: Emergency Room Nursing/ Stroke Care.
Degrees/Diploma: Master's degree in nursing education (December 2012)-Barry
University, Bachelor's Degree in Science of Nursing (December 1995)- Barry
University

Cadogan Noland, Kellany., DrPH, MSN, RN-BC

Area of Expertise/Experience: ER/Trauma, Community/Public health, Medical Surgical/Telemetry, Informatics (ANCC certified), Nursing Education, Clinical Simulation Education and Research, NCLEX Coaching and Mentoring

Degrees/Diploma: Doctor of Public Health - Walden University, MN;

Master of Science in Nursing Informatics - Chamberlain University, IL; Bachelor of Science in Nursing – Chamberlain University, IL;

Diploma in General Nursing -University Hospital of the West Indies School of Nursing, Jamaica

Calle, Juan Carlos, MD

Courses Taught: Medical Assistant

Degrees/Diplomas: Doctor in Medicine –Higher Institute of Medical Sciences of Havana, Cuba

Clark, Zanette, MSN, RN

Courses Taught: Patient Care Technician and Nursing

Degrees/Diplomas: Master of Science Degree, Nursing Education, University of Phoenix; Bachelor of Science Degree-Nursing, FAMU

Florida Registered Nurse

Ecle Vid, Rino, MSN, BSN

Area of Expertise/Experience: Board Certified in Infection Control, Health Care Risk Management, Medical-Surgical Nursing, Geriatrics, Oncology, Maternal and Child Nursing, Nursing Leadership and Management, Nursing Education

Degrees/Diploma: Master of Science in Nursing- Family Nurse Practitioner

- Purdue University, IA; Bachelor of Science in Nursing- De La Salle University, PA

Elvirez, Yurienys Leídas

Courses Taught: Nursing Assistant/ HHA and Patient Care Technician

Degrees/Diplomas: Nursing Assistant/HHA Diploma; Cuba; Certified Nursing Assistant – Miami, Florida

Espinosa, Andreina

Courses Taught: Medical Insurance/ Billing and Coding

MAA 1100 Office Procedures, PCD 1000 Career Development

Degrees/Diplomas: Medical Assistant Diploma

Fanfan, Julie, MSN, APRN

Area of Expertise/Experience: NUR 1000C

Degrees/Diplomas: Master of Science in Nursing; APRN

Florida Licensed RN and APRN

Forbes, Norma, DNP, RN, MSN.

Area of Expertise/Experience: Medical-Surgical Nursing, Geriatrics, Oncology, Maternal and Child Nursing, Nursing Leadership and Management, Nursing Education

Degrees/Diploma: Doctor of Nursing Practice; Master of Science in Nursing-

Florida Atlantic University; Bachelor of Science in Nursing- Florida Atlantic

University, FL; Associate Degree in Nursing-Excelsior College, FL

Practical Nursing Diploma-Sheridan Technical College, FL

Gallostra, Carlos

Courses Taught: Nursing Assistant/ HHA and Patient Care Technician
Degrees/Diplomas: Practical Nursing, Robert Morgan Technical College;
Hemodialysis Technician, Robert Morgan Technical College

Garcia, Selma, PhD.

Courses Taught: Pharmacy Technician and General Education
Degrees/Diplomas: PhD. Environmental Sciences, University of North Texas,
Denton, TX
Florida Registered Pharmacy Technician, Florida Department of Health
Certified Pharmacy Technician (PTCB)

Gomez, Jorge R., BS

Courses Taught: Medical Assistant
Degrees/Diplomas: Bachelor of Science, Nutrition–Kaplan University; Certified
Clinical Medical Assistant – National Healthcare Association; Certified EKG
Technician – National Allied Health Test Registry; Certified Phlebotomy
Technician – National Allied Health Test Registry

Gonzales, Fabian, MD

Courses Taught: Medical Assistant
Degrees/Diplomas: Doctor of Medicine, University Del Este. Republican
Dominicana; Associate of Science, Accounting – Miami Dade College, FL.

Gordon, Linda, PhD

Course(s) Taught: Human Diversity, College Mathematics, English Composition
Degrees/Diplomas: PhD. Curriculum Instruction, Florida Atlantic University;
Master of Science Degree in Education, Nova Southeastern University, Davie,
FL; Bachelor of Science in Biology, University of California Los Angeles (UCLA)

Harris, Peronita., MSN, RNBC

Area of Expertise/Experience: Medical Surgical Nursing: Cardiology, Nephrology,
Degrees/Diploma: Master of Science in Nursing Education - Florida
Atlantic University, FL. Bachelor of Science in Nursing -Florida Atlantic
University, FL. Associate of Arts, Nursing, Miam Dade College, FL.

