



Healing Hands Institute

CATALOG



786.401.6270
2141 SW 1 ST. STE. 201 MIAMI, FL. 33135
healinghandsinstitute@gmail.com
www.healinghandsinstitute.net



Healing Hands Institute

2141 Southwest First Street Suite # 201
Miami, FL 33135
Tel: 786- 401-6270 Fax: 786- 401-6294

www.healinghandsinstitute.net

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Healing Hands Institute is licensed by the Commission for Independent Education –License Number 4682,
Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee Florida 32399.
Additional information regarding the institution may be obtained by contacting the Commission at
1-888-224-6684 toll-free Fax 850-245-3234

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WELCOME TO HEALING HANDS INSTITUTE

STATEMENT OF PURPOSE

Healing Hands was formed to offer massage therapy training programs and courses. In 2014 allied health programs were added. It is the goal of Healing Hands to provide student services to encourage individuals to acquire knowledge and skills to be productive members of society, to develop their healing arts, and to strive for personnel excellence. Healing Hands is committed to reviewing this purpose at its annual meeting to determine what additional training programs and student services are needed to meet the demands of the community.

OUR MISSION

Healing Hands Institute's mission is to provide quality post-secondary education and training to all of its students by preparing them for successful careers, professional advancement, intellectual inquiry, and community engagement, while assisting the graduate in securing gainful employment in his or her chosen specialty within the medical field. We seek to impart knowledge through quality teaching in our vocational courses, promoting well-rounded education, and preparing qualified men and women to function and thrive in diverse healthcare settings.

OBJECTIVE

Healing Hands was formed to offer massage therapy training programs and courses. In 2014 allied health programs were added. It is the goal of Healing Hands to provide student services to encourage individuals to acquire knowledge and skills to be productive members of society, to develop their healing arts, and to strive for personnel excellence. Healing Hands is committed to reviewing this purpose at its annual meeting to determine what additional training programs and student services are needed to meet the demands of the community.

LEGAL CONTROL

Healing Hands Institute, Inc. is incorporated in the state Florida for the purpose of providing postsecondary career training.

Governing Board: Beatriz Muse, and Lazaro Muse

President/School Director

Beatriz Muse
Professional Hands Institute
Massage Therapy Certificate

President of the Board

Lazaro Muse
A.A. English, Miami Dade College
A.S. Agricultural Engineer, Central University Santa Clara, Cuba

INSTITUTE ADMINISTRATORS

Beatriz Muse – President, School Director
Lazaro Muse – President of the Board
Julio Reyes – Director of education
Admissions Representative – Beatriz Muse
Student Services Administrator – Gabriela Arias
Finance Department – Arlen Garcia

OFFICERS OF HEALING HANDS INSTITUTE

The organizational structure of Healing Hands Institute is simple and flexible, allowing Healing Hands Institute to expand to fit the diversification of Healing Hands Institute programs and new demands based on growth. Healing Hands Institute administrators consists of the following:

As Healing Hands Institute develops through increased enrollment there will be an increase in leadership and operational position. These positions will include: Deans, Admissions Director, and others.

ACADEMIC YEAR 2016 - 2017

SUMMER 2016

May 16, 2016 - Summer semester begins

May 16-25, 2016 - ADD/DROP Period for Summer 2016 semester

May 30, 2016 - Memorial Day (no classes)

July 4, 2016 - Independence Day (no classes)

August 26, 2016 - Summer semester ends

FALL 2016

August 29, 2016 – Fall Semester begins

August 29- September 6, 2016 – ADD/DROP Period for Fall 2016 semester

September 5, 2016 - Labor Day

November 10-December 1, 2016

November 11, 2016 - Veterans Day

December 2-19, 2016–Regular Registration

December 16, 2016 – Fall Semester ends

November 25, 2016 - Thanksgiving Day

November 24-28, 2016 - Thanksgiving break (no classes)

November 26, 2016 - Black Friday

December 26, 2016 - Christmas Day

SPRING 2017

January 1, 2016 - New Year's Day

January 18, 2016 - Martin Luther King

January 23, 2017 - Spring Semester begins

January 23-27, 2016 - ADD/DROP Period for Spring 2017 semester

April 10-16, 2017 - Spring Break (no classes)

April 20 -May 9, 2017 - Regular registration for Summer and Fall 2016 semesters

May 12-16, 2017 - Late Registration for Summer and Fall 2016 semesters

May 12, 2017 - Spring Semester ends

GENERAL INFORMATION

LICENSING

Healing Hands Institute is a private institution organized as a for profit corporation under the laws of the State of Florida. It is licensed under the Florida Department of Education, license # 4682 to provide post-secondary education and has authority to grant diplomas under the laws of the State of Florida. Additional information regarding the institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399-0400. The toll free number is 888-224-6684.

ACCREDITATION

Healing Hands Institute is currently not accredited.

GOVERNANCE OF THE INSTITUTE

The Officers of Healing Hands Institute manages the operations of Healing Hands Institute. The Officers have the authority to conduct the following functions:

- Establish policies and procedures for Healing Hands Institute
- Select the President of Healing Hands Institute
- Amend and approval the annual budget of Healing Hands Institute
- Determine the compensation of the directors, presidents, and other staff members
- Perform any tasks in the administration of Healing Hands Institute

FACILITIES

Healing Hands Institute is located at 2141 SW 1st Street Suite 201, Miami, Florida 33135.

The campus at Healing Hands Institute covers 5,512 square feet and includes 6 classrooms, a library, practice rooms, office, restroom, lobby, and reception area.

Institution Resource Center

The institution Resource Center contains instructional videos and journals, texts, and technical manuals. Students and instructors may use Resource Center materials while on campus. Courses do not require the use of a Resource Center for satisfactory completion. The hours of the Center are any time the school is open for classes and during business hours, which is 9:00 am to 5:00 pm.

Equipment

The classroom and practice lab contains all equipment and supplies needed to complete the theory and lab portions of the program. For Massage Therapy this includes massage tables and chairs, skeleton, lotions and oils, anatomical charts, changing screens, hot stone kits, warmers, and AV and related education supplies. For the allied medical programs this includes all medical health care equipment used on the job in a variety of medical facilities.

CAMPUS SAFETY AND SECURITY

Healing Hands Institute has the utmost concern for the safety of each student, faculty member, and staff. All students, employees, and visit should promptly report crimes in progress, accidents, and any other emergencies to local law enforcement by dialing 911.

HOURS OF OPERATION

School Hours: Monday to Friday 9:00 AM – 10:00 PM

Morning Programs: 9:30 AM – 1:30 PM

Evening Programs: 6:00PM – 10:00 PM

Office Hours: Monday to Friday 9:00 AM – 6.00 PM

Saturday: 9:00 AM – 2.00 PM

Library Hours: Monday to Friday: 9:00 AM – 10.00 PM

HOLIDAYS

Healing Hands will be closed on the following holidays and will follow the calendar set forth by the Dade County public institution system and other dates to be announced:

Labor Day
Veterans' Day
Thanksgiving
Winter Recess
Martin Luther King, Jr. Birthday
All Presidents Day
Spring Recess
Memorial Day
Independence Day

POLICY STATEMENTS

This section of Healing Hands Institute's catalog outlines policies and procedures relevant to students enrolled at Healing Hands Institute.

STUDENTS WITH DISABILITIES POLICY

Healing Hands Institute does not discriminate on the basis of disability in the admission or access to, or operations of its programs and activities. Healing Hands Institute does not discriminate in the basis of disability in its practices. Healing Hands Institute administrators will handle provisions of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.

HEALTH AND SAFETY

Healing Hands Institute acknowledges that it is its duty to ensure, so far as reasonably practicable, the health, safety and welfare of the students, staff, and anyone else who comes to Healing Hands Institute. It is the policy of Healing Hands Institute to provide and maintain, as far as reasonably practical, a working environment that is safe and without risk to health.

Consequently, Healing Hands Institute will, when reasonably practical:

- Provide and maintain safe and healthy working conditions;
- Provide and maintain safe machinery;
- Provide information, training and supervision to enable staff and students to perform their work safely;
- Maintain high standards of health, safety and welfare in all Healing Hands Institute activities.

FREEDOM OF ACCESS/NON-DISCRIMINATION

Healing Hands Institute is open to all students who are qualified according to the published admission standards. Healing Hands Institute encourages applications from qualified applicants of both sexes, from all cultural, racial, religious, and ethnic groups. Healing Hands Institute is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions

All acts of discrimination must be documented in writing, specifying the basis for discrimination. The complainant must enumerate all types of discrimination in the statement, identify the offender, and turn in complaint to Healing Hands Institute Officers. In absence of a written complaint, the employee or faculty member who received the complaint must document it in a memorandum to be referred to Student Development or Human Resources, as appropriate. Unless complainant signs it, it will be an informal complaint. Healing Hands Institute will investigate all complaints. Investigations may include interviews, preparation of statements, reports with summary of the investigation, description of investigation process, findings, and recommendations. Reports will be kept confidential.

Healing Hands Institute may attempt conciliation between the parties involved. If conciliation is not achieved, the designated official from Healing Hands Institute will issue a final report. Final reports shall be issued within 60 days of receiving the complaint. The alleged offender and complainant will be notified in writing of the outcomes, and procedures for appeal. Upon this final report, corrective action, including sanctions, will be considered and implemented.

Claims to be found frivolous will result in appropriate sanctions against complainant, as determined Healing Hands Institute Officers. Possible sanctions may include, but are not limited to written reprimands on the student record, restriction or loss of privileges, and suspension. Complaints may be withdrawn, but Healing Hands Institute reserves the right to continue investigating as it was made aware of a possible act of discrimination. Any attempt(s) at retaliation shall be treated as a separate allegation of discrimination.

By the time a determination of appropriate disciplinary action or resolution has been reached, all parties have been contacted and circumstances have been fully evaluated. However, individuals have five days to appeal determination of sanctions. Such appeals shall be directed to a higher Healing Hands Institute authority, which will re-evaluate the determination as deemed appropriate.

POLICY AGAINST HAZING

In compliance with Florida law, Healing Hands Institute defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person. Hazing is inherently in conflict with the purpose and goals of Healing Hands Institute. Therefore, such conduct will not be tolerated. Every effort will be made by Healing Hands Institute to guarantee that hazing will not victimize students.

LIBRARY USE POLICY

The library's policy regarding student borrowing and return of items is posted in the library. Students are allowed and encouraged to borrow materials from the library's general collection. Students are allowed to borrow materials for up to one month. These materials may also be renewed for a period of one month. The recent inclusion of the library's collection in an online catalog will permit computerized circulation procedures in the future. Fines and late fees are assessed for late items at the rate of 25 cents per book per day. Students are charged replacement value up to a cost of \$25 for any item that is lost.

These fees are collected before the student is allowed to register for the next semester's classes. Reference, periodical, and special collection items may not normally be circulated to students without special permission; however, the librarian on occasion may grant permission for reference materials where necessary and appropriate.

COMPUTER USE POLICY

Healing Hands Institute's computing facilities are provided for the use of registered users. All computer users are responsible for using the facilities in an effective, efficient, ethical, and lawful manner. Healing Hands Institute views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege.

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Healing Hands Institute. It applies to all users of Healing Hands Institute's computing resources, includes all members of the Healing Hands Institute community. Computing resources include all computers, related equipment, software, data, and local area networks for which Healing Hands Institute is responsible.

The computing resources of Healing Hands Institute are intended for the legitimate business of Healing Hands Institute. All users must have proper authorization for the use of Healing Hands Institute's computing resources. Users must apply standards of acceptable academic and professional ethics and considerate conduct to their use of Healing Hands Institute's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights, and intellectual property rights of others.

