



Universal Vocational Institute

SCHOOL CATALOG

**Volume IX
2016**

Revised and Effective February, 2017

**Universal Vocational Institute,
School of Med Technology**

(License No. 4025)
5339 West 20th Ave.
Hialeah, Florida 33012
Phone: (305) 642-1040

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Chief Executive Officer's Message

Career training is a road that leads to challenges and roles that force us to take personal leaps and bounds we may never have encountered otherwise. We are honored that you have considered Universal Vocational Institute as a vehicle in your journey. It is our desire to help you reach your goals for a new future that can be filled with professional satisfaction and numerous rewards. We do hope that your career choices continuously lead you to pursue education so you can continue to grow professionally. That is the reason why, with great pleasure, we welcome you to our school -let it become your school-. Universal Vocational Institute is ready to serve you and the community, making dreams a reality and helping people just like you take your place on the road of life.

Thank You.

Carmen Gallardo, Esq.

Legal Ownership

School of Med Technology Inc. d/b/a Universal Vocational Institute is a corporation formed under the laws of the State of Florida. President Ivan Coro is the sole owner.

Governing Body

The name and corporate address of the governing body of Universal Vocational Institute is:

*Universal Vocational Institute
5339 W 20th Ave.
Hialeah, Florida 33012*

History

The School of Med Technology, Inc. was founded in September 2008 in Miami, Florida during a time when many Latin people were immigrating to the United States, primarily from Cuba, Venezuela, and Colombia. The need for a private vocational school to develop programs was in high demand.

Universal Vocational Institute (UVI) is a corporation formed under the laws of the State of Florida with Ivan Coro as Owner/President, and Carmen Gallardo, Esq. as the Chief Executive Officer (CEO). Ivan Coro analyzed the need for an accredited vocational institution that would employ professional instructors and provide a quality education to the newly arrived Spanish-speaking students. The School of Med Technology was opened and approved by the Commission for Independent Education (CIE) on February 15, 2010. The programs of the institution were created by focusing on a qualified and practical vocational education to guide the vision and mission statements established by the Board of the Directors.

On February 21, 2011, the School of Med Technology was renamed Universal Vocational Institute (UVI), using a DBA. The school was officially moved to the City of Hialeah, 5339 West 20th Ave., Hialeah, Florida, 33012 on July 27, 2012. The address change was filed on April 13, 2013, with the Florida Department of State Division of Corporations.

Licensure/Accreditation

Universal Vocational Institute is accredited by Accrediting Council for Independent Colleges and Schools (ACICS) 750 First Street NE, Suite 980 Washington, DC 20002. Effective December 12, 2016, ACICS is no longer recognized by the Department of Education as a national accreditation agency. The Commission of Independent Education (CIE) has allowed a period of 18 months to obtain new accreditation with another agency that is recognized by the Department of Education. Universal Vocational Institute has begun a new accreditation process with Accrediting Commission of Career Schools and Colleges (ACCSC), which is recognized by the U.S. Department of Education (DOE) and the Council for Higher Education Accreditation (CHEA) and is based in Arlington, Virginia.

Universal Vocational Institute is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

*325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-free telephone number (888) 224-6684*

Professional Certifications

The National Healthcareer Association (NHA) is an organization committed to elevating the quality of patient care through certification. NHA's mission is to improve healthcare through education and certification, leading to access to better care, better careers and better efficiency for providers and their patients. NHA is an independent organization that administers examinations and awards credentials in the areas of Medical Assistant, Phlebotomy, EKG technician and Billing & Coding Specialist. Credentials awarded are nationally accepted as an attestation to your skills and knowledge but are not mandatory to practice your chosen profession.

Universal Vocational Institute is an on-site Testing Facility. Students upon completion of their school programs, candidates are eligible to take the National Healthcareer Association (NHA) exams.

Educational Philosophy

Universal Vocational Institute aims to provide hands-on training to its students, and to provide a quality education in the health science and beauty fields, developing skilled professionals to work in high demand careers.

Purpose:

Universal Vocational Institute's purpose is to provide a high quality education to post-secondary students. The institution has a commitment to its students to ensure that they will be well-trained professionals. UVI is focused on preparing the students to enter the job market, training them in professional advancement, intellectual inquiry, and community engagement. The students receive knowledge to become qualified professionals and to confront the diverse challenges in the health and beauty industries.

Mission and Objectives

Universal Vocational Institute's (UVI) mission is to train students to become entry-level professionals in careers that are in high demand. Universal Vocational Institute aims to improve employability and inspire life-long career growth, thereby improving the quality of life of individuals in the community.

- Offer graduates viable career options by providing quality educational programs based on employer-driven requirements;
- Maintain a qualified, caring faculty and staff dedicated to the personal and professional development of each student;
- Prepare and encourage students to pursue learning throughout their lives and incorporate in the job market.
- Assure the professional success of the students.
- Train students for professional advancement, intellectual inquiry, and community engagement.
- Teach knowledge to become qualified professionals to confront the diverse challenges in the health and beauty industries.

Vision Statement

Universal Vocational Institute's vision is to equip current and future students with skills in the competitive healthcare and beauty industries through impact of research, educational programs and professional partnerships.

Description of School Facilities

Universal Vocational Institute is located in the City of Hialeah, situated on 5339 west of 20th Ave. Easily accessible from Palmetto Expressway; the campus is also on major bus routes. Ample parking is available for students, faculty, staff and guests.

The facility approximately 3,200 square feet of that includes a reception area, three classrooms, two skills laboratory area, a computer lab, administrative offices which includes Admissions, Education and Director office. The entire campus is WIFI accessible. Also the facility has two bathrooms in compliance with the Americans with Disability Act (ADA), three storages rooms and a break area with refrigerator and microwave oven. The Library is equipped with 2 computers with internet access, books and magazines that are industry related.

Listing of Administrators

Carmen Gallardo, Esq.
Chief Executive Officer (CEO)

Sandra Martinez, B.S
Director of Education

Maria Elena Miranda
Director of Admissions

Meyvis Labrador
Director of Finances

Lead Instructors

Leopoldo A Hernandez
Lead Instructor (Medical Assistant)

Sandra Vazquez
Lead Instructor (Medical Coding and Billing)

Luis Garcia
Lead Instructor (Electrolysis)

Eusebio Jimenez
Lead Instructor (Phlebotomy and EKG)

Faculty Listing

(Amendments on Faculty and Staff will be added as an Addendum to the school catalog as hired).

Leopoldo A Hernandez
Medical Doctor
Graduated from Havana University, Havana.
Registered Medical Assistant-Massachussetts
Medical Assistant Instructor

Eusebio Jimenez
Medical Doctor
Graduated from Villa Clara University, Villa Clara.
Registrered Phlebotomy Technician, Florida
Registered Electrocardiography Technician-EKG, Florida
Phlebotomy and EKG Instructor

Sandra Vazquez
Medical Office Administrator
Graduated from Florida Career College
National Certified Insurance & Coding Specialist-NCCT, Florida
Medical Coding & Billing Instructor

Luis Garcia
Licensed Electrologist
Hollywood Institute of Beauty Careers.
Laser Hair Removal: Medical Aesthetics Institute Dr. Carlos J. Finlay.
Miami, Florida
Electrolysis Instructor

Class Sizes

At Universal Vocational Institute the student/teacher ratio for lecture classes is typically 14:1 and for lab classes 7:1. Due to nature of the patient care environment in clinical/lab courses, students typically interact with their clinical instructor in small teams.

Class Schedule

Universal Vocational Institute has open registration for all programs.

Important Note: Class schedules are subject to change without notice. Accommodations will be made for students affected by any changes. Inclement weather may be cause for school closure. School closure for inclement weather situations will follow public school closures for Miami-Dade County.

Hours of Operations

Office Hours:

Monday through Friday 9:00 am – 5:30 pm

School Hours:

Monday through Friday 9:00 am – 11:00 pm

Saturday 9:00 am – 2:00 pm

Library Hours:

Monday through Friday 9:00 am – 3:00 pm

(LIRN open 24 hours, seven days every week)

Holidays

Martin Luther King Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day & Day After

Christmas Day through New Year's Day

Admission Requirements

The Institution encourages the applications of qualified students regardless of race, sex, color, religion or national origin.

1. Applicants must provide proof of high school completion or a General Equivalency Diploma (GED). High school diplomas in languages other than English must be translated to English and may require an evaluation to determine its equivalency to an United States issued high school diploma.
2. Applicants must be 18 years of age to attend. Parents or Guardian signature is required for applicants under 18 years of age.
3. If a student would like to request transfer credit for courses taken at other institution the student must provide or request an official transcript and provide catalog description from the transferring institution. All requests for transfer credit must be submitted prior to the student beginning the program. Failure to provide documentation may result in denial of this request.

Admission Process

To ensure that our admissions standards are implemented for all students we have a process:

1. Prospective students interested in our institute, make an appointment to visit the school.
2. Applicants are required to have a personal interview with the Admissions Representative to determine whether the applicant is a qualified candidate for enrollment into the program.
3. Once the applicant has been interviewed, they may apply for admission to the school
4. Applicants have access to the School Catalog in our website for review prior to enrollment.
5. For an applicant to be considered for admission, all supporting documents and paperwork must be submitted.
6. Applicants will receive via E-mail the school catalog in an electronic format upon completion of the enrollment process, which constitutes a binding contract between the student and the school upon acceptance by the institute. Applicants are expected to be familiar with the information presented in the Enrollment Agreement and the Catalog.
7. To ensure that the admission standards have been met we have implemented a check list for each file.
8. After paper work is completed, the Admissions Representative reviews the applicant file to assure that the applicant can be considered for admission.
9. Admission Application files are then reviewed by the Executive Director to determine the student's acceptance or denial to the school's program. Universal Vocational Institute will keep records of prospective students denied admission for at least one year.

The following documents are required to complete the admission process:

1. Proof of identity (valid driver license).
2. Application for Admission.
3. Submit proof of high school completion or GED.
4. Public Release Form and Emergency Contact.
5. Enrollment Agreement.

Applicants will receive a school catalog upon completion of enrollment process, which constitutes a binding contract between the student and the school upon acceptance by the institution.

Universal Vocational Institute will keep records of prospective students denied admission for at least one year.

Tuition and Fees

Students may pay by cash, check, or credit card for educational costs. Tuition is due based on the terms and the payment plan agreed in the student enrollment agreement. At the time of enrollment the following fees are require; registration fee (*not refundable*), book and uniforms according to the fees schedule by programs

Enrollment Periods

Universal Vocational Institute has an open enrollment policy. Students are allowed to enroll in the program within the course cycle if scheduling permits.

