

Lincoln Trade School LTD

2024 School Catalog

Licensed by NYS Department of Education

Volume 1

Opening June 2024



**467 Central Park Avenue
Yonkers NY, 10704
914-561-0200**

Founder's Message

President Besart Mustafaj:

Dear Esteemed Members of the Lincoln Trade School LTD Community,

I am deeply honored to address you as the President of the Lincoln Trade School LTD. Our institution was founded on the principles of education, empowerment, and opportunity. It is my privilege to outline the shared goals and expectations that guide our vision for this remarkable institution.

At Lincoln Trade School LTD, we are committed to fostering an environment where every individual's potential is recognized and realized. Our primary goal is to provide accessible and high-quality vocational education that equips our students with the skills and knowledge they need to excel in their chosen fields.

As the President, I believe in the power of education to transform lives and communities. It is our collective responsibility to ensure that our students receive the best possible education and training. We aspire to be a driving force behind personal and professional growth, serving as a bridge to meaningful careers and brighter futures.

Our expectations are high because we know that our students are capable of achieving greatness. We expect dedication, diligence, and a commitment to excellence from both our faculty and our students. Together, we will uphold the values of integrity, respect, and inclusivity, creating an environment where everyone can thrive.

I invite you to join us on this exciting journey as we work toward our shared goals of providing top-notch vocational education, promoting lifelong learning, and making a positive impact on our community and beyond. Together, we will shape a brighter future for all.

Warm regards,

Besart Mustafaj
President, Lincoln Trade School LTD

Founder's Message continued

Vice President Rebecca Mendoza:

Dear Members of the Lincoln Trade School LTD Community,

As the Vice President of Lincoln Trade School LTD, I am delighted to stand alongside President Besart Mustafaj in sharing our vision, goals, and expectations for this exceptional institution.

At Lincoln Trade School LTD, our mission is clear: to empower individuals with the knowledge and skills needed to excel in their chosen careers. We believe that education is the cornerstone of personal and professional growth, and it is our privilege to guide our students on this transformative journey.

Our primary goal is to provide a supportive and innovative learning environment where students can thrive. We are committed to offering relevant, hands-on training that prepares our graduates for success in the ever-evolving job market.

We expect nothing less than dedication, enthusiasm, and a commitment to excellence from our students. In return, we promise unwavering support, resources, and mentorship to help them achieve their aspirations.

At Lincoln Trade School LTD, we embrace diversity and inclusivity. We believe that a diverse community enriches the educational experience and prepares our students to thrive in a globalized world. Respect, empathy, and open-mindedness are at the core of our values.

I am excited about the future of Lincoln Trade School LTD and the opportunities it holds for each and every one of our students. Together, with your passion and dedication, we will continue to uphold our commitment to education, growth, and community.

Warm regards

Rebecca Mendoza RN BSN

Vice President, Lincoln Trade School LTD

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About Us

Welcome to Lincoln Trade School LTD – Your Pathway to Rewarding Careers in Home Health Care and Personal Care Assistance!

Who We Are:

Lincoln Trade School LTD is a leading vocational institution dedicated to providing comprehensive training and education in the fields of Home Health Care and Personal Care Assistance. With a commitment to excellence and a passion for empowering individuals, we have established ourselves as a trusted source for high-quality education and career preparation.

Our Goal:

Our goal is clear: to equip aspiring Home Health Aides and Personal Care Aides with the knowledge, skills, and compassion needed to deliver exceptional care to those in need. We believe in the power of education to transform lives and communities, and we are committed to making a positive impact on the healthcare industry.

Why Choose Us:

Expert Faculty: Our experienced instructors are experts in the fields of Home Health Care and Personal Care Assistance. They bring real-world knowledge and hands-on experience to the classroom, ensuring that our students receive the best possible education.

Comprehensive Curriculum: Our training programs cover all aspects of the roles, from patient and client care to safety, communication, and ethical standards. We prepare our students for success in dynamic and rewarding professions.

Hands-On Training: We believe in learning by doing. Our programs include practical, hands-on training that allows students to develop essential skills in a real-world setting.

Industry-Recognized: Certification Upon successful completion of our programs, students receive certifications issued by the New York State Department of Health. These certifications are widely recognized by healthcare agencies and employers throughout the region.

Job Placement Assistance: We are dedicated to helping our graduates find meaningful employment. Our job placement assistance services connect students with potential employers and provide valuable resources for job seekers.

Our Commitment:

At Lincoln Trade School LTD, we are committed to fostering an inclusive and supportive learning environment. We celebrate diversity and value each student's unique background and perspective. Our commitment to excellence extends beyond the classroom, and we strive to create a community where all individuals can thrive.

Join Us Today:

Whether you are embarking on a new career path or seeking to enhance your skills, Lincoln Trade School LTD is here to help you achieve your goals in Home Health Care and Personal Care Assistance. We invite you to explore our training programs and discover the opportunities that await you in the world of healthcare.

Thank you for considering Lincoln Trade School LTD as your partner on your journey to becoming a skilled and compassionate caregiver. We look forward to welcoming you to our community and helping you build a rewarding career in the field of Home Health Care and Personal Care Assistance.

For inquiries, enrollment information, or to speak with our admissions team, please contact [914-561-0200].