Computer hardware and software is the property of Healing Hands Institute and the student is responsible for taking precautions against importing computer viruses or doing other harm to the computer. It is prohibited to copy Healing Hands Institute purchased or leased software.

EMAIL AND INTERNET USE POLICY

All email communications sent or received at Healing Hands Institute should be considered official Healing Hands Institute correspondence. Such correspondence is subject to standards of good taste, propriety, courtesy and consideration. Healing Hands Institute under certain circumstances, such as an internal investigation, may retrieve emails, as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that students should not try to access another individual's messages without the individual's permission.

Most computers at Healing Hands Institute have access to the Internet. It is expected that all individuals using Healing Hands Institute's computers will use good judgment in determining the sites visited and the amount of time spent using the Internet.

RULES REGARDING THE USE OF COMPUTERS

The following rules apply to all users of the Institute's computers. Violations of any of these rules may be possibly unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these rules:

1. Computer users agree to use facilities and accounts for Healing Hands Institute related activities only.
2. Accounts are considered the property of Healing Hands Institute.
3. A Healing Hands Institute Officer must approve all access to central computer systems, including the issuing of passwords.
4. Authorization for the use of the accounts is given for specific academic purposes.
5. Attempts to use accounts without authorization or to use accounts for other than their intended purposes are all violations of the Institute's rules.
6. Electronic communications facilities, such as E-MAIL are for Healing Hands Institute related activities only. Fraudulent, harassing, or obscene messages and/or materials are not to be sent or stored.
7. Computer users agree to the proprietary rights of software. Computer software protected by copyright is not to be copied from, into, or by using Healing Hands Institute computers.
8. Computer users are required to abide by federal copyright laws and Healing Hands Institute's policy regarding the use of all digital materials, including peer-to-peer file sharing.

The appropriate agents will address inappropriate conduct and violations of this policy. In cases where a user violates any of the terms of this policy, Healing Hands Institute may, in addition to other remedies, temporarily or permanently deny access to any and all Healing Hands Institute's computing resources and appropriate disciplinary actions may be taken.

REGISTERING COMPLAINTS AGAINST HEALING HANDS INSTITUTE STAFF

GRIEVANCE PROCEDURES

If any student deems it necessary to file a grievance against a Healing Hands Institute employee he or she must report such incident to the Director. Every effort will be made to protect the privacy of any parties involved. The student is entitled and encouraged to have an informal discussion with the Director as a first step. If an informal conversation does not result in a satisfactory resolution, or if you are not comfortable speaking about the matter with the Director, then the student should discuss the situation with the Owner. In cases of discrimination or sexual harassment, Healing Hands Institute encourages the student to go directly to the Owner. Any complaint that is not in writing, that is, a verbal complaint, is considered an informal complaint.

After an informal discussion, if the student wishes to file a formal grievance, he/she may submit such in writing to the Director. However, before filing a formal charge, the complaining party should first make a good faith effort to meet and confer with the party against whom he or she has a complaint in an effort to resolve the matter. The formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates and the names and positions of the parties involved. The grievance must be signed and dated. Also, student may withdraw a complaint at any time during the complaint process. A withdrawal must be made in writing to the Director.

Upon receipt of a written formal complaint by a student, the Director will consider the complaint. After such an investigation, Director will make a determination as to whether the grievance has merit as alleged. If the alleged grievance is deemed justified, Healing Hands Institute will take whatever steps it deems appropriate to correct any grievance suffered by the complaining student. For unresolved matters, you may contact the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 Toll Free Telephone Number 888-224-6684.

REMEDIES

If it is determined that such grievance has appropriate support, the persons or departments that are responsible for such violation will be dealt with in an appropriate manner by the supervisors or directors of such persons or programs, in accordance with applicable provisions, if any, of contracts, employment regulations, faculty and employee handbooks, or the like.

REVIEW BY A REPRESENTATIVE COMMITTEE

The student may appeal this determination to an appeals committee consisting of members of the administration, faculty, and student body. This committee has the right to review the determinations and to reverse or amend such decisions.

STUDENT CONDUCT CODE

The following are examples of misconduct for which students and/or student organizations are subject to disciplinary action by Healing Hands Institute. This list should **not** be considered inclusive.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to Healing Hands Institute.
2. Forgery, alteration, or misuse of Healing Hands Institute documents, records, or identification.
3. Theft of and/or damage to property of Healing Hands Institute, of a member of Healing Hands Institute community or of a visitor to Healing Hands Institute.
4. Unauthorized entry to, or use of, Healing Hands Institute facilities, which are locked, closed to student activities, or otherwise restricted as to use.
5. Tampering with fire equipment, exit lights, fire alarms, or any other Safety equipment or structures.
6. Disorderly, lewd, indecent, or obscene conduct or expression on Healing Hands Institute owned property or at Healing Hands Institute sponsored or supervised activities.
7. Abusive behavior - Any action or situation which produces mental or physical discomfort for any member of Healing Hands Institute community, or which places the individual or group in danger of physical or mental injury. This behavior includes but is not limited to:
 - Sexual Harassment - inappropriate or unwelcome sexual attention to coerced sexual relations or sexual assault (also see policy on Sexual Harassment).
 - Verbal Harassment-statements incorporating abusive, obscene, or threatening language.
 - Physical Harassment - use of, or threatened use of, physical force or violence.
 - Stalking - willfully, maliciously, and repeatedly following or harassing another person.
 - Any harassment on the basis of race, ethnicity, gender, disability, religion, or sexual orientation.
8. Forging, altering, possessing, duplicating, using documents, keys, records, identification without consent or authorization.
9. Failing to comply with a judicial sanction, to include violation of specific probationary statutes.
10. Purporting to or representing another person, an organization, or Healing Hands Institute improperly without the consent or authority.
11. Lying or perjurying self to Healing Hands Institute official.
12. Attendance during the commitment of a violation of Healing Hands Institute student conduct code constitutes permission or condoning of the act.

13. Possessing, consuming, dispensing, or being under the influence of alcoholic beverages or illegal drugs in violation of the State of Florida Law or Healing Hands Institute's policy.

14. Violating Healing Hands Institute smoking tobacco use policy in specified facilities.

15. Soliciting/selling for personal or organizational profit without proper consent of Healing Hands Institute officials.

16. Disruption of the normal activities of the institution, including physical violence or abuse of any person or conduct which threatens or endangers the health or safety of persons, the deliberate interference with academic freedom and freedom of speech.

17. Possession of weapons, which include firearms (or replicas), guns, sling shot devices, grenades, knives, explosives, flammable materials or any other instrument that may be used to cause injury to body or damage to property.

18. Violation of other published Healing Hands Institute policies, rules, or regulations.

ACADEMIC DISHONESTY

CHEATING AND PLAGIARISM

Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.

An incident of Cheating or Plagiarism upon which a faculty member may take action will be an event which the faculty member witnesses or has written evidence to support. A faculty member must observe this evidence directly and may not take action solely on the report of another party.

PROCEDURES FOR HANDLING CHEATING AND PLAGIARISM

Any faculty member discovering a case of suspected cheating or plagiarism should make a responsible effort to confront the student with the evidence within five (5) working days. If the student can explain the incident to the satisfaction of the faculty member, no further action is warranted.

If the student denies cheating and the faculty member continues to believe cheating has occurred, the faculty member will send an Academic Dishonesty Form to the coordinator of the appropriate area of study. This form is available in the office of the Director. The Director will hold a hearing in which the faculty member will present the evidence against the student. The Director will decide who, in addition to the above, may be present at the hearing. The Director will determine whether or not the evidence indicates that cheating/plagiarism has taken place.

If the student has admitted or has been found guilty of cheating or plagiarism, the following records will be kept:

- The faculty member will send an Academic Dishonesty Form to the Director.
- The Director will inform the student in writing that these forms have been sent.
- Records of the incident will be kept in the Office of the Director.

This record shall be destroyed upon graduation or other forms of separation from Healing Hands Institute if no further incidents of cheating or plagiarism occur.

If the records, in the Office of the Director, indicate that the student has committed two offenses, both incidents become part of the student's permanent academic record.

The faculty member shall decide how the student will be graded for the course in which cheating or plagiarism occurred. The student may be required to resubmit the assignment or take a new examination. The student may receive a failing grade on the assignment or examination in question. The student may receive a failing grade for the course.

For a second or subsequent offense, the student shall be subject to suspension or dismissal from Healing Hands Institute.

The student may appeal any of the above decisions in writing to the Director within thirty (30) working days.

RESPONSIBILITIES OF STUDENTS CONCERNING ACADEMIC DISHONESTY

Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual faculty member to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility.

Students must take care not to provide opportunities for others to cheat.

Students must inform the faculty member if cheating or plagiarism is taking place.

DISCIPLINARY STANDINGS

A student's status with regard to discipline is regulated by the following definitions, which are reflected in each student's record kept at the Registration Department.

GOOD STANDING

The status of good standing indicates that a student has been duly enrolled in Healing Hands Institute and is eligible to participate in all activities of Healing Hands Institute. A student is presumed to be in good standing unless the student engages in an established misconduct.

WARNING

This status indicates that a student has been through the judicial process due to the seriousness of his/her conduct and has been cautioned that further behavior of the same or similar type will be cause for further disciplinary action by Healing Hands Institute.

DISCIPLINARY PROBATION

This status indicates that the student's behavior has raised serious questions concerning the student's status as a member of the Institute community. The student will be given a stated period during which his/her conduct will establish whether he/she is to be returned to good standing by having met definite requirements in behavior or whether he/she is to be suspended or dismissed from Healing Hands Institute. The Director may impose the sanction of disciplinary probation on a student.

A statement of offense and decision will be placed in the student's file in the Education Department. If while on disciplinary probation a student is found responsible for a further infraction of Healing Hands Institute policies/regulations, the student will be subject to the possibility of suspension/expulsion from Healing Hands Institute.

SUSPENSION

The status of suspension indicates the suspension/separation of the student from Healing Hands Institute for a stated time due to serious or repeated violations of the rules or for undesirable conduct on the part of the student. A student will be permitted to re-register for courses after a semester probation period. The Director may impose suspension.

Statement of offense and decision will be placed in the student's file in the Registration Department.

EXPULSION

This status, the most serious disciplinary action taken by Healing Hands Institute, indicates the immediate, involuntary and permanent separation of a student from Healing Hands Institute because of established gross misconduct on the part of a student.

After notice of expulsion, a student must leave the campus immediately. The expelled student does not have the privilege to apply for readmission to Healing Hands Institute. Statement of offense and decision will be placed in the student's file in the Registration Department. A student's transcript will include documentation of expulsion.

APPEALS TO DISCIPLINARY STANDINGS

A student may appeal any of the above decisions in writing to the Director within thirty (30) working days.

DISCIPLINARY RECORDS

Healing Hands Institute will retain disciplinary records for one year after graduation. Healing Hands Institute reserves the right to keep records for a longer period of time if so specified in the sanction letter.

STUDENT DEVELOPMENT

Under the supervision of the Director, the Institute student services are in place to assist students with their various needs. The goal of effective and worthwhile student services is to assist students and to directly involve the students in the affairs of the institution, fostering a sense of community among students, faculty and administration.

ACADEMIC ADVISING

As previously mentioned, Healing Hands Institute is an institution that emphasizes not only academic and professional growth, but also personal development and the nurturing of each student. Coordinators serve as liaisons between students and the faculty/administration. It is the role of the Director to advise and mentor students with regards to academic and professional decisions. In addition, each faculty member is receptive to developing a professional, yet personal relationship with each student. As such, the students should feel comfortable, if the need arises, to seek advice of a faculty member with regards to academic and professional matters.

