

AFFORDABLE TRAINING

License Number: 2829

7867 Lakeland Street
Jacksonville, Florida 32221
Phone (904) 378-0102
Fax (904) 378-0104
cnalcma@aol.com

**Volume XXV
January 2025**

**Approved by the Florida Board of Nursing (#1383) and
Licensed by the Commission for Independent Education (#2829), Florida Department of Education**
Additional information regarding this institution may be obtained by contacting the Commission at:
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
1-888-224-6684

Affordable Training is not accredited by a voluntary, non-governmental process.

**Available on the internet at:
www.cnaaffordabletraining.com**

TABLE OF CONTENTS

<u>Topic</u>	<u>Page Number</u>
History.....	3
Educational Philosophy and Objectives.....	3
Program Objectives / Purpose.....	3
Legal Ownership / Governing Body	3
Policy Statement	3
Description of Facilities & Equipment	4
Faculty and Staff	4
Holidays	5
Class Starting & Ending Dates for Enrollment.....	5
Hours of Operation.....	6
Admission Requirements	6
Policy for Denial of Admission.....	6
Graduation Requirements.....	6
Grading / Standards of Satisfactory Academic Progress	7
Previous Education / Training.....	7
Student Services	8
Policy Regarding Recruitment	8
Policy Regarding Ads	8
Rules and Regulations.....	9-10
Policy Regarding Appeals and Complaints.....	11
Policy Regarding Cancellation of Programs	12
Student Withdrawal/Cancellation & Refund Policy	12
Payment Schedule	12
Financial Aid.....	12
Licensure Information	13
Designation of Restrooms and Changing Facilities	13
Tuition and Expenses	14, 20, 25, 31
Program Curricula.....	14-35
Nursing Assistant (NA) Program Description & Tuition	14-19
Patient Care Technician (PCT) Program Description & Tuition	20-24
Skin Care Specialist Program Description & Tuition	25-30
Nail Technician Program Description & Tuition.....	31-35
Index.....	36

HISTORY

Affordable Training was established in 2002 in order to provide training and employable skills at an affordable rate in the healthcare industry. In 2016, the school moved its facilities to a new building in order to offer maximum educational benefits to students.

EDUCATIONAL PHILOSOPHY AND OBJECTIVES

The educational philosophy of **Affordable Training** is to encourage students to strive for excellence. Believing that any person willing to apply himself/herself to the study of health care assisting can greatly benefit from the training offered at the school. The objective is to prepare and equip the student with the basic knowledge necessary to pass both the written and hands-on portions of their applicable exam. We are dedicated to providing students with the knowledge and technical proficiency to prepare them with employable skills.

We are a private technical career school, small and concerned with individual student progress. Students learn by demonstration, study, and practice in new, fresh, comfortable surroundings. Students work with current equipment, under the supervision of qualified staff. They receive personal attention in classes that are limited in size.

PROGRAM OBJECTIVES/PURPOSE

Nursing Assistant – To train and prepare for the written and hands-on portion of the CNA state exam.

Patient Care Technician - To train and prepare for the written and hands-on portion of the CNA state exam as well as prepare students for the employment as advanced cross-trained Nursing Assistants.

Skin Care Specialist - To successfully educate the student to master the necessary skills and procedures required by the State Board to gain employment as a licensed Skin Care Specialist. Graduates are qualified to be employed in Beauty Salons or Spas.

Nail Technician- To enable students to gain a marketable set of skills which will enable them to pass the state's licensing examination and gain entry-level employment in the Beauty Industry.

LEGAL OWNERSHIP/GOVERNING BODY

Affordable Training is a DBA of and wholly owned, operated and governed by Faye T. Evans and Associates, Inc. 7867 Lakeland Street, Jacksonville, FL 32221

Officers: Faye T. Evans, President, 23 Jackson Avenue, North, Jacksonville, FL 32220

Rodney D. Evans, V-P/Treasurer, 23 Jackson Avenue, North, Jacksonville, FL 32220

POLICY STATEMENT

Affordable Training is an equal opportunity school. Students are chosen on the basis of qualifications regardless of race, religion, sex, age, national origin, handicap, marital status or status as a disabled veteran, in compliance with federal, state, and municipal laws.

DESCRIPTION OF FACILITIES & EQUIPMENT

Affordable Training is located at 7867 Lakeland Street, Jacksonville, FL 32221. The classroom occupies 2,016 square feet. Convenient parking facilities are available at no charge, adjacent to the school. The lecture classroom will accommodate 20 students.

CNA: Simulation area includes the following, but not limited to: hospital beds, recovery chairs, wheelchairs, full body mannequins, BLS/CPR mannequins, and additional supplies and equipment necessary for the students to practice basic patient care activities and the required skills, such as walkers, blood pressure cuff, stethoscope, IV stand, bedside commode, linens, and other items found in hospitals, assisted living facilities, and nursing homes.

Patient Care Technician: Simulation area includes the following, but not limited to: EKG machine and supporting items, Phlebotomy supplies and supporting items, Home Health Aide supplies and supporting items such as TED hose, Hoyer lift, and kitchen access, as well as laptop related to computer skills.

Skin Care Specialist: Simulation area includes the above as well as the following, but not limited to: facial bed, eight-in-one machine, facial sterilizer, facial supplies, skincare videos, skincare reference books, towels, towel warmer, wax machine and accessories, cleanser, toner, lotion, hand and foot warmer, extractor, microdermabrasion machine, sheets, blanket, robe, glass jars, Q-tips, cotton balls, make-up, make-up applicator, and other items found in beauty salons or spas.

Nail Technician: Simulation area includes the following, but not limited to: nail technician station, pedicure station, acrylics, gel polish, nail polish, electronic file, fan, wax machine and accessories, LED light, mini nail dryer and other items found in nail salons or spas.

Teaching and learning methods involve classroom lecture, audiovisuals (DVD, dry erase boards and screens), demonstration with return demonstration, and selected clinical experiences.

FACULTY:

Faye T. Evans, RN, LHRM
Chief Academic Officer, Administrator & Instructor
Florida State College A.S., RN
Cambridge University B.S., Healthcare Management
Kelly O'Quinn, Cosmetologist, Florida State College

STAFF:

Cindy Dixon	Administration
Cathleen (Cathy) Thero Ball, CNA, NCPT, NCET	Clerical/Lab Assistant*
Brittney Crowley, CNA, NCET	Clerical/Lab Assistant*
Victoria (Tori) Tapley, CNA, EMT, NCPT, NCET	Clerical/Lab Assistant*
Danette Hodge	Clerical/Lab Assistant*
Jennie Evans Tipton, CNA, LE	Clerical/Lab Assistant*

*A lab assistant assists the RN with skills demonstration, skills practice and testing of students. Also, ordering of supplies and other clerical duties.

HOLIDAYS

The school will be closed in observance of the following holidays. The director can declare additional holidays.

- | | |
|---|---|
| <ul style="list-style-type: none"> • New Year's Day • Good Friday • Memorial Day • Independence Day | <ul style="list-style-type: none"> • Labor Day • Thanksgiving Day • Christmas Eve • Christmas Day |
|---|---|

CLASS STARTING & ENDING DATES FOR ENROLLMENT

A student may enter the School at the beginning of each announced start date. A calendar is published online. The end date is at the end of the required hours of training, approximately every 5 weeks.