Hernandez, Miguel

Courses Taught: Phlebotomy, Pharmacology
Degrees/Diplomas: Doctor in Medicine, Colombia; PA Review Course Diploma,
Nova Southeastern University

Herrero, Daisy

Courses Taught: Medical Assistant
Degrees/Diplomas: Medical Assistant – Associate of Arts, Montgomery College;
Cardiovascular Technology – Associate of Specialized Technology, National
School of Technology

Izquierdo, Julio., MSN, FNP

Area of Expertise/Experience: Intensive Care, Intermediate Care, Progressive Care, Orthopedics, Telemetry, Medical Surgical, Geriatrics, Pain Management, Nursing Leadership and Management. Nursing Education (all subjects).
Degrees/Diploma: Master's of Science in Nursing - Barry University, FL.
Bachelor of Science in Nursing - University of Phoenix, IL. Associate Degree in Nursing - Concorde Career Institute, FL; Associate of Arts - Miami Dade College, FL

Legrand Shamma, MSN, RN

Area of Expertise/Experience: Nursing Education
Degrees/Diploma: DNP America Sentinel, Master of Science in Nursing Florida Atlantic University; Bachelor of Science in Nursing- Florida Atlantic University, ADN Miami Dade College

Lopez, Venus

Courses Taught: All Pharmacy Courses
Degrees/Diplomas: Pharmacy Technician, PTCB Certification
Registered Pharmacy Tech Florida Department of Health

Lozano, Bellaida, MD

Courses Taught: Medical Assistant, Anatomy & Physiology, Microbiology
Degrees/Diplomas: Doctor of Medicine, Universidad Carabobo

Ortiz, Lida, EdD

Area of Expertise/Experience: Health Services – Medical Office Administration, Medical Assistant
Degrees/Diplomas: Doctorate, Keiser University, FL; Master's of Science in Education- Keiser University, FL.; Bachelor of Science in Health Sciences- Keiser University, FL; Associate of Arts in Biochemistry -Broward College, FL.

Patterson, Marixa, DNP, RN, MSN

Area of expertise: Emergency Room Nurse, Medical Surgical Nursing, Nursing Education, Nursing Leadership and Management
Degrees/ Diplomas: Doctor of Nursing Practice-Chamberlain University, Downers, Chicago; Master of Science in Nursing-University of Phoenix, Miramar, Florida; Bachelor of Science in Nursing- Nova Southeastern University, Davie, Florida; Associate of Science in Nursing- Miami Dade Community College

Peralta, Juan

Courses Taught: Cyber Security and Network Technician
Degrees/Diplomas: Master's in Business Administration, Florida International University; Bachelor of Science in Computer Engineering, Escuela Superior Politecnica

Perez, Eddy, MSN, APRN-BC, MD

Clinical experience: Medical Surgical Nursing
Degrees/Diplomas: Master of Science in Nursing – Florida National University; Advanced Practice RN- Family Nursing-Florida National University.; Associate of Science Degree in Nursing, Fortis College, Cutler Bay, FL; Doctor of Medicine- Cuba; Doctor of Theology- USA

Perez, Elisabeth, MSN, APRN-BC

Clinical Experience: Oncology Nursing, Cardiovascular Nursing, Neurological Nursing

Degrees/Diplomas: Master of Science in Nursing Florida National University; Advanced Practice Family Nursing- Florida National University; Bachelor of Science Degree in Nursing, Barry University

Perez, Rolando, MD

Courses Taught: Medical Assistant Courses

Degrees/Diplomas: Physician Surgeon, The Central University of Venezuela Surgery Magister Scientiarum, The Central University of Venezuela

Pepper, Sandra

Courses Taught: Pharmacy Technician

Degrees/Diplomas: Pharmacy Technician – Everest School

Florida Registered Pharmacy Technician; Certified Pharmacy Technician (PTCB)

Ramos, Libert, DNP, MSN/Ed, APRN

Area of Expertise/Experience: Pharmacology, MedSurg, Psych, Geriatrics, Men's Health, Male Infertility, Andrology

Degrees/Diploma: Doctor of Nursing Practice, Chamberlain University, IL; Adult-Gerontology APRN-South University; Masters of Nursing n Education- University of Phoenix, IL; Associate Degree in Nursing -Miami Dade College

Rivera, Marcos

Courses Taught: Pharmacy Technician

Degrees/ Diplomas: Bachelor of Science Exceptional Student Education – Miami Dade School Florida Registered Pharmacy Technician.