Attendance

Regular attendance and punctuality will help students to develop good habits necessary for successful career. The technical nature of our programs and the employability goals of the programs require that students attend classes on a regular basis. Attendance and promptness reflect an individual's level of professionalism and work ethic. The following are the school's attendance policies:

1. Students are expected to attend all scheduled class meetings and to arrive on time.
2. Students are expected to inform faculty in advance of any pending dates where a student may be absent.
3. Attendance is recorded on a daily basis and students will only receive credit for the time attended each day for each course.
4. It is the student's responsibility to make up missed class work.
5. Students must attend 80 % of the course hours to be eligible and permitted to make up remaining (missed) hours.
6. Students who are absent 20% of the course hours will not be permitted to make up the missed hours and must repeat the course in its entirety.
7. Students arriving to class late or leaving early will need to make up missed class work.
8. Students who demonstrate poor attendance performance and unexcused absents shall be followed by a verbal warning to the student from the Director of Education. Disregard of verbal warnings and continuation of unsatisfactory attendance progress may result in dismissal from the program.
9. Students with excessive absences will be subject to disciplinary action, including termination from the program. With ten (10) unexcused consecutive absents the students will be dismissed from the program.
10. Students attending their externship assignments are expected to complete their hours and adhere to the schedule set forth by the school and affiliated externship site. In the event of an unforeseen absence initiated by the student, students will be required to make up the absence. Excessive absences from externship assignments without prior notice may result in termination from school.

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the instructor.

- Participation in school-approved activity;
- Health condition;
- Family emergency, i.e., funeral;
- Religious purposes;
- Extended illness or health condition;
- Chronic health condition;
- Required county/state court appointments, i.e. jury duty;
- Absence due to illness (absences exceeding three days may require a physician's statement);
- Medical/Dental appointments (UVI encourages students to schedule these appointments outside of school hours);
- Driver's license test;
- Immigration appointments.

Unexcused Absences

- Work schedule;
- Family vacation/sporting events;
- Oversleeping/alarm failure;
- Leaving school during the regular school day without approval of a school official or other non-emergency situations;
- Personal grooming appointments (hair, nails, tanning, etc.)
- Employment/job interview;
- Shopping/errands;
- Driver's Education (classroom or behind the wheel)
- Needed at home/babysitting
- Car trouble
- Missing the bus/ride
- Needing sleep or rest

Each unexcused absence shall be followed by a verbal warning to the student from the Director of Education.

Make-Up Work

Students who have been absent from class for any reason or have been tardy are required to make up work missed from classes. The student is required to discuss make-up work opportunities with the instructor. All externship hours that are missed must be made up. Excessive absences from externship assignments without prior notice may result in termination from school.

Tardiness

Attendance and promptness reflect an individual's level of professionalism and work ethic. Since Universal Vocational Institute trains students for careers, and its policies should reflect the work environment. A student arriving 15 minutes late to class will be considered a tardy. The instructor will advise the student concerning tardiness, and how to make up the missed class work.

Leave of Absence

Universal Vocational Institute requires students to provide a written, signed, and dated request for a Leave of Absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, Universal Vocational Institute may grant the student's request for a leave of absence and make a note in the student's file. Universal Vocational Institute will collect the written request within 30 days. The student has an active status while in Leave of Absence (LOA), therefore he/she must keep up with his/her payments commitment.

A student may be granted a Leave of Absence (LOA) up to 180 days in any 12-month period.

The number of days in a leave of absence commences the day after the student's last day of attendance. "A 12-month period" begins on the first day of the student's initial leave of absence. Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence without any penalties. A student may take a subsequent LOA if the subsequent leave of absence does not exceed 30 days and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances. Approved reasons for a subsequent LOA are personal, medical, and military reasons. If a student does not resume attendance at the institution on or before the end of a leave of absence, the student will be treated as a withdrawal.

Dismissal

A student may be dismissed, at the discretion of the Chief Executive Officer (CEO) for the following reasons; insufficient progress, non-payment of costs, or failure to comply with rules and policies of the institution.

Transfer of Credit

Universal Vocational Institute reserves the right to accept or deny the transferring in of clock hours/credits received from another school. If a student would like to request transfer credit for courses taken at other institution;

- They must provide an official transcript and catalog description from the transferring institution.
- All requests for transfer credit must be submitted prior to the student beginning the program. Failure to provide documentation may result in denial of this request.
- Courses must be equal to or greater in credit hours to the subject(s) offered by our school.
- The courses must be similar in contact hours and similar in format to the subject(s) offered by the school in terms of type of instructional delivery (e.g. theory, lab, externship, clinical, etc.).
- General education and non-core curriculum subjects must not be older than (10) ten years.
- Core subject(s) may not be older than (5) five years to be considered for transfer credit.
- The granting of clock hours/credits for prior learning or exams cannot exceed fifty percent (50%) of any program.
- Transfer credits are based in credit hours completed not as credit hours attempted.
- Programs and tuition will be adjusted according to the number of hours/credits accepted by Universal Vocational Institute.

Any student, who began a program at Universal Vocational Institute and wishes to transfer to another program, will receive credit for courses passed and tuition will be adjusted accordingly. The acceptance of the transferability of clock hours is at the discretion of the receiving institution. Also, any outstanding balance must be paid in full before official transcripts, diplomas and academic records can be released.

Student Dress Code

The dress code is designed so that students convey a message of professionalism, discipline and pride. The Institution enforces a professional dress code for all students for reasons of safety as well as appearance. Students must wear their uniform when participating in school activities unless notified otherwise by their instructor or Director of Education. This includes schedule classes, make-up classes, labs and externship courses. No facial or visible body piercing allowed. Close toed, rubber sole shoes are required. Permitted foot attire is; sneakers, nursing shoes, crocks. Any form of sandal, flip-flop, boot, and, slip-on are not permitted.

Program Changes

Universal Vocational Institute reserves the right to amend, add or delete classes, programs, policies, equipment, tuition, fees, with prior notice of such changes. Reasonable accommodations will be made for students impacted by such changes.

Confidentiality

Universal Vocational Institute ensures that the students' personal and educational information is safe and confidential. Student files are maintained in a locked and fire-safe cabinet. Staff in violation of this policy will be reprimanded and dismissed from UVI.

Externship

The externship is the student's opportunity to develop their skills in the actual work environment. Externship training is a cooperative effort between the school, student and the extern site. All students on externship or enrolled in externship courses are supervised by approved facility staff. As a simulated work environment, the site expects the student to obey all rules and regulations regarding the site and assignment. This includes punctuality and reliability of attendance. Externship hours may vary per week depending on the actual sites assigned. Students must complete 100% of the required externship hours to complete the course. Externship hours in one week will not exceed 40 hours. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures.

Both day and evening division students should expect that the offering of an externship will be during the day office hours.

Externship Confidentiality: The student will not under any circumstances disclose any patient, hospital, or staff information while at the clinical site. If at any time a student has a concern regarding an incident at the clinical site, the student should inform at once the clinical coordinator. Failure to comply with this confidentiality policy will result in a dismissal from the program and possible legal proceedings.

Inclement Weather

All classes will be held as usual at Universal Vocational Institute, weather permitting. In the event the school is closed due to inclement weather, clinical activities will be cancelled as well. Students will be notified by the clinical instructor or designee.

If students do not hear from their clinical instructor and the school is not closed, the clinical session will meet as scheduled. If students have any questions concerning the weather schedule, they are to call the institution or the clinical coordinator before they leave home. If students are unable to attend clinical, they must follow the appropriate notification procedure.

Standards of Academic Progress

All students are expected to maintain satisfactory progress toward graduation. At the time a student begins his or her program of study, the student is considered to be making satisfactory academic progress (SAP). They are evaluated regularly to determine that the standards are met. Satisfactory academic progress is measured in terms of successful course completion (quantitative measures) in terms of a minimum Cumulative Grade Point Average (CGPA) (qualitative measures), and on the basis of the maximum time frame for the program.

GPA and Grade Average Standards

For all programs, students are required to maintain a cumulative grade point average of at least 2.0.

Successful course completion

At each evaluation period, students must have successfully achieving the required completion rate of 70% of all clock hours attempted and 67% of attendance at the cut-off period.

SAP for all programs is evaluated at the end of each cut-off period.

Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for a student to complete the program is the period of time during which a student attempts 1.5 times the number of clock hours required to complete the program.

Students must complete 100% of clock hours required for graduation. The requirements for rate of progress are to assure that the student is progressing at a rate that will allow them to meet the graduation requirements within the maximum time frame allowable.

If the institution determines that the student is unable to graduate from the program within the Maximum Time Frame, in such case, the student will be terminated from the program of study.

If the student transfers to a different program where the courses are substantially the same or if they count toward the coursework requirements of the new program, then the Maximum Time Frame of Completion will be considered met.

Chart below represents Maximum Time Frame for each program.

PROGRAM	WEEKS	SCHEDULED HOURS	MAXIMUM TIME ALLOWED IN WEEKS	MAXIMUM TIME ALLOWED IN HOURS
Phlebotomy Technician	Full Time, 8.32 Weeks 20clock hrs./week	165	12.4 weeks	247.5
Phlebotomy Technician	Part Time, 10.3 Weeks 16clock hrs./week	165	15.5 weeks	247.5
Electrocardiograph Aide	Full Time, 8.32 Weeks 20clock hrs./week	165	12.5 weeks	247.5
Electrocardiograph Aide	Part Time, 10.3 Weeks 16clock hrs./week	165	15.5 weeks	247.5
Medical Assistant	Full Time, 47weeks 20 clock hrs./week	936	70.2 weeks	1,404
Medical Assistant	Part Time, 59weeks 16 clock hrs./week	936	87.7 weeks	1,404
Medical Coding and Billing	Full Time, 50 Weeks 20 clock hrs./week	1000	75weeks	1,500
Medical Coding and Billing	Part Time, 66 Weeks 16 clock hrs./week	1000	99 weeks	1,500
Electrolysis	Full Time, 16week 20 clock hrs./week	320	24 weeks	480
Electrolysis	Part Time, 20 week 16 clock hrs./week	320	30 weeks	480

The maximum time allowed for transfer students who need less than the full course requirements, or part-time students will be determined based on 67% of the scheduled hours

Determination of Progress

Progress evaluation will be based on actual clock hour increments. Chart below represents SAP evaluation point for each program

Program of Study	Total Hours	Clock Hours at Evaluation
Phlebotomy	165	First Cut-Off: 82; Second Cut-Off: 165
Electrocardiograph Aide	165	First Cut-Off: 82; Second Cut-Off: 165
Medical Assistant	936	First Cut-Off: 300; Second Cut-Off: 600; Third Cut-Off: 936
Medical Coding & Billing	1000	First Cut-Off: 333; Second Cut-Off: 666; Third Cut-Off: 1000
Electrolysis	320	First Cut-Off: 160; Second Cut-Off: 320

The “Standards of Academic Progress” establish a formal process through which the administration and faculty of UVI can identify and provide assistance to students who experience academic difficulty.