Discover Your Potential with Lincoln Trade School LTD – Where Excellence Meets Compassion in Home Health Care and Personal Care Assistance.**

Our Mission

At Lincoln Trade School LTD, our mission is to empower individuals with the knowledge, skills, and compassion needed to excel in the fields of Home Health Care and Personal Care Assistance. We are dedicated to providing comprehensive, industry-leading training that prepares aspiring Home Health Aides and Personal Care Aides to deliver exceptional care to those in need.

Our commitment extends beyond education; it encompasses the values of integrity, respect, and empathy. We believe in the power of education to transform lives and communities. We strive to make a positive impact on the healthcare industry by producing highly skilled and compassionate professionals who are prepared to meet the evolving needs of patients and clients.

We are driven by the belief that every person, regardless of background or circumstance, deserves access to quality education and the chance to pursue a rewarding career in healthcare. At Lincoln Trade School LTD, we stand by our mission to nurture talent, build careers, and make a meaningful difference in the lives of those we serve in the fields of Home Health Care and Personal Care Assistance.

Academic/School Calendar

The following courses will be offered in 2024:

- Home Health Aide Day
- Home Health Aide Day Spanish
- Home Health Aide Evening
- Home Health Aide Evening Spanish
- Home Health Aide Weekends
- Home Health Aide Weekends Spanish
- Personal Care Aide Day
- Personal Care Aide Day Spanish
- Personal Care Aide Evening
- Personal Care Aide Evening Spanish
- Personal Care Aide Weekend
- Personal Care Aide Weekend Spanish

- Personal Care Aide Upgrade to Home Health Aide Day
- Personal Care Aide Upgrade to Home Health Aide Day Spanish
- Personal Care Aide Upgrade to Home Health Aide Evening
- Personal Care Aide Upgrade to Home Health Aide Evening Spanish
- Personal Care Aide Upgrade to Home Health Aide Weekend Day
- Personal Care Aide Upgrade to Home Health Aide Weekend Day Spanish
- Personal Care Aide Upgrade to Home Health Aide Weekend Evening
- Personal Care Aide Upgrade to Home Health Aide Weekend Evening Spanish

Course Home Health Aide Days English/Spanish will begin on the first Monday of every month until the fourth Wednesday of the month.

Course Home Health Aide Evenings English/Spanish will begin on the first Monday of every month until the fourth Friday of the month

Course Home Health Aide for Weekends English/Spanish will begin on the first Saturday of the month for seven weeks until the 7th Sunday in the following month.

Course Personal Care Aide Days English/Spanish will begin on the first Monday of every month until the Tuesday of the following week.

Course Personal Care Aide Evenings English/Spanish will begin on the first Monday of every month until the second Friday of the month.

Course Personal Care Aide Weekend English/Spanish will begin on the first Saturday of every month until the fourth Sunday of the month

Course Personal Care Aide Upgrade to Home Health Aide Day English/Spanish will begin on the second Wednesday until the third Wednesday of the month.

Course Personal Care Aide Upgrade to Home Health Aide Evening English/Spanish will begin on the third Monday of the month until the fourth Wednesday of the month.

Course Personal Care Aide Upgrade to Home Health Aide Weekends Morning English/Spanish will begin on the last Sunday of the month until the third Saturday of the following month.

School will be closed on the following Holidays:

New Year

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving

Christmas

School Personnel

Besart Mustafaj

– President

Rebecca Mendoza RN BSN
- Vice President, Teacher, Director,
Agent

Shace Lulgjuraj
-Director

Milagros Reyes RN
-Teacher

Facilities

Location: 467 Central Park Avenue, Yonkers, NY 10704

Welcome to our Lincoln Trade School LTD facilities, conveniently located at 467 Central Park Avenue in Yonkers, New York. Our prime location offers numerous advantages, including easy access to public and private transportation. Lincoln Trade School LTD offers two classrooms, a breakroom, two bathrooms, and a modern equipped clinical skills room available for students to simulate an actual working environment. Both classrooms boast large television monitors, whiteboards and computers to assist in the proper instruction of students. Let it be noted that the building is **not** handicap accessible. Here's more about our location and the history of the Lincoln area in Yonkers:

Proximity to Transportation:

Our facility is strategically situated for easy accessibility. Whether you're commuting from within Yonkers or from nearby areas, you'll find various transportation options within close reach:

Public Transportation: We are conveniently located near multiple bus routes, including:

Bus Route 20 - Yonkers Avenue, [View Schedule](link-to-schedule)

Bus Route 21- Limited Stops to Bedford Park, [View Schedule](link-to-schedule)

Bus Route 28 - Express to Fifth Avenue, [View Schedule](link-to-schedule)

Bus Route 7 - Yonkers, [\[View Schedule\]\(link-to-schedule\)](#)

These bus routes have stops in close proximity to our location, making it convenient for students and visitors to access our facility.

Metro-North Line: Additionally, the Yonkers Metro-North train station is just a short distance away. The Metro-North provides direct access to New York City and other parts of the region, offering an efficient and convenient transportation option for our community.

Private Transportation: For those traveling by car, our location is easily accessible via major roadways, including the Cross County Parkway and the New York State Thruway (I-87). Ample parking is available on-site for both students and visitors.

History of the Lincoln Area in Yonkers:

The Lincoln area of Yonkers, New York, holds a rich historical significance within the city. Named after Abraham Lincoln, the 16th President of the United States, this area has been a hub of community development and growth over the years.