Certified Pharmacy Technician (PTCB)

Rodriguez, Yusibel, BSN

Courses Taught: Patient Care Technician

Degrees/Diplomas: Bachelor of Science Degree in Nursing, Ana G. Mendez University, Miami Lakes, FL

Smith, Renay, MSN, RN

Area of Expertise/Experience: NUR 2600C

Degrees/Diplomas: Master of Science in Nursing, Chamberlain University; MBA Florida Atlantic University, BSN Florida Atlantic University, ADN Broward College Florida Licensed Registered Nurse; APRN

Susarte Alonso, Maria Del Pilar, MD

Courses Taught: Medical Assistant, EKG, Phlebotomy, X-Ray, Patient Preparation, Medical Insurance, Career Development

Degrees/Diplomas: Doctor in Medicine –Higher Institute of Medical Sciences of Havana. Registered Medical Assistant

Thompson-Ingleton, Beverley, DNP, MSN, RN

Area of Expertise/Experience: Medical-Surgical/Telemetry/Stepdown Nursing, Geriatrics, Emergency Department, Preceptorship/Mentoring, Community Health Nursing, Nursing Leadership, Nursing Education.

Degrees/Diploma: Doctor of Nursing Practice – Chamberlain University, IL; Master of Science in Nursing Education – Florida Atlantic University, FL; Bachelor of Science in Nursing – Florida Atlantic University, FL; Associate Degree in Nursing – Broward College; Practical Nursing Diploma – Miami Lakes Technical Education Center, FL.

Tovar, Freddy, MD

Courses Taught: Medical Assistant

Degrees/ Diplomas: Doctor in Medicine – National University of Bogota-Colombia.

Registered Medical Assistant, Registered Phlebotomy Technician

Velasquez, Alba, MSN-Ed, RN

Area of Expertise/Experience: Medical-Surgical Nursing, Hematology-Oncology, Pediatric Nursing, Nursing Education

Degrees/Diploma: Master's Science in Nursing Education- Chamberlain University, IL. Bachelor's in Science of Nursing - West Coast University, FL; Associate of Arts in Pre-Nursing- Miami Dade College, FL.

2024 SCHOOL CALENDARs

NO CLASSES WILL BE OFFERED IN THE OBSERVANCE OF THE FOLLOWING HOLIDAYS. SCHOOL DEPARTMENTS MAY OPERATE ON A LIMITED SCHEDULE.

Holiday Name	Day of Week	Observed Day
New Year's Day (Observed)	Monday	January 1, 2024
Martin Luther King Day	Monday	January 15, 2024
Washington Birthday	Monday	February 19, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth Day (Observed)	Wednesday	June 19, 2024
Independence Day (Observed)	Thursday	July 4, 2024
Labor Day	Monday	September 2, 2024
Thanksgiving Day	Thursday	November 28, 2024
Thanksgiving Day (after)	Friday	November 29, 2024
Christmas Day (observed)	Wednesday	December 25, 2024

2024 Teaching Planning Days
January 25, 2024
February 19, 2024
June 27, 2024
June 19, 2024
November 27, 2024

Academic Start & End Dates

Allied Health Programs - 36 Week program length		
<i>FVI reserves the right to cancel start dates based on the number of registered students.</i>		
Term 1 Start	Term 2 Start	Exp. Grad Date
10/18/2023	3/12/2024	7/22/2024
11/18/2023	4/2/2024	8/12/2024
12/4/2023	4/23/2024	9/3/2024
1/3/2024	5/14/2024	9/24/2024
1/29/2024	6/5/2024	10/15/2024
2/20/2024	7/1/2024	11/5/2024
3/12/2024	7/23/2024	11/26/2024
4/2/2024	8/13/2024	12/19/2024
4/23/2024	9/4/2024	1/28/2025
5/14/2024	9/25/2024	2/19/2025
6/5/2024	10/16/2024	3/13/2025
7/1/2024	11/6/2024	4/3/2025
7/23/2024	12/2/2024	4/24/2025
8/13/2024	1/7/2025	5/15/2025
9/4/2024	1/29/2025	6/9/2025
9/25/2024	2/24/2025	7/1/2025
10/16/2024	3/17/2025	7/24/2025
11/6/2024	4/7/2025	8/14/2025
12/2/2024	4/28/2025	9/8/2025