PLACEMENT SERVICES

Students who are approaching graduation should contact Student Services. Students will be provided with accurate and timely information regarding the relationship of their programs of study to specific occupations and professions in Florida. Students will receive information about employers in the South Florida area. Students will also receive information about requirements of state licensure examinations for certain professions. While students are responsible for obtaining employment forms and scheduling interviews, Healing Hands Institute staff will assist students with identifying potential employers, notifications of job fairs, creation of resumes, and interview techniques. Healing Hands Institute cannot guarantee employment.

STUDENTS WITH DISABILITIES

Healing Hands Institute does not discriminate on the basis of disability in the admission or access to, or operations of, its programs or activities. Healing Hands Institute does not discriminate on the basis of disability in its admissions practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. Accommodations are granted on a case-by-case basis for those students who are eligible by showing sufficient documentation of disability in compliance with all Federal and State Laws.

Healing Hands Institute currently provides handicap access in its classrooms and facilities. Requests for other accommodations must be made to the Director. On occasion, the Director may work together with the owner to resolve requests concerning academic adjustments. With the goal of promoting integration and equality among the student population, the Institute provides individual assistance to students with documented disabilities. Disclosure of disability is voluntary. Students with disabilities must request adjustments or other accommodations within the first two weeks of each semester, and provide appropriate documentation to the Director. Documentation received may be questioned if proper credentials are not provided, the person is not treating the student, or if the diagnosis is without supporting data. Healing Hands Institute maintains all records as confidential.

Upon review of the documentation, the Director will develop a letter of acknowledgement of the disability and the appropriate accommodations that will be provided to the student. The Director will contact the student's professors to notify them of the authorized adjustments. In case the adjustments do not work, the student must notify Director in order to ensure timely arrangements.

Students that require extra time for testing may take examinations under the supervision of the Director, in agreement with the course professor. Students should allow two to three weeks for processing of additional aids or educational materials. Healing Hands Institute provides these auxiliary aids and services on an individual basis. These aids and services may include, but are not limited to: registration assistance, approval of reduced course load, letters to instructors outlining accommodation needs, note takers, testing accommodations, classroom and other facility accommodations, and assistance with accessibility issues.

Healing Hands Institute will take into account the dates of requests for adjustments in the evaluation of grade appeals. Students should keep in mind that arrangements are provided to aid in the completion of course requirements, not to provide excuses for missing assignments or other coursework. All students may appeal grades. For this process, please refer to Procedure for Grade Appeals.

APPEAL DISABILITY DOCUMENTATION DECISION

The student may appeal any decision related to a requested accommodation or auxiliary aid to the Director. Such an appeal must be made in writing to the Director not later than ten (10) days following the decision as to a requested accommodation or aid. Any position paper, brief, medical documentation or other written material, which the student desires to be reviewed by the Director, shall be submitted together with the notice of appeal. The Director shall investigate and respond to the notice of appeal in writing, stating the decision, together with the reasons for either affirming or reversing the previous decision as to an accommodation or auxiliary aid.

ADMISSIONS

ADMISSION REQUIREMENTS

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in Healing Hands Institute based on age, race, gender, color, creed, or marital status to the extent of the law, disability, or national origin.

Applicants will be considered for admission if they satisfy the following:

The first step in the enrollment process is to tour the institution and meet with an admissions representative.

Personal Interview

A personal interview with each applicant is required prior to acceptance into any program. The personal interview gives the institution an opportunity to evaluate the applicant

Acceptance by Institution

The Admissions Director will inform the applicant of the admissions decision after interview.

Applicants must meet the following requirements:

- ✓ Be at least 18 years of age.
- ✓ Have a high school diploma, or GED, or proof of post-secondary education.
- ✓ Have a personal interview.
- ✓ Submit a signed enrollment agreement.
- ✓ Submit a medical report attesting to good health.

Massage Therapy: To perform job related tasks the individual must be in good physical condition to be able to move clients and equipment. To practice in the state of Florida individuals must pass a licensing exam, for which there is a fee.

The catalog and the enrollment agreement constitute a binding contract between the student and Healing Hands Institute. Please read carefully prior to signing the Enrollment Agreement. The catalog is available to students one week prior to enrolling.

ACADEMIC REGISTRATION AND REGULATIONS

COURSE SELECTION

A schedule of courses is published and distributed at the Office of the Registrar approximately one week prior to advance registration for each term. Please note that the information contained in the schedule is subject to change at any time. Students should confirm the information prior to registration.

Returning students may register during early registration period or regular registration periods. Please consult the Academic Calendar for the dates. On the dates set forth in the Academic Calendar, students must register for courses offered by Healing Hands Institute. Before students are eligible for registration, they must have undergone academic advisement.

DROP/ADD PERIOD

Students may make schedule changes by filing a drop/add request form with Student Services during the drop/add period.

CLOCK HOUR

Each clock hour equals 60 minutes of classroom, lab, or internship time with a minimum of 50 minutes of instruction in the presence of an instructor.

PROGRAMS

MASSAGE THERAPY

720 HOURS: 36 WEEKS

Course Number	Course Title	Theory Hours	Lab/ Clinic	Total Clock hours
HHMT 101	Therapeutic Massage Theory and History	30	10	40
HHMT 102	The Human Body	30	10	40
HHMT 103	Massage Principles, Applications and Medical Errors	30	10	40
HHMT 104	Skeletal and Muscular Systems	30	10	40
HHMT 105	Nervous System and Kinesiology	90	30	120
HHMT 109	Neuromuscular Therapy	60	20	80
HHMT 106	Secondary Body Systems, CPR and HIV/AIDS	90	30	120
HHMT 107	Oriental Modalities and Hydrotherapy	60	20	80
HHMT 108	Western Modalities and Basic Pharmacology	60	20	80
HHMT 110	Business Principles, Law and Ethics	60	20	80
TOTAL:		540	180	720

The 720 Hour Massage Therapy program is designed for those individuals who are seeking a career in therapeutic massage and bodywork. The program is also suitable for those who are adding skills to their profession as health care workers in nursing, physical or occupational therapy or any other related field.

PROGRAM OBJECTIVE:

To train individuals in the art and science of therapeutic massage. The knowledge and skills acquired by the students will prepare them for the occupation of massage practitioner. This course is also designed for students who wish to take the “Massage & Bodywork Licensing Examination” (MBLEx)

PROGRAM DESCRIPTION:

This program is designed for those individuals who are seeking a career in therapeutic massage and bodywork. The program consists of course work and practice sessions.

Prerequisites

Meet admissions requirements. Be in good health and have the physical ability to stand on your feet, move tables, and perform massage therapy.

Award

Diploma

PATIENT CARE TECHNICIAN

600 HOURS: 30 WEEKS

Program Objectives

The program is designed to prepare students for employment as a Patient Care Technician. This program offers a broad foundation of knowledge and skills expanding the role of the nursing assistant. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma. Students will be able to seek employment in a nursing home, clinic, hospital and laboratory. The student will be able to apply for National Certification in the area of Phlebotomy.

Program Description

The student will train in the areas of Allied Health Assistant, Phlebotomy Technician, and EKG. The student will demonstrate health care industry skills, planning, management and technical skills. The student will be able to perform patient care, take vital signs, perform a 12-lead EKG, and draw blood for testing.

Program includes instructor-led classroom and clinical training and practical hands-on application. Students must successfully complete daily tests and a final exam. The program includes 4 hours of HIV/AIDS. Students seeking enrollment must have completed nursing assistant training and hold Certified Nursing Assistant license and have completed the 40 clinical hours of training.

Course Number	Course Title	Theory Hours	Lab/Clinic	Ext.	Total hours
HHPCT 101	Overview of the Human Body	60	20		80
HHPCT 102	Medical Terminology	10			10
HHPCT 103	Transmission of Disease	14	10		24
HHPCT 104	Healthcare Delivery System and Health	10			10
HHPCT 105	Communication and Interpersonal Skills	10	4		14
HHPCT 106	Understanding Wellness and Disease Concepts	10			10
HHPCT 107	Safety and Security/Practice Procedures	14	10		24
HHPCT 113	*Care of the Adult and Geriatric Patients	16	14		30
GEN 201	Emergency Response	10	4		14
GEN 202	HIV/AIDS and Infection Control Procedures		4		4
HHPCT 108	Computer Literacy and Employment Skills	14	12		26
HHPCT 109	Legal and Ethical Responsibilities for NA	10			10
HHPCT 110	Physical Comfort and Safety Functions Specific to NA	10	10		20
HHPCT 112	Principles of Nutrition	6			6
GEN 203	Domestic Violence	2			2
GEN 204	Medication Assistance Training	10	2		12
HHPCT 114	Supervised Management Functions and Patient Plan of Care	8			8
HHPCT 111	Personal Patient Care	24	12		36
HHPCT 115	*Restorative (Rehabilitative) Activities	10	10		20
HHPCT 116	Phlebotomy	40	20	40	100
HHPCT 117	EKG	40	20	40	100
HHPCT 118	Clinic			40	40
TOTAL:		328	152	120	600

Prerequisites

Meet admissions requirements.

Award

Diploma

MEDICAL ASSISTANT

900 HOURS: 45 WEEKS

PROGRAM OBJECTIVE:

To train individuals in the art and science of therapeutic massage. The knowledge and skills acquired by the students will prepare them for the occupation of massage practitioner. This course is also designed for students who wish to take the National Certification Exam.

PROGRAM DESCRIPTION:

The program includes training in front office administration, patient interactions and procedures, and back office procedures. Students learn theory and skills, complete various tests and assessments plus an externship.

Course Number	Course Title	Theory Hours	Lab/ Clinic	Externship	Clock hours
HHMA 101	Health Careers Core	40			40
HHMA 102	Basic Medical Assisting	30	30		60
HHMA 107	HIV/AIDS and Infection Control Procedures	4			4
HHMA 112	Employment Skills	6			6
HHMA 103	Computer Concepts	10	20		30
HHMA 109	Medical Coding and Insurance	30	30		60
HHMA 104	Medical Terminology	60			60
HHMA 105	Anatomy and Physiology	60			60
HHMA 106	Assisting with Medical Specialties	50	50		100
HHMA 108	Clinical Skills for Medical Assistants	60	60	20	140
HHMA 110	Medical Office Procedures	30	30	20	80
HHMA 111	Allied Health Clinical Skills	30	30		60
HHMA 113	Pharmacology for the Medical Assistant	40	40		80
HHMA 114	Medical Assisting Externship			120	120
TOTAL:		450	290	160	900

Prerequisites

Meet admissions requirements.

Award

Diploma

PHLEBOTOMY TECHNICIAN

210 Hours: 10 weeks

Program Objectives

To train individuals seek entry-level employment where venipuncture is required.

Program Description

The program consists of course work, practice sessions, tests and other assessments, and work in a clinic. Students learn to draw blood for blood counts, blood chemistries, the correct manner of drawing blood, and transportation of blood samples.

Course Number	Course Title	Theory Hours	Lab/ Clinic	Clock hours
HSC 100	Health Science Core, Part 1	45		45
HSC 101	Health Science Core, Part 2	45		45
PHB 100	Anatomy and Physiology of the Cardiovascular System	30		30
PHB 101	Laboratory		45	45
EXT 100	Externship		40	40
EMP 101	Employment Skills	5		5
		125	85	210

Prerequisites

Meet admissions requirements.

