

AllStar Academy of NY, INC.
485 Kings Hwy, 2nd floor
Brooklyn, NY 11223
info@AllStarAcademyofNY.com
718-434-2050



School Catalog
Volume 3
April 2022
Date of Publication 04/06/2022

TABLE OF CONTENTS

<u>CONSUMER INFORMATION</u>	<u>PAGE 3</u>
<u>CLASS SCHEDULE & SCHOOL CALENDAR</u>	<u>PAGE 3-15</u>
<u>MISSION AND PURPOSE</u>	<u>PAGE 16</u>
<u>OWNED AND OPERATED BY</u>	<u>PAGE 16</u>
<u>LICENSED AND APPROVED BY</u>	<u>PAGE 16</u>
<u>ADMISSIONS</u>	<u>PAGE 16</u>
<u>FACILITIES AND EQUIPMENT</u>	<u>PAGE 17</u>
<u>OUR FACULTY AND STAFF</u>	<u>PAGE 17</u>
<u>CAREER PROGRAMS</u>	<u>PAGE 17</u>
<u>COURSE DESCRIPTIONS</u>	<u>PAGE 17-21</u>
<u>TUITION AND FEES</u>	<u>PAGE 22-23</u>
<u>COLLEGE CREDIT-DISCLAIMER STATEMENT</u>	<u>PAGE 23</u>
<u>REFUND POLICY</u>	<u>PAGE 23</u>
<u>STUDENT SERVICES</u>	<u>PAGE 23-24</u>
<u>ACADEMIC STANDARDS</u>	<u>PAGE 24-25</u>
<u>SCHOOL POLICY</u>	<u>PAGE 25</u>
<u>COMPLAINT PROCEDURE</u>	<u>PAGE 25-26</u>

CONSUMER INFORMATION

Grievance Procedure

All students are encouraged to discuss concerns, academic issues or complaints with the school staff and faculty. Problems involving classroom or academic matters should first be discussed with an appropriate member of the administration. Unresolved concerns should be referred in writing to the Director. The Director will make appropriate inquiries and recommend a resolution within 15 days of receiving the grievance.

Tuition Reimbursement Fund

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending 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 catalog. 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).

Disclosure Statement

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 you 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.

Notice of Withdrawal

The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the Education Law.

SCHEDULE OF CLASSES AND SCHOOL CALENDAR

Schedule of Classes

The Personal Care Aide (PCA) and Personal Care Aide Upgrade to Home Health Aide programs take place on Monday, Tuesday, Wednesday Thursday, and Friday from 8:30 a.m. to 06:00 p.m. respectively. The Personal Care Aide Program duration is 1 week while the PCA to HHA program is also 1 week.

The Home Health Aide program takes place on Monday, Tuesday, Wednesday Thursday, and Friday from 8:30 a.m. to 6:00 p.m. The duration of the Home Health Aide program is 2 weeks.

The Certified Nurse Aide Transition to Home Health Aide program takes place on Saturdays and Sundays from 8:30 a.m. to 5:45 p.m. for 4 weeks.

For all programs provided above, each instructional hour consists of 60 minutes.

Federal Holiday Calendar-No Sessions

AllStar Academy of NY, INC. observes the federal holidays and school is not in session on the days listed below. The class will continue the following scheduled day.

Federal Holidays School Observes	Dates
New Year's Day	1/1/2022
Memorial Day	5/30/2022
Independence Day	7/4/2022
Labor Day	9/6/2022
Columbus Day	10/11/2022
Veteran's Day	11/11/2022
Thanksgiving Day	11/25/2022
Christmas Day	12/24/2022

Tentative* School Calendar – January 2022- December 2022 year

* Based on when Licensing process is completed and only then enrollment and classes will begin following the appropriate day according to the schedule below. If class falls on federal holiday, class schedule will be extended into weekend of the week in which holiday occurred.

	Personal Care Aide Course
Year 2022	Session 1
1/3	Personal Care Aide Program Begins
1/7	Personal Care Aide Program Ends
	Session 2
1/17	Personal Care Aide Program Begins
1/21	Personal Care Aide Program Ends
	Session 3
1/31	Personal Care Aide Program Begins
2/4	Personal Care Aide Program Ends
	Session 4
2/14	Personal Care Aide Program Begins
2/18	Personal Care Aide Program Ends
	Session 5
2/28	Personal Care Aide Program Begins
3/4	Personal Care Aide Program Ends
	Session 6
3/14	Personal Care Aide Program Begins
3/18	Personal Care Aide Program Ends
	Session 7
3/28	Personal Care Aide Program Begins
4/01	Personal Care Aide Program Ends
	Session 8
4/11	Personal Care Aide Program Begins
4/15	Personal Care Aide Program Ends
	Session 9
4/25	Personal Care Aide Program Begins
4/29	Personal Care Aide Program Ends
	Session 10
5/09	Personal Care Aide Program Begins

	Personal Care Aide to Home Health Aide Course
Year 2022	Session 1
1/10	Personal Care Aide to Home Health Aide Program Begins
1/14	Personal Care Aide to Home Health Aide Program Ends
	Session 2
1/24	Personal Care Aide Upgrade to Home Health Aide Program Begins
1/28	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 3
2/7	Personal Care Aide Upgrade to Home Health Aide Program Begins
2/11	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 4
2/21	Personal Care Aide Upgrade to Home Health Aide Program Begins
2/25	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 5
3/7	Personal Care Aide Upgrade to Home Health Aide Program Begins
3/11	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 6
3/21	Personal Care Aide Upgrade to Home Health Aide Program Begins
3/25	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 7
4/4	Personal Care Aide Upgrade to Home Health Aide Program Begins
4/8	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 8
4/18	Personal Care Aide Upgrade to Home Health Aide Program Begins
4/22	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 9
5/2	Personal Care Aide Upgrade to Home Health Aide Program Begins
5/6	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 10
5/16	Personal Care Aide Upgrade to Home Health Aide Program Begins

5/13	Personal Care Aide Program Ends
	Session 11
5/23	Personal Care Aide Program Begins
5/27	Personal Care Aide Program Ends
	Session 12
6/06	Personal Care Aide Program Begins
6/10	Personal Care Aide Program Ends
	Session 13
6/20	Personal Care Aide Program Begins
6/24	Personal Care Aide Program Ends
	Session 14
7/04	Personal Care Aide Program Begins
7/08	Personal Care Aide Program Ends
	Session 15
7/18	Personal Care Aide Program Begins
7/22	Personal Care Aide Program Ends
	Session 16
8/01	Personal Care Aide Program Begins
8/05	Personal Care Aide Program Ends
	Session 17
8/15	Personal Care Aide Program Begins
8/19	Personal Care Aide Program Ends
	Session 18
8/29	Personal Care Aide Program Begins
9/02	Personal Care Aide Program Ends
	Session 19
9/12	Personal Care Aide Program Begins
9/16	Personal Care Aide Program Ends
	Session 20
9/26	Personal Care Aide Program Begins
9/30	Personal Care Aide Program Ends