2025 CNA/PCT/Skin Care/Nail Technician

JANUARY:

CNA/PCT – Jan 6 – Feb 7	Monday-Friday 9:00a – 2:00p	Orientation: Fridays at 10a	
CNA/PCT – Jan 6 – March 14	Monday-Friday 5:30p – 10:30p	Orientation: Fridays at 10a	Night classes meet every other week
Skin Care/Nail Tech	Monday-Friday 2:30p – 7:30p		

FEBRUARY:

CNA/PCT – Feb 3 – Mar 7	Monday-Friday 5:30p – 10:30p	Orientation: Fridays at 10a	
Skin Care/Nail Tech	Monday-Friday 9:00a – 2:00p		

MARCH:

CNA/PCT – Mar 3 – Apr 4	Monday-Friday 9:00a – 2:00p	Orientation: Fridays at 10a	
Skin Care/Nail Tech	Monday-Friday 2:30p – 7:30p		

APRIL:

CNA/PCT – Mar 31 – May 2	Monday-Friday 9:00a – 2:00p	Orientation: Fridays at 10a	
CNA/PCT – Mar 31 – May 30	Monday-Friday 5:30p – 10:30p	Orientation: Fridays at 10a	Night classes meet every other week
Skin Care/Nail Tech	Monday-Friday 2:30p – 7:30p		

MAY:

CNA/PCT – April 28 – May 30	Monday-Friday 9:00a – 2:00p	Orientation: Fridays at 10a	
Skin Care/Nail Tech	Monday-Friday 2:30p – 7:30p		

JUNE:

CNA/PCT – June 2 – July 4	Monday-Friday 5:30p – 10:30p	Orientation: Fridays at 10a	
CNA/PCT – June 2 – August 15	Monday-Friday 5:30p – 10:30p	Orientation: Fridays at 10a	Night classes meet every other week
Skin Care/Nail Tech	Monday-Friday 9:00a – 2:00p		

JULY:

CNA/PCT – July 14 – August 25	Monday-Friday 9:00a – 2:00p	Orientation: Fridays at 10a	
Skin Care/Nail Tech	Monday-Friday 2:30p – 7:30p		

AUGUST:

CNA/PCT – September 8 – October 17	Monday-Friday 9:00a – 2:00p	Orientation: Fridays at 10a	
CNA/PCT – September 8 – November 7	Monday-Friday 5:30p – 10:30p	Orientation: Fridays at 10a	Night classes meet every other week
Skin Care/Nail Tech	Monday-Friday 2:30p – 7:30p		

SEPTEMBER:

CNA/PCT – October 27 – December 1	Monday-Friday 9:00a – 2:00p	Orientation: Fridays at 10a	
Skin Care/Nail Tech	Monday-Friday 2:30p – 7:30p		

OCTOBER - DECEMBER:

CNA/PCT – November 24 – December 24	Monday-Friday 5:30p – 10:30p	Orientation: Fridays at 10a	
CNA/PCT – November 24 – December 24	Monday-Friday 5:30p – 10:30p	Orientation: Fridays at 10a	Night classes meet every other week
Skin Care/Nail Tech	Monday-Friday 9:00a – 2:00p		

***Programs are offered either alternate time or alternate classrooms

HOURS OF OPERATION

The business office/library is open on weekdays (Monday – Friday, 9:00 a.m. – 3:00 p.m.). Classes are in session Monday through Friday, with scheduled Saturdays. For specific times, please refer to the website.

ADMISSION REQUIREMENTS

Nursing Assistant, Patient Care Technician, Skin Care Specialist, Nail Technician - Any student wishing to enroll is required to attend an informational orientation which will include an explanation of the program, distribution of class requirements and answers to any questions the student may have.

NOTE: A high school diploma is not required for participating in the Nursing Assistant program; however, a high school diploma IS required for participation in the Patient Care Technician program.

The Affordable Training 10th grade assessment will be given based on a reading test. Potential students will take a reading test at the beginning of the orientation. The potential student will receive a pass/fail determined on the maximum number of questions missed, which only one is allowed to be missed. You must score at least an 80% to pass the entrance exam.

POLICY FOR DENIAL OF ADMISSION

Affordable Training requires each student to be capable of comprehending on the 10th grade level for admission. If the student is unable to comply with this requirement, then admission will be denied. The school also holds the right of non-payment as a reason for denial of admission. These records of denying admission will be held on file for at least one year.

GRADUATION REQUIREMENTS

A certificate of completion is presented to the student that has:

- a. Successfully completed all required class work
- b. Attended all class hours
- c. Fulfilled all monetary obligations to the school
- d. Maintained an 80% average overall
- e. Passed/Completed all skills/services
- f. Completed any additional requirements of the chosen class

GRADING / STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

***Nursing Assistant *Patient Care Technician *Skin Care Specialist *Nail Technician**

All Programs will follow the below standards:

Students are graded in 2 phases – 1st phase is skills on a Pass/Fail basis by the instructor's evaluation of performance on accuracy of the State of Florida skills and the student's ability to follow instructions. The School maintains a certain amount of flexibility in its testing and evaluation of individual students. Criteria for satisfactory clinical performance includes the ability to organize and complete work assignments, ability to maintain satisfactory interpersonal relationships, satisfactory performance of procedures included in the program content, and personal qualities of professional appearance, punctuality, attendance and dependability.

The 2nd phase is a written examination that is given weekly and at the completion of the program. The written portions of the examination are graded according to the following schedule:

- A - 90 -100
- B - 80 - 89
- C - 70 - 79
- F - 69 - or below

Individual conferences will be held with each student in the event their average grade drops below 80. If the student continues to maintain an average grade lower than 80 throughout the class period, the final grade will be recorded on the student's record as unsatisfactory. There will be no probationary period, due to continual assistance in improving the student's grade. Students who wish to complain or appeal academic or disciplinary actions may meet one-on-one with the Director.

PREVIOUS EDUCATION / TRAINING

Nursing Assistant - It is the policy of Affordable Training that credit will not be granted for previous education or training, due to the inability to adequately evaluate other programs. Because of state and/or federal guidelines, no credit or advanced standing for previous education and/or training will be granted. Our institution is a post-secondary program and we do not accept hours from other institutions. It is the student's responsibility to confirm whether approved hours will be accepted by another institution of the student's choice.

Patient Care Technician - Any applicant for the PCT program may transfer credit for the health science CORE and Nursing Assistant taken through licensed schools only*. No other transfer credit will be extended. It is the student's responsibility to confirm whether approved hours will be accepted by another institution of the student's choice. Minimum GPA is 2.5.

* Written and oral evaluations by the instructor will determine the final number of hours for class placement.

Skin Care Specialist – Transfer credit for the skin care specialist program is only accepted from other licensed institutions and upon completion of a placement evaluation*. It is the student's responsibility to confirm whether approved hours will be accepted by another institution of the student's choice.

* Written and oral evaluations by the instructor will determine the final number of hours for class placement.

Nail Technician – Transfer credit for the nail technician program is only accepted from other licensed institutions and upon completion of a placement evaluation*. It is the student's responsibility to confirm whether approved hours will be accepted by another institution of the student's choice.

* Written and oral evaluations by the instructor will determine the final number of hours for class placement.

STUDENT SERVICES

Housing

The school does not maintain housing for students.

Student Records

The school permanently maintains student transcripts and educational records. Student records will be provided at cost to the student.

Student Placement

No guarantee of placement shall be made or implied. The institution may disclose information related to market and job availability, if verified through statistical research; however, the institution shall not imply specific market of job availability. The school is approached by employers seeking the services of our graduates. It is up to the graduate to contact the employer, set up an interview, and to notify the school of the results of the interview. Affordable Training also offers an up-to-date job board and Facebook page with current listings. Affordable Training also assists students in creating their resume and practice interview skills.

Library

The library at Affordable Training offers medical textbooks, reference materials, dictionary, thesaurus and resources for students. There are also computers available for student use to access the e-library. The library is open during office hours. Students may utilize materials as needed.