Originally a part of Westchester County, Yonkers officially became a city in 1872. The Lincoln area, situated in the southwestern part of Yonkers, has played a role in the city's expansion and development, offering a blend of residential and commercial spaces.

Yonkers, as a whole, has a diverse and dynamic history, including its industrial growth during the late 19th and early 20th centuries. The city has transformed into a thriving suburban community while retaining its unique historical charm.

As you explore the Lincoln area and Yonkers as a whole, you'll discover a vibrant community with a rich cultural heritage, excellent amenities, and opportunities for both education and recreation.

We are proud to be a part of the Lincoln area's history and invite you to visit our facility to experience the convenience and opportunities our location offers. Whether you're a local resident or visiting from afar,

we look forward to welcoming you to our Lincoln Trade School LTD facilities.

Admissions

Equal Opportunity for All

At Lincoln Trade School LTD, we are committed to providing equal educational opportunities for all individuals. We believe in fostering a diverse and inclusive learning environment that welcomes students from various backgrounds and experiences. Our commitment to equal opportunity extends to our admissions process, where we ensure that every applicant is treated with fairness and respect.

We do not discriminate on the basis of race, color, national origin, religion, gender, age, disability, or any other characteristic protected by law in our admissions decisions. Our goal is to create a community that reflects the rich tapestry of our society and provides a supportive atmosphere for learning and personal growth.

Spanish Bilingual Staff

To better serve our diverse student body, Lincoln Trade School LTD is proud to have Spanish bilingual staff members as an integral part of our team. We understand the importance of effective communication and support for individuals whose primary language is Spanish. Our bilingual staff is here to assist students and families throughout the admissions process and beyond.

Whether you have questions about our programs, need assistance with admission forms, or require clarification on any aspect of our educational offerings, our Spanish bilingual staff is ready to provide guidance and support. We are dedicated to ensuring that language is not a barrier to accessing quality vocational education.

Admissions Process:

Our admissions process is designed to be transparent, straightforward, and accessible to all prospective students. Here are the key steps to begin your journey at Lincoln Trade School LTD:

1. **Contact Us:** Reach out to our admissions team for information about our programs, admission requirements, and upcoming enrollment dates. You can contact us in English or Spanish for your convenience.
2. **Admission Forms:** Complete and submit the required admission forms. Our admissions staff is available to assist you with any questions you may have during this process.

3. Review and Acceptance: Your admission forms will be carefully reviewed, and you will be informed of the admissions decision. We evaluate applicants based on their qualifications and readiness for our programs.

4. Enrollment: Once accepted, you will be guided through the enrollment process, which includes selecting your program, completing necessary paperwork.

5. Academic Probation: Students who fail to meet the minimum requirements of attendance and/or fail the midpoint evaluation will be placed on academic probation for the remainder of the course to ensure completion. Failure to improve in academic standing will result in withdrawal from the program.

At Lincoln Trade School LTD, we are dedicated to your success and are here to support you every step of the way. We are proud to offer equal opportunities for all individuals and to have a Spanish bilingual staff ready to assist you. Join us in your pursuit of quality vocational education and a brighter future.

For inquiries, admissions information, or to speak with our bilingual staff, please contact [914-561-0200].

Entrance Requirements

Each applicant is required to submit evidence of a high school diploma, or Test Assessing Secondary Completion (TASC). If students do not have either of these diplomas, they are required to take an assessment test at our facility. Applicants must provide proof that they are legal residents of New York State in the form of a New York State ID, Passport, or any other form of a federal ID. Students applying for the Personal Care Aide to Home Health Aide upgrade classes must have a Personal Care Aide certificate prior to enrollment.

HIGH SCHOOL EQUIVALENCE PROGRAMS

Applicants with a G.E.D. or high school diploma must provide documentation. Those without a diploma or G.E.D. undergo an assessment test and interview to ensure their ability to benefit. Lincoln Trade School LTD staff assists in inquiries about high school equivalency training sites. Local VIVE SCHOOL site listed below will have opportunities for free GED Registration.

VIVE School - Adult Education Program

75 Riverdale Avenue

Yonkers, NY 10701

Phone: 914-376-8600 Fax: 914-376-8605

<https://www.yonkerspublicschools.org/Page/80>

Transfer Credit Policy

Lincoln Trade School LTD does not grant advanced standing for previous education and training. The school does not transfer credit.

Tuition and Fees

Payments may be received through a payment plan. The failure of a student to notify the director, in writing, of withdrawal may delay refund of tuition, pursuant to Section 5002 of Education Law.

Home Health Aide

Non-Refundable Fee - \$50.00

Tuition - \$600.00

Books-\$30.00

Uniform-\$20.00

Total-\$700.00

Personal Care Aide

Non-Refundable Fee- \$30.00

Tuition-\$300.00

Books-\$30.00

Uniform-\$20.00

Total-\$380.00

Personal Care Aide to Home Health Aide Upgrade

Non-Refundable Fee-\$30.00

Tuition-\$300.00

Books-\$30.00

Uniform-\$20.00

Total-\$380.00

Opportunities and Financial Aid

Let it be noted that no financial aid is available.

Late Payments

Interest is charged at the rate of 1% per month on any balance that is past due in excess of 30 days. Interest must be paid in addition to all outstanding bills to regain fiscal good standing and to have all other rights and privileges reinstated, including the right to attend classes.

