

Lee Training Institute

623 West Newport Pike Wilmington, Delaware 19804

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Lee Training Institute

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GENERAL INFORMATION

Mission Statement / Philosophy

Lee Training Institute strives to provide education and services to all individuals who seek this service both in and beyond its service area. In so doing, Lee Training Institute asserts these fundamental beliefs:

That every individual has inherent worth and potential, regardless of race, sex, age, socioeconomic group, or other factors, and the school pledges itself to provide a variety of programs and activities to develop that potential.

That education is a life-long process and every individual has a capacity for life-long learning.

That the school has a responsibility to the community and nation in assisting in the solution of the great problems that affect us at every level.

Educational Objectives

Lee Training Institutes objectives are to develop programs that reflect the educational needs of an ever changing workforce.

Description of Facilities

Lee Training Institute is located at 623 West Newport Pike, Wilmington, DE 19804, which is situated in northern Delaware. The facility consists of an open classroom with a certified nursing lab, administrative offices, technology, and faculty and student kitchen. Lee Training Institute only serves commuter students and does not provide housing facilities. The school is located in a convenient retail environment that is located near mass transit.

Parking

Adequate parking is available. Students who park in “Handicap” designated parking slots without valid handicap parking permits or “fire lanes” are subject to being cited by the State police or Fire Marshall and fined for such violations.

Student Instructor Ratio and Typical Class Size

An enthusiastic staff of experienced professional educators support Lee Training Institutes objective to meet the needs of each individual student in preparation for entry level employment. The maximum number of students in a typical classroom setting of instruction is 20, resulting in a student instructor ratio of 20 to 1. However, the nursing assistant clinical rotation is limited to 8 to 1 by Delaware statute.

Faculty Qualifications

All faculty members are certified and licensed where required by law. They have a command of theory and practice, contemporary knowledge, and continuing study in their field. The faculty engages in ongoing development of teaching skills as part of its plan for faculty improvement. They have a minimum of five years of related practical work experience in the subject areas taught.

Placement Assistance

Lee Training Institute does NOT provide job placement, nor do we in any way guarantee nor promise job placement. However, there is a continuous demand for Delaware CNA certified personnel within nursing homes. Also, the facilities utilized by Lee Training Institute for clinical training may occasionally hire those CNA students that take it upon themselves to apply through normal employment channels.

Academic Records

Upon successful completion of all requirements for graduation, a diploma/certificate and an original transcript will be provided at a graduation ceremony. Eligible students will be notified of the time and place of their graduation ceremony by mail. Additional copies of transcripts or diplomas/certificates may be obtained for a fee of \$10.00 by contacting the program coordinator at (302) 575-9281.

Equal Opportunity

Lee Training Institute does not discriminate against any student or applicant based on race, creed, national origin, sex, age, or disability. Lee Training Institute makes reasonable accommodations for disabled persons as required by the Americans with disability Act (ADA).

Sexual Harassment

Lee Training Institute does not condone or tolerate sexual harassment. Sexual harassment is described as unsolicited verbal comments, subtle pressure for sexual activity, sexist remarks about a person's body or sexual activities, patting, pinching, unnecessary touching, demands of sexual favors, implied or overt threats regarding one's employment or student status, and physical assault. Sexual harassment can be acts toward males or females. Applicants or students who feel they are victims of sexual harassment should immediately contact the Director. All grievances reported will be investigated with due diligence and confidentiality. Disciplinary action against a staff/faculty member, student or customer is found to have sexually harassed others will result in termination of the offender's association with the school. **Disciplinary action does not limit the schools ability to take appropriate legal action.**

Administrative Office Hours

Lee Training Institute is normally open five days a week. Regular business hours are from 8:30 A.M. to 5:00 P.M. Monday through Friday.

Tuition and Fees

Cost of books, materials and additional expenses considered necessary by the school are addressed in individual Program/Course Enrollment Agreements. See catalog supplement for individual program/course tuition schedules.

Administrative Office Holidays

The business office is closed on the following nationally observed holidays: New year's Day, Dr. Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (and day after), and Christmas Day.

Officers/Staff

David Lee, RN, MSN

President/CEO

Denise Broomer LPN

Clinical Instructor/ Administrative Staff

POLICIES AND PROCEDURES

Admission Requirements

The programs offered at Lee Training Institute are **open to all persons** regardless of race, religion, sex or national origin. Applicants must be **at least 18 years of age** and **possess a high school diploma** or high school equivalency (GED). Applicants without a high school diploma or GED may be enrolled after passing an equivalency test.