5/20	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 11
5/30	Personal Care Aide Upgrade to Home Health Aide Program Begins
6/03	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 12
6/13	Personal Care Aide Upgrade to Home Health Aide Program Begins
6/17	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 13
6/27	Personal Care Aide Upgrade to Home Health Aide Program Begins
7/01	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 14
7/11	Personal Care Aide Upgrade to Home Health Aide Program Begins
7/15	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 15
7/25	Personal Care Aide Upgrade to Home Health Aide Program Begins
7/29	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 16
8/08	Personal Care Aide Upgrade to Home Health Aide Program Begins
8/12	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 17
8/22	Personal Care Aide Upgrade to Home Health Aide Program Begins
8/26	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 18
9/05	Personal Care Aide Upgrade to Home Health Aide Program Begins
9/09	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 19
9/19	Personal Care Aide Upgrade to Home Health Aide Program Begins
9/23	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 20
10/03	Personal Care Aide Upgrade to Home Health Aide Program Begins
10/07	Personal Care Aide Upgrade to Home Health Aide Program Ends

	Session 21
10/10	Personal Care Aide Program Begins
10/14	Personal Care Aide Program Ends
	Session 22
10/24	Personal Care Aide Program Begins
10/28	Personal Care Aide Program Ends
	Session 23
11/07	Personal Care Aide Program Begins
11/11	Personal Care Aide Program Ends
	Session 24
11/21	Personal Care Aide Program Begins
11/25	Personal Care Aide Program Ends
	Session 25
12/05	Personal Care Aide Program Begins
12/09	Personal Care Aide Program Ends
	Session 26
12/19	Personal Care Aide Program Begins
12/23	Personal Care Aide Program Ends

	Session 21
10/17	Personal Care Aide Upgrade to Home Health Aide Program Begins
10/21	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 22
10/31	Personal Care Aide Upgrade to Home Health Aide Program Begins
11/04	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 23
11/14	Personal Care Aide Upgrade to Home Health Aide Program Begins
11/18	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 24
11/28	Personal Care Aide Upgrade to Home Health Aide Program Begins
12/02	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 25
12/12	Personal Care Aide Upgrade to Home Health Aide Program Begins
12/16	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 26
12/26	Personal Care Aide Upgrade to Home Health Aide Program Begins
12/30	Personal Care Aide Upgrade to Home Health Aide Program Ends

	Personal Care Aide Enrollment (Tentative*) Deadlines		Personal Care Aide Upgrade to Home Health Aide Enrollment (Tentative*) Deadlines
Session 1	12/31/2021	Session 1	1/7/2022
Session 2	1/14/2022	Session 2	1/21/2022
Session 3	1/28/2022	Session 3	2/4/2022
Session 4	2/11/2022	Session 4	2/18/2022
Session 5	2/25/2022	Session 5	3/4/2022
Session 6	3/11/2022	Session 6	3/18/2022
Session 7	3/25/2022	Session 7	4/1/2022
Session 8	4/8/2022	Session 8	4/15/2022
Session 9	4/22/2022	Session 9	4/29/2022
Session 10	5/06/2022	Session 10	5/13/2022
Season 11	5/20/2022	Season 11	5/27/2022
Season 12	6/03/2022	Season 12	6/10/2022
Season 13	6/17/2022	Season 13	6/24/2022
Season 14	7/01/2022	Season 14	7/08/2022
Season 15	7/15/2022	Season 15	7/22/2022
Season 16	7/29/2022	Season 16	8/05/2022
Season 17	8/12/2022	Season 17	8/19/2022
Season 18	8/26/2022	Season 18	9/02/2022
Season 19	9/09/2022	Season 19	9/16/2022
Season 20	9/23/2022	Season 20	09/30/2022
Season 21	10/07/2022	Season 21	10/14/2022
Season 22	10/21/2022	Season 22	10/28/2022
Season 23	11/04/2022	Season 23	11/11/2022
Season 24	11/18/2022	Season 24	11/25/2022
Season 25	12/02/2022	Season 25	12/09/2022
Season 26	12/16/2022	Season 26	12/23/2022

	Home Health Aide Course			Certified Nurse Aide to Home Health Aide Course	
Year 2022	Session 1		Year 2022	Session 1	
1/3	Home Health Aide Program Begins		1/2	Certified Nurse Aide to Home Health Aide Program Begins	
1/14	Home Health Aide Program Ends		1/30	Certified Nurse Aide to Home Health Aide Program Ends	
	Session 2			Session 2	
1/17	Home Health Aide Program Begins		2/5	Certified Nurse Aide to Home Health Aide Program Begins	
1/28	Home Health Aide Program Ends		2/27	Certified Nurse Aide to Home Health Aide Program Ends	
	Session 3			Session 3	
1/31	Home Health Aide Program Begins		3/5	Certified Nurse Aide to Home Health Aide Program Begins	
2/11	Home Health Aide Program Ends		3/27	Certified Nurse Aide to Home Health Aide Program Ends	
	Session 4			Session 4	
2/14	Home Health Aide Program Begins		4/2	Certified Nurse Aide to Home Health Aide Program Begins	
2/25	Home Health Aide Program Ends		4/24	Certified Nurse Aide to Home Health Aide Program Ends	
	Session 5			Session 5	
2/28	Home Health Aide Program Begins		4/30	Certified Nurse Aide to Home Health Aide Program Begins	
3/11	Home Health Aide Program Ends		5/22	Certified Nurse Aide to Home Health Aide Program Ends	
	Session 6			Session 6	
3/14	Home Health Aide Program Begins		5/28	Certified Nurse Aide to Home Health Aide Program Begins	
3/25	Home Health Aide Program Ends		06/19	Certified Nurse Aide to Home Health Aide Program Ends	
	Session 7			Session 7	
3/28	Home Health Aide Program Begins		6/25	Certified Nurse Aide to Home Health Aide Program Begins	
4/8	Home Health Aide Program Ends		7/17	Certified Nurse Aide to Home Health Aide Program Ends	
	Session 8			Session 8	
4/11	Home Health Aide Program Begins		7/23	Certified Nurse Aide to Home Health Aide Program Begins	
4/22	Home Health Aide Program Ends		8/14	Certified Nurse Aide to Home Health Aide Program Ends	
	Session 9			Session 9	
4/25	Home Health Aide Program Begins		8/20	Certified Nurse Aide to Home Health Aide Program Begins	
5/06	Home Health Aide Program Ends		9/11	Certified Nurse Aide to Home Health Aide Program Ends	
	Session 10			Session 10	
5/9	Home Health Aide Program Begins		9/19	Certified Nurse Aide to Home Health Aide Program Begins	
5/20	Home Health Aide Program Ends		10/17	Certified Nurse Aide to Home Health Aide Program Ends	
	Session 11			Session 11	
5/23	Home Health Aide Program Begins		10/24	Certified Nurse Aide to Home Health Aide Program Begins	
6/03	Home Health Aide Program Ends		11/21	Certified Nurse Aide to Home Health Aide Program Ends	
	Session 12			Session 12	
6/06	Home Health Aide Program Begins		11/28	Certified Nurse Aide to Home Health Aide Program Begins	
6/17	Home Health Aide Program Ends		12/30	Certified Nurse Aide to Home Health Aide Program Ends	
	Session 13			Session 13	
6/20	Home Health Aide Program Begins				
7/01	Home Health Aide Program Ends				
	Session 14			Session 14	
7/04	Home Health Aide Program Begins				
7/15	Home Health Aide Program Ends				