Academic/Financial/Personal Advisement

The institution will provide academic and financial advisement as part of student services. If a student requires personal advisement, they will be referred to a professional in the area.

POLICY REGARDING RECRUITMENT

Affordable Training does not use any employment agencies as a recruitment area for the school. The school also prohibits recruitment at welfare offices, unemployment lines, food stamp centers, homeless shelters, nursing homes, etc. However, our school brochures are located at nursing homes, adult daycares, hospitals, and skilled nursing facilities that agree to post them. The brochures are free to the public at their own disposal.

POLICY REGARDING ADS

Affordable Training has no ads in the newspaper under the help-wanted sections, and the prospective students will not be led to believe they are responding to a job opportunity. The school's ad would be specifically placed in the School section.

RULES AND REGULATIONS

You should consider this class as a job for the next 4-5 weeks...

ATTENDANCE - Students are expected to be on time (and not leaving early) for classes and clinical experiences. **You must arrive 15 minutes prior to class start.** If a student is absent for **one or more days**, the student **may be dismissed** from the program. **If the student misses one hour or more of class**, the student is responsible for all materials covered during that missed time. Missed clinical time must be made up on an hour-per-hour basis **at the discretion of the Director**. A student arriving after 9am for day class or 5:30pm for night class is considered tardy. The definition of a tardy is **1 minute** after class start time. Any time after that will start accruing makeup time. If a student is **tardy or leaves early 3 times**, it will count as **one absence, which is 5 hours**. Punctuality/tardiness will be reflected in the student's permanent school records. **Calling in is required** as prep for employment; however, the tardy is still a tardy.

1. You must call the office if you anticipate being late or absent.
2. Per the school catalog (online), only one absence is allowed. If you are absent, you must arrive early to meet with the staff on the next scheduled class day. It is your responsibility to check with a classmate regarding material missed during your absence.
3. If you are absent due to illness, you must be symptom-free for a minimum of 24 hours. If medical attention is sought, you must bring a doctor's release before returning to class.
4. If you attend class with symptoms of illness (sore throat, sinus drainage, cough) you will be required to wear a mask.

TESTING

1. You must be prepared to test on test day. Test dates are given in advance. Absence does not excuse you from testing on test day. If you are absent on skills day, be prepared to test **last** on skills test day.
2. Students that are caught cheating will be handled by the Administrator or Lab Assistant present. **CHEATING IS NOT ACCEPTED** and is grounds for automatic termination! ANY parties involved can be dismissed from the program.

LEVEL OF ACHIEVEMENT - Beginning the first day of class, the student will be given a weekly quiz. The average score of all **tests** taken must average 80% or higher. Clinical competency evaluations will be done throughout the program. Consistent unsatisfactory clinical performance will result in an unsatisfactory grade.

CELL PHONES / TECHNOLOGY IN THE CLASSROOM - *Cell phones, smart watches and earbuds are not allowed during class hours.* They are to be left in the car or placed in the designated location upon entry into the class.

CONDUCT - IN PREPARATION FOR HEALTHCARE EMPLOYMENT...

1. Students will not be allowed to return to their car to get a textbook, jacket, food or drink. In addition, **they will not be permitted to leave the classroom to make personal phone calls.** Healthcare facilities do not allow this behavior, and the same applies to the classroom. **If you are concerned about daycare issues or a pending emergency, notify the staff that a call to the school could be received regarding the pending issue.**

2. Students are expected to conduct themselves in a professional manner while in attendance. Foul language, smart remarks of any kind, possession of non-prescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be used as grounds for dismissal. A student who conducts his/herself in a manner detrimental to the staff, patients/residents, or other students will be expelled from the program. Any act or behavior on the part of the student that tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the school is prohibited.
3. Falsification of any information on the school application will result in immediate expulsion.
4. The school reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for disciplinary reasons. The school may also make a referral to legal authorities for appropriate action.
5. **Medical marijuana is not allowed whatsoever**, even if a student possesses a medical marijuana card.

DRESS CODE - Those who do not present a professional appearance may be sent home to change clothes. In the clinical setting students may wear only the following:

1. Students must wear scrubs (preferably a solid color) and closed toe/closed back shoes to class. Crocs must not have holes. Fuzzy slippers are **not allowed**. Please consider yourself a **healthcare professional** and dress accordingly.
2. Jewelry must be at an absolute minimum: single strand chain necklace, one pair stud earrings (no large hoops), medical alert jewelry, wedding rings, and a watch.
3. Hair must be tied back and out of the face, to promote infection control.
4. **NAILS** - Artificial nails (acrylics and gels) or natural nails **are not allowed** based on CDC guidelines. **Nails may not extend beyond the fingertips**. If polish is worn, it must be limited to neutral (clear or pale) colors.
5. **You should come to class as you would your job**; i.e., clean, wrinkle-free scrubs, not smelling of smoke, no perfume or heavy fragrances, no body/foot odor, and nails with chip-free polish (no gel or acrylic) and fingertip length.
6. Hats or caps **are not permitted**. Head coverings for religious/cultural purposes are allowed.

HOUSEKEEPING - Students are expected to clean up after themselves and disinfect their work area before leaving for the day.

TOBACCO-FREE FACILITY - It is the policy of Affordable Training to provide healthy, tobacco-free and nicotine-free facilities for all students, employees and guests. This policy prohibits the use of any tobacco or nicotine product (including cigarettes, “spit tobacco,” vapes or e-cigarettes) within the facilities or on the property of Affordable Training. **THIS INCLUDES MEDICAL MARIJUANA. NO SMOKE BREAKS!!**

POLICY REGARDING APPEALS / COMPLAINTS

Students may ask questions during class; however, complaints must be verbalized to the staff **after** class. Students are encouraged at all times to communicate their concerns frankly to members of the staff. Complaints and disciplinary actions are given careful consideration by appropriate levels of administration. If a resolution cannot be reached, then the student/staff will meet with the Administrator for discussion. The final step would be to include the Director in the decision. For any unresolved matters, you may contact: Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399; Phone: 1-888-224-6684.

EXAM FEES

STATE EXAM (CNA) / NATIONAL EXAM (Phlebotomy or EKG) – Your exam fee is NOT included in the tuition. This class will prepare you for the exam. Cost of the exam is payable directly to Prometric or NHA at the time of exam registration. The exam will be scheduled upon satisfaction of all class requirements. The CNA exam is given at a nearby Prometric testing facility. The Phlebotomy or EKG exam is given at our testing center (23 Jackson Avenue North, Jacksonville, Florida 32220).

Please be advised that once exam fees have been submitted to Prometric or NHA, these fees are non-refundable and non-transferable.

Be aware that a delay in receiving a testing date can be related to background screening, externship completion, Board of Nursing review/approval process, and state testing calendar.

MILITARY SERVICE

The school will, at the student's option, allow a transfer to the next class, or re-enrollment in classes if the student is called to active duty.

RE-ENTRY

A student who has withdrawn from a program and later wishes to re-enter must reapply for admission. The usual admission procedures will apply.

A student who has been removed for any reason must have an interview with the Director to show why he/she should be readmitted. The decision of the Director is final.

CLASS-SPECIFIC RULES:

CNA STUDENTS - must perform 23 clinical skills and are required to be a “patient” for classmates. **Refusal to participate will be interpreted as your intent to withdraw from the class.** It is our suggestion that females wear uniforms pants rather than dresses or skirts, for modesty.