Award

Diploma

NURSING ASSISTANT

Hours: 120 Clock Hours 6 Weeks

Program Objective:

Upon completion of the Nursing Assistant Program, and will possess skills and hands on experience to become Nursing Assistant. Upon completion of this program students will have the technical and clinical skills to apply and sit for the State of Florida Board of Nursing Certification exam to qualify as a Certified Nursing Assistant and seek employment. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

Program Description:

The Nursing Assistant program is designed to train students in all the relevant aspects of long term patient care under the supervision of a Resisted Nurse. Completion of this program prepares them to sit for the Certification as a nursing assistant. Upon completion of the Nursing Assistant program students will be able to: Use basic math and science skills, demonstrate effective verbal and written communication, explain job related legal and ethical responsibilities, provide emergency care, explain basic human anatomy and physiology, perform physical comfort and safety functions, provide personal patient care, perform basic nursing procedures, use basic principles of nutrition in meal preparation, provide care for geriatric patients, apply the principles of infection control, provide biological, psychological, and social support. Perform organizational skills, demonstrate knowledge of blood borne diseases, including AIDS.

Course Number	Course Title	Theory Hours	Lab/ Clinic	Externship	Clock hours
HHNA 100	HIV/AIDS	4			4
HHNA 101	Medical Law and Ethics	4			4
HHNA 102	Communication	4			4
HHNA 103	Anatomy/Medical Terminology	10			10
HHNA 104	Physical Comfort/Safety	6			6
HHNA 105	Personal Care	8			8
HHNA 106	Patient Care Procedures/ Dementia Management/ Elder Abuse	8			8
HHNA 107	Principles of Nutrition	4			4
HHNA 108	Bio-Psycho-Social Support for Geriatric Clients	5			5
HHNA 109	Principles of Infection	3			3
HHNA 110	Laboratory		24		24
HHNA 111	Externship Hours			40	40
TOTAL:		57	24	40	120

Prerequisites

Meet admissions requirements.

Award

Diploma

HOME HEALTH AIDE

75 Hours: 3.75 weeks

Program Objectives

Upon completion of the and will qualify for employment as Home Health Aides, working for Home Health Agencies approved for Medicare and Medicaid coverage.

Program Description

The students of the Home Health Aide program 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 the patient care procedures, principles of nutrition, care of the elderly, apply principles of infection control and assist with rehabilitative activities. Upon completion of the program the student will receive a diploma. The student may be working as Home Health Aide as soon as the Diploma is received.

Course Number	Course Title	Clock Hours
HIV106	HIV/AIDS Seminar	4
HHA101	Home Health Care-Foundation of patient care	4
HHA102	Understanding your clients	7
HHA103	Client care, Special clients and special needs	50
HHA104	Home Management and Nutrition	6
CPR105	BLS for Healthcare Providers(CPR)	4
TOTAL:		75

Prerequisites

Meet admissions requirements.

Award

Diploma

FACIAL SPECIALIST

260 Hours: 13 weeks

Course Number	Course Title	Theory Hours	Lab/Clinic	Number of Services	Clock hours
HHSC 101	Ethic for the Esthetician	2			2
HHSC 102	Ecology and Sanitation	10			10
HHSC 103	Chemistry, Lash and Brow tints	8	5	10	13
HHSC 104	Skin Theory	85			85
HHSC 105	Theory of Facial Procedures and Contraindications	66			66
HHSC 106	Hands-on Facial Massage and Manual Extractions		41.25	45	41.25
HHSC 107	HIV /AIDS	4			4
HHSC 108	Florida Law	5			5
HHSC 109	Electricity and Facial Machines	8	1.25	5	9.25
HHSC 110	Removal of Superfluous Hair	2.5	5	20	7.5
HHSC 111	Make Up and Eyelash Application	2	15	20	17
TOTAL:		192.5	67.5	100	260

Program Objectives: To prepare students to become Facial Specialist, eligible to register with the Florida State Board of Cosmetology. The knowledge and skills acquired by the students will prepare them for the occupation of Facial Specialist.

Program Description: To obtain knowledge, theory, and hands-on experience in skin care, facial treatments with or without the use of machines, in addition to the correct procedures in waxing, and massage moves. This program is based on clock hours completed.

Prerequisites

Meet admissions requirements.

Award

Diploma

TUITION, FEES, AND OTHER EXPENSES

Massage Therapy

Tuition Fee	\$8,700.00
Registration Fee (Non-refundable)	\$150.00
Books & Materials (Non-refundable)	<u>\$650.00</u>
Total Program Cost	\$9,500.00

Patient Care Technician

Tuition Fee	\$8,525.00
Registration Fee (Non-refundable)	\$150.00
Books & Materials (Non-refundable)	<u>\$325.00</u>
Total Program Cost	\$9,000.00

Medical Assistant

Tuition Fee	\$8,300.00
Registration Fee (Non-refundable)	\$150.00
Books & Materials (Non-refundable)	<u>\$550.00</u>
Total Program Cost	\$9,000.00

Phlebotomy Technician

Tuition Fee	\$1,000.00
Registration Fee (Non-refundable)	\$100.00
Books & Materials (Non-refundable)	<u>\$275.00</u>
Total Program Cost	\$1,375.00

Home Health Aide

Tuition Fee	\$250.00
Registration Fee (Non-refundable)	\$50.00
Books & Materials (Non-refundable)	<u>\$150.00</u>
Total Program Cost	\$450.00

Nursing Assistant

Tuition Fee	\$550.00
Registration Fee (Non-refundable)	\$50.00
Books & Materials (Non-refundable)	<u>\$50.00</u>
Total Program Cost	\$650.00

Facial Specialist

Tuition Fee	\$1700.00
Registration Fee (Non-refundable)	\$150.00
Books & Materials (Non-refundable)	<u>\$250.00</u>
Total Program Cost	\$2100.00

Tuition and other registration fees are due on or before the last day to register for any given semester. Students should consult the Academic Calendar regarding the registration deadline. Students will not be officially enrolled in Healing Hands Institute until all fees are fully paid. Any students owing money to Healing Hands Institute, regardless of the debt, will not be permitted to register.

The selection process of Healing Hands Institute will allow for admission of students on the basis of the applicants' academic credentials in addition to a review of all the information contained in the application, both academic and personal.

Meeting the minimum requirements does not guarantee admission to the Institute. An applicant's total record including grades, educational objective and pattern of courses completed, as well as personal and professional goals will be considered.

PAYMENT METHODS**Finance Department / Advisement**

The school is not accredited or approved for Title IV funding. The school does not offer Financial Aid. The admissions representative provides information about payment plans. Advisement includes determining if the individual wants to pay in full or make a deposit and pay the balance in installments. Tuition and fees may be paid by credit card, check, or money order at the Finance Department. On or before the last day of the Registration Period, the students should have either

- (i) Paid in full;
- (ii) or paid a deposit of \$100.00 or more and elected to participate in the Payment Plan that allows students to pay in installments.

Those students who choose to pay in installments during the semester must do so according to the Payment Plan, with a minimum deposit of \$100.00 and the rest paid in installments with no interest charges, payable on Installment Due Dates, as set forth by each individual student. All installments must be paid one month prior to the end of the semester. All late payments will have a penalty of \$25 late fee charge to the account.

REGISTRATION CANCELLATION FOR NON-PAYMENT

Failure to pay tuition in full, or the installment amount due by the payment due dates set forth by the individual student will result in the Institute's cancellation of the student's registration for that term/semester.

WITHDRAWAL REFUND POLICY

Students whose registration is cancelled for non-payment, may: (i) request a refund of all partial payments made to the Institute according to the withdrawal schedule below; or (ii) the student may petition for reinstatement (if approved, the student must immediately pay all tuition and fees plus a \$25 late fee and reinstatement fee of \$100.00.) For more information regarding reinstatement please contact the Finance Department.

For those students who elect the Payment Plan, failure to make timely payments on the Installment Due Dates in one semester will result in the reduction of the number of installments the student will be eligible for by one installment for any subsequent semester that the student elects the Payment Plan.

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

ACADEMIC REGULATIONS AND PROCEDURES

DROP/ADD PERIOD

Students who drop individual courses during the drop/add period specified in the Academic Calendar will receive a refund for the tuition and fees for the course(s) in accordance to the Healing Hands Cancellation and Refund Policy.

AFTER DROP/ADD PERIOD

To drop an individual course or courses but remain enrolled in the Institute, students must obtain a change of status from the Registration Department, complete it and file in with the Registration Department.

GROUND'S FOR TERMINATION

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement.

ATTENDANCE POLICY

Students are expected to attend all scheduled Institution classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily. Students will need to refer to each program's course (shown in the syllabus) for Attendance policy.

STUDENT TARDINESS POLICY

A student is considered tardy if the student comes to class 5 minutes late. A student can be tardy up to 15 minutes after class has started. After 15 minutes the student will be considered absent. A student is considered to have left the class early if the student leaves before the end of class time. With three tardies or having left the class early three times, the student accumulates one full absence. If the student leaves early and misses half of the class period, it is considered a full absence.

When a student has more than 6 tardies or has left class early 6 times, the instructor will contact the Director to request an intervention session with the student. The goal of the intervention session is to develop and implement an intervention program to help students learn new ways to manage time.

SYSTEM OF EVALUATION

For every course offered at Healing Hands Institute, the professor is to provide to the students at the beginning of the course a course syllabus that contains the following written information: (i) the method of evaluation and (ii) course requirements and value towards the final grade.

CHANGE OF PROGRAM

Students who contemplate a change from one program to another should discuss this possibility with the Director to determine the effect such a change would make on the student's satisfactory academic progress. Healing Hands Institute defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All clock hours attempted count toward the total program length of 1.5 times the number of semesters required for completion of the program. If a student changes his/her or program only the hours that are common to both programs may be accepted toward the new diploma program.

LEAVE OF ABSENCE

Students may request a leave of absence from their academic program in cases where personal circumstances temporarily disable them from achieving progress. Leave of absences are granted with the reasonable expectation that the student will return from the leave. Healing Hands Institute may grant leave of absences to a student who did not provide a request earlier due to unforeseen circumstances. In these cases, Healing Hands Institute will determine the beginning date for the approved leave of absence, and will collect the request from the student at a later date.

All requests for a leave of absence must be made in writing, signed, and dated. The Registration Department will evaluate all requests on a case-by-case basis; these must include the reason for the student's request, and are subject to further documentation before receiving authorization. All documentation will remain confidential at the Registration Department. Notification of authorized leave of absence will be issued to the student, including the scheduled date for return. This notification will also be made available to concerning departments.

Students who want to take a leave of absence for more than one month must complete a School Withdrawal Form. Students must return to Healing Hands Institute by the date for which the period for the authorized leave of absence ends.

If a student fails to enroll in the semester following the last term in the authorized leave of absence, the student will have failed to maintain continuous enrollment, and will be treated as a withdrawal. After two consecutive semesters of non-enrollment, students must follow the procedures for readmission, outlined in this catalog. A student returning from a leave of absence is required to resume training at the same point of the academic program that he or she began.

SATISFACTORY ACADEMIC PROGRESS (SAP)

DEFINITION OF SATISFACTORY ACADEMIC PROGRESS DEFINITION

Definition of Satisfactory Academic Progress:

Each student enrolled must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status and/or termination from the program of study.

The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both of these sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative Clock Hours he or she has attempted in the program of study.

To maintain Satisfactory Academic Progress, a student must establish and maintain at least a 2.0 overall cumulative grade point average by the end of the student's second term of enrollment and all subsequent terms of enrollment. Also, to maintain Satisfactory Academic Progress, the student must complete the required percentage of coursework attempted.

Any student who fails to establish or maintain Satisfactory Academic Process must meet with the Director of Education.

A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Clock Hours Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C" or better in all courses attempted during the semester in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher.