	Session 15		
7/18	Home Health Aide Program Begins		
7/29	Home Health Aide Program Ends		
	Session 16		
8/01	Home Health Aide Program Begins		
8/12	Home Health Aide Program Ends		
	Session 17		
8/15	Home Health Aide Program Begins		
8/26	Home Health Aide Program Ends		
	Session 18		
8/29	Home Health Aide Program Begins		
9/09	Home Health Aide Program Ends		
	Session 19		
9/12	Home Health Aide Program Begins		
9/23	Home Health Aide Program Ends		
	Session 20		
9/26	Home Health Aide Program Begins		
10/07	Home Health Aide Program Ends		
	Session 21		
10/10	Home Health Aide Program Begins		
10/21	Home Health Aide Program Ends		
	Session 22		
10/24	Home Health Aide Program Begins		
11/04	Home Health Aide Program Ends		
	Session 23		
11/07	Home Health Aide Program Begins		
11/18	Home Health Aide Program Ends		
	Session 24		
11/21	Home Health Aide Program Begins		
12/02	Home Health Aide Program Ends		
	Session 25		
12/12	Home Health Aide Program Begins		
12/23	Home Health Aide Program Ends		
	Session 26		
12/26	Home Health Aide Program Begins		
1/06/2023	Home Health Aide Program Ends		

	Home Health Aide Enrollment (Tentative*) Deadlines			Certified Nurse Aide to Home Health Aide Enrollment (Tentative*) Deadlines
Session 1	12/31/2021		Session 1	12/31/2021
Session 2	1/14/2022		Session 2	2/4/2022
Session 3	1/28/2022		Session 3	3/4/2022
Session 4	2/11/2022		Session 4	9/10/2022
Session 5	2/25/2022		Session 5	4/1/2022
Session 6	3/11/2022		Session 6	4/29/2022
Session 7	3/25/2022		Session 7	5/27/2022
Session 8	4/8/2022		Session 8	6/24/2022
Session 9	4/22/2022		Session 9	7/22/2022
Session 10	5/06/2022			
Session 11	5/20/2022			
Session 12	6/03/2022			
Session 13	6/17/2022			
Session 14	7/01/2022			
Session 15	07/15/2022			
Session 16	7/29/2022			
Session 17	8/12/2022			
Session 18	8/26/2022			
Session 19	9/09/2022			
Session 20	9/23/2022			
Session 21	10/07/2022			
Session 22	10/21/2022			
Session 23	11/04/2022			
Session 24	11/18/2022			

Session 25	12/09/2022		
Session 26	12/23/2022		

	Evening Home Health Aide Course	Year 2022	Evening Personal Care Aide Course
Year 2022	Session 1		Session 1
2/28	Home Health Aide Program Begins	2/28	Personal Care Aide Program Begins
3/18	Home Health Aide Program Ends	3/09	Personal Care Aide Program Ends
	Session 2		Session 2
3/28	Home Health Aide Program Begins	3/28	Personal Care Aide Program Begins
4/15	Home Health Aide Program Ends	4/01	Personal Care Aide Program Ends
	Session 3		Session 3
4/18	Home Health Aide Program Begins	4/18	Personal Care Aide Program Begins
5/6	Home Health Aide Program Ends	4/27	Personal Care Aide Program Ends
	Session 4		Session 4
5/9	Home Health Aide Program Begins	5/9	Personal Care Aide Program Begins
5/27	Home Health Aide Program Ends	5/18	Personal Care Aide Program Ends
	Session 5		Session 5
5/30	Home Health Aide Program Begins	5/30	Personal Care Aide Program Begins
6/17	Home Health Aide Program Ends	6/8	Personal Care Aide Program Ends
	Session 6		Session 6
6/20	Home Health Aide Program Begins	6/20	Personal Care Aide Program Begins
7/8	Home Health Aide Program Ends	6/29	Personal Care Aide Program Ends
	Session 7		Session 7
7/11	Home Health Aide Program Begins	7/11	Personal Care Aide Program Begins
7/29	Home Health Aide Program Ends	7/20	Personal Care Aide Program Ends
	Session 8		Session 8
8/01	Home Health Aide Program Begins	8/01	Personal Care Aide Program Begins
8/19	Home Health Aide Program Ends	8/10	Personal Care Aide Program Ends
	Session 9		Session 9
8/22	Home Health Aide Program Begins	8/22	Personal Care Aide Program Begins
9/9	Home Health Aide Program Ends	8/31	Personal Care Aide Program Ends
	Session 10		Session 10
9/12	Home Health Aide Program Begins	9/12	Personal Care Aide Program Begins
9/30	Home Health Aide Program Ends	9/21	Personal Care Aide Program Ends
	Session 11		Session 11
10/3	Home Health Aide Program Begins	10/3	Personal Care Aide Program Begins
10/21	Home Health Aide Program Ends	10/12	Personal Care Aide Program Ends
	Session 12		Session 12
10/24	Home Health Aide Program Begins	10/24	Personal Care Aide Program Begins
11/11	Home Health Aide Program Ends	11/2	Personal Care Aide Program Ends
	Session 13		Session 13
11/14	Home Health Aide Program Begins	11/14	Personal Care Aide Program Begins
12/2	Home Health Aide Program Ends	11/23	Personal Care Aide Program Ends

	Session 14		Session 14
12/5	Home Health Aide Program Begins	12/5	Personal Care Aide Program Begins
12/23	Home Health Aide Program Ends	12/14	Personal Care Aide Program Ends