Admission Procedures

Applicants must submit a completed application and registration fee for admission. Eligible applicants must also be interviewed by the admission representative. The school will review the application and notify the applicant of the approval or disapproval, or may request more information or documents. If denied admission, an applicant will be told why he/she was not admitted. Applicants wishing to appeal a denial of admission should contact the President/Director in writing. The President/director's decision is final.

Re-Admission Policy

Students may reapply to be re-admitted to the institution after being dismissed. Such students will be enrolled in a probationary status and not classified as a first time student. This procedure applies only to dismissals caused by lack of satisfactory progress and will never be granted more than once. This policy does not apply to voluntary withdrawals. Re-entering students will be charged at the current tuition rates for newly entering students.

Attendance

Once enrolled, students are expected to attend classes as scheduled and satisfactorily complete each lesson or unit of instruction. Students must notify the school when unable to attend class for any reason.

- Any student with an excused absence will be allowed to make up the work missed during that period of absence.
- Any unexcused absences will result in termination from the program. An unexcused absence is considered not attending class without calling the school or instructor prior to class or clinical.
- Tardiness is considered arriving 15 minutes after designated class time. Three tardies will result in one classroom absence. Three absences during the eight week program will result in termination from the program.
- If a student is late for class, he or she is still encouraged to attend the class session.

Make-up Policy

Each student is responsible for obtaining notes of lecture, completing homework and classroom assignments, and arranging to take competency tests to demonstrate adequate knowledge and skills for each lesson missed. Any missed time from classroom instruction or clinical experience will have to be made up before a certificate of completion is issued.

Leave of Absence

Leave of absence is granted only to students who desire to temporarily interrupt their training for personal reasons that include family and/or health related issues not to exceed **60 days**. A student may receive one leave of absence per program except in extreme circumstances. A request for leave must be made in writing, in advance, or a student may consider withdrawn from the school.

Conduct

Any student whose conduct is unbecoming to accepted professional standards will be the subject of probation or dismissal. Under no conditions will alcoholic beverages or illegal drugs or person under the influence of alcohol or drugs be permitted on school premises. Any violation of this policy will result in dismissal from classes on the first offense. Student engaged in academic dishonesty, stealing, interruption of classes or disturbing normal school operation, profanity, etc., would be dropped from the class.

Dress Code

All students are expected to take pride in their appearance by arriving for class properly dressed (see below), well groomed, and adhering to acceptable hygiene standards. All should adhere to common standards of hygiene and be free of body odor. Hair should be properly cleaned, combed, trimmed, and neatly styled. Unruly mustaches or beards and messy hair are unacceptable. Tattoos and piercing (except ears) should be concealed during class hours.

Acceptable lab attire includes: Professional attire such as scrubs, smocks, and/or lab coats where appropriate. Shoes must meet OSHA standards (no open toe shoes). The standard dress guidelines should mirror that which is worn in the profession being studied.

Appropriate casual attire includes: Crew neck sweaters, V-neck sweaters with collared shirt or turtle neck, collared shirts (sport or dress), turtleneck shirt, skorts, dress stirrups, skirts and jumpers (must be no more than 4 inches above the knee when the person is standing upright), socks (required for men), and sundresses.

Dress Code (Cont.)

Unacceptable attire includes: Bib overalls of any kind, mesh shirts, halter tops, tank tops, clothing with slogans or messages that include profanity and/or obscenities, mid-drifts, tights, form fitting leggings or pants, spandex, revealing clothing, and flip flops.

At its discretion, the school may allow students to dress in a more casual fashion than is normally required. On these occasions, students are still expected to present a neat appearance.

Grading/ Satisfactory Progress

In order to be considered making satisfactorily progress towards graduation, a student must maintain specified grade point averages as well as proceed through the course at a pace leading to completion in the specified time frame.

The following represents the equivalencies of the grades assigned:

Percentage	Number Grade	Equivalencies
90-100	4.0	Excellent
80-89	3.0	Good
75-79	2.0	Fair
Below 75	0.0	Fail/ Below acceptable standards
I	I	Incomplete
W	W	Withdraw

***An incomplete grade reverts to a failure upon termination.**

Completion requirements must be satisfactorily completed for each program not to exceed 1.5 times the published duration. If a student fails to meet minimum standards for graduation within the maximum time allowed (91.5 times program duration), the student will be terminated for lack of satisfactory progress.