Returned Checks

For student payments made by check, there is currently a \$25 reprocessing fee if the check is returned for any reason, excluding errors made by the bank. A “stop payment” on a check does not cancel the student’s liability for non-refundable fees or tuition payments, and the \$25 reprocessing fee will be added to whatever payment is due to Lincoln Trade School LTD.

Duplicate Diploma

A \$10 fee will be charged for a diploma duplicate request. Payments can be made by cash, check or money order. Check or money order may be made out to: Lincoln Trade School LTD.

Refund Policy

1. Refunds for Classes Canceled by Lincoln Trade School LTD

- a. If tuition and fees are collected in advance of the start date of a program and Lincoln Trade School LTD cancels the class, the school refunds 100% of the tuition and fees collected.
- b. Lincoln Trade School LTD makes these refunds within 45 days of the planned start date.

2. Refunds for Students Who Withdraw On or Before the First Day of Class

- a. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes Lincoln Trade School LTD may only retain the \$30 non-refundable registration fee for the PCA program, \$30 non-refundable registration fee for the PCA Upgrade to HHA program, and the \$100 non-refundable registration fee, book and uniform fee for the HHA program, if the student withdraws before the first day of class.
- b. Appropriate refunds for a student who does not begin classes are made within 45 days of the class start date.

3. Refunds for Withdrawal After Class Commences

The refund policy for students attending Lincoln Trade School LTD is consistent with the policy established by the New York State Education Department.

A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of

1. The non-refundable registration fee
2. The cost of any textbooks or supplies accepted

Tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student:

Tuition liability as of the student's last day of physical attendance. Tuition liability is divided by the number quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarter completed.

ALL REFUND REQUESTS CAN BE DIRECTED TO THE SCHOOL DIRECTORS LISTED BELOW:

REBECCA MENDOZA Email: besbecca10550@gmail.com

School process for obtaining a tuition refund:

Any student who withdraws and is entitled to a tuition refund will receive a refund within 30 days. Refunds will be issued either in person at the school location or, upon request, a check will be mailed. All financial aid and grant awards will be refunded to the source directly.

Tuition Liability Charts for Withdrawn or Dismissed Students

Home Health Aide Weekly Tuition: \$600.00

Percentage of the Program Offered to the Student	Percentage of tuition Refunded to the Student	Amount Refunded to the Student
0-15% of the program	100%	\$600.00
16-30% of the program	75%	\$450.00
31-45% of the program	50%	\$300.00
46-60% of the program	25%	\$150.00
After 60% of the program	0%	\$0.00

Home Health Aide Weekend Tuition: \$600.00

Quarter of the Program	Percentage of Quarter Tuition Refunded to the Student	Amount Quarter Refunded to the Student
Prior or during the 1 st week	100%	\$600.00
During the 2 nd week	75%	\$450.00
During the 3 rd week	50%	\$300.00
During the 4 th week	25%	\$150.00
After the 4 th week	0%	\$0.00

Personal Care Aide Tuition: \$300.00

Percentage of the Program Offered to the Student	Percentage of tuition Refunded to the Student	Amount Refunded to the Student
0-15% of the program	100%	\$300.00
16-30% of the program	75%	\$225.00
31-45% of the program	50%	\$150.00
46-60% of the program	25%	\$75.00
After 60% of the program	0%	\$0.00

PCA Upgrade to HHA Tuition: \$300.00

Percentage of the Program Offered to the Student	Percentage of tuition Refunded to the Student	Amount Refunded to the Student
0-15% of the program	100%	\$300.00
16-30% of the program	75%	\$225.00
31-45% of the program	50%	\$150.00
46-60% of the program	25%	\$75.00
After 60% of the program	0%	\$0.00

Books and Supplies

The following books must be purchased at the school facility:

Home Health Aid Books – \$30.00

All healthcare students must wear a uniform with the school logo at all lecture classes and all internship site locations.

Lincoln Trade School LTD – \$20.00

Certificates

Certificates are printed and sealed within 10 business days, once the student has completed and passed the course required hours for the program registered.

Grading System

The school's instructors and administration constantly monitor the progress of students. Special exams are given in theory and practice to evaluate each student's achievement.

The school's grading system is as follows:

Numerical Equivalent	Letter Grade	Description	Quality Points
90-100	A	Excellent	4.00
85-89	B+	Very Good	3.33
80-84	B	Good	3.00
75-79	C+	Above Satisfactory	2.33
70-74	C	Satisfactory	2.00
65-69	D+	Below Satisfactory	1.33
60-64	D	Poor	1.00
Below 60	F	Unsatisfactory/Fail	0.00

The minimum passing grade is 70. The minimum required attendance is 80%. PCA, HHA, PCA Upgrade to HHA students must complete 100% of their course hours.

Midpoint Evaluation:

1. **Purpose:** Midpoint evaluations serve as checkpoints to gauge student understanding, identify areas of improvement, and provide feedback for ongoing learning.

2. **Timing:** Midpoint evaluations should occur approximately halfway through the scheduled class duration.
3. **Assessment Methods:** Various assessment methods may be employed, including but not limited to quizzes, mid-term exams, projects, presentations, or class participation assessments.
4. **Feedback:** Instructors should provide timely and constructive feedback to students based on their performance in the midpoint evaluation. This feedback should aim to guide students in enhancing their understanding and skills for the remainder of the course.

