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| **Hearts 2 Heal CNA & CPR Training LLC****18501 Maple Creek Drive Suite 150****Tinley Park Il. 60477****708-887-8820****Hearts2healcnatraining@gmail.com**<http://hearts2heal4cnatraining.com>​ |
| Policy Name: **Record and Retentions Policy: Hearts 2 Heal CNA & CPR Training LLC** |
| Total pages: 4 |
| Approved by IBHE 1 N Old Capital Plaza suite 333, Springfield Il. 62701(ibhe.org) |
| Effective Date: 10/ 2020 |
| Date Revised: 1//2022 |

**Heart 2 Heal Student Records/Retention Policy**

**Hearts 2 Heal will document every student’s attendance, academic progress, grades, financial history, and transcripts. \*All records will be kept permanently within a locked cabinet (paper documents) and stored on campus in a locked storage room. Electronic copies will be encrypted for privacy and kept in a secure folder and maintained by owner as standards used in higher education. Documentation of attendance, academic progress, grades, financial history, and transcripts record will be retained in a locked file cabinet. Students will be able to obtain records upon written request at or after 30 days of completion of the program.**

RECORD RETENTION AND DESTRUCTION POLICY

1) Purpose:

The purpose of this Policy is to ensure that all student records and documents of Hearts 2 Heal CNA & CPR Training LLC are adequately protected and maintained and to ensure that records that are kept permanently by Hearts 2 Heal CNA & CPR Training LLC. This Policy is also for the purpose of aiding employees of Hearts 2 Heal CNA & CPR Training LLC in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

2) Policy:

 This Policy represents Hearts 2 Heal CNA & CPR Training LLC’ s policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

3) Administration:

Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Hearts 2 Heal CNA & CPR Training LLC and the retention and disposal of documents. The Illinois Board of Higher Education (IBHE) and Monica Long (Owner/Administrator”) is in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from

**\*Hearts2Heal CNA & CPR Training LLC is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.**

**Direct complaints to The Illinois Board of Higher Education, 1 N Old State Capital Plaza Suite 333. Springfield, Il. 62701-1377. Or IBHE online complaint system (**[**http://complaints.ibhe.org/**](http://complaints.ibhe.org/)**)**

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