When students are not meeting the Standards of Academic Progress, faculty will conduct a formal meeting with the student, design a plan of improvement for the student and discuss the possible consequences that may occur if progress is not achieved.

The standards are not intended to discourage or penalize students who are sincerely trying to make good use of the school’s instructional services. The standards reflect the commitment of UVI’s faculty and administration to provide the students with all the resources necessary so they can achieve their academic goals.

Students must maintain a grade point average (GPA) of 2.0 (C) or higher in order to be considered to be making satisfactory progress, otherwise they will be put on academic probation. For programs under 240 clock hours, students will be placed on academic probation until the student raises his/hers grade point average (GPA) to 2.0 or higher. Students with a grade point average (GPA) below 2.0 will not be sent to externship and will be dismissed. Students who are dismissed will be able to re-enter by the next class start. Please see re-entry policy.

The student must have a minimum 2.0 GPA to graduate. These measures are applicable at the end of each grading period. For programs under 240 clock hours, these measures are applied at the mid-point and again at the completion of the program.

Grading

A final grade will be determined by compiling a weighted average of grades awarded for each course and may include written tests/quizzes, class participation, professionalism, attendance, and final examinations. Instructors will issue grades at the end of each term. Students will receive a copy of their grade from their instructor.

Pass

Students will receive a “P” for completing the required hours for clinical and meeting all requirements set by program.

Not Pass

Student will receive an “NP” if clinical hours are not complete or student has not met the requirements set by program

Fail

Students will receive a grade of “F” when they receive a grade less than 70% (<70%).

A failing grade of “F” will be included in the CGPA until the course is repeated and a passing grade is achieved. When a passing grade is earned for a course, only the passing grade will be used to determine the CGPA (Cumulative Grade Point Average). However, both attempts are used in the calculation of the successful course completion percentage.

Grade Point Average (GPA)

Each letter grade has a point value as show on the table above.

Students are graded according to the following Grade Point Average (GPA) system

Letter	Grade Average Range	Description	GPA
A	90-100	Excellent	4.0
B	80-89	Very Good	3.0
C	70-79	Satisfactory	2.0
F	0-69	Failed	0.0
P	Pass	Pass	Not effected
NP	Not Pass	Not Pass	Not effected
I		Incomplete	Not effected
W		Withdraw	Not effected
TRA		Transfer	Not effected
R		Repeat Course	Not effected
COP		Change of Program	Not effected

Not Used in GPA computation:

I = Incomplete; W = Withdrawal; P = Pass; NP = Not Pass, TRA= Transfer of Credits/Clock Hours, F= Failed, R= Repeat Course, COP= Change of Program

Incomplete “I” Grade

Is not included in the calculation of the GPA but is counted in the successful course completion percentage as courses attempted but not successfully completed. The student and instructor will complete an Incomplete Grade Form, which stipulates the class work to be completed; this form must be signed by the Director of Education. An “Incomplete” must be made up in specific length of time assign by the instructor. This form and supporting documentation/s must be placed in the student’s file explaining the coursework the student must complete. This documentation will provide clarification of the “Incomplete” grade if the faculty member is not available and any question arises. If the assigned work is not completed by the time frame agreed, the grade will automatically become an “F”. If the student is unable to convert the “Incomplete” to a passing grade, the student must repeat for the course. This also will affect his or her Satisfactory Academic Progress. Upon resolution of the incomplete grade, the student’s academic progress will be re-evaluated.

Grades of “W”

Indicate that the student withdrew, was withdrawn from the course prior to its completion, or failed to uphold satisfactory course attendance and was administratively dropped. These grades are not included in the calculation of the CGPA but are counted in the successful course completion percentage as courses attempted but not successfully completed

Withdrawal Policy

Students who wish to withdraw must submit a written request to the Education Department seeking approval. Students, who withdraw from the school without approval, or after taking 5% of the course/s, will receive a failing grade “F” for each course dropped. Any student who withdraws from the school, either voluntarily or otherwise, and follows the school’s procedure for withdrawal, will receive a grade of “W” for that course. A “W” grade will count toward attempted credits, but it will not be included in the cumulative grade average. A withdrawal form must be signed by the Education Department, the Lead Instructor (of the relevant program), and the student in order to receive a “W” grade. If the student re-enrolls, the course with a “W” grade must be repeated.

Transfer Credits

Accepted transfer credits “TRA” are included as credits attempted and credits earned but are not included in calculation of GPA or CGPA and Satisfactory Academic Progress (SAP). See Transfer Credits from another Institution policy.

Repeat Course

A failing grade of “F” will be included in the CGPA until the course is repeated and a passing grade is achieved. When a passing grade is earned for a course, only the passing grade will be used to determine the CGPA (Cumulative Grade Point Average). However, both attempts are used in the calculation of the successful course completion percentage. In the first attempt, the student will receive on the transcript a “R”, but the cumulative GPA will be re-computed to count the last attempt only. Clock hours attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt.

Students may repeat a course to improve the overall cumulative grade point average; in that case the last grade earned will replace the previous one in the GPA calculation.

Students may repeat courses taken at UVI if they receive a “W”, “F”, or “NP” designation.

Change of Program

Students who wish to change program “COP” should meet with the Director of Education to determine the effect that such change would have on the student’s satisfactory academic progress. All clock hours attempted count toward the total program length of 1.5 times the number of courses required for the completion of the major program. Student that changes program while enrolled will have an assignment of a “COP” and is not factored in calculation of CGPA.

If a student changes the program, only those clock hours that are common to both programs will be accepted toward the new program.

Re-Enroll

Students who wish to re-enroll in another program must re-apply for admission at the institute. Upon acceptance, only 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.

Unit of Clock Hours

The Unit of Credit used at Universal Vocational Institute is a clock hour. A clock hour is defined as no less than 50 minutes of any one contact hour in which students participate in learning activities on campus or at an approved externship facility.

Academic Probation

Each student's progress is evaluated at the end of each term. Student will be placed on academic probation when the CGPA and/or clock hours completion does not meet the minimum requirements (CGPA of 2.0 and/or the completion rate of 70%).

Student will remain on academic probation for a period of one term and will be reviewed for meeting SAP at the end of that term. If after one term on probation the student's CGPA and/or credit completion is above the probation range, the student is removed from probation. Students who still do not meet SAP standards after one probationary term will be dismissed. Students who are dismissed for not meeting SAP during their probationary period may appeal their dismissal in writing to the Director of Education.

Appeal Procedure

Students who are dismissed due to not meeting the minimum standards of satisfactory academic progress or who are terminated from the school may appeal the decision in writing within 10 days of notification of such decision, which should also include documentation of any special circumstances. Reasons for which students may appeal include: death of a relative, an injury, illness of the student, or any other allowable special or mitigating circumstance.

This information should include what has changed about the student's situation that will allow him or her to achieve Satisfactory Academic Progress by the next cut-off period. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed.

Academic Dismissal/Withdrawal

"Academic Dismissal" represents a separation between the student and Universal Vocational Institute for three (3) months minimum. "Academic Dismissal" occurs after students fail to meet the minimum requirements during academic probation.

The student who withdraws voluntarily is referred to as a "Withdrawn" student. The last physical date of attendance is considered the withdrawal date of the student, whether the student is dismissed or withdraws. Any refunds due will be based on the last date of attendance.

Re-Entry Policy

A student who withdraws in good standing may be readmitted to the school provided that all required paperwork is completed, and the student is current with his or her financial obligation to the school. Students applying to re-enter must request re-admittance to the institution in writing. Such request must be in the form of a letter and must set forth valid reasons for granting the request. The student's written request and prior academic history will be evaluated to determine whether to grant the student request.

"Academic Dismissal" students are eligible to apply for re-entry after waiting a minimum of three (3) months period. This request will be on a petition basis. In order for readmission to be approved, the petition must present evidence of some change in the student's circumstances and/or a projection plan that changes his or her situation.

Restricted Course Load

A student who does not earn a "C" or a 2.0 cumulative GPA during probation is required to meet with the Director of Education to determine whether a reduced course load may be appropriate for the student. If the Director of Education determines that the student is a candidate for the process, then the student may register in the program for only half of the number of clock hours normally taken by a full-time student. If, during the course in which the student is on Restricted Course Load, the student still does not earn at least a "C" or better in all courses, or fails to earn a cumulative grade point average of 2.0, then the

following class start, the student must register only for those courses in which he or she did not receive a "C" or better. If, during that new class start, 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 institute for unsatisfactory academic performance.

Graduation Requirements

- Graduation Requirements
- A diploma will be presented to a student who has:
- Successfully completed all required courses in their program of study within the maximum required time frame
- Earned a minimum of a 2.0 GPA or a Grade Average of 75%
- Fulfilled all financial obligations to the institution
- Completed any required graduation application or graduation clearance processes

Standards of Conduct

Upon acceptance to school, each student agrees to demonstrate professional behavior and maintain a professional appearance, which will enable the school to recommend him or her to prospective employers as a professional, courteous, considerate, and well-mannered individual.

Generally, prohibited conduct for which a student is subject to disciplinary action is defined as follows:

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

Grievance Procedures

A student, staff, or faculty member with a grievance should make an effort to resolve the grievance with the individual against whom the grievance is lodged. If that does not resolve the matter, an appointment may be made with the Executive Director to hear the grievance. If the result of this level of discussion does not produce a fair resolution, the next step is to notify the Commission for Independent Education:

The Commission for Independent Education

Department of Education

325 West Gaines Street, Suite 1414

Tallahassee, Florida 32399

Telephone: 1-888-224-6684

Student Records

Student Records is the designated custodian of all official student academic records. Department of Education processes official student transcripts and final grades at the end of each term, and updates student records with address, name and approved grade changes. It provides both official and unofficial copies of student academic records to students or other individuals, institutions or agencies upon request from students. Academic transcripts are provided to the student at the end of the program. The Department of Education is responsible for processing applications for diplomas and transcripts.