	Evening Course Home Health Aide Enrollment (Tentative*) Deadlines		Evening Course Personal Care Aide Enrollment (Tentative*) Deadlines
Session 1	2/25/2022	Session 1	2/25/2022
Session 2	3/25/2022	Session 2	3/25/2022
Session 3	4/15/2022	Session 3	4/15/2022
Session 4	5/6/2022	Session 4	5/6/2022
Session 5	5/27/2022	Session 5	5/27/2022
Session 6	6/17/2022	Session 6	6/17/2022
Session 7	7/8/2022	Session 7	7/8/2022
Session 8	7/29/2022	Session 8	7/29/2022
Session 9	8/19/2022	Session 9	8/19/2022
Session 10	6/17/2022	Session 10	6/17/2022
Session 11	7/8/2022	Session 11	7/8/2022
Session 12	7/29/2022	Session 12	7/29/2022
Session 13	5/27/2022	Session 13	5/27/2022
Session 14	6/17/2022	Session 14	6/17/2022

	Evening Personal Care Aide Upgrade to Home Health Aide Course
Year 2022	Session 1
3/08	Personal Care Aide to Home Health Aide Program Begins
3/18	Personal Care Aide to Home Health Aide Program Ends
	Session 2
4/05	Personal Care Aide Upgrade to Home Health Aide Program Begins
4/15	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 3
4/26	Personal Care Aide Upgrade to Home Health Aide Program Begins
5/06	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 4
5/17	Personal Care Aide Upgrade to Home Health Aide Program Begins
5/27	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 5
6/7	Personal Care Aide Upgrade to Home Health Aide Program Begins
6/17	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 6
6/28	Personal Care Aide Upgrade to Home Health Aide Program Begins

7/08	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 7
7/19	Personal Care Aide Upgrade to Home Health Aide Program Begins
7/29	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 8
8/09	Personal Care Aide Upgrade to Home Health Aide Program Begins
8/19	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 9
8/30	Personal Care Aide Upgrade to Home Health Aide Program Begins
9/9	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 10
9/20	Personal Care Aide Upgrade to Home Health Aide Program Begins
9/30	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 11
10/11	Personal Care Aide Upgrade to Home Health Aide Program Begins
10/21	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 12
11/01	Personal Care Aide Upgrade to Home Health Aide Program Begins
11/11	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 13
11/22	Personal Care Aide Upgrade to Home Health Aide Program Begins
12/02	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 14
12/13	Personal Care Aide Upgrade to Home Health Aide Program Begins
12/23	Personal Care Aide Upgrade to Home Health Aide Program Ends

	Evening Course Personal Care Aide Upgrade to Home Health Aide Enrollment (Tentative*) Deadlines
Session 1	3/04/2022
Session 2	4/01/2022
Session 3	4/22/2022
Session 4	5/13/2022
Session 5	6/3/2022
Session 6	6/24/2022
Session 7	7/15/2022
Session 8	8/05/2022
Session 9	8/26/2022
Session 10	9/16/2022
Season 11	10/07/2022
Season 12	10/28/2022
Season 13	11/18/2022
Season 14	12/09/2022

	Weekend Home Health Aide Course
Year 2022	Session 1
5/14	Home Health Aide Program Begins
6/12	Home Health Aide Program Ends
	Session 2
6/18	Home Health Aide Program Begins
7/17	Home Health Aide Program Ends
	Session 3
7/23	Home Health Aide Program Begins
8/21	Home Health Aide Program Ends
	Session 4
8/27	Home Health Aide Program Begins
9/25	Home Health Aide Program Ends
	Session 5
10/01	Home Health Aide Program Begins
10/30	Home Health Aide Program Ends
	Session 6
11/05	Home Health Aide Program Begins
12/04	Home Health Aide Program Ends
	Session 7
12/10	Home Health Aide Program Begins
01/21/23	Home Health Aide Program Ends

	Weekend Personal Care Aide Course
Year 2022	Session 1
5/14	Personal Care Aide Program Begins
5/28	Personal Care Aide Program Ends
	Session 2
6/18	Personal Care Aide Program Begins
7/02	Personal Care Aide Program Ends
	Session 3
7/23	Personal Care Aide Program Begins
8/06	Personal Care Aide Program Ends
	Session 4
8/27	Personal Care Aide Program Begins
9/10	Personal Care Aide Program Ends
	Session 5
10/01	Personal Care Aide Program Begins
10/15	Personal Care Aide Program Ends
	Session 6
11/05	Personal Care Aide Program Begins
11/19	Personal Care Aide Program Ends
	Session 7
12/10	Personal Care Aide Program Begins
12/24	Personal Care Aide Program Ends

	Weekend Course Home Health Aide Enrollment (Tentative*) Deadlines		Weekend Course Personal Care Aide Enrollment (Tentative*) Deadlines
Session 1	5/13/2022	Session 1	5/13/2022
Session 2	6/17/2022	Session 2	6/17/2022
Session 3	7/22/2022	Session 3	7/22/2022
Session 4	8/26/2022	Session 4	8/26/2022
Session 5	9/30/2022	Session 5	9/30/2022
Session 6	11/04/2022	Session 6	11/04/2022
Session 7	12/09/2022	Session 7	12/09/2022

	Weekend Personal Care Aide Upgrade to Home Health Aide Course
Year 2022	Session 1
5/29	Personal Care Aide to Home Health Aide Program Begins
6/12	Personal Care Aide to Home Health Aide Program Ends
	Session 2
7/03	Personal Care Aide Upgrade to Home Health Aide Program Begins
7/17	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 3
8/07	Personal Care Aide Upgrade to Home Health Aide Program Begins
8/21	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 4
9/11	Personal Care Aide Upgrade to Home Health Aide Program Begins
9/25	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 5
10/16	Personal Care Aide Upgrade to Home Health Aide Program Begins
10/30	Personal Care Aide Upgrade to Home Health Aide Program Ends
	Session 6
11/20	Personal Care Aide Upgrade to Home Health Aide Program Begins
12/04	Personal Care Aide Upgrade to Home Health Aide Program Ends

	Weekend Course Personal Care Aide Upgrade to Home Health Aide Enrollment (Tentative*) Deadlines
Session 1	5/27/2022
Session 2	7/01/2022
Session 3	8/05/2022
Session 4	9/09/2022
Session 5	10/14/2022
Session 6	11/18/2022

MISSION AND PURPOSE

AllStar Academy of NY, INC. believes that quality career education can lead to a successful and rewarding future. Our programs are designed to help you learn the skills needed for entry-level employment in the home health care fields, as well as to develop the habits of lifelong learning needed in today's ever-changing job market.

At AllStar Academy of NY, INC., our mission is to help you to achieve your career goals. All of us, faculty and staff, are dedicated to helping you succeed.

OWNED AND OPERATED BY A PROFESSIONAL

AllStar Academy of NY, INC. is owned by Roman Pustilnik, a Seasoned Health Care Administrator who is focused on business efficiency and operational improvements. He is a dedicated and decisive leader with strategic and forward-thinking mindset. Bringing 16 years of progressive business experience in Health Care industry.

All courses provided are taught by instructors. Who are licensed and experienced registered nurses with strong clinical background. Our instructors have a strong ability to multi-task with a sense of urgency and attention to patient safety. They are highly motivated, personable with positive attitude, work effectively with physicians, patients and families. Their organizational skills, communication, clinical assessment, documentation and patient-relation is an important asset in this field.