Student progress is checked at two points in the program. The first progress check is at or near the completion of 25% of the program at which time the student is expected to be maintaining at least a 75% grade average and 66.66% completion rate. The second checkpoint is at or near the completion midpoint of the program at which time the student must be maintaining at least a 75% grade average. Students who do not achieve minimum standards (75% or 2.0 cumulative average grade and 66.66% completion rate) at the end of each module may be placed on probation for a period of one module of training. However, students may appeal for one extra probationary period if they can demonstrate that the causes of the previous poor performance have been eliminated and that their performance during the probationary period showed improvement. The terms of probation must be documented and maintained in the students file. In

Grading/ Satisfactory Progress (Cont.)

no case will the student be considered to be making satisfactory progress unless he/she has achieved the grade requirements for at least one stage/module before the midpoint of a course.

ACADEMIC INTEGRITY

Lee Training Institute is committed to Academic Integrity -- the honest, fair and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support services staff members will take reasonable precautions to prevent the opportunity for academic dishonesty.

The school recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:

A. Uses or obtains unauthorized assistance in any academic work.

- Copying from another student's exam.
- Using notes, books, electronic devices or other aids of any kind during an exam when prohibited.
- Stealing an exam or possessing a stolen copy of an exam.

B. Gives fraudulent assistance to another student.

- Completing a graded academic activity or taking an exam for someone else.
- Giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity.
- Sharing answers during an exam by using a system of signals.

C. Inappropriately or unethically uses technological means to gain academic advantage.

- Inappropriately or unethically acquiring material via the Internet or by any other means.
- Using any electronic or hidden devices for communication during an exam.

CONSEQUENCES FOR VIOLATIONS OF ACADEMIC INTEGRITY

First and only offense constitutes immediate dismissal from the program. No exceptions.

Complaint procedure

If a student should have a concern or complaint, he/she should take the following steps:

1. Bring the problem to the attention of his/her instructor. If the problem is not resolved or the student feels the instructor is not the person to be contacted;
2. Contact the Director of Training to discuss this matter. If resolution is still not satisfactory and the problem still exist;
3. Submit the problem in writing to the President of Lee Training Institute stating the steps that have been taken to resolve the problem.
4. If the student does not feel the school adequately addressed a complaint or concern, the student may consider contacting the Education Associate for Professional Accountability of the State of Delaware Board of Education or the accrediting Commission. All complaints considered by the State Board of Education or Accrediting Commission must be in written form, with permission for a copy of the complaint to forward the school for its response. The complainant(s) will be kept informed as to the status of the complaint as well as to the final resolution.

All inquiries should be addressed to:

**Education Associate, Professional Accountability
Delaware Board of Education.
Townsend building, P.O. Box 1402
Dover, DE. 19903-1402
(302)739-4686**

A copy of the Commission's complaint form is available at the school and may be obtained by contacting the School Director.

Appeal Process/ Right to Appeal

The student may appeal the determination of failure to maintain satisfactory progress (academic/attendance) to the Director of Training based upon extenuating circumstances. In such cases the Director of Training may determine that the student is making satisfactory progress towards his/her objective despite the failure to conform within the time frame or minimum grade averages.

Termination

It is the schools desire and commitment to graduate every student once enrolled, therefore, every consideration will be given to assist students in completing their program. However, a student may be placed on probation or terminated for unsatisfactory progress, misconduct, or failure to pay tuition.

Refund Policy

Termination Date:

The termination date is the date the school receives official notice of the student's withdrawal or the date the school determines the student's unofficial withdrawal status. The school may determine the student to be terminated after 14 consecutive calendar days of nonattendance and initiate disenrollment procedures based on student's last date of attendance. For refund computation purposes the termination date is the last date of actual attendance by the student.

Cancellation/Termination Policy

Students withdrawing from a course or program must notify the President/Director of Lee Training Institute in writing. It is the student's responsibility to provide proof that a written notice was given. Receipt for certified mail or written acknowledgment by the school constitutes proof of notice. A copy of the student's transcript will be provided within two weeks of written request for termination.