The school will retain student records permanently in a fireproof file cabinet and will be available to students and individuals upon request. Student records will be provided to potential employers only after the student has made a written request.

Non Discrimination Policy

Universal Vocational Institute does not discriminate regarding race, sex, color, creed and/or religion.

Family Rights to Privacy Act

Universal Vocational Institute complies with the confidentiality and student accessibility provisions of the Family Right Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of students' records is strictly protected. Information on students is not available to anyone without:

- a) Written request/release from the student
- b) A court order, or
- c) Accreditation agency requirements.

Drug-Free Workplace

Universal Vocational Institute is a drug-free workplace for staff, faculty and students. Listed below are resources of drug prevention programs:

- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

Emergency Contacts

Universal Vocational Institute is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency health service.

At the time of enrollment, each student should provide the name of the individual to contact in an emergency. Students should carry emergency contact information at all times, as well as any medical insurance card(s).

Student Rights & Responsibilities

Universal Vocational Institute seeks to maintain an environment where students have the following rights:

- Students can freely exchange diverse ideas in an orderly manner inside and outside the classroom;
- Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others;

- Students can expect to participate fully in UVI's community without discrimination as defined by federal and state law;
- Students can function in their daily activities without unreasonable concerns for personal safety, and in an environment that is conducive to educational activity;
- Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges;
- Student information is confidential, free of unreasonable intrusions into information and/or matters relevant to identity and well-being;
- Students have access to established procedures for respectfully lodging a grievance to UVI;
- Students have access to the institution's resources, and supplemental educational holdings maintained on campus for the professional development of students and the learning process;
- Students study in a setting that is conducive to personal growth;
- Students have the right to expect responses from UVI's academic and administrative departments within a reasonable period following the initial contact by the students;
- Students can expect academic and administrative policies that support intellectual exploration, learning, and growth;
- Students are to attend each class in their complete UVI uniform;
- Students cannot use cell phones during class time, including externships;
- Students have to attend class daily, be punctual, and advise the instructors of any reason for tardiness.

Finances

Fee & Payment Schedule

The registration fee (\$50 not refundable) is due at the time of signing the application for admission. It is suggested the student purchase any necessary books and materials prior to attending the first class.

The student has the option of paying the tuition cost 1) in full prior to attending the first class; 2) or paying the balance of the tuition cost in installments as agreed upon during enrollment. In addition to the registration and fees a Student Payment Schedule will be given to the student by the Department of Finance and payments will be as stated in the Student Payment Schedule. In the event that a student's account is sent to collections, Universal Vocational Institute shall be entitled to use collection process, attorney fees, and cost on the account thereof will be the responsibility of the student.

Cancellation and Refund Policy

1. In the event that a student cancels his/her enrollment within three (3) business days, but prior to the first day of class, the student will receive a refund of all tuition and fees paid, except for the registration fee.
2. Students are asked to submit requests for cancellation in writing, via E-mail or in person.
3. If the school rejects a student application for enrollment, all monies paid will be refunded.
4. Refund after attendance has begun, but prior to 40% completion of the program, tuition refund will result on a pro-rata basis calculated as of the student's last date of attendance.
5. When a student terminates his/her program of study after completing more than 40% of the program, will result in a no refund.
6. Refunds due will be based on the last date of attendance. The last physical date of attendance is considered the withdrawal date of the student, whether the student is dismissed or withdraws.
7. All refunds due will be paid within thirty (30) days of the student's date of determination.

8. A student may be dismissed, at the discretion of the Chief Executive Officer (CEO) for the following reasons; insufficient progress, non-payment of costs, or failure to comply with rules and policies of the institution.
9. Any outstanding balance must be paid in full before official transcripts, diplomas and academic records can be released.

Bad Debt Procedures

UVI has created a Bad Debt procedure designed for uncollectible accounts, which applies to all accounts receivable. The Department of Finance has the primary responsibility for ensuring compliance with these procedures.

1. Once an account receivable has been created, it becomes subject to Universal Vocational Institute's Accounts Receivable Collection procedures.
2. The Department of Finance is responsible for maintaining all of the school's accounts receivable ledgers and managing the collection process for overdue accounts.
3. The Department of Finance will review outstanding receivables quarterly.

The Department of Finance will determine which accounts are considered uncollectible and write them off based on a six-month period. An account is determined to be uncollectible if it meets one or more of the following criteria:

1. UVI's collection procedures have been followed and the account remains unpaid.
2. The debtor cannot be located, nor any of the debtor's assets.
3. The debtor has no assets and there is no expectation the person will have any in the future.
4. The debt is disputed and the college has insufficient documentation to pursue collection efforts.
5. The debt is discharged in bankruptcy.
6. The debtor has died and there is no known estate or guarantor.

It is determined that it is not cost effective to continue collection efforts if an account is uncollectible. Only the Department of Finance has the authority to make this determination, and to write-off the associated charges. For accounting and financial reporting purposes, write-offs of uncollectible receivables are to be made against the appropriate allowance or revenue accounts.

Tuition, Fees, Programs & Curriculum

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of class is included in the price cost for the goods and services.

(Note: The total cost does not include licensing or any other regulating agency fees, books, and materials.)

Hazing and Sexual Harassment Policy

Universal Vocational Institute is committed to maintaining a work and learning environment free of illegal discrimination, hazing, and harassment and will not tolerate hazing and/or harassment from its employees against the students, or from any of its faculty and staff. Hazing or sexual harassment is a behavior not acceptable in any way, be it verbal, physical or visual. Such behavior is illegal and forbidden everywhere. It affects work, interferes with the learning process, and creates a hostile environment.

Sexual harassment minimizes employees' integrity and jeopardizes the teacher-student relationship. Every employee or student has the right to work and learn in an environment free of sexual approaches. Universal Vocational Institute will not tolerate discrimination based on sex, including sexual harassment against an employee, employee applicant, or student. Such discrimination violates state and federal laws and Universal Vocational Institute policy.

Sexual Harassment Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and any other

verbal, visual, and physical behavior of sexual nature when:

- The behavior, whether implicit or explicit, with a condition and/or expectation of obtaining an educational objective;
- The decision of submission or refusal is used as a basis for employment or education, affecting the student or employee;
- The harassment behavior affects and interferes with an employee's or student's work and/or educational development. It creates an intimidating, hostile and offensive work or study environment.

Enforceability of the Policy

The prohibition of sexual harassment applies to everyone: administrators, faculty, staff, and students for any fulltime, part-time status and temporary employees, clients, suppliers, and others who are conducting business with UVI. Universal Vocational Institute will not tolerate any kind of sexual harassment to or from anyone.

To Report Hazing and/or Sexual Harassment

If you believe that you have been a victim of hazing and/or sexual harassment, you must immediately report it to the Executive Director. If a faculty or staff member has committed sexual harassment, report it to the Executive Director immediately. If you believe that you have been a victim of hazing and/or sexual harassment and you make a verbal complaint and it proves ineffective, or you are incapable of making the complaint, submit a letter describing the acts to Universal Vocational Institute to the attention of the Executive Director. Complaints of sexual harassment will be taken seriously and quickly investigated.

Student Services

The Student Services is committed to enhancing the quality of Universal Vocational Institute's experience for every student. The institute endeavors to create a learning environment which is interactive, supportive and nurturing. We recognize that many of our students undergo personal challenges that require intervention from outside sources to intervene in order to bring closure to those challenges. The school has combined a vast range of resources for our students who require assistance in their personal and academic lives. Institute places a best effort on providing a variety of resources for student support. Include: counseling, academic assistance through tutoring services, career counseling, job referrals, computer lab services, library access, student email access, and student activities.\.

Counseling

Educational counseling is available to all students during the admissions process and throughout the program. Matters of a personal nature or issues the school is not able to address will be referred to community organizations or agencies that can better meet the students' needs.

Housing

UVI does not maintain housing for students. A list or booklets of reliable realtors and rental properties in close proximity of the school will be provided to the student that requests housing assistance at the time of enrollment.

Remedial Education

The remediation process is intended to help the student make up deficiencies in skills and/or knowledge. This process may be implemented any time a student's weakness is identified in class or at site experiences. Any student who fails to meet the program expectations and requirements is in jeopardy of not completing the allied health program. In the event of a referral by the instructor, an Action Plan for

remediation will be developed by a committee, consisting of the student's clinical or classroom instructor, program director, and administration. The committee will make the determination of whether the student may remain in the program.

1. Referral forms will be completed by the referring instructor and will be submitted to the lead instructor. The referring instructor will notify the student of the referral; the student may contact the lead instructor for further instruction or information.
2. The committee will meet and develop a personalized plan to address and remediate those areas identified as weaknesses exhibited by the student during at site and/or classroom activities.

A formal plan will be developed and the student will be required to attend the second meeting (held approximately within a week of the initial meeting) to read, review, and sign the plan to demonstrate that he or she understands the plan and agrees to follow it.

3. A referral may delay the student's progression through the program. Plans are individualized for each student and may include, but will not be limited to, the following examples:
 - a. Repeating coursework
 - b. Auditing classes in whole or in part
 - c. Repeating classroom and clinical courses where the weaknesses were identified in a subsequent course after the successful completion of the remediation plan.
4. Process for remediation is as follows:
 - a. Description of weakness
 - b. Goals for improvement
 - c. Data for completion of remediation activities
 - d. Appropriate committee, as assigned to the student, signed approval.

The student may be required to complete additional activities for remediation as recommended by the committee.

Failure to follow and successfully complete the prescribed remediation plan developed for the referred student will result in the student's inability to continue in the program at Universal Vocational Institute.

The following tools are utilized to identify student weaknesses:

- Examinations
- Course grades
- Clinical evaluations

Student Email System

Universal Vocational Institute utilizes an internal email system for instructors and staff to effectively communicate with students. Student email accounts will be set up upon completion of the admission process. It is strongly recommended that every student request his/her email account information and access the email system immediately to ensure that it is functioning properly.

Computer Lab

The computer lab is open during regular school hours and allows students to access the Internet and other computer programs to facilitate and enhance their educational experience.

Library

The library is available to all students during regular school library hours. The library has an open shelf arrangement that facilitates direct access to the collection and encourages browsing in the available fields of interest. The Director of Education offers students general reference assistance and provides specialized help with complex research questions.

Library hours: 9am-7pm, Monday to Friday.