Officers

Roman Pustilnik – President

AllStar Academy of NY, INC. was incorporated in the State of New York on November 8, 2019.

LICENSED AND APPROVED

AllStar Academy of NY, INC. is approved as a non-degree granting school by the New York State Department of Education, Bureau of Proprietary School Supervision.

ADMISSIONS

AllStar Academy of NY, INC. admits students for the 4 programs we provide for those who have at least completed high school or have obtained the High School Equivalency Diploma. Prospective students are interviewed to determine their ability to successfully complete program requirements. AllStar Academy of NY, INC. does not discriminate on the basis of age, sex, religion, race, national origin or handicap.

Applications to AllStar Academy of NY, INC. may be obtained either by mail or in person. A personal interview and tour of the school may be scheduled any time during office hours (9 a.m. to 5:00p.m. weekdays). If these hours are not convenient, individual appointments may be arranged through the Admissions Office.

To enroll in any School program, you need only:

- visit the school for a tour and personal interview
- provide proof of High School graduation or equivalency such GED for the Home Health Aide and Personal Care Aide courses
- For the Personal Care Aide upgrade to Home Health Aide course, you must provide a Personal Care Aide certificate
- For the Certified Nurse Aide Transition to Home Health Aide course, you must provide the Certified Nurse Aide certificate
- complete and sign the Enrollment Agreement at least one week prior to when the chosen program begins
- pay the registration fee and schedule tuition payments

FACILITIES AND EQUIPMENT

AllStar Academy of NY, INC. is conveniently located at 485 Kings Hwy 2nd floor, Brooklyn, NY 11223. We can be reached at 718-464-2050 and at AllStarAcademyofNY@gmail.com. Our facility provides handicapped access to where the class will be held in the form of an elevator.

AllStar Academy of NY, INC. makes every effort to provide an effective learner-friendly environment. Classes are held in spacious, air-conditioned modern classrooms. To match the training experience as closely as possible to actual on-job requirements, a full range of industry-standard equipment is provided for student orientation and practice. We provided the equipment required by the Department of Health for the curriculums of Home Health Aide, Personal Care Aide, Personal Care Aide upgrade to Home Health Aide and Certified Nurse Aide Transition to Home Health Aide. Some examples of the equipment include wheelchairs, hydraulic lifts, adult and infant practice mannequins, wound dressing materials, among many others.

OUR FACULTY AND STAFF

ADMINISTRATION & FACULTY

Boris Mayman – President & Agent- He oversees the operations of a successful homecare agency in NY and understands the importance of well-trained Home Health Aides and Personal Care Aides.

Boris Mayman – Director and Teacher - Experienced nursing supervisor. He was a nursing instructor for the Center of Continuing Education for Foreign Nurses in NY, preparing students to sit for the NCLEX-RN Examination. He is an asset to the school and knows how to encourage students to reach their full potential.

Victoria Titiloye - Registered Nurse and instructor. Victoria is a health care professional that will share her knowledge and expertise that she acquired while working as a registered nurse.

Victor Kim – Registered Nurse and instructor. Victor is a health care professional that will share his knowledge and expertise that he acquired while working as a registered nurse.

CAREER PROGRAMS

Name of Courses Offered	Certification	Hours
Home Health Aide	Home Health Aide	83
Personal Care Aide	Personal Care Aide	40
Personal Care Aide to Home Health Aide Upgrade	Home Health Aide	43
Certified Nurse Aide Transition to Home Health Aide	Home Health Aide	67

COURSE DESCRIPTIONS

Here at AllStar Academy of NY, INC. we provide four different courses. All four courses will utilize the MOSBY TEXTBOOK FOR THE HOME CARE AIDE, 3E.

1. Personal Care Aide course	2. Personal Care Aide upgrade to Home Health Aide course	3. Certified Nurse Aide Transition to Home Health Aide course	4. Home Health Aide course
--	--	---	--------------------------------------

You will find on the following pages course descriptions for the above said courses.

Personal Care Aide Course Description

Personal Care Aide Course Unit Title	Hours	Theory, Skill, Internship (T/S/I)
Module I. Introduction to Home Care	1.5	T
Module II. Working Effectively w/ Homecare Clients	3:00	T
Module III. Working with the Elderly	2:00	T
Module IV. Working with Children	1:00	T

Module V. Working w/People who are Mentally Ill	1:00	T
Module VI. Working with People w/Develop. Disab.	1:00	T
Module VII. Working w/ People w/ Physical Disab.	1:00	T
Mod. VIII. Food, Nutrition & Meal Preparation	4:00	T
Mod. IX. Family Spending & Budgeting	0.5	T
Mod. X. Care of the Home & Personal Belongings	1:05	T
Mod. XI. Safety & Injury Prevention	1:05	T
Mod. XII. Personal Care Skills (End PCA part)	22	S
Total hours	40	

Our **Personal Care Aide** course will teach the student how to properly care for their client and assist them in their daily needs. The daily needs of the client will vary from assistance with walking, toileting, cleaning a catheter tube, transferring the client from one position to another or to a wheelchair, hygiene, and ensuring the client is taking the right medication and many other services. The PCA student will also be in trained in the proper care of an infant. Above are the curriculum units that are covered in this program while below is the equipment list that will be used.

Required Equipment for Personal Care Aide Program		
1. Adult Practice mannequins	23. Layette sheet	45. Vacuum cleaner unit with attachment
2. Bed, single, home style, with mattress, sets of linens, blankets, and pillows	24. Set of male and female clothes for dressing demonstration	46. Push broom, pail, wet mop,
3. Bedside Commode	25. pitcher/container for measuring intake and output	47. Can opener and Bottle opener
4. Chair, bedside, home-type	26. Eyeglasses	48. Dispenser, paper towels
5. Bedpans; fracture pans; Urinals	27. Elastic stockings	49. Coffee pot
6. Table, overbed	28. Gloves (non-latex)	50. Measuring spoon set
7. Scale (balance or digital scale)	29. Box diapers or pampers	51. Measuring liquid cup
8. Slide board	30. Alcohol-based cleaner/handwipes	52. Water glasses
9. Gaitbelt	31. Garbage bin with bags	53. Knives, forks, and spoons
10. Hydraulic Lift	32. Sofa, chair, and table	54. Plates, cups, and saucers
11. safety razor with shaving cream, and electric razor	33. Draperies, blinds, curtains, or window shades	55. Dining table with chairs
12. Wash basins and soap dishes	34. Kitchen (can be Mock/non-functional)	56. Ironing board and steam-dry iron
13. Wheelchairs	35. Sink with running water and cabinet	57. Cabinet, general storage
14. Walker; cane	36. Storage unit, wall, base	58. Commode or toilet
15. Condom Catheter and urine drainage bag	37. Range, gas or electric, or hot plate(s)	59. Towels & wash cloths
16. Medicine Bottles, medicine glasses and droppers	38. Refrigerator (can be small)	60. Toothbrush and toothpaste
17. Incontinence pads	39. Toaster	61. Set of Dentures and dentures cup
18. Trays	40. Pots and potholders	62. Bars of soap or dispenser; Hand cleanser;
19. Emesis/Cleaning basin	41. Skillet	63. Skin Lotion
20. Scissors, orange sticks & nail files	42. Dish drainer with dish pan	64. Comb/brush
21. Wound dressing Supplies- gauze, tape	43. Infant mannequins, bassinets, and baby bottles	65. Tub (Optional)
22. Gowns, patient	44. Knife, utility and paring knife	66. Garbage bin with bags