	Minimum Overall Cumulative GPA:	Required percentage of completion of coursework attempted:
Interval I: End of the second term:	2.0/3.0	60%
Interval II: End of the student's third and any subsequent term:	2.0/3.0	66.67%
Interval III: The total maximum for completion as timeframe described under "Quantitative Criteria" below.	2.0/3.0	66.67%

TRANSFERABILITY OF HOURS

We do not accept transfer of hours. Healing Hands is not accredited and some or none of the Healing Hands hours may be transferable to other institutions. Therefore, the graduate must contact the institution s/he is transferring to as each institution has its own requirements regarding transfer of hours. There is no guarantee of Transfer of Hours from one institution to another.

CALCULATION OF THE CLOCK HOUR COMPLETION PERCENTAGE

The Clock Hours completion ratio or percentage is calculated by dividing the total number Clock Hours successfully completed by the student in his or her program by the total number of Clock Hours attempted by the student. For the purposes of calculation, Clock Hours attempted by the student include:

- A. all courses taken while the student is enrolled in his or her program of study or
- B. a different program of study, if:
 - 1) The subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or
 - 2) If a course or courses count toward the satisfaction of any of the coursework requirement in the current program

CONDITIONS THAT MAY RESULT IN PROBATION, RESTRICTED COURSE LOAD STATUS OR TERMINATION

The following describes the conditions under which a student may be placed on probation, restricted course load or terminated completely from a program of study.

1. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the semester, unless the student appeals the determination of the lack of Satisfactory Academic Progress in writing to the Director of Education. The Director of Education may grant the student's appeal if all the requirements specified below under Academic Probation and Restricted Course Load sections are met. If the appeal is granted, the student will be placed on probation or restricted course load status during the student's next semester of attendance. Such action is not automatic, but at the discretion of the Institution.
2. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the following, unless the student appeals the determination of the lack of Satisfactory Academic Progress in writing to the Director of Education. The Director of Education may grant the student's appeal if all the requirements specified below under Restricted Course Load sections are met. If the appeal is granted, the student will be placed on Restricted Course Load status during the student's next semester of attendance.
3. At the end of following semester, if the student is not making Satisfactory Academic Progress, he or she will be terminated from his or her program of study.

CALCULATION OF OVERALL CUMULATIVE GRADE POINT AVERAGE

The calculation of a student's overall GPA in his or her program of study will include the following:

- The grade or grades earned by the student during each course in which he or she was enrolled in the program of study at the university.
- The grade or grades earned by the student during which he or she was enrolled in a different program of study at the university.

If the course or the content matter of any course taken in another program of study is substantially the same as a course in the student's current program of study, that course satisfies the coursework requirement of his or her current program of study.

QUANTITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS

All student must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (66.7% of hours attempted) each academic year. Additionally, a student must complete the program within a maximum timeframe of attempted Clock Hours.

- **MASSAGE THERAPY DIPLOMA**
 - 1,080 Maximum Attempted Clock Hours
- **PATIENT CARE TECHNICIAN**
 - 900 Maximum Attempted Clock Hours
- **MEDICAL ASSISTANT DIPLOMA**
 - 1,350 Maximum Attempted Clock Hours
- **PHLEBOTOMY TECHNICIAN DIPLOMA**
 - 315 Maximum Attempted Clock Hours
- **HOME HEALTH AIDE DIPLOMA**
 - 112.5 Maximum Attempted Clock Hours
- **NURSING ASSISTANT**
 - 180 Maximum Attempted Clock Hours
- **FACIAL SPECIALIST**
 - 390 Maximum Attempted Clock Hours

The Maximum Time Frame for the Completion of any program of study is 150% of the Clock Hours designated for the program. A student is not be making Satisfactory Academic Progress if the university determines that the student is unable to obtain a diploma from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.

The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study or a different program of study, if the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program. Authorized leave of absence periods will not be counted toward maximum time frame calculation.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement to successfully complete all required clock hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn a Diploma.

MAXIMUM TIME FRAME (MTF) MASSAGE THERAPY DIPLOMA

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Massage Therapy Diploma program in 720 hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 1080 hours.

The MTF, which is 1.5 times the normal completion time of 720 hours, is computed from the very first semester in which the student enrolled and originally began his or her studies at Healing Hands Institute. Any student who does not successfully complete the Massage Therapy Diploma program within the 1080 hour MTF cannot earn a Massage Therapy Diploma.

MAXIMUM TIME FRAME (MTF) PATIENT CARE TECHNICIAN

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Massage Therapy Diploma program in 600 hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 900 hours.

The MTF, which is 1.5 times the normal completion time of 600 hours, is computed from the very first semester in which the student enrolled and originally began his or her studies at Healing Hands Institute. Any student who does not successfully complete the Patient Care Technician Diploma program within the 900 MTF cannot earn a Patient Care Technician Diploma.

MAXIMUM TIME FRAME (MTF) MEDICAL ASSISTANT DIPLOMA

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Medical Assistant Diploma program in 900 hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 1,350 hours.

The MTF, which is 1.5 times the normal completion time of 900 hours, is computed from the very first semester in which the student enrolled and originally began his or her studies at Healing Hands Institute. Any student who does not successfully complete the Medical Assistant Diploma program within the 1,350 MTF cannot earn a Medical Assistant Diploma.

MAXIMUM TIME FRAME (MTF) PHLEBOTOMY TECHNICIAN DIPLOMA

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Phlebotomy Technician Diploma program in 210 hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 315 hours.

The MTF, which is 1.5 times the normal completion time of 210 hours, is computed from the very first semester in which the student enrolled and originally began his or her studies at Healing Hands Institute. Any student who does not successfully complete the Phlebotomy Technician Diploma program within the 315 MTF cannot earn a Phlebotomy Technician Diploma.

MAXIMUM TIME FRAME (MTF) HOME HEALTH AIDE DIPLOMA

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Home Health Aide Diploma program in 75 hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 112.5 hours.

The MTF, which is 1.5 times the normal completion time of 75 hours, is computed from the very first semester in which the student enrolled and originally began his or her studies at Healing Hands Institute. Any student who does not successfully complete the Home Health Aide Diploma program within the 112.5 MTF cannot earn a Home Health Aide Diploma.

MAXIMUM TIME FRAME (MTF) NURSING ASSISTANT

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Nursing Assistant Diploma program in 120 hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 hours.

The MTF, which is 1.5 times the normal completion time of 120 hours, is computed from the very first semester in which the student enrolled and originally began his or her studies at Healing Hands Institute. Any student who does not successfully complete the Nursing Assistant Diploma program within the 190 MTF cannot earn a Nursing Assistant Diploma.

MAXIMUM TIME FRAME (MTF) FACIAL SPECIALIST

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Facial Specialist program in 260 hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 390 hours.

The MTF, which is 1.5 times the normal completion time of 260 hours, is computed from the very first semester in which the student enrolled and originally began his or her studies at Healing Hands Institute. Any student who does not successfully complete the Facial Specialist program within the 390 MTF cannot earn a Facial Specialist Diploma.

ACADEMIC PROBATION

All students enrolled must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status and/or termination from the program of study. The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both of these sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

RESTRICTED COUSE LOAD

Student who, during the semester of probation, still does not earn a C in every course or a 2.0 cumulative GPA is required to meet with his or her coordinator to determine whether a reduced course load may be appropriate for the student. If the coordinator determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of Clock Hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "C" or better in all courses and earn a cumulative grade point average of 2.0, then the following semester, the student must register only for those courses in which he or she did not receive a "C" or better. If, during that semester, the student still does not earn a "C" or better for those courses, he or she will be terminated from the program of study and suspended from the Institution for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

A student who, during the semester of probation, still does not earn a B- in every course or a 3.0 cumulative GPA is required to meet with his or her coordinator to determine whether a reduced course load may be appropriate for the student. If the coordinator determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of Clock Hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "B-" or better in all courses and earn a cumulative grade point average of 3.0, then the following semester, the student must register only for those courses in which he or she did not receive a "B-" or better. If, during that semester, the student still does not earn a "B-" or better for those courses, he or she will be terminated from the program of study and suspended from the Institution for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

INCOMPLETE GRADE IN A COURSE

If a student receives a grade of A, B or C in any course, the student will have successfully completed that course. If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than the end of the semester following the semester in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" becomes an "F".

WARNING

Warning is a warning status for students who failed to meet standards of satisfactory academic progress.

Students are placed on Warning as the result of the following scenarios:

- Cumulative GPA is less than 2.0 by the end of the student's second term of enrollment and all subsequent terms or
- Cumulative GPA is less than 3.0 by the end of the student's second term of enrollment and all subsequent terms
- Completion of less than 60% of Clock Hours attempted

RESOLVING WARNING STATUS

To resolve warning status and get back into "Good Standing", students can do one of the following (depending on what caused the student to go on warning):

- ☐ Complete the next term successfully, which is defined as completing 60% of all Clock Hours for the term with a GPA above the required minimum.

REPEAT COURSES

A student may repeat a course to improve the overall cumulative grade point average. If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the cumulative grade point average. Clock Hours attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt.

Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt.

A student who earns grade of "F" in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

A student who has successfully completed a course, but wishes to improve the grade received in the course, may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's transcript, however.

CHANGE OF PROGRAM

Students who contemplate a change from one program to another should discuss this possibility with the Director of Education to determine the effect such a change would make on the student's satisfactory academic progress. This institution defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All Clock Hours attempted count toward the total program length of 1.5 times the number of semesters required for completion of the program. If a student changes his/her program only the Clock Hours that are common to both programs may be accepted toward the new program.

ADDITIONAL PROGRAM

Students who wish to enroll in an additional program must re-apply for admission. Upon acceptance, courses which count toward the new program completion requirements will be transferred. A student may only transfer courses with a final grade of "C" or higher. Clock Hours attempted and grades earned in the student's new program of study will count towards determining satisfactory academic progress.

WITHDRAWAL FROM A COURSE

Students may withdraw from a course during the drop/add period (the first week of class) without punitive grades or financial obligations. If the student withdraws a course during the drop/add period (the first week of class), they will receive a “W” grade in the course. The last day of physical attendance determines whether or not grades are recorded for the semester. If the last day of attendance is within the first half of the semester, a grade of “W” is given. If the last day of attendance is within the second half of the semester, the student will receive a final letter grade. The grade of “W” has no effect on the student’s cumulative GPA. However, the grade of “W” is added to hours attempted within the specified maximum time frame.

READMISSION AFTER SUSPENSION FOR UNSATISFACTORY ACADEMIC PROGRESS

If the student was not making satisfactory academic progress in his or her program of study as of the last semester enrolled, the student will not be readmitted into the same or a different program, unless the student makes an appeal in writing concerning the institution’s determination to the Director of Education (as provided below in the Appeal section) and the Director of Education grants the student’s appeal. The Director of Education will consider mitigating circumstances in addressing the appeal. If the Director of Education grants the appeal, then the student will be placed on either academic probation or restricted course load status (at the Director of Education discretion, as appropriate) during the student’s next semester of attendance in any program of study.

If the student is given permission for readmission, the student must agree in writing to the terms for readmission outlined by the institution and must execute a new Enrollment Agreement. The student must also pay all current tuition, fees and any other costs associated with the student’s program of study.

APPEALING A DETERMINATION OF UNSATISFACTORY PROGRESS

If it is determined that a student is failing to make satisfactory academic progress in his or her program of study, the student may appeal the determination in writing to the Director of Education. The student’s appeal must provide details concerning the circumstances affecting the student’s academic progress (such as serious illness or injury befalling the student, the death of a close relative of the student or any other special circumstances) that may influence the institution’s decision to terminate or not to readmit the student into his or her program of study.