Tutoring Services

Tutoring services are available by appointment with faculty or student tutors. If a student needs assistance in any course, he or she should notify the Lead Instructors and they will contact the Department of Education to schedule a session with a tutor. Regular class attendance is a prerequisite for tutoring.

Academic Advisement

A student must pass all quizzes and exams with a passing grade of 70% minimum. If a student fails the first quiz, the Instructor will meet with the student to develop a remediation plan to improve the student's grade. If the student fails the second quiz or exam, the Instructor will complete an Academic Advisement form. A plan of remediation will be included in the advisement.

Financial Advisement

The Department of Finance will inform students of all options regarding private funding or payment plans.

Career Services

The School cannot and does not promise or guarantee employment or salary upon graduation. The School will provide graduates in good standing with job search assistance in the form of some or all of the following; interviewing skills seminar, resume preparation, and job search technics seminar.

Securing employment requires a cooperative effort between the graduate and the School.

Attendance and participation at the above mentioned seminars and approaching job opportunities with a positive attitude are important factors in finding employment. Maintaining weekly contact with the School's placement department is critical in the job search as is an understanding that this search can take an undetermined period of time. Inquiries made to the school from potential employers will be posted on the bulletin board. In addition, there are job search and company websites, as well as the electronic job board available on UVI's web page at <http://uvinstitute.edu>. Following graduation, the administrative staff including the Executive Director, are available to assist students to become employed in their new profession. Graduates must understand and adopt "foot in the door" approach by being flexible with starting salaries, hours and location.

Scholarship

Universal Vocational Institute **Community Outreach Scholarship** is for prospective students with above average academic skills who have expressed a strong interest in becoming a professional in the healthcare industry. This scholarship supports individuals who are passionate about improving their knowledge, and their ability to advance positive social change in their communities.

The Community Outreach Scholarship will be awarded to well-rounded students who excel academically and are actively involved in their school and community. These students are passionate and service-oriented, and demonstrate a sustained commitment to bettering their community.

Scholarship Information

UVI will provide annual scholarships for those who qualify. The Community Outreach Scholarship is committed to providing support for the students who have dreams of becoming a healthcare professional. Applications are available in the admission office of Universal Vocational Institute.

The Scholarship Committee is made up of the following members:

- Administrative Member
- Director of Education
- Academic Member (faculty)
- Current Student
- Graduate Student
- Community Member

Applicant Qualifications

The qualifications necessary to apply for this scholarship are:

1. U.S. Citizen or Permanent Legal Resident age 18 or older,
2. A high school diploma or General Education Diploma (GED),
3. Provide a resume,
4. Provide 3 reference letters, with at least one from a former teacher or instructor,
5. Submit a 300-word essay explaining why the scholarship should be awarded to the applicant,
6. Participate in an interview with the Scholarship Committee,
7. Enroll in a schedule of study for a minimum of 20-clock hours per week for the duration of the applicant's chosen academic program,
8. Demonstrate a strong interest in graduating from Medical Assistant, Medical Coding & Billing or Electrolysis program.

Award Criteria

Scholarship recipients are selected based on the following factors:

- Demonstrate academic achievement.
- Demonstrate participation and leadership in community and school activities.
- Interest in pursuing a career in either the Medical Assistant, Medical Coding & Billing or Electrolysis programs,
- Special consideration will be given to the applicants with high interest, theoretical, and hands-on skills, as identified by the Scholarship Committee,
- Final selection of recipients is made by the Scholarship Committee,
- Recipients of the Community Outreach Scholarship shall not commit any act that indicates dishonesty or moral turpitude or that otherwise could materially injure the community. If such an act is committed by an applicant, the scholarship award shall immediately be revoked. All applicants agree to accept the decision as final.

Award Amounts and Application

The Scholarship application period is open yearly basis, and offers 10 scholarships for each calendar year for the Medical Assistant, Medical Coding & Billing or Electrolysis. Applicants who are selected will be responsible for all costs for registration, learning materials, such as textbooks, student kits, supplies, required equipment, and other allowable expenses. The scholarship will be applied to the student tuition and the scholarship amount is 18%.

Privacy Policy

All the information in the scholarship application is confidential and will not be shared with a third party. UVI recognizes the importance of data privacy, and is dedicated to protecting the students' privacy, handling any personal information with care and respect.

Recipient's Commitment

Any student approved for an award in the Community Outreach Scholarship must:

- Enroll at UVI for either of the three programs full-time;
- Maintain a GPA of 3.0 or higher for the duration of the program;
- Maintain attendance of 90% or higher for each Academy Progress period;
- Complete a minimum of 40 volunteer hours as determined by Universal Vocational Institute. The student shall agree to support community and institutional projects created to improve the community.

The Community Outreach Scholarship is proudly funded by the President of UVI, Ivan Coro.

Course Numbering

Because UVI is currently a clock hour school, all courses will be considered as first level courses. The prefixes contain letters found in the course title. The numbering system will be 100 and 00.

The course codes are based on program and related topic. Those are defined as follows:

HSC: Health Science Core

MAT: Mathematics or related Courses

CPR: Cardiopulmonary Resuscitation Course

ELY: Electrolysis Courses

MAS: Medical Assistant Courses

COM: Computer Courses

HAE: HIV/AIDS Education Courses

ECA: Electrolysis Clinical Application Courses

Phlebotomy Technician

165 CLOCK HOURS

Tuition: \$390.00 **Registration Fee:** \$50.00
Estimated Cost of: Books/Materials & Kit: \$180.00
Other costs (Uniform): \$40.00
Total Cost of Program: \$660.00

PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Phlebotomy Technicians in hospitals, outpatient centers, clinics, diagnostic labs, medical centers, and other medical facilities.

PROGRAM DESCRIPTION:

Students of the Phlebotomy Technician program must complete the Health Science Core Module in conjunction with the Phlebotomy Technician program. If the student has completed the Health Science Core Module in connection with a different career program with a passing grade, it is not necessary to re-take it. The Phlebotomy Technician program is designed to train students to perform duties, which include drawing blood, storing blood and blood components, venipuncture and basic processing. Students will learn the circulatory system and its functions and pathology of diseases, law and ethics, critical policies and procedures including universal precautions, infection control, OSHA and CLIA guidelines and how they apply to the Phlebotomy Technician's duties and responsibilities. Students will demonstrate knowledge and apply skills in using medical tools and equipment relevant to the function of a Phlebotomy Technician.

PROGRAM OUTLINE:

Course Code	Course title	Theory Hours	Lab hours	Externship Hours	Total Clock Hours
HAE 100	HIV/AIDS Education	4	0	0	4
CPR 100	CPR Cardiopulmonary Resuscitation	1	3	0	4
HSC 100	Health Science Core Fundamentals	82	0	0	82
PBY 100	Structure & Function of the Circulatory System & Related Medical Terminology	11	0	0	11
PBY 101	Law & Ethics and the role of Phlebotomy Technicians in the healthcare setting	4	0	0	4
PBY 102	Phlebotomy Skills Theory & Lab	10	20	0	30
PBY 103	Specimen Transfer, Accessioning & Processing	12	12	0	24
PBY 104	Quality Assurance & Safety Procedures	3	3	0	6
	Total	127	38	0	165

Upon completion of the program the student will receive a diploma.

DISCLOSURE: Students may begin working in their field of training as soon as diploma is received.

COURSE DESCRIPTION:

HAE 100 HIV/AIDS Education

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required to care for HIV/AIDS patients, the pathology of the disease, the expectations, and objectives of clinical management that is standard for HIV/AIDS patients.

CPR 100 CPR- Cardiopulmonary Resuscitation

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

HSC 100 Health Science Core Fundamentals

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, and understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

PBY 100 Structure & Function of the Circulatory System & Related Medical Terminology

11 Theory Hours/0 Lab Hours/0 Externship Hours/11 Clock Hours

Students in this course will demonstrate knowledge of the circulatory system and the use of related medical terminology. Students will study the blood, its components and function within the human body.

PBY 101 Law & Ethics and the role of Phlebotomy Technicians in the healthcare setting

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

Students will learn the laws that govern the duties and the work settings of Phlebotomy Technicians. Students will develop understanding of their specific ethical responsibilities critical to the role of the Phlebotomy Technician.

PBY 102 Phlebotomy Skills Theory & Lab

10 Theory Hours/20 Lab Hours/0 Externship Hours/30 Clock Hours

This course is designed to provide students with the knowledge and practice of procedures required for blood draws. These include sanitation techniques and sterilization procedures, venipuncture, identification of labeling, identifying orders and other essential information for the development of the phlebotomy skills base.

PBY 103 Specimen Transfer, Accessioning & Processing

12 Theory Hours/12 Lab Hours/0 Externship Hours/24 Clock Hours

This course concentrates on the specific procedures involved in transferring blood products and specimens, its proper storage, and the processing involved. The course also places emphasis on the importance of accessioning, the entry portal for the record of a specimen entering the laboratory system. Ultimately students will learn the importance of accuracy and following procedure to increase safety and reduce the risk of error.

PBY 104 Quality Assurance & Safety Procedures

3 Theory Hours/3 Lab Hours/0 Externship Hours/6 Clock Hours

In this course students will develop the skills base and thinking processes involved in ensuring quality and safety in client care, laboratory processes, and records accuracy.

Electrocardiograph Aide
165 CLOCK HOURS

Tuition: \$390.00 **Registration fee:** \$50.00
Estimated Cost of: Books/Materials & Kit: \$180.00
Other costs (Uniform): \$40.00
Total Cost of Program: \$660.00

PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Electrocardiograph Aides in hospitals, outpatient centers, clinics, diagnostic labs, medical centers, and other medical facilities.

PROGRAM DESCRIPTION:

Students of the Electrocardiograph Aide program must complete the Health Science Core Module in conjunction with the Electrocardiograph Aide program. If the student has completed the Health Science Core Module in connection with a different career program with a passing grade, it is not necessary to re-take it. The Electrocardiograph Aide program is designed to train students to perform the duties and functions of an Electrocardiograph Aide. Students will learn the cardiovascular system and its functions and pathology of diseases, law and ethics relative to the electrocardiograph aide and duty function in the medical chain of command. Students will demonstrate knowledge and apply skills in using medical instrumentation modalities relevant to the function of an electrocardiograph aide.