Personal Care Aide upgrade to Home Health Aide Course Description

The **Personal Care Aide upgrade to Home Health Aide** course expands on the Personal Care Aide's education and will teach the student health related tasks involving assistance with the use of an oxygen tank, range of motion exercises, nebulizer medication and air compressor, ileostomy or colostomy routine upkeep of the pouches, and tracheotomy care. This is not an all-inclusive list; it provides a snapshot of the health-related tasks that the student will learn to do. The student will undergo an internship and after successful completion of all requirements the student will obtain their diploma. Below are the curriculum units that are covered in this program as well as the equipment that will be used.

Personal Care Aide Upgrade to Home Health Aide Course

Unit Title	Hours	Theory, Skill, Internship (T/S/I)
Unit A. Orientation to Health-Related Tasks	1	S
Unit B. Performing Simple Measurements & Tests	6.5	S
Unit C. Complex Modified Diets	4.5	S
Unit D. Assisting w/ Prescribed Exercise Program	3.5	S
Unit E. Assisting w/ use of Prescribed Medical Equipment, Supplies & Devices	8	S
Unit F. Assisting w/ Special Skin Care	2	S
Unit G. Assisting w/ a Dressing Change	1.5	S
Unit H. Assisting w/ Ostomy Care	8	S
Internship	8	I
Total Hours	43	

Required Equipment for Personal Care Aide Upgrade to Home Health

1. Adult Practice mannequins	17. Medicine Bottles, glasses, droppers	33. Sofa, chair, and table	49. Vacuum cleaner unit with attachment	65. Urine specimen collection kit
2. Bed, single, home style, with mattress, sets of linens, blankets and pillows	18. Incontinence pads	34. Draperies, blinds, curtains or window shades	50. Push broom, pail, wet mop,	66. Thermometers-mouth, rectal, holders
3. Bedside Commode	19. Trays	35. Sink with running water and cabinet	51. Ironing board and steam-dry iron	67. Teaching stethoscopes
4. Chair, bedside, home-type	20. Emesis/Cleaning basin	36. Storage unit, wall, base	52. Cabinet, general storage	68. Condom Catheters with urine drainage bag
5. Bedpans; fracture pans; Urinals	21. Scissors, orange sticks & nail files	37. Range, gas or electric, or hot plate(s)	53. Commode or toilet	69. Ace bandages
6. Table, overbed	22. Wound dressing Supplies-gauze, tape	38. Refrigerator	54. Towels & wash cloths	70. Set Tracheostomy Care - cannula, inner cannula, trach straps, trach cleaning kit/supplies
7. Scale (balance or digital scale)	23. Gowns, patient	39. Toaster	55. Toothbrush and toothpaste	71. Set Oxygen Supplies- Nasal Cannula, Mask, oxygen Concentrator, Portable Tank, Nebulizer with tubing, reservoir, and mouthpiece
8. Slide board	24. Layette sheet	40. Pots and potholders	56. Set of Dentures and dentures cup	72. Set Ostomies Care Equipment (skin barrier, sealant, colostomy pouch with fastener, adhesive, disc/wafer, and deodorizer
9. Gaitbelt	25. Set of male and female clothes for dressing demonstration	41. Skillet	57. Bars of soap or dispenser; Hand cleanser;	73. Wound dressing Supplies- gauze, tape
10. Hydraulic Lift	26. pitcher/container for measuring intake and output	42. Dish drainer with dish pan	58. Skin Lotion	74. Dining table with 4 chairs
11. safety razor with shaving cream, and electric razor	27. Eyeglasses	43. Knife, utility and paring knife	59. Comb/brush	

12. Wash basins and soap dishes	28. Elastic stockings	44. Can opener and Bottle opener	60. Tub (Optional)
13. Wheelchairs	29. Gloves (non-latex)	45. Dispenser, paper towels	61. Water glasses
14. Walker; cane	30. Infant mannequins, bassinets, and baby bottles	46. Coffee pot	62. Knives, forks, and spoons
15. Condom Catheter and urine drainage bag	31. Box diapers or pampers	47. Measuring spoon set	63. Plates, cups, and saucers
16. Garbage bin with bags	32. Alcohol-based cleaner/handwipes	48. Measuring liquid cup	64. Blood pressure Cuff

Certified Nurse Aide Transition to Home Health Aide Course Description

Certified Nurse Aide Transition to Home Health Aide course will educate the student on how to care for a patient via a home health aide's perspective and scope of care. The Certified Nurse Aide has already been exposed to many of the areas and responsibilities that a Home Health Aide is responsible of with their client. The main difference is that the Home Health Aide creates a more personal relationship with the client being that he or she is the sole responsibility of the aide, while a CNA usually provides care to multiple patients in a hospital or nursing home setting. Being trained in both areas will give the student an upper hand in the employment market.

Certified Nurse Aide Transition to Home Health Aide	Hours	"THEORY", "SKILL", or "INTERNSHIP"
Course/ Unit Title		
Module I. Introduction to Home Care	1.5	T
Module II. Working Effectively w/ Homecare Clients	0:00	T
Module III. Working with the Elderly	2:00	T
Module IV. Working with Children	1:00	T
Module V. Working w/People who are Mentally Ill	1:00	T
Module VI. Working with People w/ Develop. Disabilities	1:00	T
Module VII. Working w/ People w/ Physical Disabilities	1:00	T
Mod. VIII. Food, Nutrition & Meal Preparation	4	T
Mod. IX. Family Spending & Budgeting	0.5	T
Mod. X. Care of Home & Personal Belongings	1:05	T
Mod. XI. Safety & Injury Prevention	1:05	T
Mod. XII. Personal Care Skills	9	S
Unit A. Orientation to Health-Related Tasks	1	S
Unit B. Performing Simple Measurements & Tests	6.5	S
Unit C. Complex Modified Diets	4.5	S
Unit D. Assisting w/ Prescribed Exercise Program	3.5	S
Unit E. Assisting w/ use of Prescribed Medical Equipment, Supplies & Devices	8	S
Unit F. Assisting w/ Special Skin Care	2	S
Unit G. Assisting w/ a Dressing Change	1.5	S
Unit H. Assisting w/ Ostomy Care	8	S
Internship in a Hospital or Home Care Agency	8	I
Total Hours	67	

Home Health Aide Course Description

The **Home Health Aide course** covers both the Home Care Core Curriculum and the Health-Related Tasks Curriculum mandated by the Department of Health. The student will be taught all the personal care services he or she is required to do as well as the health-related responsibilities one must undertake when caring for an individual in need.