The Director of Education will consider the appeal to determine whether the special circumstances explained in the student’s written appeal are mitigating circumstances that will allow the student to remain enrolled in or readmitted to his or her program of study despite the student’s failure to conform to the requirements of Satisfactory Academic Progress. The determination of the student’s appeal will be made by the discretion of the Director of Education in conformity to the principles and standards described in this catalog and will be final and binding on the student. If the Director of Education decides in favor of the student’s appeal, the student will be placed either on academic probation or restricted course load status during the student’s next semester of attendance in a program of study.

PROCEDURE FOR GRADE APPEALS

There is a committee, the purpose of which is to address requests for revision of academic grade(s). This Committee, known as the “Grades Committee,” consists of the Director and two instructors. The Grades Committee members are proposed every semester by the Director and approved by the President. The Committee establishes its internal decision-making procedure that will be made public.

The instructor responsible for the course is the only person who may make a grade change and he or she must notify the Registration Department when and if the change is made. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions. A challenge to a grade received in a course, comprehensive

examination, or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus.

A student who deems it appropriate to challenge a grade will proceed as follows:

If the grade challenged is in a course, the student will first discuss the matter with the instructor teaching the course in an effort to resolve the grievance informally.

If the grievance is not settled, the student may then file the Grade Appeal Form with the Director.

The form must be filed no later than ninety (90) calendar days after the date on which the grade was due in the Registrar's Office.

The Director will make an informal investigation, hearing both the student and the instructor, and attempt an informal reconciliation.

The Director will render a decision within thirty (30) calendar days and inform the student and instructor in writing.

If the student wishes to appeal the decision of the Director, he or she may request that the Grades Committee investigate the decision.

The Grades Committee will make a formal investigation, hearing both the student and instructor.

The Committee will reach a decision within thirty (30) calendar days and notify the student, the instructor, and the Director in writing.

The decision will be either that the grade will stand, or that the faculty member will change the grade as recommended by the Grades Committee.

The student and/or the faculty member may appeal the decision of the Grades Committee to the Director no later than five (5) working days after the Committee's decision.

The Director decision shall be final.

GRADING SYSTEM

Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the hours assigned for the course taken are included in the calculation of total clock hours attempted.

The grading system for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the hours assigned for the course taken are included in the calculation of total hours' attempt.

Letter Grade	Numerical Value	GPA
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	75-79	2.5
C	70-74	2.0
D+	65-69	1.5
D	60-64	1.0
F	59-0	0.0
I	-	Incomplete*
W	-	Withdrawal**

* Grade not calculated into cumulative grade point average (CGPA) but course hours are included in total hours attempted.

** Grade not calculated in CGPA and course hours are not included in total hours attempted.

Incompletes (Grades of I)

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

W Grade

A student who formally withdraws from the institution before of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the hours for the course are not included in the determination of total hours attempted.

GRADUATION POLICY

Students who have maintained at least a 2.0 GPA and have completed all the required coursework for their program and have satisfied all of their financial obligations are eligible for graduation.

Application for graduation must be made to the Institute Registrar by the end of the fifth week of classes in the student's final term. The Institute Registrar will provide students with a diploma upon satisfactory completion of all remaining coursework. Students who have applied for graduation but do not meet the minimum requirements will receive a letter within ten (10) working days after the Application for Graduation was received. This letter will provide the student with specific information about their progress to date, and any remaining requirements that must be met.

STUDENT RECORDS

Students should be aware that student records submitted to the Institute become the property of the Institute and shall not be released to third parties. Healing Hands Institute reserves the right to use the records, as it deems appropriate. A hold shall be placed on the records of any student that owes an obligation to Healing Hands Institute. A student may not register or receive a transcript from Healing Hands Institute until the obligation is paid in full to Healing Hands Institute and the hold is properly removed. Removal of a hold may take approximately two (2) business days.

TRANSCRIPT REQUESTS

Provided a hold does not exist, a student may request a transcript from the Registrar Department by completing and delivering a transcript request form. Healing Hands Institute will release the transcript to the student. Transcript requests may be made in person or by mail. Healing Hands Institute will charge \$25.00 for official transcripts, and \$5.00 per non-official transcript. Official and non-official transcript request may take approximately five (5) to ten (10) business days to process.

STUDENTS' RIGHT TO KNOW

Healing Hands Institute has policies that ensure that students have access to records as provided under federal and state law. Healing Hands Institute is in compliance with Student Right to Know Act (PL 101-542). The following policies describe student rights in this regard. Please contact the Registration Department for further questions regarding a student's rights to access his/her records.

AMENDMENT OF RECORDS

A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the Institute official who maintains the records amend them. The Institute will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of Healing Hands Institute for further determination or confirmation. If the Institute decides to refuse to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing.

HEARING PROCEDURES

If the request for a change in the student's records is denied, the student may appeal the decision to the Director within thirty (30) days and ask for a hearing. The Director shall designate a hearing committee, which will include one administrator other than the one who has denied the request and two faculty members of Healing Hands Institute. The decision of the Hearing Committee shall be final, except that final appeal to the President of the Institute remains open. The challenge to be considered in such hearings may extend only to the material in the respective Healing Hands Institute file, e.g., it may extend to the correct recording of a grade, but not to the appropriateness of the grade.

Students, dissatisfied with the results of a hearing may place a statement in the education record in question commenting upon the information therein, and/or setting forth any reason for disagreement with the Institute's decision not to correct or amend the record. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained in the Education Department. Included are admission applications and associated documentation, the registration forms for each semester; the records of grades and hours received in courses at this institution or accepted here from other institutions; and other documents directly relating to the student's academic progress and status. Student records are kept permanently at the school.

PROGRAMS

Great care has been taken by Healing Hands Institute and its faculty to develop educational programs and curricula that are consistent with appropriate criteria and standards in the subject area involved. The educational programs and curricula are of an appropriate level of difficulty for the Diploma offered.

The programs and curricula of Healing Hands Institute have been developed to meet the needs of the students. Healing Hands Institute has been designed to attract high caliber students who are academically able and who are motivated to become contributing members of society. Healing Hands Institute will remain sensitive to the needs of the medical community, and strive to produce students with the skills and abilities required in today's workforce.

Each program of study will provide a sequence of appropriate courses that lead to the attainment of the diploma. A detailed description of the curriculum for each of these programs is contained herein.

COURSE NUMBERING SYSTEM

The course numbers are based on course codes established by the school and do not relate to state common course numbering systems. The course numbering system uses alphanumeric identifiers. The letters represent the type of course and the numbers represent the sequence or order of the courses that will be taught.

Massage Therapy	Patient Care Technician	Medical Assistant	Phlebotomy Technician	Nursing Assistant	Home Health Aid	Facial Specialist
HHMT 101	HHPCT 101	HHMA 101	HSC 100	HHNA 100	HIV106	HHSC 101
HHMT 102	HHPCT 102	HHMA 102	HSC 101	HHNA 101	HHA101	HHSC 102
HHMT 103	HHPCT 103	HHMA 107	PHB 100	HHNA 102	HHA102	HHSC 103
HHMT 104	HHPCT 104	HHMA 112	PHB 101	HHNA 103	HHA103	HHSC 104
HHMT 105	HHPCT 105	HHMA 103		HHNA 104	HHA104	HHSC 105
HHMT 109	HHPCT 106	HHMA 109		HHNA 105	CPR105	HHSC 106
HHMT 106	HHPCT 107	HHMA 104		HHNA 106		HHSC 107
HHMT 107	HHPCT 113	HHMA 105		HHNA 107		HHSC 108
HHMT 108	GEN 201	HHMA 106		HHNA 108		HHSC 109
HHMT 110	GEN 202	HHMA 108		HHNA 109		HHSC 110
	HHPCT 108	HHMA 110		HHNA 110		HHSC 111
	HHPCT 109	HHMA 111		HHNA 111		
	HHPCT 110	HHMA 113				
	HHPCT 112	HHMA 114				
	GEN 203					
	GEN 204					
	HHPCT 114					
	HHPCT 111					
	HHPCT 115					
	HHPCT 116					
	HHPCT 117					
	HHPCT 118					

PROGRAM CREDENTIALS

Program	Credential Awarded	Clock Hours
Massage Therapy	Diploma	720
Patient Care Technician	Diploma	600
Medical Assistant	Diploma	900
Phlebotomy Technician	Diploma	210
Home Health Aide	Diploma	75
Nursing Assistant	Diploma	120
Facial Specialist	Diploma	260

COURSE DESCRIPTIONS

MASSAGE THERAPY

Course Number	Title & Description
HHMT 101	<p>Therapeutic Massage Theory and History</p> <p>In this course, students will learn about the history, timeline and development of the massage therapy profession. Important figures who have contributed to the profession will also be discussed. Basic techniques including indication, contraindications, precautions and endangerments sites will be reviewed.</p>
HHMT 102	<p>The Human Body</p> <p>This course will enhance the student's knowledge of cell structure, function and Integumentary System. Students will have a basic understanding of the relationship between cells, their functions and the tissues they are part of. The human body compass will also be part of the class along with the most common skin pathologies.</p>
HHMT 103	<p>Massage Principles, Applications, and Medical Errors</p> <p>In this course, the students will gain the basic understanding of hygiene and asepsis in the massage therapy practice, client positioning and draping methods, proper body mechanics and Swedish massage techniques. Additionally, students learn to intake a client's health history and practice all aspects of the preparatory, treatment, recovery and after-care phases of the Swedish massage. Common medical errors regarding the massage and bodywork profession will also be addressed. All this will be performed in a laboratory setting allowing the students to safely and effectively perform a Swedish massage under the supervision of an instructor.</p>
HHMT 104	<p>Skeletal and Muscular Systems</p> <p>This course will enhance the student's knowledge of the Bones and muscles Anatomy, Physiology and Pathologies. Additionally, most common pathologies and a brief treatment will be presented after each system.</p>
HHMT 105	<p>Nervous System and Kinesiology</p> <p>In this course the student will review basic nervous system structures and their interaction with the muscular and skeletal system. Additionally, application of the principles of anatomy of the preceding systems to the analysis, synthesis and evaluation of human</p>

Course Number	Title & Description
	movement and their relationship to planes will also be taught. Additionally, associated bones, bony landmarks and stabilizing ligaments for major joints. Major muscles and their Origin, Insertion and action will also be discussed. Most common pathologies and a brief treatment will be discussed after each system.
HHMT 106	<p>106- Secondary Body Systems, CPR and HIV/AIDS</p> <p>The aim of this course is to gain a basic understanding of the human, endocrine, cardio vascular, lymphatic, HIV/AIDS, digestive, urinary, reproductive and respiratory systems as they pertain to the massage profession. Basic principles of nutrition will be discussed. Most common pathologies and a brief treatment will be discussed after each system. And cardiopulmonary Resuscitation (CPR)</p>
HHMT 107	<p>Oriental Modalities and Hydrotherapy</p> <p>This course covers the concepts of Qi, Yin/Yang and the Five Element Theory and their relation to Traditional Asian Medicine. It also introduces various Oriental Modalities such as Shiatsu, Reiki, Aromatherapy and Ayurvedic Massage including the study of the Chakras and Reflexology. Additionally, the course introduces the basic principles and practice of Hydrotherapy including contemporary hydrotherapeutic modalities</p>
HHMT 108	<p>Western Modalities and Basic Pharmacology</p> <p>This course introduces basic concepts of a variety of Western modalities such as Connective Tissue Massage, Rolfing, Deep Tissue, Lymphatic, Prenatal, Sports, and Chair Massage among others. Basic principles of m pharmacology will be discussed in order to understand the interaction of some drugs and massage</p>
HHMT 109	<p>Neuromuscular Therapy</p> <p>Prerequisite: HHMT 105</p> <p>Translation: A student must take HHMT 105 before taking HHMT 109</p> <p>This course gives the opportunity to practice skills and techniques related to advance injury evaluation and trigger point treatment of subjects with diverse conditions, such as: Carpal Tunnel Syndrome, Lordosis, Kyphosis, Scoliosis, Thoracic Outlet Syndrome and other Neuromuscular-related conditions. We will discuss the history of trigger point therapy. Define trigger point therapy and reference zones.</p>
HHMT 110	<p>Business Principles, Law and Ethics</p> <p>Students learn business and marketing in the field of massage and bodywork. This includes business planning, client-practitioner relationships, boundaries and professionalism, ethics, resume writing skills, marketing strategies and job search. Regulatory laws and requirements for the practice of massage within the state and nation will be discussed.</p>