PROGRAM OUTLINE:

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Clock
HAE 100	HIV/AIDS Education	4	0	0	4	
CPR 100	CPR- Cardiopulmonary Resuscitation	1	3	0	4	
HSC 100	Health Science Core Fundamentals	82	0	0	82	
EKG 100	Structure and Function of the Cardiovascular System & Related Medical Terminology	11	0	0	11	
EKG 101	Laws and Ethical Standards of Electrocardiography	4	0	0	4	
EKG 102	EKG Instrumentation and Modalities	18	18	0	36	
EKG 103	Patient Preparation and Care Procedures	8	16	0	24	
	Totals	128	37	0	165	

Upon completion of the program the student will receive a diploma.

DISCLOSURE: Students may begin working in their field of training as soon as diploma is received.

COURSE DESCRIPTION:

HAE 100 HIV/AIDS Education

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required to care for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CPR 100 CPR- Cardio Pulmonary Resuscitation

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

HSC 100 Health Science Core Fundamentals

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases, and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, the general laws, and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, and understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

EKG 100 Structures and Function of the Cardiovascular System & Related Medical Terminology

11 Theory Hours/0 Lab Hours/0 Externship Hours/11 Clock Hours

This course is designed to provide theory on the cardiovascular system, its structure and function in the human body. Students will learn the composition of the heart, its blood flow, and layers of the heart, cardiac muscle, heart valves, cardiac cycles, heart rate, and the pathology of diseases. Students will demonstrate skills in related terminology.

EKG 101 Laws and Ethical Standards of Electrocardiography

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

In this course students will learn the laws that govern Electrocardiography, its instrumentation, context of clinical setting, and the ethical responsibilities of the Electrocardiography Aide.

EKG 102 EKG Instrumentation and Modalities

18 Theory Hours/18 Lab Hours/0 Externship Hours/36 Clock Hours

Students will develop skills and knowledge of procedures for the use and maintenance of Electrocardiography instruments, equipment and supplies. Students will practice the various modalities, and the procedures for client preparation.

EKG 103 Patient Preparation and Care Procedures

8 Theory Hours/16 Lab Hours/0 Externship Hours/24 Clock Hours

This course is designed to provide the knowledge and practice of patient preparation for electrocardiography. Students will learn communication techniques involved in instructing patients, the physical handling of patients, preparing the area for testing, the positioning of leads, the use of gels and other substances, and supplies utilized in the testing procedure.

Medical Assistant
936 CLOCK HOURS

Tuition: \$2200.00 **Registration fee:** \$50.00
Estimated Cost of: Books/Materials & Kit: \$210.00
Other costs (Uniform): \$40.00
Total Cost of Program: \$ 2500.00

PROGRAM OBJECTIVE:

Upon completion of the Medical Assistant program, graduates will possess the skills and hands on experience to become entry level Medical Assistants, working in all aspects of the medical office.

PROGRAM DESCRIPTION:

The Medical Assistant program is designed to train students in all of the relevant aspects of medical office management including reception, booking appointments, records management, informatics, insurance billing, preparing patients for physical examinations and minor surgeries, performing specialized medical tests including urinalysis and collecting biological specimens, phlebotomy, EKG, limited X Rays, processing and recording pharmacological data. Graduates of this program will be prepared to work at the entry level in medical offices, clinics, and various medical practices.

PROGRAM OUTLINE:

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HAE 100	HIV/AIDS Education	4	0	0	4
CPR 100	CPR Cardiopulmonary Resuscitation	1	3	0	4
HSC 100	Health Science Core Fundamentals	82	0	0	82
HSC 101	General Anatomy & Physiology	72	0	0	72
MAT 100	Basic Math	48	0	0	48
MAT 102	Pharmacology	54	0	0	54
COM 100	Computer Applications	20	52	0	72
MAS 101	Medical Office Procedures	24	48	0	72
MAS 102	Fundamentals of Medical Insurance	22	22	0	44
MAS 103	Records Management & Informatics	16	8	0	24
MAS 104	Limited X Ray	100	44	0	144
MAS 105	Patient Preparation	30	42	0	72
MAS 106	Specialized Medical Exams	30	42	0	72
HSC 104	Career Preparation	12	0	0	12
MAS 107	Medical Assistant Externship	0	0	160	160
	Total	515	261	160	936

Upon completion of the program the student will receive a diploma.

DISCLOSURE: Students may begin working in their field of training as soon as diploma is received.

COURSE DESCRIPTION:

HAE 100 HIV/AIDS Education

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required to care for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CPR 100 CPR- Cardiopulmonary Resuscitation

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

HSC 100 Health Science Core Fundamentals

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers as a Medical Assistant, Phlebotomist, and EKG Technician. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, and understand the developmental principles of the life cycle, medical terminology, and many other essential foundational areas.

HSC 101 General Anatomy & Physiology

72 Theory Hours/0 Lab Hours/0 Externship Hours/72 Clock Hours

Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology upon completion of these course students will have learned all of the body systems, pathology of diseases, and related medical terminology.

MAT 100 Basic Mathematics

48 Theory Hours/0 Lab Hours/0 Externship Hours/48 Clock Hours

Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, fractions, percentages, decimals, exponents, and other basic operations.

MAT 102 Pharmacology

54 Theory Hours/0 Lab Hours/0 Externship Hours/54 Clock Hours

Dosage and calculations are the base concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages.

COM 100 Computer Applications

20 Theory Hours/52 Lab Hours/0 Externship Hours/72 Clock Hours

This course provides the fundamental skills needed to operate a computer and popular software titles. Students will learn how to care and maintain computers, run diagnostic software, and use a word processor, spreadsheet software, presentations software, and database management. Students will also learn how to navigate the Internet and use e-mail programs.

MAS 101 Medical Office Procedures

24 Theory Hours/48 Lab Hours/0 Externship Hours/72 Clock Hours

Upon completion of this course students will demonstrate professional and appropriate phone technique, explain the role of the medical assistant in the medical office, demonstrate appropriate professional behavior for the medical office, explain the use and function of computers in the medical office, demonstrate appropriate written communication skills and mail processing, demonstrate how to schedule appointments, basic bookkeeping principles, demonstrate cordial, courteous and professional patient reception, and patient processing.

MAS 102 Fundamentals of Medical Insurance

22 Theory Hours/22 Lab Hours/0 Externship Hours/44 Clock Hours

In this course students will develop the basic skills necessary to initiate the claims development procedures of the medical office. Students will learn how to collect pertinent insurance information, integrate it into a patient's file, complete billing forms, perform procedural and diagnostic coding, and communicate with insurance companies.

MAS 103 Records Management & Informatics

10 Theory Hours/14 Lab Hours/0 Externship Hours/24 Clock Hours

This course is designed to provide students with training in common medical file systems. Students will learn how to initiate and maintain new files, patient charts, maintain clean forms, and organize information in chronological order. Emphasis will be placed on the computational, cognitive, and social aspects of informatics in the medical office.

MAS 104 Limited X-Ray

100 Theory Hours/44 Lab Hours/0 Externship Hours/144 Clock Hours

This course prepares students to prep and perform limited x-ray work on physical extremities and body regions. Students will learn about machine maintenance, principals of use, safety precautions, and x-ray procedures.

MAS 105 Patient Preparation

30 Theory Hours/42 Lab Hours/0 Externship Hours/72 Clock Hours

Students will study patient care concepts involved in preparing patients for a medical examination or specialized test. Students will learn appropriate draping procedures, procedures for preparation for minor surgery, interpersonal skills required for patient communication, and the importance of maintaining well stocked, clean, and well prepared examination areas.

HSC 104 Career Preparations

12 Theory Hours/0 Lab Hours/0 Externship Hours/12 Clock Hours

In this course students will prepare for their career in the aspect of professional development. Students will learn the importance of professional behavior, attitudes, workplace dynamics, communication and professional image. Students will prepare for the job hunt by preparing a professional resume, and learn job search skills that will help maximize their search results.

MAS 106 Specialized Medical Exams

30 Theory Hours/42 Lab Hours/0 Externship Hours/72 Clock Hours

In this course students will learn the basic concepts behind laboratory testing. Students will learn phlebotomy skills, theory and lab, use of vacuum, proper techniques involved in collecting biological specimens transfer, accessing and processing materials. The course content also will be quality assurance and safety procedures with an appropriate storage and processing. Students will also learn how to

perform urinalysis, hematology testing, immunology testing, and other labs performed in the medical office and laboratories. Students will learn to prepare and perform Electrocardiograms (EKG/ECG), perform respiratory testing, wrap and prepare items for autoclaving, and dispose of bio hazardous materials. Students will develop a well-rounded skill base in the clinical laboratory testing, such as patient preparation and care procedures and EKG instrumentation and modalities.

MAS 107 Medical Assistant Externship

0 Theory Hours/0 Lab Hours/160 Externship Hours/ 160 Clock Hours

Pre-requisite: All courses must be taken prior to engaging in externship

The externship component is the student's opportunity to develop their skills in the actual work environment. Students will be assigned to their clinical assignments where they will work performing the clinical and administrative skills learned in the Medical Assistant program. Externship hours may vary per week depending on the actual sites assigned. Students must complete a total of 160 clock hours of externship to complete the course. Externship hours in one week will not exceed 40 hours.

Medical Coding and Billing
1000 CLOCK HOURS

Tuition: \$2,845.00 **Registration fee:** \$50.00
Estimated Cost of: Books/Materials & Kit: \$160.00
Other costs (Uniform): \$40.00
Total Cost of Program: \$ 3,095.00

PROGRAM OBJECTIVE:

Upon completion of the Medical Coding and Billing program, graduates will possess the skills and hands on experience to become entry level Medical Coding and Billing, working in all aspects of the medical coding and billing.

PROGRAM DESCRIPTION:

This program was designed to prepare students for entry-level employment in a variety of Health Care Facilities as Medical Record Coder, Coding Technician, or Coding Clerk. The students will learn to translate diagnoses and procedures into numerical codes, using the International Classification of Disease (ICD-10-CM) and the Current Procedural Terminology (CPT-4). The students will be trained to prepare and file insurance claim forms for reimbursement.

PROGRAM OUTLINE:

Course code	Course title	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HEA 100	HIV/AIDS Education	4	0	0	4
COM 100	Computer Applications	20	52	0	72
COM 108	Business Mathematics Principles	30	30	0	60
HSC 100	Health Science Core Fundamentals	82	0	0	82
HSC 101	General Anatomy & Physiology	72	0	0	72
HSC 102	Medical Terminology	60	0	0	60
HSC 103	Human Diseases	60	0	0	60
MAT 102	Pharmacology	50	0	0	50
MCB 101	Introduction to Medical Coding	30	90	0	120
MCB 102	Medical Coding II	30	90	0	120
MCB 103	Health Information Technology	78	0	0	78
MCB 104	Health Insurance Billing	30	60	0	90
HSC 104	Career Preparation	12	0	0	12
MCB 105	Medical Coding and Billing Externship	0	0	120	120
	Total	558	322	120	1000

Upon completion of the program the student will receive a diploma.