End Point Evaluation:

1. **Purpose:** End point evaluations aim to comprehensively assess students' overall performance, mastery of course content, and achievement of learning objectives.
2. **Timing:** End point evaluations should occur at the conclusion of the scheduled class duration.
3. **Assessment Methods:** End point evaluations consist solely of the final exam as directed by the instructor.
4. **Comprehensive Assessment:** End point evaluations should cover all major topics and learning outcomes of the course to ensure a comprehensive assessment of students' knowledge and skills.

A school shall determine the academic standing of each student in accordance with the following:

1. Except as provided in sub-paragraph (3) of this paragraph, any student who is absent more than 20 percent of the total number of instructional hours offered during the first half of the student's program, excluding approved leaves of absence pursuant to section 126.4 (e) (6) of this subdivision, and who has not maintained satisfactory academic progress, shall be dismissed;
2. Satisfactory academic progress is a cumulative average of 70 or above for the curriculum or course, and a minimum of 80% for attendance;
3. Students who do not meet the minimum cumulative grade point average or the minimum attendance rate at the midpoint evaluation shall be provided a written notice of warning. Students who have been provided a written notice of warning at the midpoint evaluation and who do not meet the minimum cumulative grade point average or the minimum attendance rate at the conclusion of each quarter as defined in the student enrollment agreement shall be placed on probation or withdrawn from the program. Students who have been placed on probation and who do not meet the minimum cumulative grade point average of 70% or the minimum attendance rate at the conclusion of the probation period shall be withdrawn from the program. Prior to withdrawal, and at the school's discretion, students may be afforded no more than thirty days to make up assignments or instructional hours to achieve satisfactory academic standing.
4. During a student academic probation, a school shall make available to the student appropriate counseling and remediation; and

5. A student shall achieve a cumulative average of 2.0 to graduate from the program.

Attendance Procedures

An attendance roster is maintained by the classroom teacher. Attendance will be taken in the following manner:

- Approximately fifteen minutes after the class begins

The attendance roster is kept at the school at all times. In the event that a substitute teacher is used, the substitute must initial the day's attendance.

Measures Taken when a Student is Absent:

The student is allowed a maximum of 20% **non-consecutive** absences.

If a student is absent a first, second, and third time, that student will be contacted by phone and the results will be recorded on the Absence/Drop Record Form.

If a student is absent 10% of the class hours **non-consecutively** a written letter will be sent to the student informing them of possible consequences. A copy of the same letter will be given to the student the next time he/she comes to class, at which time, he/she must sign the Absence/Drop record form acknowledging receipt of the letter.

If the student is absent 5% of the class hours **consecutively** a written letter will be sent to the student informing them of possible consequences. A copy of the same letter will be given to the student the next time he/she comes to class, at which time, he/she must sign the Absence/Drop record form acknowledging receipt of the letter.

If the student is absent 10% of the class hours **consecutively**, the student will be informed in writing that he/she will be canceled out of the class. Student may retake the course, but will be subject to paying addition tuition for courses repeated. The student will not be able to repeat a course more than one time due to absences.

Measures Taken when a Student Drops (For Courses 50 hrs or Less Only)

If a student is absent three times consecutively without notifying the school, he/she will be considered dropped. He/she will be contacted by telephone and in writing and advised of his/her current status. Results will be recorded on the Absent/Drop record form.

He/she will be informed that a leave of absence status is **not** available. He/she will also be informed that the tuition paid will be refunded according to the Mini Program Refund Policy.

Make-up Work Policy

1. Notification:

- Students are responsible for notifying their instructor in advance or as soon as possible if they anticipate missing class.
- In cases of unexpected absence, students must inform the instructor within

24 hours of the missed class.

2. Documentation:

- Students must provide valid documentation for their absence, such as a doctor's note or official documentation for emergencies or other valid reasons.

3. Make-up Work Eligibility:

- Students who miss 20% of the class are eligible for make-up work.
- Eligibility is contingent upon providing valid documentation and meeting notification requirements.

4. Types of Make-up Work:

- Assignments: Missed assignments or quizzes can be made up within a reasonable time frame determined by the instructor.
- Exams: Missed exams may be rescheduled or replaced with an alternative assessment, as determined by the instructor.
- Participation: Students may be required to submit alternative participation assignments or projects to make up for missed class engagement as determined by the instructor. All make-up work must be completed with the instructor.

5. Timeframe for Completion:

- Make-up work must be completed within a reasonable timeframe set by the instructor, taking into account the nature of the missed class activities and the student's individual circumstances.
- Extensions may be granted for valid reasons, subject to approval by the instructor.

Students are afforded no more than thirty days to complete Make-up work.

LET IT BE NOTED THERE IS NO FEE FOR MAKE-UP WORK

Placement Services

Lincoln Trade School LTD 's Career Development Department focuses on strengthening and developing the employment skills of each student, believing that with the proper guidance, each student will be able to obtain full-time employment within their fields. We not only educate students, but we concern ourselves with the full process of our student's career path. Our instruction, support, and advice, guides' students towards future success. The Career Development Department offers many services to assist in this process, and strives to educate, and develop the community, as well as promote partnerships with students, faculty, and local businesses. This process is ongoing and addresses various needs, such as:

1. **Choosing an appropriate occupation**--students will receive personalized advice on the proper career paths based on their individual skills and strengths.
2. **Obtaining internship experience**--students will be directed towards internships that will allow them to utilize the skills that they have learned in the classroom. Internships will help to put students one step closer to their career goals.