2024 Nursing Academic Calendar			
Holiday Name	Day(s) of Week	Day(s)	Classes
New Year's Day (Observed)	Monday	January 2, 2024	None
Nursing Winter Break Ends	Sunday	January 7, 2024	None
Spring 2024 Term Start Date	Monday	January 8, 2024	First Day of Term
Martin Luther King Day	Monday	January 15, 2024	None
Washington Birthday	Monday	February 19, 2024	None
Spring 2024 Term End Date	Monday	April 22, 2024	Last Day of Term
Nursing Spring Break	Multiple	April 22, 2024-May 5, 2024	None
Summer 2024 Term Start Date	Monday	May 6, 2024	First Day of Term
Memorial Day	Monday	May 27, 2024	None
Juneteenth Day (Observed)	Wednesday	June 19, 2024	None
Independence Day (Observed)	Thursday	July 4, 2024	None
Summer 2024 Term End Date	Monday	August 19, 2024	Last Day of Term
Summer Break	Multiple	August 20, 2024 - September 2, 2024	None
Labor Day	Monday	September 2, 2024	None
Fall 2024 Term Start Date	Tuesday	September 3, 2024	First Day of Term
Thanksgiving Day	Thursday	November 27, 2024	None
Thanksgiving Day (after)	Friday	November 28, 2024	None
Fall 2024Term End Date	Monday	December 16, 2024	Last Day of Term
Holiday Break	Multiple	December 17, 2024 – January 5, 2024	None
Spring 2025 Term Start Date	Monday	January 6, 2025	First Day of Term

Important Notes:

- A. Class schedules are subject to change without notice.
- B. Current students will not be affected by any program change or cancellation.
- C. School closure for inclement weather situations will follow public school closures for Miami-Dade or Broward County.
- D. It is the responsibility of the student to apply for graduation according to the deadlines published in the Calendar.
- E. Nursing Assistant /Home Health Aide Program schedules are published periodically

NCLEX Testing Requirements

464.008 Licensure by examination. — Florida Statutes.

(1) Any person desiring to be licensed as a registered nurse or licensed practical nurse shall apply to the department to take the licensure examination. The department shall examine each applicant who:

(a) Has completed the application form and remitted a fee set by the board not to exceed \$150 and has remitted an examination fee set by the board not to exceed \$75 plus the actual per applicant cost to the department for purchase of the examination from the National Council of State Boards of Nursing or a similar national organization.

(b) Has provided sufficient information on or after October 1, 1989, which must be submitted by the department for a statewide criminal records correspondence check through the Department of Law Enforcement.

(c) Is in good mental and physical health, is a recipient of a high school diploma or the equivalent, and has completed the requirements for:

1. Graduation from an approved program.
2. Graduation from a prelicensure nursing education program that the board determines is equivalent to an approved program.
3. Graduation on or after July 1, 2009, from an accredited program; or
4. Graduation before July 1, 2009, from a prelicensure nursing education program whose graduates at that time were eligible for examination.

Courses successfully completed in a professional nursing education program that are at least equivalent to a practical nursing education program may be used to satisfy the education requirements for licensure as a licensed practical nurse.

(d) Has the ability to communicate in the English language, which may be determined by an examination given by the department.

(2) Each applicant who passes the examination and provides proof of meeting the educational requirements specified in subsection (1) shall, unless denied pursuant to s. [464.018](#), be entitled to licensure as a registered professional nurse or a licensed practical nurse, whichever is applicable.

(3) Any applicant who fails the examination three consecutive times, regardless of the jurisdiction in which the examination is taken, shall be required to complete a board-approved remedial course before the applicant will be approved for reexamination. After taking the remedial course, the applicant may be approved to retake the examination up to three additional times before the applicant is required to retake remediation. The applicant shall apply for reexamination within 6 months after completion of remediation. The board shall by rule establish guidelines for remedial courses.

Application Link with additional information:

<https://floridasnursing.gov/applications/LPN-RN-exam-app.pdf>