EKG STUDENTS - are required to perform a minimum of ten (10) EKGs on classmates. On days when EKGs are performed, **female students must wear a sports bra that will allow discreet placement of leads.** It is recommended that female students keep an extra sports bra or bathing suit top in their book bag. Please be advised that this is **mandatory.** **Refusal to participate will be interpreted as your intent to withdraw from the class.**

PHLEBOTOMY STUDENTS - are required to perform a minimum of thirty (30) successful antecubital/back of hand sticks and ten (10) capillary sticks and are required to be a “patient” for classmates to perform sticks on you. Please be advised that this is mandatory. Refusal to participate will be interpreted as your intent to withdraw from the class.

POLICY REGARDING CANCELLATION OF PROGRAMS

The school has the right to cancel/drop any program due to any reason. For any reason that the school does cancel a program the student will be fully reimbursed or given the opportunity to use the payment towards the next available program period.

For students wanting to withdraw or cancel for themselves, please see the Student Withdrawal/Cancellation and Refund Policy.

STUDENT WITHDRAWAL/CANCELLATION AND REFUND POLICY

Should a student need to withdraw or cancel, for any reason, all refunds will be made according to the following refund policy:

- Withdrawal/Cancellation MUST be made in person, by electronic mail, by Certified Mail, or by termination.
- 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.
- Cancellation after the third (3rd) Business Day, but before the first day of class, results in a refund of all monies paid, with the exception of the book and registration fee (not to exceed \$150.00)
- Cancellation after attendance has begun, but through 40% completion of the program, will result in a Pro Rata Refund computed on the number of hours completed to the total program hours.
- Cancellation after completing more than 40% of the program will result in no refund.
- A student can be terminated at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with the rules.
- Termination Date: In calculating the refund due to a student, the last day of attendance is used in the calculation.
- Refunds will be made within 30 days of termination or receipt of a Withdrawal/Cancellation Notice if student meets the above guidelines.
- Fees paid for registration, textbook, or tuition cannot be transferred to another individual.
- We are not affiliated with Prometric and we are not responsible for any portion of their fees. Prometric has their own set of rules, and you must consult with them if you have any questions.

PAYMENT SCHEDULE

All charges are to be paid in full prior to the beginning of class. There are no carrying charges, interest charges, or service charges connected or charged.

FINANCIAL AID

Affordable Training does not offer any type of financial aid for any student; however, we work with work/social agencies to assist students. The student is required to pay the fee for school in accordance to the payment schedule in the catalog. We accept payments by Visa, Discover, MasterCard, Cash, or Money Order. The choice of payment method is left up to the student. Grants may be available through various community organizations.

LICENSURE INFORMATION

Affordable Training is a licensed school by the Commission for Independent Education, Florida Department of Education (#2829) and Approved by the Florida Board of Nursing (#1383). Any additional information regarding this institution may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll free phone number (888) 224-6684.

DESIGNATION OF RESTROOMS AND CHANGING FACILITIES

Affordable Training follows Rule 6E-7.001 Designation of Restrooms and Changing Facilities as identified in §1005.06(1)(b)-(f) Florida Statutes pursuant to §553.865, F.S. All bathrooms and changing facilities are clearly labeled and marked for their usage. Affordable Training bathrooms and facilities are marked as unisex.

NURSING ASSISTANT (NA) PROGRAM – 120 CLOCK HOURS*

PROGRAM OBJECTIVE:

To train and prepare students for the written portion of the CNA state exam, with sufficient theoretical and clinical skills to enter the professional field of nursing assistant.

PROGRAM DESCRIPTION:

The NA program offers classroom training and clinical training. Upon successfully completing the NA program the student will receive a certificate of completion. The student should possess the knowledge and skills necessary to pass the State of Florida Certification Exam for Nursing Assistants (CNA) and will be able to function at an entry level position as a Nursing Assistant.

* The Definition of a clock hour means a period of 60 minutes, with a maximum of one 5-minute break.

BACKGROUND SCREENING:

Prior to externship and licensure as a CNA you must have a Level 2 background screening with fingerprinting. Applicants who submit an initial licensure application to the department for a profession that requires background screening pursuant to [§456.0135, Florida Statutes](#), must submit fingerprints electronically through a service provider approved by the Florida Department of Law Enforcement (FDLE) and who is photo capable and is in compliance with the requirements of Florida's Care Provider Background Screening Clearinghouse pursuant to [§435.04\(1\)\(e\), Florida Statutes](#).

The purpose of the Clearinghouse is to provide a single data source for background screening results of persons required to be screened by law for employment in positions that provide services to children, the elderly, and disabled individuals. The Clearinghouse allows the results of criminal history checks to be shared among specified agencies when a person has applied to volunteer, be employed, be licensed, or enter into a contract that requires a state and national fingerprint-based criminal history check. ([§435.12, Florida Statutes](#))

TUITION AND EXPENSES:

Tuition	\$ 895
(Includes class and BLS/CPR plus 10 required Long-Term Care certificates)	
Registration Fee (<i>non-refundable</i>)	35
Book Fee (<i>non-refundable</i>)	60
Skills Test Fee	120
Total Tuition	\$1,110 **

** State exam and background screening not included

PROGRAM CURRICULA

Course Numbering Breakdown:

NA = Nursing Assistant

Course Numbers = an internal number utilized for an easy point of reference for that page. The number 101 was simply chosen as a beginning and the numbers proceeded.

Course Number:

NA 101 Introduction to Healthcare – Describes the organization of nursing facilities and some of the federal laws regarding patient care. Addresses the purposes, goals, and services of the long-term care facility. The Patient Bill of Rights, and the functions, proper dress and ethical behavior of the NA.

4.0 Hours

NA 102 Bloodborne pathogens; HIV/AIDS; Biohazardous Waste – Examples of each are reviewed along with safety precautions and spill kit.

4.0 Hours

NA 103 Understanding Your Patient – Understanding the Maslow's hierarchy, which emphasizes communication barriers and differences between verbal and nonverbal communication.

3.0 Hours

NA 104 Body Structure and Function – Understanding the process of aging on the body, its normal functions and the signs and symptoms of abnormal functions.

4.0 Hours

NA 105 Safety/Infection Control – Safety hazards in hospitals and nursing homes. Accident Prevention, using restraints safely. Hand washing and Infection Control.

4.0 Hours

2.0 Lab hours

NA 106 Body Mechanics – An outline on how to properly align and reposition patients. Transfer techniques, and how to prevent injury to the NA.

1.0 Hour

2.0 Lab hours

NA 107	<p>Bed Making – Changing linens and bed making techniques (occupied).</p> <p>1.0 Hour 2.0 Lab hours</p>
NA 108	<p>Skin Care and Cleanliness – Proper skin care prevention of decubitus ulcers. Assisting patients with their personal hygiene. The proper techniques for giving a bed bath, mouth care, shampooing, nail care, dressing, and perineal care.</p> <p>1.0 Hour 2.0 Lab hours</p>
NA 109	<p>Urinary Elimination – Techniques for using bed pans, bedside commodes and the characteristics of normal urine. Rules for maintaining normal urination, bladder training, and the use of a foley catheter. Measurement and recording content of urinary drainage bag.</p> <p>1.0 Hour 1.0 Lab hours</p>
NA 110	<p>Bowel Elimination – Factors that affect bowel elimination, common problems relating to defecation and the care of a colostomy; bedpans.</p> <p>1.0 Hour 2.0 Lab hours</p>
NA 111	<p>Solids and Fluids – The importance of proper nutrition, the food guide pyramid, feeding, special needs diets, dehydration, and tube feedings.</p> <p>1.0 Hour 2.0 Lab hours</p>
NA 112	<p>Vital Signs – Vital signs (pulse, respiration, blood pressure) and how to read them. Normal and abnormal values of taking and reporting them.</p> <p>1.0 Hour 3.0 Lab hours</p>
NA 113	<p>Activity and Exercise – Range of motion exercise. The necessity and possible complications associated from the lack of exercise. Ambulation techniques.</p> <p>1.0 Hour 2.0 Lab hours</p>