Below you will see an outline of the topics that will be taught in the Home Health Aide course separated by the Home Care Core and Health Related Tasks Curriculum.

Home Health Aide	Hours	"THEORY", "SKILL", or "INTERNSHIP"
Unit Title		
Home Care Core Curriculum		
Module II. Working Effectively w/ Homecare Clients	3:00	T
Module III. Working with the Elderly	2:00	T
Module IV. Working with Children	1:00	T
Module V. Working w/People who are Mentally Ill	1:00	T
Module VI. Working with People w/Develop. Disab.	1:00	T
Module VII. Working w/ People w/ Physical Disab.	1:00	T
Mod. VIII. Food, Nutrition & Meal Preparation	4:00	T
Mod. IX. Family Spending & Budgeting	0.5	T
Mod. X. Care of the Home & Personal Belongings	1:05	T
Mod. XI. Safety & Injury Prevention	1:05	T
Mod. XII. Personal Care Skills (End PCA part)	22	S
Health Related Tasks Curriculum		
Unit A. Orientation to Health-Related Tasks	1	S
Unit B. Performing Simple Measurements & Tests	6.5	S
Unit C. Complex Modified Diets	4.5	S
Unit D. Assisting w/ Prescribed Exercise Program	3.5	S
Unit E. Assisting w/ use of Prescribed Medical Equipment, Supplies & Devices	8	S
Unit F. Assisting w/ Special Skin Care	2	S
Unit G. Assisting w/ a Dressing Change	1.5	S
Unit H. Assisting w/ Ostomy Care	8	S
Internship in a Hospital or Home Care Agency	8	I
Total	83	

The required Equipment List is the same for **Certified Nurse Aide Transition to Home Health Aide, Personal Care Aide upgrade to Home Health Aide, Home Health Aide courses**. The Equipment List can be viewed under the **Personal Care Aide upgrade to Home Health Aide Course** description.

General Course Description

All our students will be taught to record vital signs, properly perform personal care tasks, provide patient companionship, ensure medication distribution, proper patient nutrition and much more. Our skills lab (applicable to all courses) and internship (not applicable to Personal Care Aide) will enable students to see real life examples of the situations above.

Furthermore, our students learn about their duties and the types of patients they will be working with. Our instructors will elaborate on Home Health Aide duties as they relate to patient care. While patients may need medical-related assistance, such as receiving medications, and having bandages changed, there are other aspects of patient care that Personal Care/Home Health Aides must know. For example, students will learn that patient care may also involve performing light housework, providing patients with emotional support, assisting with personal care chores, and cooking nutritious foods.

Students incoming in with Personal Care/Certified Nurse aide certifications will build on that pre-existing emergency responder knowledge. Students will get a refresher on how to observe patients, spot signs of emergencies, adhere to safety procedures, control infectious diseases, and perform other emergency responder techniques.

Clinical experience is a major part of all Home Health Aide training certificate programs. Students will be assigned patients to work with our affiliating institution known as Responsible Homecare, Inc. During the clinical experience students will be supervised, and students must complete 8 hours of training as set by our NYS standards.

TUITION, FEES & PAYMENT PLANS

Financial Assistance statement:

Here at AllStar Academy of NY, INC we do not provide financial aid or financial assistance. However, we do offer weekly payment plans. Further information can be obtained from your agent at the time of Enrollment as well as below.

Current tuitions, fees and payment plans for AllStar Academy of NY, INC. programs are as follows:

WEEKLY PAYMENT PLAN									
Program title	Schedule	Hours	Reg. Fee	Tuition	Books & Supplies	Total	at Enrolment	\$	# Weeks
			(nonrefundable)						
Morning Home Health Aide (HHA) Evening Course Home Health Aide (HHA)	8:00 a.m. – 05:30 p.m.	83	\$ 50	\$ 600	\$ 100	\$ 750	\$ 150	\$ 375.00	2
	5:30 p.m. – 11:00 p.m.								3
	3 rd Friday of the scheduled course from 8:00am to 5:30pm Internship Mon, Tue, Wed, Thu, Fri								
Morning Personal Care Aide (PCA)Upgrade to HHA Evening Course Personal Care Aide (PCA)Upgrade to HHA	8:00 a.m. – 5:30 p.m.	43	\$ 50	\$ 300	\$ 100	\$ 450	\$ 150	\$ 175.00	1
	5:30 p.m. – 11:00 p.m. On Friday								1.5
	Mon, Tue, Wed, Thu, Fri								
Certified Nurse Aide Transition to Home Health Aide	8:00 a.m.- 5:30 p.m.	67	\$ 50	\$ 400	\$ 100	\$ 550	\$ 150	\$ 137.50	4
	Sat, Sun								
Morning Personal Care Aide (PCA) Evening Course Personal Care Aide	8:00 a.m. – 05:30 p.m.	40	\$ 50	\$ 300	\$ 100	\$ 450	\$ 150	\$ 175.00	1
	5:30p.m. – 11:00 p.m.								1.5
	Mon, Tue, Wed, Thu, Fri								

Weekend Courses Home Health Aide (HHA)	8:30 a.m. – 6:00 p.m.	83	\$ 50	\$ 600	\$ 100	\$ 750	\$ 150	\$ 375.00	5
Personal Care Aide (PCA)		40	\$ 50	\$ 300	\$ 100	\$ 450	\$ 150	\$ 175.00	2.5
Personal Care Aide (PCA) Upgrade to HHA		43	\$ 50	\$ 300	\$ 100	\$ 450	\$ 150	\$ 175	2.5
	Sat, Sun								

COLLEGE CREDIT – DISCLAIMER STATEMENT

Due to the specialized nature of its training, AllStar Academy of NY, INC. is not able to offer credit for previous education or work experience. Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificate of Completions, i.e., school diplomas, are issued to student who meet clock hour requirements. The granting of any college credits 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.

REFUND POLICY

Any student wishing to withdraw from a program must notify the school in writing. The date of withdrawal for refund purposes is the last date of physical attendance. Fees and charges paid to the school for goods and services, which have not been provided by the school or accepted by the student, shall be refunded. Any moneys paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within thirty (30) days of such action. The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5001 and 5002 of the Education Law.