3. **Planning and conducting professional job searches**--students will work one-on-one with a Career Advisor, who will thoroughly assist them in the process of job searching. Students will learn how to prepare a resume that will stand out amongst employers, and learn how to properly conduct themselves during a job interview.

Career Placement

In addition to advising students on the most effective ways to job search and prepare for interviews, our Career Advisor also help to place qualified students with our partnered employers. This process involves identifying the student's strengths and career goals, then identifying an employer best suited.

The Career Development Department also strives to maintain connections with local businesses, and constantly seeks out partnerships with potential employers.

Rules and Regulations

Attendance Policy

By registering at Lincoln Trade School LTD, students agree to attend and participate in every scheduled class. If for any reason a student is not able to attend, he/she agrees to inform school agents of his/her absence. It is the student's responsibility to obtain any missed material due to absences and be prepared for any exams and certification tests. Lincoln Trade School LTD will not be held responsible for any failed exams due to a student's absence.

Leave of Absence

Lincoln Trade School LTD offers leave of absence. Students receive a leave of absence for the following reasons:

- Medical Condition
- Family Emergency
- Jury Duty

The student must meet the following for the Leave of Absences (LOA) to take effect:

- The LOA request must be submitted in writing to:

467 Central Park Avenue
Yonkers NY 10704
Lincoln Trade School LTD
ATTN: School Director

Or by email to besbecca10550@gmail.com 72 hours **prior** to the first day of the leave.

The submission must include the current date, the start date of the leave, the length of the leave, the return date, the reason for the leave, and ALL supporting documents showing reason of leave.

- The student must have completed at least 1/3 of his/her training course at the school.
- The total of leave of absence may not exceed 30 days

When student returns from a leave of absence an Overall Course Exam will be provided, if exam is failed, student must retake the course.

If a student fails to return from the leave of absence on mentioned date on correspondence, s/he will be withdrawn from the class. A letter notifying the student of this action will be sent.

Change of Contact Information

If a student's phone number, email address, and/or mailing address has changed, updated information may be provided at the Administration Office. If a student changes a mailing address, proof of new address must be submitted in order for the change to take effect. It is the student's responsibility to make sure that the school has updated contact information.

Name Change

If student's name has been changed, the student may request to update name change information with the Administration Office. Supporting documentation (marriage license, court order, and etc.) must be submitted in order for the change to take effect.

Release of Documentation

Any school documentation pertaining to student is deemed confidential and may only be released to student with valid ID. Patrons other than the student may receive documents pertaining information about student ONLY if a notarized letter of authorization from the student is provided with specifications of documents that may be released.

Medical/Immunization Requirements

According to New York State Law, all students born on or after January 1, 1957 must be immunized. Students registered for healthcare-oriented courses must provide immunization documentation. Courses that applicants are required to complete a physical for include Home Health Aide and Personal Care Aide. The physical includes two PPD's, blood work for mumps, rubella, rubeola, varicella, and measles. Students will also be required to provide a urine sample for drug screening. Proof of immunization should be provided in the form of laboratory results from the blood work collected and must be attached to a physical form. Physical forms are located in the Administration Office, and students may direct any further questions regarding immunization requirements toward admissions personnel.

Please Note: Students who fail to provide proper proof of a physical form with immunizations and drug screen within 60 calendar days of the LAST lecture session with Lincoln Trade School LTD will not be allowed to continue with internships, and may face withdrawal from our program.

Academic Dishonesty

All students who register and attend courses at Lincoln Trade School LTD oblige to being academically honest. Students who are found to be academically dishonest will be penalized in such forms: failure, and/or withdrawal from classes. If a student withdraws

or is dismissed, the school must complete the appropriate refund calculation form to determine if the student is due a refund. The completed refund calculation form and (if applicable), proof of refund must be placed in the student's file.

Academic dishonesty includes, but is not limited to:

Cheating

- Copying from another student during an examination or allowing another student to copy from you
- Using notes during a closed-book examination
- Taking an examination for another student, or allowing someone else to take the exam for you
- Unauthorized use of electronic devices (cell phones, computers. etc), during an examination
- Stealing, reproducing, and circulating examination material from the school

Student Appeal Process

1. Filing an Appeal:

- The student submits a formal appeal letter addressed to the school director. This document should clearly state the nature of the appeal, reasons for challenging the decision, and any supporting evidence or documentation.
- The appeal should be submitted to the director's office.

2. Initial Review:

- Upon receiving the appeal, the institution conducts an initial review to ensure that all necessary documentation and information have been provided.
- If any additional documentation or clarification is required, the student may be contacted to provide it within ten (10) days.

3. Investigation and Evaluation:

- Once the appeal is deemed complete, the institution initiates an investigation or evaluation process.
- This may involve reviewing relevant records, interviewing involved parties, consulting with faculty or staff members, or gathering additional information as needed.

4. Decision Making:

- After the investigation is complete, the director reviews the case.
- The director considers the facts, evidence, and relevant policies before making a decision on the appeal.