NA 114	<p>Patient Admission – Patient orientation to the unit, measurement of height and weight and proper procedures for moving patient from one unit to the next.</p> <p>1.0 Hour 1.0 Lab hour</p>
NA 115	<p>Care of Postoperative Patients – Common health conditions that require surgery and special needs of each.</p> <p>2.0 Hours 2.0 Lab hours</p>
NA 116	<p>Rehabilitative and Restorative Care – The role of the NA in assisting to restore the patient to optimum function.</p> <p>1.0 Hour 1.0 Lab hour</p>
NA 117	<p>Care of the Elderly – How to detect elder abuse (domestic violence), social and psychological effects of aging.</p> <p>2.0 Hours</p>
NA 118	<p>Common Health Problems – Health problems commonly encountered by frail/elderly patients. Caring for patients with chronic and acute illness.</p> <p>2.0 Hours</p>
NA 119	<p>Dementia Management and Patient Abuse Prevention – Recognizing the differences between acute confusion and Alzheimer’s disease and how to care for those patients. What to do if you suspect patient abuse and how to prevent it.</p> <p>4.0 Hours</p>
NA 120	<p>Sexuality – The importance of the sexuality of the aging and how to handle a sexually aggressive patient.</p> <p>1.0 Hour</p>
NA 121	<p>The End of Life Patient – The 5 stages of death and how to meet the physical and psychological needs of the patient. The signs of approaching death and the postmortem care.</p> <p>2.0 Hours</p>

NA 122	Application of Compression Stockings and Temperature – Demonstrate how to apply compression stockings to the patient and how to use and measure temperature with digital and manual thermometers.
	1.0 Hour 1.0 Lab hour
NA 123	Dean Vaughn “Medical Terminology” Course – an introductory course to medical Terminology.
	2.0 Hours
NA 124	Medical Abbreviations – the most common medical abbreviations you will see in the medical community.
	3.0 Hours
NA 125	Interview Skills – tips on professionalism and examples of questions student may be asked during an interview.
	1.0 Hour
NA 126	BLS/CPR (4 hours) and First Aid (4 hours) – total of 8-hour course designed to teach the student BLS/CPR with AED and First Aid.
	5.0 Hours 3.0 Lab hours
NA 127	Clinical Externship hours to get practical experience with real patients in a healthcare setting.
	40.0 Hours

Total Hours:

Theory	54
Lab	26
Externship Hours	<u>40</u>
Total Hours	120 hours

DIPLOMA/CERTIFICATES AWARDED

120-Hour Completion CNA, BLS/CPR, First Aid, HIV/AIDS, Infection Control, Resident's Rights, HIPAA, Alzheimer's/Dementia, Medical Records Documentation, Medical Error Prevention, Bloodborne Pathogens, Restraints & Seclusion, Domestic Violence.

PATIENT CARE TECHNICIAN (PCT) PROGRAM – 625 CLOCK HOURS

Registration Fee (<i>non-refundable</i>)	\$ 100
Books & Materials Fee (<i>non-refundable</i>)	250
Tuition	<u>4,045</u>

TOTAL TUITION **\$ 4,395**

(See below for breakdown of tuition)

Patient Care Technician – PCT 105

Most programs require the Health Science Core as the first course, then proceed to Nursing Assistant. However, Affordable Training has the Nursing Assistant Course (NA) already in place and it consists of 120 hours...most of the Health Science Core curriculum is already incorporated in the NA curriculum, and it is approved by the Board of Nursing and complies with the state of Florida requirements. Therefore, we only require the Health Science Core as a “BRIDGE” to the Patient Care Technician (PCT) plan of study.

Program Objective

To train and prepare students for both the written and hands-on portion of the CNA state exam as well as prepare students for employment with Phlebotomy, EKG, Medication Administration and Medical Records skills, to obtain the PCT credential. The student will increase specific work skills with each class.

Program Tuition & Expense Breakdown *

In order to assist with the tuition payment, the payments have been divided to create a **pay-as-you-go system**. The classes cannot be taken simultaneously and are not given in a specific order; therefore, the payments will coincide with the start of each type of class. (We have partnered with some wonderful nonprofits that can help with the tuition, if you meet the required criteria.) As you complete EACH class you will receive a certificate for EACH class, as well as if there is a national or a state test involved, you will be given the option to take that test. This will assist you to begin working in the medical field (and trying out different areas) prior to finishing the program.

	<u>Cost *</u>	<u>Hours</u>
Registration (non-refundable)	\$ 100	
Textbooks & Materials (non-refundable).....	\$ 250	
PCT 100 Health Science Core		45 hrs
PCT 101 Nursing Assistant	\$ 1030	120 hrs
PCT 102 Home Health Aide Advanced	\$ 855	75 hrs
PCT 103 Patient Care Assistant	\$ 190	75 hrs
PCT 104.01 Allied and Advanced Allied Health Assistant	\$ 190	75 hrs
PCT 104.02 EKG	\$ 795	
PCT 104.03 Phlebotomy	\$ 795	
PCT 105 Patient Care Technician	\$ 190	135 hrs
PCT 106 Externship		200 hrs
TOTAL	\$4,395	

* National or State exam and background screening not included

Course Numbering Breakdown:

PCT = Patient Care Technician

Course Numbers = an internal number utilized for an easy point of reference for that page. The number 100 was simply chosen as a beginning and the numbers proceeded.

PCT 100 **Health Science Core** 45 hours

Fundamental knowledge and skill to advance to PCT program to include items not emphasized in the NA program, which is math, computers, lifespan needs, continuing education requirements, trends, telephone usage, employability skills.

PCT 100.01 Exhibit understanding of health care delivery system and health occupations. To include but not limited to: recognition of basic components of health care delivery system, identification of composition, functions, roles and responsibilities of a health care team, importance of continuing education, lifespan needs.

PCT 100.02 Exhibit good communication and interpersonal skills. To include but not limited to: listening, understanding, observation, oral, grammar, cultural awareness, telephone skills.

PCT 100.03 Exhibit legal and ethical responsibilities. To include but not limited to: legal framework, medical framework, patients' "Bill of Rights", confidentiality, abuse and neglect, sexual harassment, domestic violence.

PCT 100.04 Exhibit knowledge and application of wellness and disease concepts. To include but not limited to: basic anatomy and physiology, major body systems, response of defense mechanisms, grief process, positive self-image, nutrition pyramid.

PCT 100.05 Exhibit basic safety and security practices. To included but not limited to: safe use of medical equipment, response to safety hazards, proper identification of patients, safe patient transport and transfer.

PCT 100.06 Exhibit proper response to emergency situations. To include but not limited to: vital signs observation, emergency care, BLS/CPR and first aid, adverse drug reactions.

PCT 100.07 Exhibit knowledge of infectious control procedures. To include but not limited to: medical and surgical asepsis, OSHA guidelines.

PCT 100.08 Exhibit computer literacy.

PCT 100.09 Exhibit employability skills. To include but not limited to: conducting a job search, properly complete an application, interview competence, appropriate response to criticism, acceptable work behavior, presentation of personal résumé.

- PCT 100.1 Exhibit understanding of bloodborne diseases. To include but not limited to: discern between fact and myth of transmission and treatment, community services and resources, prevention of spreading, CDC guidelines.
- PCT 100.2 Exhibit basic understanding of math and science: To include but not limited to: proper drawing, reading, reporting charts, graphs, and tables, measurements, evaluations, ability to draw conclusions, observation, scientific reasoning.