If a student voluntarily withdraws from training or is terminated for any reasons described in the school policy prior to completion of the course, Lee Training Institute will refund to the depositor the amount of any unearned advance payments made on behalf of the student on the following basis:

- A. Rejection- An applicant rejected by the school is entitled to a refund of all monies paid minus any stated application fee, not to exceed \$25.
- B. Three day Cancellation- All monies paid by an applicant will be refunded if requested within three days after signing the enrollment agreement and making an initial payment.
- C. Other Cancellations.
 - (1) An applicant who is requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but **prior** to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$100.
 - (2) Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either

Cancellation/Termination Policy (Cont.)

(3) Attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

D. Institutional/State Refund Policy- Lee Training Institute shall refund unearned tuition and fees as set forth in the state regulations. The state refund policy that a school may retain \$100.00 of the tuition and fees, and the minimum refund of the remaining tuition will be:

1. The student cancels the enrollment agreement or contract within 72 hours (until midnight of the 3rd day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student;

2. The enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school or representations by the owner or representative of the school.

b. As a condition for granting certification, each school must maintain a policy for the refund of the unused portion of tuition, fees and other charges in the event the student, after expiration of the 72-hour cancellation privilege, fails to enter the course, or withdraws or is discontinued therefrom at any time prior to completion, and such policy must provide:

1. Refunds for private business and trade school courses will be based on the period of enrollment computed on the basis of course time expressed in clock hours;

2. The effective date of the termination for refund purposes in private business and trade schools will be the earliest of the following:

A. The last date of attendance, if the student is terminated by the school;

B. The date of receipt of written notice from the student;

C. Ten school days following the last date of attendance;

3. If tuition is collected **in advance of entrance**, and if, after expiration of the 72-hour cancellation privilege, the student does not enter the private business and trade school, not more than \$100 shall be retained by the school;

4. For the student who enters a private business and trade school course of not more than 12 months in length terminates or withdraws, the school may retain \$100 of tuition and fees and the minimum refund of the remaining tuition will be:

Cancellation/Termination Policy (Cont.)

- A. After 0.01 percent enrollment time of the course, 80 percent of the remaining tuition;
- B. After 5 percent to 9.9 percent enrollment time of the course, 70 percent of the remaining tuition;
- C. After 10 percent to 14.9 percent enrollment time of the course, 60 percent of the remaining tuition;
- D. After 15 percent to 24.9 percent enrollment time of the course, 55 percent of the remaining tuition;
- E. After 25 percent to 49.9 percent enrollment time of the course, 30 percent of the remaining tuition;
- F. After 50 percent or more enrollment time of the course, the student may be considered obligated for the full tuition;

Enrollment time is the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school;

- 5. For private business and trade courses more than 12 months in length, the refund shall be applied to each 12-month period, or part thereof, separately;
- 6. Refunds of items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees and service charges, where these items are separately stated and shown in the data furnished the student before enrollment, will be made in a reasonable manner acceptable to the administrator;
- 7. Refunds based on enrollment in private business and trade schools will be totally consummated within 30 days after the effective date of termination;
- 8. Refunds for correspondence courses will be computed on the basis of the number of lessons in the course;
- 9. The effective date of the termination for refund purposes in correspondence courses will be the earliest of the following:
 - A. The date of notification to the student if the student is terminated;
 - B. The date of receipt of written notice from the student;

Cancellation/Termination Policy (Cont.)

C. The end of the 3rd calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that the student wishes to remain enrolled;

10. If tuition is collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the course, not more than \$50 shall be retained by the school;

11. In cases of termination or withdrawal after the student has begun the correspondence course, the school may retain \$50 of tuition and fees, and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition fees and other charges that the number of lessons completed and serviced by the school bears to the total number of lessons in the course;

12. Refunds based on enrollment in correspondence schools will be totally consummated within 30 days after the effective date of termination.

c. In lieu of the refund policy herein set forth, for programs of instruction not regularly offered to the general public, the Department of Education may, for good cause shown, amend, modify, substitute and/or alter the terms of such policy due to the specialized nature and objective of the subject school's course of instruction.

d. If a course of instruction is discontinued by the school and this prevents the student from completing the course, all tuition and fees paid are then due and refundable;

(4) Agree that within the 72-hour grace period reserved for cancellation as provided in paragraph (3) of this subsection, the school will not discount any evidence of indebtedness given by a student applicant, or on an applicant's behalf, or in any other way place such evidence of indebtedness into the hands of a holder in due course;

(5) To permit the Department to inspect the school or classes thereof from time to time; and to make available to the Department, at any time when required to do so, information pertaining to the activities of the school required for the administration of this chapter;

(6) That all advertising and solicitation will be free from misrepresentation, deception or fraud, and that no fraudulent or deceptive statements shall be made as to possible future employment opportunities or wage expectations.

