



Sincere Healthcare Institute LLC

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901-572-1452

### **Enrollment Procedures/Admissions Policy**

Sincere Healthcare Institute LLC is interested in students with strong work ethics, communication, critical thinking, and comprehension skills. These are some of the skills we feel are necessary to complete the program because it is very fast paced. They will also be viable to work in the healthcare field and be successful. Prospective students must satisfy all admission requirements before enrollment.

#### **Admission Requirements**

- Must be 18 Years Old
- Provide proof of high school diploma, Official High School Transcript or Official Military Documentation Indicating High School Completion
- Official GED Score Sheet or Official High School Equivalency Transcript from the Issuing Entity.
- Social Security Card
- A copy of a photo ID (TN Driver License or ID Card).
- If a transcript is from an institution outside the United States,

documentation from a transcript translation service indicating that the education obtained is the equivalent of the applicable United States credential and, if necessary, a translated transcript.

- CPR Certification (CPR and First Aid Certification will be offered during the program with an additional fee).
- Immunizations and Background Clearance
- Meet with Academic Advisor

***Negative COVID-19 Test results date 2 -3 days prior to start date!!!***

***Positive Test result printed with date on it (CLEAR FOR QUARANTINE 10-14 DAYS AND NO SYMPTOMS PER CDC).***

## Admission Procedures

Each student is provided before enrollment with a school catalog and written pre enrollment information in English accurately describing:

- Completion rates for students in the school.
- Pass/fail rates of school graduates on licensing examinations.
- Placement rates of the school's graduates.
- Compensation a successful graduate may reasonably expect.
- The physical demands of practicing the profession.
- Safety requirements for the profession.
- Tennessee State Higher Education Commission licensing requirements.

The school catalog and pre-enrollment information are readily available at the school. Upon admission, the student admitted the School Director sign an enrollment agreement in English. The agreement complies with THEC Enrollment Agreement Requirements. A copy of the agreement is provided to the student. Another copy of the completed enrollment is maintained by the school. All students are given a complete orientation to help acquaint them with the school. This orientation is presented on the first day of the class.

## Attendance Policy

The student must complete 100 contact hours without failure during the scheduled period of enrollment. During the first week of enrollment period if a student misses any days they will be dropped from the program. During the 2nd to 3rd week of fulltime program students may miss up to two classes or 10 hours however those 10 hours must be made up prior to attending clinicals. During the 2nd to 4th week of the parttime program students may miss up to two classes or 8 hours however those 8 hours must be made up prior to going to clinicals. If the student fails to make up the miss hours the student will be dropped from the program. During the final Clinical week(s) the student shall miss any time. If a student misses any scheduled clinical hours they will be dropped from the program.

**Class Cancellations and School Closure due to Inclement Weather** In the event of inclement weather, please call 901-572-142 or visit our website [www.sincerehealthcareinstitute.com](http://www.sincerehealthcareinstitute.com) to be notified if classes will be held as scheduled, delayed, or cancelled. Radio or television stations may also communicate Sincere Healthcare Institute LLC class cancellations.