Infection Control / HIV / AIDS is reviewed and emphasized in each section of the entire PCT program.

PCT 101 **Nursing Assistant** 120 hours

Theory and laboratory practice students with basic patient care principles and the role of the Nursing Assistant in delivering resident care as a member of the health care team. Content includes communication, nutrition, physical comfort, safety functions, personal patient care, infection control, basic anatomy and physiology, health care delivery system, legal and ethical issues, concepts of wellness and disease, BLS/CPR & First Aid.

Eligible to sit for the state exam to achieve the CNA designation.

SEE CATALOG PAGES 13-18 FOR DETAILED DESCRIPTION.

PCT 102 **Home Health Aide (*Advanced*)** 75 hours (Medicare HHA – Agencies require 75 hours)

Theory and laboratory practice provide the student with skills and knowledge in the areas of communication, legal/ethical responsibilities, comfort and safety, nutrition in the home, infection control in a non-healthcare environment, supervision received from nurses and physicians offsite. Supportive home services to maximize independence of patient.

- PCT 102.01 Exhibit written and verbal communication skills appropriate to the Home Health Aide. To include but not limited to: obtain specific information from the patient and/or family member(s), identify cultural differences within the family structure.
- PCT 102.02 Exhibit understanding of ethical and legal responsibilities as appropriate to the Home Health Aide.
- PCT 102.03 Exhibit safety functions and physical comfort as appropriate to the Home Health Aide. To include but not limited to: continue patients units, prepare emergency evaluation response with reasonable adaptations in the home.
- PCT 102.04 Exhibit importance of nutrition as appropriate to the Home Health Aide. To include but not limited to: consideration factors of purchasing, storing, preparing and serving food.

PCT 102.05 Exhibit services within the home as appropriate to the Home Health Aide. To include but not limited to: established plan of work, housekeeping responsibilities, medication distribution and storage.

Infection Control / HIV / AIDS is reviewed and emphasized in each section of the entire PCT program.

PCT 103 **Patient Care Assistant** 75 hours

Theory and Lab practice to provide the student skills and knowledge to work in other health facilities...not just nursing homes and home health care. Students will be able to perform skills related to the hospital setting and non-geriatric patients.

PCT 103.01 Exhibit skills of a Nursing Assistant in relation to the hospital setting. To include but not limited to: hospital supplies and equipment care, stretcher transfer, binders application, pre-operative and post-operative care.

PCT 103.02 Exhibit skills of a Nursing Assistant in relation to the adult patient. To include but not limited to: physical examination assistance, oxygen therapy care, various forms of pulse recording, identification of common health concerns for specific patient needs.

Infection Control / HIV / AIDS is reviewed and emphasized in each section of the entire PCT program.

PCT 104 **Allied and Advanced Allied Health Assistant** 175 hours

Introduction into Electrocardiography to include theory and lab practice to provide students with the fundamentals of cardiac anatomy and physiology, integrated with application and use of medical instrumentation modalities. Theory and lab practice of phlebotomy to include identification of anatomic structures, supplies, collecting blood specimens, accepted procedures of transporting, safety, and quality assurance. Medical record keeping to include an understanding of numerical, alphabetical and computer/filing/retention/retrieval skills.

PCT 104.01 Exhibit ability to keep medical records. To include but not limited to: basic understanding of medical terminology, basic understanding of filing, computer literacy will be enforced.

PCT 104.02 Exhibit ability to perform electrocardiograph. To include but not limited to: understanding of the cardiovascular system, understanding of ethical and legal responsibilities as an EKG/ECG monitor tech, recognition of normal versus abnormal monitoring.

PCT 104.03 Exhibit ability to perform phlebotomy. To include but not limited to: appropriate interpersonal and communication skills, understanding of phlebotomy within the health care setting, anatomy in relation to phlebotomy, chemicals, equipment and supplies used, safety and quality assurance.

Infection Control / HIV / AIDS is reviewed and emphasized in each section of the entire PCT program.

PCT 105	Patient Care Technician	135 hours
	Students enrolled in this module must have completed all modules of PCT 101-104 in this program. Students will now focus on the knowledge of organizational and effective team member skills. Skills management to function in a multi-tasking environment to deal with conflict, demonstrate communication skills specific to team support, effective time management, give and receive end-of-shift reports to team members. Externship in approved setting.	
PCT 105.01	Exhibit understanding of skills in relation to team members and organization. To include but not limited to: time management, potential situations, team member characteristics, chain of command, relationships, self-evaluation.	
PCT 105.02	Exhibit understanding of skills in relation to team members and organization with a clinical setting. To include but not limited to: employability skills, communication skills, time management.	
PCT 106	Externship	200 hours
	Hours to get practical experience with real patients in a healthcare setting.	

DIPLOMA/CERTIFICATES AWARDED

120-Hour Completion CNA, BLS/CPR, First Aid, HIV/AIDS, Infection Control, Resident's Rights, HIPAA, Alzheimer's/Dementia, Medical Records Documentation, Medical Error Prevention, Bloodborne Pathogens, Restraint & Seclusion, Domestic Violence, 75-Hour Home Health Aide, Food Safety, Medication Administration; and Certificates of Completion for Phlebotomy, EKG, and PCT.

SKIN CARE SPECIALIST – 300 Clock Hours

PROGRAM OBJECTIVE:

To successfully educate the student to master the necessary skills and procedures required by the State Board to gain employment as a licensed Skin Care Specialist. Graduates are qualified to be employed in Beauty Salons or Spas.

SKIN CARE SPECIALIST COURSE DESCRIPTION:

The program is designed to provide the student with the necessary knowledge and practical skills to qualify him/her as a licensed skin care specialist. The knowledge is acquired through lectures and practical hands-on training, supervised by licensed instructors.

SKIN CARE SPECIALIST PROGRAM TUITION:

Registration fee (<i>non-refundable</i>)	\$ 75
Books & Materials (<i>non-refundable</i>)	525
Tuition (<i>including test fee</i>)	<u>3,000</u>
Total Tuition	\$3,600

Course Numbering Breakdown:

SCS = Skin Care Specialist

Course Numbers = an internal number utilized for an easy point of reference for that page. The number 100 was simply chosen as a beginning and the numbers proceeded.

- SCS 100 Describe the importance of professional ethics and legal responsibilities. To include but not limited to: 15 hours
- Demonstrate working knowledge of Florida Law, Chapter 477.
 - Demonstrate an understanding of the modes of transmission infection control, clinical management and prevention of HIV and AIDS.
 - Demonstrate knowledge of the “Florida Right-To-Know” Law, Chapter 442.
 - Evaluate and justify decisions based on ethical reasoning.
 - Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies.
 - Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace.
 - Interpret and explain written organizational policies and procedures.