5. Notification of Outcome:

- The institution communicates the outcome of the appeal to the student in writing.
- This notification includes the decision reached, the rationale behind it, and any further steps that may be required.
- If the appeal is upheld, the director outlines any adjustments or actions that will be taken as a result of the decision.

Timeframe for School's Response:

1. Acknowledgment of Appeal:

- The institution acknowledges receipt of the appeal within three (3) days of

its receipt

2. Initial Review:

- The initial review of the appeal is completed within thirty (10) days of acknowledgment.
- If additional documentation or clarification is required, the student is notified within this timeframe.

3. Investigation and Evaluation:

- The investigation and evaluation process is conducted promptly, with a target timeframe of thirty (30) days from the completion of the initial review.
- Any delays beyond this timeframe are communicated to the student along with an estimated timeline for resolution.

4. Decision Making:

- The director makes a decision on the appeal within seven (7) days of completing the investigation and evaluation process.

5. Notification of Outcome:

- The student is notified of the outcome of the appeal in writing within three (3) days of the decision being reached.
- This notification includes detailed information about the decision and any next steps.

Lost and Found

Lincoln Trade School LTD is not responsible for any lost or stolen property. A Lost and Found location is maintained within the Admissions office so that lost property may be returned to the owner. If a student has found lost property, they should return it immediately to the Lost and Found location. If a student has lost property, they should report it to the Admissions office.

Student Conduct

Students, student organizations, and their respective guests are responsible for knowing and behaving consistently with the following regulations as well as federal, state, and local laws. Student will be removed from any school property and may be permanently expelled by committing the following:

Offenses against Persons

1. Threatening or causing physical harm or abuse to one's self or another person. Physical abuse includes, but is not limited to: personal injury, physical restraint against a person's will, and holding or transporting an individual against the individual's will.
2. Threatening or causing non-physical abuse of, or abusive behavior toward another person. This includes, but is not limited to: verbal or written statements that constitute a form of expression unprotected by law, such as obscenities, fighting words, or defamation. Non-physical abuse refers to psychological abuse, or abusive behavior through oral or written statements that are intended or could reasonably be foreseen to cause disruption, embarrassment, humiliation, shame, fright, grief, or intimidation.

3. Any actual or threatened non-consensual sexual act.
4. Stalking, which is defined here as willfully, maliciously, and repeatedly following, contacting, or harassing another person or series of people in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.

Property Offenses

1. Destroying or vandalizing property, or intending to destroy or vandalize property, including, but not limited to, school owned or leased property, fire alarms, extinguishers, and other safety devices.
2. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of school owned or leased buildings or facilities, or their roofs without permission.
3. Unauthorized or inappropriate use of school property or the property of others.
4. Theft or unauthorized possession of property or services.
5. Embezzling, defrauding, or using false pretenses to procure money or property.
6. Knowingly purchasing or possessing stolen or embezzled property or money.
7. Any willful or malicious burning of any personal property of another.

School Public Offenses

1. Possessing or using weapons, ammunition, explosives, flammable substances, or other dangerous devices. "Weapons" refers to any object or substance designed or intended to inflict a wound, cause injury, or incapacitate. This includes but is not limited to: all firearms, pellet guns, air pistols, air rifles, any dirk, bowie knives, switchblade knives, ballistic knives, or any other knife containing a blade of three or more inches, black jacks, metal knuckles, nun chucks, fireworks, explosives and biological agents. Replicas and facsimiles of weapons are also considered weapons and are therefore prohibited. The use of implements or substances not commonly used as a weapon or not expressly prohibited by this section may be a violation of this policy if used as a weapon. The use of mace or tear gas will not be a violation of this policy if used solely for self-defense.
2. Creating a fire, safety, or health hazard.
3. Falsely reporting a fire or other emergency situation by actions such as activating a fire alarm when there is no reasonably perceived emergency.
4. Impeding or obstructing an investigation, or failing to identify oneself or to comply with the directions of school officials, their authorized agents, or local police agencies acting in the performance and scope of their duties.
5. Littering.
6. Causing any object to be ejected from windows, roofs, or balconies of school-owned or leased buildings.
7. Conveying information that the student knows or should know to be false, by actions such as being dishonest, forging, altering, or causing any false information to be entered into a school record or to be presented at a school proceeding or to a school official.
8. Impersonating any school official.

9. Elimination of bodily fluids or waste, such as urine, feces, vomit, or blood, in places or receptacles not designed for receipt of such substances.
10. Indecent exposure, including but not limited to “flashing.” Indecent exposure is defined as, revealing one's genitals under circumstances likely to offend or shock others.
11. Tampering with or misuse of any fire safety equipment such as fire extinguishers, smoke detectors, carbon monoxide detectors, and fire alarms.

If a dispute arises, our expert staff ensures it is resolved in a timely manner. Should a difficulty persist, each student has the right to file a complaint to the director of Lincoln Trade School LTD by phone (914-561-0200), by e-mail besbecca10550@gmail.com or personally by appointment. Each student can also complain directly to NYS Department of Education.

Emergency Class Cancellation Notification Procedures

Individual Class Cancellation

If class is cancelled due to an instructor's sickness, or any other incident, each student will receive a call/text message at the numbers provided at time of registration. Notifications of cancelled classes will be sent out as soon as cancellation goes into effect. A message will be left if the phone call is not answered.