DISCLOSURE: Students may begin working in their field of training as soon as diploma is received.

COURSE DESCRIPTION:

HAE 100 HIV/AIDS Education

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required to care for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

COM 100 Computer Applications

20 Theory Hours/52 Lab Hours/0 Externship Hours/72 Clock Hours

This course provides the fundamental skills needed to operate a computer and popular software titles. Students will learn how to care and maintain computers, run diagnostic software, and use a word processor, spreadsheet software, presentations software, and database management. Students will also learn how to navigate the Internet and use e-mail programs.

COM 108 Business Mathematics Principles

30 Theory Hours/30 Lab Hours/0 Externship Hours/60 Clock Hours

Students will review basic arithmetic operations and learn their applications to business problems in the areas of financing, accounting and banking, including the study of commissions, trade and cash discounts, interest, promissory notes, payroll, profit and loss, and federal income tax (individual).

HSC 100 Health Science Core Fundamentals

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, and understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

HSC 101 General Anatomy & Physiology

72 Theory Hours/0 Lab Hours/0 Externship Hours/72 Clock Hours

Upon completion of this course students will have learned all of the body systems, pathology of diseases, and related medical terminology.

HSC 102 Medical Terminologies

60 Theory Hours/0 Lab Hours/0 Externship Hours/60 Clock Hours

This course introduces medical elements and their applications to body systems and medical specialties. The student will be introduced to medical terms, including suffixes, roots, prefixes, and anatomical terms. The basic body components will also be introduced and associated with the proper terminology. These terms will be applied to common medical specialties.

HSC 103 Human Diseases

60 Theory Hours/0 Lab Hours/0 Externship Hours/60 Clock Hours

Upon completion of this course students will have learned about any harmful change that interferes with the normal appearance, structure, or function of the body or any of its parts.

MAT 102 Pharmacology

50 Theory Hours/0 Lab Hours/0 Externship Hours/50 Clock Hours

Dosage and calculations are the base concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages

MCB 101 Introductions to Medical Coding

30 Theory Hours/90 Lab Hours/0 Externship Hours/120 Clock Hours

This course will provide students with an overview of the historical development of medical nomenclature and classification systems including ICD-9-CM, CPT Coding and HCPCS Level II. This course concentrates on the coding of diseases, operative procedures, and abstracting clinical diagnostic data from medical information.

MCB 102 Medical Coding II

30 Theory Hours/90 Lab Hours/0 Externship Hours/120 Clock Hours

This course is the continuation of Introduction to Medical Coding and will provide to students with an overview of the historical development of medical nomenclature and classification systems including ICD-9-CM and CPT Coding. This course concentrates on the coding of diseases, operative procedures and abstraction clinical diagnostic data from medical information.

MCB 103 Health Information Technology

78 Theory Hours/0 Lab Hours/0 Externship Hours/78 Clock Hours

This course will provide students with comprehensive management of medical information and its secure exchange between health care consumers and providers.

Also students will learn how to:

- Improve health care quality.
- Prevent medical errors.
- Reduce health care costs.
- Increase administrative efficiencies.
- Decrease paperwork.
- Expand access to affordable care.

MCB 104 Health Insurance Billing

30 Theory Hours/60 Lab Hours/0 Externship Hours/90 Clock Hours

Upon completion of this course students will have learned introductory concepts, examples, and application exercises designed to show the students the basics of insurance billing. The student will become familiar with health insurance terminology, understand the legal implications of insurance billing, and accurately complete insurance claim forms.

HSC 104 Career Preparations

12 Theory Hours/0 Lab Hours/0 Externship Hours/12 Clock Hours

In this course students will prepare for their career in the aspect of professional development. Students will learn the importance of professional behavior, attitudes, workplace dynamics, communication, and professional image. Students will prepare for the job hunt by preparing a professional resume, and learn job search skills that will help maximize their search results.

MAS 107 Medical Coding and Billing Externship

0 Theory Hours/0 Lab Hours/120 Externship Hours/ 120 Clock Hours

Pre-requisite: All courses must be taken prior to engaging in externship

The externship component is the student's opportunity to develop their skills in the actual work environment. Students will be assigned to their clinical assignments where they will work performing the clinical and administrative skills learned in the Medical Coding and Billing program. Externship hours may vary per week depending on the actual sites assigned. Students must complete a total of 120 clock hours of externship to complete the course. Externship hours in one week will not exceed 40 hours.

Electrolysis

320 CLOCK HOURS

Tuition: \$2,100.00 Registration fee: \$50.00

Estimated Cost of: Books/Materials & Kit: \$410.00

Other costs (Uniform): \$40.00

Total Cost of Program: \$2,600.00

PROGRAM OBJECTIVE:

Upon completion of this program the student will be eligible to sit for the state Licensure from the Florida Department of Health, CCE Exam, and CME exam. The student will be able to work as an Electrologist in a spa, clinic, beauty salon, or where ever electrology services are offered.

PROGRAM DESCRIPTION:

This program teaches the student the theory and skills of permanent hair removal. The theory portion includes the biological study of the skin and hair and the modalities of Thermolysis, electrolysis and the blend. Subjects of this program will include anatomy, endocrinology, dermatology, sterilization, electricity, follicle insertions, and treatments. Students will practice skills on a daily basis.

PROGRAM OUTLINE:

Course Code	Course title	Theory Hours	Lab Hours	Total Clock Hours
ELY 101	Introduction to Electrolysis Technique Through Galvanic, Thermolysis and the Blend, History of Permanent Hair Removal, General Treatment Procedures	13		13
ELY 102	Principles of Electricity, Epilator Functions and Adjustments	5		5
ELY 103	Integumentary System (Skin and Appendages)	10		10
ELY 104	Circulatory (Blood and Lymph and Nervous System)	10		10
ELY 105	Endocrine System, Including Related Diseases	10		10
ELY 106	Biology of Hair Growth	10		10
ELY 107	Skin Assessment, Including Types, Effects of Temporary Hair Removal.	15		15
ELY 108	Study of Blood-Borne Pathogens with Emphasis of Hepatitis and HIV/AIDS.	10		10
ELY 109	Microbiology of the Skin, Sanitation and Safety Procedure Including Demonstrations in Accordance With Rule 64B8-56.001, F.A.C.	10		10
ELY 110	Clinic And Office Management. Communication, Professional Ethics, Bookkeeping and Patient Management.	10		10
ELY 111	Study of Chapter 64B8, F.A.C., as it Relates to Electrolysis, Chapter 478, F.S., And Chapter 456, Part II, F.S. Legal Requirements of Electrolysis in State of Florida.	10		10
ELY 112	Consultations	5		5
ELY 113	PCOS/Insulin Resistance and other Metabolic Conditions	2		2
ECA 201	Coordination Skills with Probe Holder and Forceps		5	5

ECA 202	Insertions		15	15
ECA 203	Sanitation/Sterilization Procedures		10	10
ECA 204	Hands on Equipment Instruction (Electrolysis)		5	5
ECA 205	Hands on Equipment Instruction (Thermolysis)		5	5
ECA 206	Hands on Equipment Instruction (Blend)		5	5
ECA 207	Client Pre/Post Treatment		5	5
ECA 208	Client Assessment		10	10
ECA 209	General Treatment Procedures		105	105
ECA 210	Consultations		15	15
ECA 211	Visuals/Library		10	10
ECA 212	Review/Exam Preparation.		10	10
	TOTAL	120	200	320

Upon completion of the program the student will receive a diploma.

COURSE DESCRIPTION:

ELY 101 - Introduction to Electrolysis Technique through Galvanic, Thermolysis and the Blend. History of Permanent Hair Removal. General Treatment Procedures.

13 Theory Hours/0 Lab Hours/13 Clock Hours

This course looks at the destruction of the lower part of the hair root by:

- Chemical effect of the Direct Current (**Galvanic**),
- Thermal effect of the High Frequency Current: included: electro coagulation and electro dissection (**Thermolysis**), and
- **Dual action** method by simultaneously or consecutively using HF and Galvanic current one application (**Blend**). (Pre-requisite: None) (Co-requisite: None)

ELY 102 - Principles of Electricity, Epilator functions and Adjustments.

5 Theory Hours/0 Lab Hours/5 Clock Hours

This course will give the student fundamental properties, technical knowledge, and behavior of electricity and its role in Electrolysis. Additionally students will be instructed in the internal circuit, function and adjustments of the epilator machine. (Pre-requisite: None) (Co-requisite: None)

ELY 103 - Integumentary System (Skin and its Appendages).

10 Theory Hours/0 Lab Hours/10 Clock Hours

This sections provides theoretical informations and general understanding of the structure and function of the skin and its appendages focused for an electrologist. The students will learn the Histology of the different types of hair and the general classification of them in vellus and terminal. (Pre-requisite: None) (Co-requisite: None)

ELY 104 - Circulatory (blood and lymph) and Nervous System.

10 Theory Hours/0 Lab Hours/10 Clock Hours

This course purpose is to understand what effects electrolysis treatments have on the body, with emphasis in pain, and in the most common skin redness, swelling, ecchymosis and crust formation. The students will learn the structure and main functions of the circulatory (blood and Lymph) and nervous systems (Pre-requisite: None) (Co-requisite: None)

ELY 105 - Endocrine System, Including Related Diseases.

10 Theory Hours/0 Lab Hours/10 Clock Hours

This course cover the endocrine glands, included their structure, functions, hormones, main related diseases and their relation with the hair growth. (Pre-requisite: None) (Co-requisite: None)

ELY 106 - Biology of Hair Growth.

10 Theory Hours/0 Lab Hours/10 Clock Hours

This course gives the students an overall blueprint and a technical analysis of the intricate structure of the hair follicle, its activity, and its life cycle. (Pre-requisite: None) (Co-requisite: None)

ELY 107 - Skin Assessment, Including Types and Effects of Temporary Hair Removal.