Application Policy:

1. Any monies due to the applicant shall be refunded within thirty days from cancellation for failure to appear or before the first day of class.
2. Any monies due to the student shall be refunded within thirty days from the termination date. If a student does not return following a leave of absence period (not to exceed 180 calendar days), refunds must be made within 45 days from the scheduled end of the LOA. When a student takes a LOA, under no circumstances can a refund exceed 210 days from the last date of actual student attendance.

Application Process

Step 1. Complete and sign the entire application. Pay special attention to:

- Lee Training Institute Course Syllabus
- Criminal History Requirements and Policy

Step 2. Complete the Medical Information Section of the application

Attach proof of either a negative TB test or chest x-ray (cannot expire during the course)

Step 3. Complete the Criminal Background Check Form.

All payments will be held until after the application process has been completed and criminal background has been submitted.

If an applicant does not pass the application process, all **payment information** will be returned to the applicant along with their application packet

Step 5. Return completed application form and required documentation to:

Lee Training Institute
623 West Newport Pike
Wilmington, Delaware 19804

8 Week Certified Nursing Assistant Program

Evening Class Monday - Thursday 5:00 am to 10:00 pm

Program Description

Lee Training Institute's Nursing Assistant Curriculum is designed to insure student understanding of expectations, job knowledge and mastery of skills necessary for job performance. The 180 hour program offered in a 8 week schedule includes the following:

The program is divided in two phases. Phase one consist of fiveweeks of basic theory in a classroom setting and skills practice in a laboratory setting. Phase two consists of three weeksof clinical at an approved facility under the supervision of a Lee Training Institute Nursing Instructor.

In order to assure the health and safety of all students and clinical facilities, each student must be free from any communicable disease and be physically capable of performing the basic competencies.

Licensure/ Certification

Upon successful completion of the Certified Nursing Assistant program, the students are eligible to sit for the Nursing Assistant Certification exam in the State of Delaware.

Tuition and Fees (Effective September 2017)

Tuition and Instructional Material	\$ 2,975.00
Books	\$ 120.00
Supplies: Uniforms (2) Sets	\$ 36.00
Criminal background check	\$ 69.00

Total Cost of Program	\$3,200.00

4 Week Dietary Aide Program

Evening Class: To be announced

Program Description

A 4-week full-time program designed to meet the educational needs of individuals desiring to work in the foodservice industry. Dietary Aides work together with Dietary Managers, Registered Dietitians and cooks to provide quality nutritional care for patients/residents/clients/customers. The program reviews customers, customer service, service and delivery systems, menus, recipes, receiving, storage, sanitation and safety, layout and design, and much more. The program will consist of 80 training hours.

Course Outline

- Foodservice Operations
- Sanitation and Food Safety
- Introduction to Nutrition/ Diet Therapy
- Label Reading

Admission Requirements

Age 18

Criminal Background Check

Adult Abuse Registry Check

Child Abuse Registry Check

Negative PPD Screening

Employment Options

Hospitals, Nursing Homes, Assisted Living Centers, Correctional & Rehabilitative Centers, Food Service Distributors, Restaurants, and School Systems.

Tuition and Fees (Effective September 2017)

Tuition and Fees	\$ 1,800.00
Books and Materials	\$ 0.00
TB Test	\$ 0.00
Criminal Background Check	\$ 69.00
ServSafe Test	\$ 0.00
	\$ 1,930.00

4 Week Home Health Aide/ Companion Program

Class: To be announced

Program Description

This 75 hour course offers an overview of working with home-based clients and the elderly; students develop homemaking skills. Coursework includes the study of body systems and medication, law and ethics and effective communication skills for home health practitioners. The Home Health Aide job description is much more than providing basic medical assistance patients, or as they are sometimes referred, clients. The fact that the job is performed in someone's home makes it unique in the health care industry.

In order to assure the health and safety of all students and clinical facilities, each student must be free from any communicable disease and be physically capable of performing the basic competencies.

Tuition and Fees (Effective September 2017)

Tuition	\$ 1,800.00
Books	\$ 25.00
Supplies: Uniforms (2) Sets	\$ 36.00
Criminal background check	\$ 69.00

Total Cost of Program	\$ 1,930.00