School Closure

If school is closed due to inclement weather, ALL classes will be cancelled and all students will receive a phone call/text message from school officials regarding change in schedule. Students are highly encouraged to contact the school after 9:00am and request information in regards to class cancellation and/or listen to the automated answering service for a special announcement. Students are, also, encouraged to visit the school website for school closure updates.

Information for Students

Student Rights

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the

educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include

with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid

and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who

cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours—the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are

still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the interest charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

Courses of Study

Home Health Aide

The Home Health aide course is designed to prepare students to assist the disabled, chronically ill, and elderly individuals who may need assistance within their homes, or residential facilities. Students will be thoroughly trained in light housekeeping and homemaking tasks, including laundry, changing bed linens, grocery shopping, and planning and preparing meals. Students will receive hands on training on how to effectively assist patients with daily tasks such as getting in and out of bed, bathing, dressing and grooming, and attending doctor's appointments or running other errands. Students will be prepared to respond to the unique needs of each patient. **All graduated students will be registered on the New York State Department of Health Home Care Registry.**

Course Topics Covered:

Introduction to Home Care
Working Effectively with Homecare Clients
Working with the Elderly
Working with Children
Working with People who are Mentally Ill
Working with People with Physical Disabilities
Working with People with Developmental Disabilities
Food, Nutrition, and Meal Preparation
Family Spending and Budgeting
Care of the Home and Personal Belongings
Safety and Injury Prevention
Universal Precautions and Other State Mandated Topics
Personal Care
Orientation to Health Related Tasks
Performing simple measurements and tests
Complex Modified Diets
Assisting with Prescribed Exercise Program
Assisting with use of Prescribed Medical Equipment, Supplies and Devices
Assisting with Special Skin Care
Assisting with Dressing Change
Assisting with Ostomy Care
Internship 8 hours

Occupations:

Home Health Aide
Personal Care Aide

Personal Care Aide

The Personal Care Aide course is designed to prepare students to assist the disabled and elderly individuals who may need assistance within their homes. Students will be thoroughly trained in light housekeeping and homemaking tasks, including laundry, changing bed linens, grocery shopping, and planning and preparing meals. Students will receive hands on training on how to effectively assist patients with daily tasks such as getting in and out of bed, bathing, dressing and grooming, and attending doctor's

appointments or running other errands. Students will be prepared to respond to the unique needs of each patient.

All graduated students will be registered on the New York State Department of Health Home Care Registry.

Course Topics Covered:

Introduction to Home Care
Working Effectively with Homecare Clients
Working with the Elderly
Working with Children
Working with People who are Mentally Ill
Working with People with Physical Disabilities
Working with People with Developmental Disabilities
Food, Nutrition, and Meal Preparation
Family Spending and Budgeting
Care of the Home and Personal Belongings
Safety and Injury Prevention
Universal Precautions and Other State Mandated Topics
Personal Care

Occupations:

Personal Care Aide

Personal Care Aide to Home Health Aide Upgrade

The Personal Care Aide to Home Health Aide upgrade course is designed to prepare students that already have a Personal Care Aide Certificate to assist the disabled, chronically ill, and elderly individuals. Students will be thoroughly trained in light housekeeping and homemaking tasks, including laundry, changing bed linens, grocery shopping, and planning and preparing meals. Students will receive hands on training on how to effectively assist patients with daily tasks such as getting in and out of bed, bathing, dressing and grooming, and attending doctor's appointments or running other errands. Students will be prepared to respond to the unique needs of each patient. **All graduated students will be registered on the New York State Department of Health Home Care Registry.**

Course Topics Covered:

Orientation to Health Related Tasks
Performing simple measurements and tests
Complex Modified Diets
Assisting with Prescribed Exercise Program
Assisting with use of Prescribed Medical Equipment, Supplies and Devices
Assisting with Special Skin Care
Assisting with Dressing Change
Assisting with Ostomy Care
Internship 8 hours

Occupations:

Home Health Aide
Personal Care Aide

Our Clinical Practice Room is equipped with all necessary medical equipment, such as Bath Basin, Emesis basin, Bed (single, home style), Bed (hospital style), Nightstand, Table (over bed), Practice mannequin (adult, infant), Wheelchair, Tub, Medicine cabinet with mirror, Thermometers, Bedpans, Medicine bottles Cane , Wheelchair and etc. The room is designed like a studio apartment with a small kitchen, living room, and bedroom. This provides a natural atmosphere for a Home Health Aide.

Contact Information

For more information, please contact us at:

Lincoln Trade School LTD
467 Central Park Avenue
Yonkers NY 10704
Lincoln Trade School LTD
914-561-0200

Disclosure Statement

Lincoln Trade School LTD does not guarantee approval for all individuals that apply. Lincoln Trade School LTD provides job placement assistance and internships to graduates, but does not guarantee placement or paid internships. Lincoln Trade School LTD does not provide transportation funds or car fare. Students should refer to the catalog for factual information.

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

College Credit – Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

The Lincoln Trade School LTD catalog is a source of information and is current as of October 2023. Lincoln Trade School LTD reserves the right to change curricula programs, requirements, academic calendars, regulations, policies and procedures, and fees subsequent to the catalogue's publication.

Students are responsible for familiarizing themselves with the catalog content, for rules and regulations, and for meeting in full the designated requirements for graduation.