- SCS 101 Identify career opportunities.
To include but not limited to: 8 hours
- Identify career opportunities in the grooming and salon services field.
- SCS 102 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
To include but not limited to: 40 hours
- Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments.
 - Explain emergency procedures to follow in response to workplace accidents.
 - Create a disaster and/or emergency response plan.
- SCS 103 Employ safe, sanitary and efficient work practices.
To include but not limited to: 40 hours
- Using universal precautions, identify decontamination procedures to ensure the safety of the client and student in the classroom and laboratory.
 - Students will complete a Florida-approved online HIV-AIDS course to gain a basic understanding of Infection Control in relation to the HIV virus that causes AIDS, how the virus is transmitted and prevention methods.
 - Set-up and operate equipment and utilize materials by mixing chemicals (EPA approved and hospital strength levels) in appropriate proportions according to manufacturer's instructions.
 - Clean and maintain implements by using appropriately mixed chemicals and following the procedures for decontamination of tools per Chapter 61G5.002 (2), F.A.C.
 - Apply teamwork procedures and social skills in following the rules for professional ethics and demonstrate a cultural awareness of hygiene and socialized differences by using active listening skills.
 - Describe, observe, identify and analyze the functions, structures, and diseases and disorders of hair, skin and nails. Demonstrate and communicate to the client the proper care of hair, skin, and nails through cleanliness, nutrition, and healthful living.
- SCS 104 Demonstrate language arts knowledge and skills.
To include but not limited to: 6 hours
- Locate, comprehend and evaluate key elements of oral and written information.
 - Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary.
 - Present information formally and informally for specific purposes and audiences.

- SCS 105 Demonstrate mathematics knowledge and skills.
To include but not limited to: 6 hours
- Identify math skills as it applies to grooming and salon services.
 - Demonstrate knowledge of arithmetic operations.
 - Analyze and apply data and measurements to solve problems and interpret documents.
 - Construct charts/tables/graphs using functions and data.
- SCS 106 Demonstrate science knowledge and skills.
To include but not limited to: 25 hours
- Discuss the role of creativity in constructing scientific questions, methods and explanations.
 - Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings.
 - Identify science as it applies to decontamination and infection control.
 - Identify chemistry as it applies to products used in the salon.
 - Identify science as it applies to anatomy and physiology.
 - Identify science as it applies to electricity and light therapy to perform appropriate treatment.
- SCS 107 Explain the importance of employability skill and entrepreneurship skills.
To include but not limited to: 10 hours
- Identify and demonstrate positive work behaviors needed to be employable.
 - Develop personal career plan that includes goals, objectives, and strategies.
 - Examine licensing, certification, and industry credentialing requirements.
 - Maintain a career portfolio to document knowledge, skills, and experience.
 - Evaluate and compare employment opportunities that match career goals.
 - Identify and exhibit traits for retaining employment.
 - Identify opportunities and research requirements for career advancement.
 - Research the benefits of ongoing professional development.
 - Examine and describe entrepreneurship opportunities as a career planning option.
 - Project a professional image.
 - Work individually and cooperatively as a member of a homogenous or culturally diverse team.
 - Utilize communication skills applicable to the industry.
 - Balance personal and professional life.
 - Use and conserve resources and energy.
 - Define entrepreneurship-management skills.
 - Describe the importance of entrepreneurship to the American economy.
 - List the advantages and disadvantages of business ownership.
 - Identify the risks involved in ownership of a business.
 - Identify the necessary personal characteristics of a successful entrepreneur.
 - Identify the business skills needed to operate a small business efficiently and effectively.

- SCS 108 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives. To include but not limited to: 10 hours
- Employ leadership skills to accomplish organizational goals and objectives.
 - Establish and maintain effective working relationships with others in order to accomplish objectives and tasks.
 - Conduct and participate in meetings to accomplish work tasks.
 - Employ mentoring skills to inspire and teach others.
- SCS 109 Demonstrate personal money management concepts, procedures, and strategies. To include but not limited to: 6 hours
- Identify and describe the services and legal responsibilities of financial institutions.
 - Describe the effect of money management on personal and career goals.
 - Develop a personal budget and financial goals.
 - Complete financial instruments for making deposits and withdrawals.
 - Maintain financial records.
 - Read and reconcile financial statements.
 - Research, compare and contrast investment opportunities.
- SCS 110 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. To include but not limited to: 8 hours
- Describe the nature and types of business organizations.
 - Explain the effect of key organizational systems on performance and quality.
 - List and describe quality control systems and/or practices common to the workplace.
 - Explain the impact of the global economy on business organizations.
- SCS 111 Use information technology tools. To include but not limited to: 6 hours
- Use Personal Information Management (PIM) applications to increase workplace efficiency.
 - Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications.
 - Employ computer operations applications to access, create, manage, integrate, and store information.
 - Employ collaborative/groupware applications to facilitate group work.
- SCS 112 Solve problems using critical thinking skills, creativity and innovation. To include but not limited to: 10 hours
- Employ critical thinking skills independently and in teams to solve problems and make decisions.
 - Employ critical thinking and interpersonal skills to resolve conflicts.
 - Identify and document workplace performance goals and monitor progress toward those goals.
 - Conduct technical research to gather information necessary for decision-making.

- SCS 113 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
To include but not limited to: 10 hours
- Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace.
 - Locate, organize and reference written information from various sources.
 - Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences.
 - Interpret verbal and nonverbal cues/behaviors that enhance communication.
 - Apply active listening skills to obtain and clarify information.
 - Develop and interpret tables and charts to support written and oral communications.
 - Exhibit public relations skills that aid in achieving customer satisfaction.
- SCS 114 Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects skin that can be described, measured and predicted. Demonstrate proper procedure and application of chemicals.
To include but not limited to: 60 hours and 40 lab hours
- Choose the proper supplies, products, and equipment based on skin analysis and client consultation.
 - Demonstrate knowledge of action and reaction of chemical products used for the cleansing of the face and neck.
 - Demonstrate knowledge of available treatments including manual extractions and chemical products associated with each treatment and use problem solving skills in selecting the appropriate chemicals and equipment to meet the needs of the client.
 - Demonstrate ability and knowledge to properly do a cleansing of the face and neck using product knowledge of reactions to chemicals on the different textures of skin.
 - Demonstrate working knowledge of chemicals used for lash and eyebrow tinting and the adverse reactions that may occur.
 - Demonstrate proper procedure for applying artificial eyelashes with a working knowledge of the chemicals and adverse reactions that may occur.
 - Shape eyebrows by tweezing, waxing, threading, and sugaring, incorporating bone structure, appropriate angles and procedures for hair removal to meet the client's needs.
 - Identify bone structure, face shapes, and fashion trends to fulfill client's needs and desires. Communicate the needs of the client by making appropriate adjustment in language use in work situations demonstrating sensitivity to gender and cultural bias. Use active listening to communicate with the client an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
 - Choose the proper supplies, products, and equipment based on skin analysis and client consultation.
 - Assemble supplies and equipment.

- Perform a color analysis and facial balance.
- Apply basic and/or corrective make-up.
- Apply basic, corrective, evening and/or glamour make-up based on client's needs and desires, using proper safety procedures and appropriate application procedures and products and utilizing knowledge of color theory and chemical reactions to the skin before application.

DIPLOMA / CERTIFICATES AWARDED

Skin Care Specialist Certificate.

NAIL TECHNICIAN – 240 Clock Hours

PROGRAM OBJECTIVE:

To enable students to gain a marketable set of skills which will enable them to pass the state's licensing examination and gain entry-level employment in the beauty industry.

NAIL TECHNICIAN COURSE DESCRIPTION:

Nail Specialist training involves the use of tools and chemicals, which may be dangerous when applied improperly. The quality of acceptable performance for a student to be deemed competent must be the same quality as the work expected from a new employee in a beauty or nail salon. The curriculum is laid out so as to assure minimal competency in all services that a nail specialist will be required to perform. The mastery of competencies will aid in protecting the public from the malpractice of nail services. The basic subject matter content is arranged in an effective learning sequence. The performance of services is observable and measurable. Mastery of each course will be demonstrated by a predetermined number of skills related to each area. Students will be taught by a licensed Cosmetologist Instructor through practical demonstrations and theory lectures, group discussions and student practice. Testing will be used to determine theory grades and practical evaluation will be used to determine practical grades. A student who completes this course and receives their certificate will be prepared to enter into the salon as a Nail Specialist or manicurist.