Any student requesting cancellation within seven days after signing the Enrollment Agreement will be refunded all money paid to the school, except for the non-refundable registration fee, as long as the student has not entered into instruction. Thereafter, in the event of cancellation, or termination by the school, the school shall retain the registration fee plus the cost of textbooks or supplies accepted, plus the following tuition amounts as of the last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Program Refund Policy

if termination occurs in	the school may keep
0-15% of the program	0%
16 – 30% of the program	25%
31 – 45% of the program	50%
46 – 60% of the program	75%
After 60% of the program	100%

The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

STUDENT SERVICES

Counseling and Student Support

At AllStar Academy of NY, INC., we measure our success by your success. Our faculty and staff are dedicated to help you succeed. Instructors are always ready to help with academic questions and problems. The school administration is available to help any student with issues regarding school policies or requirements.

A student experiencing academic difficulties in a subject may arrange for extra help through the instructor of the course or the Director of the school. Additional practice time is also available to students without additional charge.

Job Placement Assistance

All AllStar Academy of NY, INC. programs include employment readiness training that covers job search procedures, resume preparation, job application and interview techniques. When you graduate, our Placement Office helps to refer you to possible employers at no additional charge. Our Placement Director is available any time during office hours to help you with the process of finding a job.

Although placement is not guaranteed, we make every effort to help every student achieve his or her career dream. As we've said before, your success is our success!

Textbooks

Textbooks purchased through School will be issued on the first day of class. All sales are final. The replacement costs of any lost books are the responsibility of the student.

Records Service

Official requests for transcripts must be in writing and accompanied by a \$5 processing fee for each transcript, while first time requests are free. Duplicate diplomas or certificates can also be requested accompanied by a \$10 processing fee for each diploma or certificate. All requests are to be addressed to the Office of Student Records, AllStar Academy of NY, INC., and Duplicate Diplomas or Certificates will not be released without written permission of the student, graduate, or legal guardian.

ACADEMIC STANDARDS

Grades

Official grades for courses are reported at the end of each course; grades for programs are reported at the middle and end of each term. Grades are based on class participation, tests, and practical assignments. The following is the school grading scale:

<i>letter grade</i>	<i>percentage</i>	<i>GPA points</i>	<i>meaning</i>
A+	95 and above	4.0	Honors
A	90 – 94	4.0	Outstanding
B+	85 – 89	3.5	Excellent
B	80 – 84	3.0	Superior
C+	75 – 79	2.5	Above average
C	70 – 74	2.0	Average
D+	67 – 69	1.5	Passing
F	below 65	0	Fail
Other grades: W = Withdrew INC = Incomplete (temporary) P = Pass (for Pass/Fail Courses) T = Terminated			

Please note that for a student to keep his/her enrollment he/she must retain an average GPA of 1.5 and a 2.0 to graduate. An incomplete grade is given, at the discretion of the instructor, in cases of a documented emergency. A student who has received an incomplete grade must remedy the deficiency within ten days or be considered failing in that course.

Attendance and Tardiness

Excessive absences or tardiness can adversely affect the student's academic performance, and in turn their success in the workplace. Regular attendance is required for all classes and is recorded by instructional hour: 60 minutes.

Students must attend a 100% of Home Health Aide, Personal Care Aide, Certified Nurse Aide transition to Home Health Aide scheduled course hours, including scheduled classes, labs, and field trips. For students who have attended less than 100% but no less than 85% of scheduled course hours, the School will provide the opportunity for makeup work to remedy deficient hours. Makeup work is assigned by the instructor and must be completed within ten days of the date of assignment. There is no additional charge for makeup work. Student in the Personal Care Aide upgrade to Home Health Aide course who have attended less than 85% but more than 70% of scheduled course hours, School will provide the opportunity for makeup work to remedy deficient hours. Makeup work is assigned by the instructor and must be completed within ten days of the date of assignment. There is no additional charge for makeup work.

Coming late to class or leaving early is disruptive to classmates and instructor and can adversely affect the student's academic performance. Any student arriving up to ten minutes after class has begun or leaving up to ten minutes before it has concluded shall be marked late. Three late marks are equivalent to one absence. Anyone arriving more than ten minutes after the class has begun or leaving more than ten minutes early will be marked absent for the entire hour.

Any student on the Home Health Aide or Personal Care Aide track who does not attend 100% of classes (after makeup) will receive a failing grade in the courses that result in Home Health Aide or Personal Care Aide certification regardless of academic performance. Non-attendance does not release a student from tuition payment obligations.

Leaves of Absence

At the Director's discretion, a leave of absence may be granted for up to two weeks for personal reasons or for documented reasons of health. A request for leave of absence must be made in writing and be approved by the Director. For leaves of less than two weeks, the student may resume training if he/she can pass all quizzes and exams that were issued during the absence and/or can prove satisfactory retention of the material in a counseling session with the instructor. In addition, the student will have to make up the missed class time etc. by being present during the units missed when the next course begins or with the direction of the instructor during make-up time. A student returning from leaves greater than two weeks will be instructed to retake the course and the student will be required to pay additional tuition for that course.

Graduation Requirements

All programs at our school award the student with a Certificate of Completion. To meet requirements for graduation, students must have achieved a grade of at least 70% (C) in each unit and have a cumulative grade point average (GPA) of at least 2.0. Our curriculums require students to attend 100% of class time and practical hours for the course (after makeup) to graduate. In addition, all must have completed all assignments and have fulfilled all financial obligations to the school to graduate.

At this time, we cannot provide the pass rate of our school's graduates for license of any certificate exam required by state or city for employment, being that we have not yet had a class to develop the percentages. The same goes for the data regarding student completion and job placement for the two most recent reporting periods.

Student Conduct

Proper behavior is essential to a successful career. Students are always expected to conduct themselves in a professional manner. This includes abiding by school rules and regulations, operating equipment with care and safety, being courteous and cooperative, dressing in a suitable manner and performing school assignments carefully and promptly. Based on the circumstances and at the discretion of the Director, a student who violates these standards of conduct will be suspended from school for a period, placed on probation, or dismissed permanently by the school.

Inappropriate behavior, including violence or threatening language, cheating, or the use of illegal drugs or alcohol, will not be tolerated at any time, and constitute grounds for immediate dismissal.

SCHOOL POLICY

AllStar Academy of NY, INC. reserves the right to make changes in its policies and procedures. The institution further reserves the right to limit student registration for classes, to discontinue classes for lack of enrollment, with full tuition refunds to enrolled students, to revise tuition rates, and to change class times and teacher assignments.

Enrollment Deadlines

For a student to enroll into a chosen program the student must have signed the enrollment agreement and paid the non-refundable, book and supplies fees at least 1 week prior to when the student's chosen program begins.

COMPLAINT PROCEDURE

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.

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.

The steps you must take to file a complaint 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 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 charges.
4. In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with the school. Use the school's internal grievance procedure (see above) 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 take to attempt to resolve your complaint.