PATIENT CARE TECHNICIAN

Course Number	Title & Description
HHPCT 101	Overview of the Human Body Describe cells structure and function in healthy and diseased tissue. List four main types of tissues; define chemical processes that maintain life. DNA role of human genetic. Identify body cavities and organs. Describe structure and functions of each body system. Identify common diseases in each body system.
HHPCT 102	Medical Terminology Learn correct anatomical terminology to describe location of parts or areas of the body. Use correct medical terminology including prefixes and suffixes. Understanding medical terminology and abbreviations.
HHPCT 103	Transmission of Disease List and explain direct and indirect causes of disease, explain chain of transmission. Immune system, homeostasis and the body's defense mechanism. Medical asepsis. Hand washing and insulation, surgical asepsis correct disposal of biohazard material per OSHA
HHPCT 104	Healthcare Delivery System and Health Basic components of the health care delivery systems types of health care providers and range of services, the roles and responsibilities of the health care team, professionalism and trends in health care.
HHPCT 105	Communication and Interpersonal Skills Listening and observational skills verbal and no verbal cues, effective written communication; cultural diversity, telephone skills, direction reports and opinions
HHPCT 106	Understanding Wellness and Disease Concepts Body systems personal health practices and environmental factors, psychological reactions to illness the grief process, positive self-image, and Wellness and stress control plan. Biological, psychological and social support. Human needs. Family roles and patient and family emotional needs.
HHPCT 107	Safety and Security/Practice Procedures Safe use of Medical equipment recognizes and report safety hazards, security procedures for medical supplies and equipment, proper body mechanics, patient identification safe patient transport and transfers, and fire safety and evacuation procedures.
GEN 201	Emergency Response Monitor and record vital signs, legal parameters of administering emergency care, BLS skills.

Course Number	Title & Description
	First aid and emergency care, adverse drug related emergencies. CPR Child and adult CPR skills.
GEN 202	HIV/AIDS and Infection Control Procedures Overview of HIV/AIDS. Knowledge of blood borne disease and AIDS HIV and AIDS awareness
HPCT 108	Computer Literacy and Employment Skills Computer skills needed in a medical environment. Employment skills. Getting ready for work, resume interview skills, follow up, how to excel in the job search process
HPCT 109	Legal and Ethical Responsibilities for Nursing Assistants Chain of command, policies and procedures affecting health, safety, and patient well-being substance abuse, legal guidelines in charting promoting resident rights.
HPCT 110	Physical Comfort and Safety Functions Specific to Nursing Assisting Maintain patient units and equipment, service areas on units, changes in patient's daily behavior, adjust bed, lift, hold and transfer, turn and position, apply protective and comfort devices, assist patient in ambulation, care of prosthetic device administered back rub, and describe emergency procedures
HPCT 111	Personal Patient Care Assisting with bed, making beds, shower, or tub bath, grooming, oral hygiene, toileting, dressing, meals bowel bladder training and perineal care. Admitting, transfer and discharge of patient. Measuring and recording patient's statistics, range of motion exercises, collect urine and stool specimens, monitor catheter drainage, monitor fluids observation of patient emesis, enema of five ounces or less. Skills related to personal patient care in Hospital Care for transfer patient to stretcher; prepare hot and cold applications, assist patient to apply binder care for patient skin and skeletal traction, pre and post-operative care: dressing
HPCT 112	Principles of Nutrition Identify nutrients food groups, personal preferences, special diets, food plans, fluids balance, and check diet tray for accuracy. Nutrition pyramid
HPCT 113	Care of the Adult and Geriatric Patients General characteristics and safety principles related to the elderly, community resources. Reality orientation techniques, diversional activities, behavior special care. Assisting with physical exam, care for patient receiving oxygen therapy, changing unsterile dressing, take apical-radial and pedal pulse, cast care, and contact lens care.
GEN 203	Domestic Violence How to be alert to potential domestic violence and what to do
GEN 204	Medication Assistance Training

Course Number	Title & Description
	The course will cover topics to identify commonly administered drugs, their uses and effects; use of correct pharmaceutical abbreviations and terminology; identify various methods and routes of drug administration; calculate dosage and administer pharmaceuticals to correct anatomical sites, to correct patient, by correct route of administration, at the correct time and chart correctly; demonstrate knowledge of the legal and ethical standards related to the administration and the dispensing of drugs. Safe and proper assisting of patient with their medications.
HHPCT 114	Supervised Management Functions and Patient Plan of Care Organize and complete patient care assessment
HHPCT 115	Restorative (Rehabilitative) Activities Prerequisite: HHPCT111 Translation: A student must take HHPCT111 before taking HHPCT115 Assist patient with restorative and rehabilitation needs to reach optimum level of independence
HHPCT 116	Phlebotomy - Anatomy and Physiology of the Cardiovascular System, Blood Collection, Procedures, Equipment, Supplies, Chemical Reagents. Quality Assurance and Safety Procedures This course is designate to provide the student with the knowledge skills and techniques necessary to perform phlebotomy in the health care setting. Anatomic, structures and the functions of the body systems will be reviewed, with emphasis on the circulatory system. Instruction will also include infection controls, protocols following universal precaution, as well as the transporting and processing of specimens and the practice of quality assurance and safety
HHPCT 117	EKG - Anatomy and Physiology of the Heart Conduction System, Preparation of the room and Patient Performing electrocardiography. Artifacts, Typical EKG. Rhythm abnormalities This course is designed to provide the student with the knowledge, skills and technique necessary to perform ECG in the health care setting. Anatomic structure of heart, vessel and function will be reviewed with emphasis on the electrical conduction system of the heart. Performing electrocardiography. ECG electrode placement. The ECG tracing and the medical record. Typical ECG rhythm abnormalities.
HHPCT 118	Clinic Prerequisite: HHPCT 101, HHPCT 102, HHPCT 103, HHPCT 104, HHPCT 105, HHPCT 106, HHPCT 107, HHPCT 113, GEN 201, GEN 202, HHPCT 108, HHPCT 109, HHPCT 110, HHPCT 112, GEN 203, GEN 204, HHPCT 114, HHPCT 111, HHPCT 115, HHPCT 116, HHPCT 117 Translation: A student must take HHPCT 101, HHPCT 102, HHPCT 103, HHPCT 104, HHPCT 105, HHPCT 106, HHPCT 107, HHPCT 113, GEN 201, GEN 202, HHPCT 108, HHPCT 109, HHPCT 110, HHPCT 112, GEN 203, GEN 204, HHPCT 114, HHPCT 111, HHPCT 115, HHPCT 116, HHPCT 117 before taking HHPCT118 Supervised experiential training in a licensed nursing home under the supervision of a clinical instructor. Practice of skills learned in the classroom including personal care, feeding, bed making, and completion of a clinical Checklist.

MEDICAL ASSISTANT

Course Number	Title & Description
HHMA 101	<p>Health Careers Core</p> <p>This course teaches the student about the various occupations in the health field and the delivery system for health care. The student will be instructed in the art of communication and interpersonal skills. The legal and ethical aspects of health care are taught. Understanding the differences between wellness and disease is also taught. What to do in an emergency as well as safety and security factors</p>
HHMA 102	<p>Basic Medical Assisting</p> <p>The student is introduced to medical assisting. Explanations of “back office” and “front office” are given. The duties of a medical assistant are explained. The importance of the new HIPPA laws are taught and the rationale behind them.</p>
HHMA 107	<p>HIV/AIDS and Infection Control Procedures</p> <p>The students should take every opportunity to educate patients about infection process and about ways to prevent the transmission of disease.</p>
HHMA 112	<p>Employment Skills</p> <p>This course teach how can the medical assistant prepare for his or her first job, how can organize the job search. Understand the three types of employee skills strength. Discuss legal and illegal interview question. Prepare and discuss resume. Complete job application. Make a cover letter and know the purpose and the benefits of “thank letter”, and how to excel in the job search process.</p>
HHMA 103	<p>Computer Concepts</p> <p>This course educates the student on using a computer for easy record keeping. Using a word processor is the basic part of this computer literacy portion. Employability skills which include, how to dress, how to answer frequently asked questions during an interview are addressed in this part of the course.</p>
HHMA 109	<p>Medical Coding and Insurance</p> <p>Prerequisite: HHMA 103 Translation: A student must take HHMA 103 before taking HHMA 109</p> <p>This course offers the skills needed to solve insurance billing problems, how to manually file claims, complete common insurance forms, trace delinquent claims and use generic forms to streamline billing procedures. The course covers Current Procedural Terminology or CPT (Introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), International Classification of Diseases or ICD-9 (Introduction and guidelines). Student will learn how to find the service codes using coding manuals (CPT and ICD-10).</p>

Course Number	Title & Description
HHMA 104	Medical Terminology The student is taught medical terminology as it relates to body structures and function. Medical Abbreviations are taught as are the correct names for surgical procedures
HHMA 105	Anatomy and Physiology The student is taught the complexity of the human body, all the systems and how they relate to each other. Common illness relating to all systems is included.
HHMA 106	Assisting with Medical Specialties The students as Medical Assistant is responsible for performing a wide variety of procedures in different specialties, with and understanding of how this specialty function the MA can obtain skills needed to become valuable asset to the physician and help a patient in each of specialties in performing the patient assessment, patient care and education acting as the patient's advocate.
HHMA 108	Clinical Skills for Medical Assistant This course will teach the student the art of venipuncture, proper collection of specimens and performing blood typing. Specimen for microbiology testing most is collected in such a way as to prevent the introductions of any contaminating microorganism. Also how to use a microscope and centrifuge are incorporated into this course. EKG: Student learns to assist the physician with obtaining an EKG strip. Placement of leads and troubleshooting is also taught. X ray: The course will teach the student to position patients for basic x-rays. Provide appropriate protection for patients and staff in the presence of ionizing radiation and maintain a safe working environment in radiological work areas.
HHMA 110	Medical Office Procedures This course teaches the student what is expected of the medical assistant when assisting the physician with supplies and instruments need for the physical examination. Preparing a chart for the client, getting a history and making the client feel comfortable helping in positioning and draping for the physical examination.
HHMA 111	Allied Health Clinical Skills This course will provide the student with a fundamental knowledge of minor surgical protocols and procedures. Instruction includes the storage, care and handling of instrumentation including disinfection and sterilization, as well as an understanding of OSHA Standards and aseptic technique for the surgical area. Appropriate techniques and methods for performing minor treatments as directed by the physician will also be covered.