15 Theory Hours/0 Lab Hours/15 Clock Hours

This course offers to the students a solid dermatology foundation and the effects produced by different types of temporary hair removal, which will enable them evaluate the client's skin health and its unique characteristics, previously to each electrolysis hair removal treatment in order to choose the correct modality and optimal machine setting. (Pre-requisite: None) (Co-requisite: None)

ELY 108 - Study of Bloodborne Pathogens with Emphasis on Hepatitis B and C and HIV/AIDS.

10 Theory Hours/0 Lab Hours/10 Clock Hours

This course describes the growth and reproduction of the pathogen microorganisms found in the blood or other body fluids with emphasis in the most dangerous, such as: HBV, HCV and HIV. The course also includes precautions to reduce exposition to electrologists and clients to these pathogens while electrolysis procedures are performed. The students will understand how avoid the transmission of these diseases. (Pre-requisite: None) (Co-requisite: None)

ELY 109 - Microbiology of the Skin, Sanitation and Safety Procedures Including Demonstrations in Accordance with Rule 64B8-56.001, F.A.C.

10 Theory Hours/0 Lab Hours/10 Clock Hours

This course studies & describes bacteria (types, growth & reproduction) and others non bacterial pathogens, which more commonly are found on the environmental surfaces, instruments and the skin. Students will learn effective methods and standards precautions according with the Florida law. The course also explains about the cleanness, disinfection and sterilization performed inside of the electrolysis room as well as the client's skin, using chemical agents and sterilizer approved. (Pre-requisite: None) (Co-requisite: None)

ELY 110 - Clinic and Office Management. Communication, Professional Ethics, Bookkeeping and Patient Management.

10 Theory Hours/0 Lab Hours/10 Clock Hours

Students will be introduced to the requirements and regulations for starting and/or managing an electrology office. The aspects such as, ethics, professionalism, professional ethic, bookkeeping, types of ownership, office's administration, standards of practice for electrologists, communication and client management will be discussed. Topics will cover: dress, hygiene, courtesy, honesty and confidentiality. (Pre-requisite: None) (Co-requisite: None)

ELY 111 - Study of Chapter 64B8, F.A.C, as it relates to Electrolysis, Chapter 478 F.S. and Chapter 456, part II, F.S. Legal Requirements of Electrolysis in the State of Florida.

10 Theory Hours/0 Lab Hours/10 Clock Hours

This course lists and outlines the principal laws and institutions that regulates and controls the practices of electrolysis for permanent hair removal for the State of Florida. It is included the licensure process

to electrologists and electrolysis facilities, and lists the most common violations, penalties and fees. (Pre-requisite: None) (Co-requisite: None)

ELY 112 - Consultations.

5 Theory Hours/0 Lab Hours/5 Clock Hours

This course helps electrologist developing valuable communication skills dealing with the clients. The course teaches students the professional aspects of: personal, phone and non-verbal consultations, including: assessment, appropriate questions to ask, relaxing atmosphere, client documentation, post treatment care, and the overall comfort of the client. (Pre-requisite: None) (Co-requisite: None)

ELY 113 - PCOS/Insulin Resistance and other Metabolic Conditions.

2 Theory Hours/0 Lab Hours/2 Clock Hours

This course defines PCOS disease. The students will learn PCOS's causes, main signs, principal risks, and treatments, with emphasis in hormonal changes which stimulate an increment in the hair growth pattern (Hirsutism). The course helps to understand the effects of insulin and other metabolic conditions in the appearing of hirsutism. (Pre-requisite: None) (Co-requisite: None)

ECA 201 - Hand on Techniques in Manipulating Instruments.

0 Theory Hours/5 Lab Hours/5 Clock Hours

This course will develop the coordination skill with the electrology probe holder and forceps in the **one handed technique** and in the **two handed technique**. (Pre-requisite: ELY 101) (Co-requisite: None)

ECA 202 - Insertions

0 Theory Hours/15 Lab Hours/15 Clock Hours

This course will demonstrate the importance of a good insertion for the electrolysis procedures. The students will develop practical skills in order to insure proper insertions angles and techniques. (Pre-requisite: ELY 101 and ECA 201) (Co-requisite: None)

ECA 203 - Sanitation/Sterilization Procedures

0 Theory Hours/10 Lab Hours/10 Clock Hours

This course demonstrates proper procedures-hand on practice. The course will be focused on the correct clinical safety procedures including the method of sterilization, sanitation, the use of disposable materials, prevention and control. (Pre-requisite: ELY 109) (Co-requisite: None)

ECA 204 - Hands on Equipment Instruction (Electrolysis)

0 Theory Hours/5 Lab Hours/5 Clock Hours

This course includes a training to students in the practical process of handle the epilator and find the work point (Optimal setting machine), with galvanic modality. (Pre-requisite: ELY 101 and ECA 201-202) (Co-requisite: None)

ECA 205 - Hands on Equipment Instruction (Thermolysis)

0 Theory Hours/5 Lab Hours/5 Clock Hours

This course includes a training to students in the practical process of handle the epilator and find the work point (Optimal setting machine), with two types of thermolysis modalities (Thermocoagulation and Flash Thermolysis). (Pre-requisite: ELY 101 and ECA 201-202) (Co-requisite: None)

ECA 206 - Hands on Equipment Instruction (Blend)

0 Theory Hours/5 Lab Hours/5 Clock Hours

This course includes a training to students in the practical process of handle the epilator and find the work point (Optimal setting machine), with both blend modalities (Omni Blend & Pulsed Blend). (Pre-requisite: ELY 101 and ECA 201-202) (Co-requisite: None)

ECA 207 - Client Pre/Post Treatment

0 Theory Hours/5 Lab Hours/5 Clock Hours

In this course the students will develop practical skills to offer the client proper care & proper instructions before and after the treatment. Instructions will be given to clients in oral and written way. (Pre-requisite: ELY 103, 107, and 109) (Co-requisite: None)

ECA 208 - Client Assessment

0 Theory Hours/10 Lab Hours/10 Clock Hours

In this course the students will develop skills in proper assessment of skin before, during, and after treatment. (Pre-requisite: ELY 107) (Co-requisite: None)

ECA 209 - General Treatment Procedures

0 Theory Hours/105 Lab Hours/105 Clock Hours

In this course the students will be trained to develop practical skills to use correct electrologist's techniques for specific conditions of any face and body area. (Pre-requisite: ECA 201-208) (Co-requisite: None)

ECA 210 - Consultations

0 Theory Hours/15 Lab Hours/15 Clock Hours

In this course the student will develop communication skills dealing with the clients and will be trained in performing proper consultations to the clients. (Pre-requisite: ELY 112) (Co-requisite: None)

ECA 211 - Visual/Library

0 Theory Hours/10 Lab Hours/10 Clock Hours

In this course the students will discuss online resources for the application of different electrolysis modalities. The students will watch professional videos to visualize microscopically the destruction of the hair follicle during application of different electrolysis modalities. The videos will allow the students improving their understanding of the different factors and parameters to determine the effectiveness of the electrolysis treatments. (Pre-requisite: ELY 101) (Co-requisite: None)

ECA 212 - Review/Exam Preparation

0 Theory Hours/10 Lab Hours/10 Clock Hours

This course will review and evaluate the student's knowledges and skills taught/learned for theoretical and practical courses. (Pre-requisite: ELY 101-113 & ECA 201-211) (Co-requisite: None)

DISCLOSURES

School of Med Technology, Inc. (DBA: Universal Vocational Institute) became accredited by Accrediting Council for Independent Colleges and Schools (ACICS) on 12/22/2015, one of the largest national accrediting organization of degree granting institutions. School of Med Technology, Inc. (DBA: Universal Vocational Institute) is in the process of applying for Title IV Federal student loans and grants, therefore students who enroll will not be able eligible to receive Federal Financial Aide.

School of Med Technology, Inc. (DBA: Universal Vocational Institute) is also licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

***325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-free telephone number (888) 224-6684***

Applicants receive a school catalog prior to signing an Enrollment Agreement. The catalog together with the enrollment agreement constitutes a binding contract between the student and the school upon the acceptance by the institution.

The transfer of clock hours from School of Med Technology, Inc. (DBA: Universal Vocational Institute) to another similar institution is solely at the discretion of the other institution. School of Med Technology, Inc. (DBA: Universal Vocational Institute) makes no guarantee that another institution will accept the clock hours. It is the responsibility of the student to arrange for the transfer of clock hours with the receiving school.

Our school does not discriminate on the basis of sex, race, age, color, ethnic origin, religion or their physical capabilities; however, students should take into consideration that some of the programs offered could demand certain physical capabilities, such as standing for long periods of time.

As of October 1, 2009, Section 455.227(1)(t), Florida Statutes requires all professional licensees to report to the department within 30 days of being convicted or found guilty of, or having plead solo contender or guilty to a crime in any jurisdiction. The statute also requires the reporting of any convictions that occurred prior to October 1, 2009. A licensee, who fails to report that information may be subject to disciplinary action, including fines, suspension or license revocation. To report this information, complete the criminal self-reporting document and mail it to the department.

School and Academic Calendar

Class Start & End, Dates for Enrollment, Holidays

Beginning and Ending Dates of Enrollments:

Universal Vocational Institute has an open enrollment policy. Students may enroll in the programs at any time if the schedule allows. Courses offered that do not require prerequisites will allow students to begin classes in the rotation.

The date of entrance and the frequency of attendance determine the date of completion. Students who wish to complete the program or courses sooner than scheduled may attend additional class sessions with prior notice to the instructor. The maximum completion time of any program is the number of weeks of instructional time multiplied by 1.5; for example, if the completion time of a program is 6 weeks in length, the maximum completion time is $6 \times 1.5 = 9$ weeks.

Academic Calendar 2016-2017

OFFICIAL BREAKS	NO CLASSES
07/28/2016	Teacher Planning Day
09/08/2016	Teacher Planning Day
10/20/2016	Teacher Planning Day
11/25/2016	School Close
12/08/2016	Teacher Planning Day
12/26/2016 - 01/02/2017	School Closed-Winter Break
01/17/2017	Teacher Planning Day
03/09/2017	Teacher Planning Day
04/14/2017	School Closed-Good Friday
04/27/2017	Teacher Planning Day
06/15/2017	Teacher Planning Day
OFFICIAL HOLIDAY	NO CLASSES/SCHOOL CLOSED
07/04/2016	Independence Day
09/05/2016	Labor Day
11/11/2016	Veterans' Day
11/24/2016	Thanksgiving Day
12/26/2016	Christmas Day observed
01/16/2017	Martin Luther King Day
02/20/2017	Presidents' Day
05/29/2017	Memorial Day