NAIL TECHNICIAN PROGRAM TUITION:

Registration fee (<i>non-refundable</i>)	\$ 100
Books & Materials (<i>non-refundable</i>)	250
Tuition (<i>including test fee</i>)	<u>2,175</u>
* Total Tuition	\$ 2,525 *

* *Does not include the state licensing fee.*

Course Numbering Breakdown:

Nail = Nail Technician

Course Numbers = an internal number utilized for an easy point of reference for that page. The number 100 was simply chosen as a beginning and the numbers proceeded.

Nail 101 **Florida Cosmetology Laws and Rules** – Students will gain a basic understanding of nail specialty law, rules and regulations with regard to consumer protection and the malpractice of nail technology, licensing and renewal.

5 Hours

- Nail 102 **HIV/AIDS** – Students will complete a Florida-approved online HIV-AIDS course to gain a basic understanding of Infection Control in relation to the HIV virus that causes AIDS, how the virus is transmitted and prevention methods.
- 4 Hours
- Nail 103 **Health/Sanitation/Sterilization/Bacteriology Infection Control** – Students will use the textbook and supplemental materials including product knowledge, tools, equipment & safety and study the theory of and practical application of salon sanitation and sterilization. Students will be able to explain the difference between sterilization and sanitation and the agents used for each. Students will gain knowledge to enable them to promote good health and consumer protection as well as to sanitize equipment in the salon to prevent the spread of disease.
- 4 Hours
- Nail 104 **Ethics** – Students will use the textbook and supplemental materials to gain an understanding of professional ethics towards clients, employers, and co-workers. They will study the theory and practical application of the principles of good character, proper conduct, and moral judgment as they are expressed through personality, human relation skills, and professional image.
- 2 Hours
- Nail 105 **Nail Theory, General Anatomy & Physiology & related subjects to include disorders & diseases of the nail** – Students will use the textbook and supplemental materials including product knowledge, tools, equipment & safety, and study the theory and practical applications of understanding bacteria and other infectious agents, nail product chemistry, and recognizing nail disorders, and skin disorders.
- 85 Hours
- Nail 106 **Manicures** – Students will use the textbook and supplemental materials including product knowledge, tools, equipment & safety; the supplies, equipment, implements, sanitation, table set up, and the procedures for doing the basic manicure, pre and post services, manicure for men, a manicure using an electric file. Paraffin wax treatments performed before, during and after the manicure, and the hand and arm massage techniques included in a manicure as well as procedures for a spa manicure which includes exfoliation and a skin treatment. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 20 manicure services.
- 20 Hours
20 Services

Nail 107 **Pedicures** – Students will use the textbook and supplemental materials including product knowledge, tools, equipment & safety; the supplies, equipment, implements, sanitation for, table set up and the procedures for doing the basic pedicure, pre and post services, pedicures for men, pedicures using an electric file, paraffin wax treatments performed after a pedicure and the foot and leg massage techniques included in a pedicure as well as the procedures for a spa pedicure which includes exfoliation and a skin treatment. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 20 pedicures.

10 Hours
20 Services

Nail 108 **Tip with Overlay** – Students will use the textbook and supplemental materials to study the theory and practical application of nail tip application including product knowledge, tools, equipment & safety. This material will include product knowledge and supplies for, pre and post service procedures and alternative tip applications such as well cutting application, application with acrylic, maintenance and removal of tips, contouring nail surfaces and shaping of nail tips. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 25 tips with overlays.

37.5 Hours
25 Services

Nail 109 **Sculpting Using a Form** – Students will use the textbook and supplemental materials to study the theory and practical application of applying acrylic nails over forms. The material will include product knowledge and the supplies for, pre and post service procedures, applying back fill, use of an electric file to do back fills, acrylic nail maintenance and removal, and crack repairs. Students will study odorless, light-cured, colored acrylics and dipping methods. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 25 nail sculpting with forms.

37.5 Hours
25 Services

Nail 110 **Nail Wraps and/or Mending** – Students will use the textbook and supplemental materials to study the theory and practical application of liquid, paper, and fabric nail wraps. The study material will include product knowledge, tools equipment, use and safety, supplies for, pre and post service procedures, the nail wrap application, wrap maintenance, repairs with wraps, and wrap removals. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 20 nail wraps and mending.

15 Hours
20 Services

- Nail 111 **Nail Fill-Ins** – Students will use the textbook and supplemental materials to study the theory of and practical application of acrylic fill-ins and back-fills including products, tools, equipment use and safety. They will learn acrylic backfills using an electric file, without using an electric file, and crack repair for acrylic nails. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 20 nail fill-ins.
- 10 Hours
20 Services
- Nail 112 **Artificial Nail Removal** – Students will use the textbook and supplemental materials to study the theory and practical application of removing artificial nails. The study material will include safety and pre and post service procedures including product knowledge, tools, equipment use and safety. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 10 artificial nail removals.
- 5 Hours
5 Services
- Nail 113 **Polishing and Nail Art** – Students will use the textbook and supplemental materials to learn the theory and practical application of polishing nails and nail art including products, tools, equipment use and safety. They will learn five types of polish application; full coverage, free edge, hairline tip, slim line or free walls, half-moon and lunula, as well as French and American manicure polishing techniques and nail polish for men. Students will learn the nail art of gems, foiling striping and gold leafing. Students will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 40 nail polishes and nail art.
- 5 Hours
40 Services
- Nail 114 **Salesmanship** – Students will use the textbook and supplemental materials to learn the theory of and practical application of salesmanship. They will practice on each other and school patrons under the supervision of a licensed instructor and complete a minimum requirement of 20 sales. Students will study communication & human relations, compensation packages & payroll deductions, as well as fundamentals of business management.
- 20 Services
- Nail 115 **Career & Employment Information** – Students will use the textbook and supplemental materials covering professional ethics, effective communication, human relations, compensation packages & payroll deductions, licensing requirements & regulations, and fundamentals of business management. Students will visit five salons to gather information from future employers which will reinforce and confirm reasons for and the benefits of practicing and perfecting their skills.
- 5 Services

Total Hours:

Theory	120
Lab	115
Externship Hours	<u>5</u>
Total Hours	240 hours

DIPLOMA/CERTIFICATES AWARDED

Nail Technician Certificate.

INDEX

<u>Topic</u>	<u>Page Number</u>
Admission Requirements	6
Class Starting & Ending Dates for Enrollment	5
Description of Facilities & Equipment.....	4
Designation of Restrooms and Changing Facilities	13
Educational Philosophy and Objectives	3
Faculty and Staff	4
Financial Aid	12
Grading / Standards of Satisfactory Academic Progress.....	7
Graduation Requirements.....	6
History	3
Holidays.....	5
Hours of Operation.....	6
Legal Ownership / Governing Body	3
Licensure Information	13
Nail Technician Program Description & Tuition	31-35
Nursing Assistant (NA) Program Description & Tuition.....	14-19
Patient Care Technician (PCT) Program Description & Tuition	20-24
Payment Schedule	12
Policy Statement.....	3
Program Objectives / Purpose	3
Policy for Denial of Admission.....	6
Policy Regarding Ads.....	8
Policy Regarding Appeals and Complaints.....	11
Policy Regarding Cancellation of Programs	12
Policy Regarding Recruitment	8
Previous Education / Training.....	7
Program Curricula	14-35
Rules and Regulations	9-10
Skin Care Specialist Program Description & Tuition	25-30
Student Services	8
Student Withdrawal/Cancellation & Refund Policy	12
Table of Contents	2
Tuition and Expenses	14, 20, 25, 31