Course Number	Title & Description
HHMA 113	<p>Pharmacology for the Medical Assistant</p> <p>This course will cover topics to identify commonly administered drugs , their uses and effects; use of correct pharmaceutical abbreviations and terminology ; identify various methods and routes of drug administration; calculate dosage and administer pharmaceuticals to correct anatomical sites , to correct patient, by correct route of administration, and the correct time and chart correctly ; demonstrate knowledge of the legal and ethical standards related to the administration and the dispensing of drugs in the office setting under the doctor’s supervision; demonstrate appropriate techniques to prepare and administer non- parenteral medications (solid & liquids) ; prepare and administer parenteral medications ; reconstitute powdered drugs ; prepare injections from ampules and vials ; administer intradermal injections; administer subcutaneous injections; administer intramuscular injections and administer Z – track intramuscular injections.</p>
HHMA 114	<p>Medical Assisting Externship</p> <p>Prerequisite: HHMA 101, HHMA 102, HHMA 107, HHMA 112, HHMA 103, HHMA 109, HHMA 104, HHMA 105, HHMA 106, HHMA 108, HHMA 110, HHMA 111, HHMA 113</p> <p>Translation: A student must take HHMA 101, HHMA 102, HHMA 107, HHMA 112, HHMA 103, HHMA 109, HHMA 104, HHMA 105, HHMA 106, HHMA 108, HHMA 110, HHMA 111, HHMA 113 before taking HHMA 114</p> <p>The student will work in a physician’s office, sharpening the skills that were learned in the school. He/ She will work under the direction of an experienced Medical Assistant.</p>

PHLEBOTOMY TECHNICIAN

Course Number	Title & Description
HSC 100	<p>Health Science Core, Part 1</p> <p>Students learn about the various occupations in the health field and the delivery system for healthcare, the differences between wellness and disease, what to do in an emergency and safety and security factors. State mandated HIV/AIDS and blood borne pathogens are included in this course.</p>
HSC 101	<p>Health Science Core, Part 2 Course focus is on using a computer for easy record keeping and skills for computer literacy on the job. Employability skills are also included.</p>
PHB 100	<p>Anatomy and Physiology of the Cardiovascular System Course focus is on the location and names of the veins used for venipuncture. The student will learn which blood draw tests are done first and in what order the others follow. The student will also learn about correct transporting of blood.</p>

Course Number	Title & Description
PHB 101	Laboratory This course is about how to perform venipuncture. Venipuncture is practiced on a simulated arm and then on fellow students.
EMP 101	Employment Skills Getting ready for work, resume, interview skills, follow up, how to excel in the job search process.
EXT 100	Externship Prerequisite: HSC 100, HSC 101, PHB 100, PHB 101, EMP 101 Translation: A student must take HSC 100, HSC 101, PHB 100, PHB 101, EMP 101 before taking EXT 100 Upon satisfactory completion of this course, the student will complete an externship. At this time the student will be able to demonstrate 100 successful sticks.

NURSING ASSISTANT

Course Number	Title & Description
HHNA 100	HIV/AIDS: The student will distinguish between fact and fallacy about the transmission and treatment of diseases caused by blood borne pathogens including Hepatitis B. Identify community resources and services available to individuals with diseases caused by blood borne pathogens. Identify “at risk behaviors which promote the spread of diseases caused by blood borne pathogens and the public education necessary to combat the spread of these diseases. Apply infection control techniques designed to prevent the spread of diseases caused by blood borne pathogens to the care of all patients following Center for Disease Control (CDC) guidelines. Demonstrate knowledge of the legal aspects of AIDS, including testing.
HHNA 101	Medical Law and Ethics: The student will demonstrate legal and ethical behavior within the role and scope of nursing assistant responsibilities. Follow policies and procedures affecting the health, safety, and wellbeing of patients in the home setting. Recognize and report signs of substance abuse. Follow legal guidelines in charting. Exhibit behavior supporting and promoting resident’s rights.
HHNA 102	Communication:

Course Number	Title & Description
	The student will obtain specified data from patient and family. Utilize verbal and written information to contribute to the patient's plan of care. Demonstrate use of the intercom.
HHNA 103	Anatomy/Medical Terminology: The student will be introduced to the structures of the body and its functions. The student will be able to define the medical terms used in healthcare and meanings.
HHNA 104	Physical Comfort/Safety: The student will maintain patient units in the home. Adjust bed and side rails. Transfers patient, using mechanical lifters. Turn and position patient. Apply protective devices as directed (e.g. Vest or belt). Apply comfort devices as directed (e.g. Footboard, over bed cradle, alternating pressure mattress). Assist patient in ambulation, including the use of crutch, cane, or walker. Assist patient to dangle. Assist patient with care and use of prosthetic/orthopedic devices. Administer back rub. Identify emergency evacuation procedures with adaptations to the home setting.
HHNA 105	Personal Care: The student will demonstrate giving the patient a bed bath. Assist with shower or tub bath. Assist patient with sink, tub, shower, or bed shampoo. Shave patient. Groom patient, including hair, skin, foot, and nail care. Assist with and/or administer oral hygiene. Assist patient with toileting. Assist patient to dress. Feed and/or assist patient with meals.
HHNA 106	Patient Care Procedures/Dementia Management/Elder Abuse Prevention: The student will make unoccupied/occupied bed. Assist patient in passive range-of-motion exercises. Apply anti-embolic hose. Collect, strain, and/or test routine urine specimen. Monitor catheter drainage system. Monitor fluid intake and output (I&O) including forcing and restricting fluids. Observe record and report patient's emesis. Assist patient with ostomy care. Collect stool specimen. Care for patients receiving oxygen therapy. Recognize sign and symptoms of dementia in patients. How to deal with a patients suffering with dementia. Recognize signs and symptoms of elderly abuse. How to report elderly abuse.
HHNA 107	Principles Of Nutrition: The student will identify nutrients and food groups. Explain regional, cultural, and religious food preferences. Describe special diets. Follow patient's diet. Identify methods of maintaining fluid balance.
HHNA 108	Bio-Psycho-Social Support for Geriatric Clients: The student will identify safety principles, as related to the elderly. Describe general characteristics, particular needs, and problems of the elderly. Identify attitudes and living habits that promote positive mental and physical health for the elderly. Distinguish between fact and fallacy about the aging process. Identify community resources and services available to the elderly. Apply Reality Orientation Techniques and validation Therapy. Provide and involve patients in diversion activities. Identify common alterations in an elderly patient behavior provide care for patients with special needs (e.g. impaired hearing, impaired vision, immobility, and impaired body functions, cognitively impaired (dementia). The student will discuss family and significant other roles and their significance to health. Respond to patient and family to significant emotional needs.

Course Number	Title & Description
HHNA 109	Principles of Infection: The student will provide care for patients with infectious diseases in the home. Follow isolation procedures with food tray, garments, and other materials in the home. Utilize universal (standard) precautions in all home care.
HHNA 110	Laboratory: The student will practice the procedures and techniques of care in the laboratory school under the instructor supervision. Complete assignments accurately and in a timely manner
HHNA 111	Externship Hours: Prerequisite: HHNA 100, HHNA 101, HHNA 102, HHNA 103, HHNA 104, HHNA 105. HHNA 106. HHNA 107, HHNA 108, HHNA 109, HHNA 110 Translation: A student must take HHNA 100, HHNA 101, HHNA 102, HHNA 103, HHNA 104, HHNA 105. HHNA 106. HHNA 107, HHNA 108, HHNA 109, HHNA 110 before taking HHNA111 The student will practice the procedures and techniques of care to be provided to the patients in the healthcare facility, under the instructor supervision. The student will be able to practice and perform the care with patients in a healthcare facility accordingly to the skills and knowledge learned at the school. This session of the training will be supervised by a healthcare professional from the healthcare facility and under the supervision of the assigned educator.

HOME HEALTH AID

Course Number	Title & Description
HIV 106	HIV/AIDS SEMINAR This course will provide the students with the important information concerning to the HIV/AIDS, history and development of the disease, procedures and protocols required for the caring of the AIDs patient, the stage of carrier, expectations, etc.
HHA 101	Home Health Care-Foundation of Patient Care This course introduces the students in the home health care services, the history and purpose of the home care, and the role on 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.
HHA 102	Understanding your clients This course focuses in the aspects of culture and family: basic human needs, cultural differences and families; the aspects of body system: common disorders and observing and reporting, and the aspects of human development such as stages/common disorders, aging, death and hospice care.

Course Number	Title & Description
HHA 103	Client Care, special clients and special needs This course emphasizes in developing the student's skills in the 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 in special
HHA 104	Home Management and Nutrition This course is designed to orient the student in the client's environment, housekeeping, laundry, bed making, clients proper nutrition, special diets and managing time and money.
CPR 105	Basic life Support for Healthcare Providers This course will prepare the students in the techniques of cardio-pulmonary resuscitation, the use of the AED and how to assist the patients with choking in adults, children and infants. Upon completion of the course and passing the test the student will receive the BLS card from the AHA valid for two years.

FACIAL SPECIALIST

Course Number	Title & Description
HHSC 101	Ethic for the Esthetician: In this course, Students will learn The nature of Skin Care, Life Skill, Professional Conduct, Client Communication.
HHSC 102	Ecology and Sanitation: The principles of Infection, Prevention, Regulation and Precautions will be discussed in this course.
HHSC 103	Chemistry, Lash and Brow tints: Our Students will be introduced to the basics of chemistry and given a clear understanding of the effects of the major ingredients of skin care products on the skin. This training will enable the practitioner to determine the appropriateness of any product, for a specific application, based on the ingredient list stated on the product container. This course teaches students to tint eyebrows and eyelashes using safe professional products.

Course Number	Title & Description
HHSC 104	<p>Skin Theory:</p> <p>In this course we will discuss the Anatomy, Physiology, and Dermatology of the Skin, Disorders and Diseases. Students are instructed in the most common disorders of the skin which may be caused by a variety of factors ranging from improper nutrition, lack of hydration, etc. to sun damage, damage inflicted by smoking, etc., along with numerous therapies to mitigate, if not eliminate, these disorders</p>
HHSC 105	<p>Theory of Facial Procedures and Contraindications:</p> <p>Students will learn and practice Facial Techniques, Proper Procedures on clients, Facial Treatments and Contraindications.</p>
HHSC 106	<p>Hands-on Facial Massage and Manual Extractions:</p> <p>This course is about the Study of Facial Massage and its benefits.</p>
HHSC 107	<p>HIV /AIDS:</p> <p>Students will learn about the causes, difference and prevention of HIV/AIDS, Precautions to apply with the public.</p>
HHSC 108	<p>Florida Law and Rules:</p> <p>The Rules and Laws set by the State of Florida will be discussed in this course.</p>
HHSC 109	<p>Electricity and Facial Machines:</p> <p>Students will learn about the proper use of Electricity and Machines. Students will also learn about proper procedures with tools and Electrotherapy.</p>
HHSC 110	<p>Removal of Superfluous Hair:</p> <p>During this course, students will understand the techniques for hair removal, benefits, and risks and how to execute it.</p>
HHSC 111	<p>Make Up and Eyelash Application:</p> <p>In this course the Artistic techniques to enhance the client's beauty and create a look that radiates will be explained and practice. Students will be instructed in color theory & analysis, facial features and shapes, camouflage and corrective makeup, client consultation and tools and product instruction. Students will also learn to apply individual lashes and lash bands. This course is hands on learning and practice.</p>

FACULTY

Professor	Credentials	Courses Taught
Maria Almonte	Licensed Facial Specialist: Registered with the FL Cosmetology Board	Facial Specialist
Ada Perez	Doctorate of Medicine: University of Oriente, Cuba	Medical Assisting Phlebotomy
Maria Valdesuso	Bachelor Degree: University of Sacred Heart, San Juan, PR Registered Nurse	Nursing Assistant Home Health Aid
Peter M. Borrero	Licensed Massage Therapist Advanced Massage Therapy NST	Massage Therapy
Majela Muse	Bachelor Degree: University of Sacred Heart, San Juan, PR Registered Nurse	Patient care Technician Nursing Assistant