

*Inspire Health*  
MEDICAL INSTITUTE



**Vol. 4** **Academic Year 2026**

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# Congratulations!

Dear Students,

Congratulations on taking this exciting step towards your educational journey by enrolling at Inspire Health Medical Institute. Your decision to join us reflects your dedication to personal and professional growth in the field of healthcare.

Here at Inspire Health Medical Institute, we are more than an institution – we are a community of passionate learners and aspiring healthcare professionals. Our experienced faculty, staff, and resources are committed to supporting you throughout your time with us.

As you dive into your studies, keep your goals in mind and embrace each opportunity to learn and grow. Your journey here will shape your skills, character, and outlook, preparing you for success in the healthcare industry.

We are thrilled to be part of your educational path and look forward to witnessing your achievements. Welcome to the Inspire Health Medical Institute family!

Warm regards,

*Tonya S.*



## Words of Encouragement

"As you begin your educational voyage with us at Inspire Health Medical Institute, remember that your aspirations and hard work have the power to shape a brighter future for yourself and those you will care for.

Embrace this opportunity with passion and determination."

LATONYA SANDERS LAWRENCE  
PROGRAM DIRECTOR

## **Mission Statement**

At Inspire Health Medical Institute, our mission is to provide a challenging, supportive, and student-centered learning environment that empowers individuals to become critical thinkers, lifelong learners, and compassionate healthcare professionals.

We ignite the flames of knowledge, passion, and service by preparing students with the skills, confidence, and clinical competence necessary to succeed in today's healthcare workforce. Through quality education, hands-on training, workforce development initiatives, apprenticeship opportunities, and unwavering support, we inspire students to make a meaningful impact on the lives of those they serve.

We believe healthcare is more than a profession—it is a calling rooted in compassion, integrity, and a commitment to improving the well-being of individuals, families, and communities.

## **Mission Summary**

Inspire Health Medical Institute empowers individuals through accessible, high-quality healthcare education, workforce development, and apprenticeship opportunities that prepare graduates to serve their communities with competence, compassion, and professionalism.

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## **Vision Statement**

To become a leading healthcare education institution recognized for excellence in training, workforce development, apprenticeship innovation, and preparing students for successful careers in the healthcare profession.

We are committed to fostering a love of learning, promoting lifelong personal and professional growth, and developing healthcare leaders who positively impact their communities through service, compassion, and excellence.

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## **Core Values**

### **Love God**

We honor our faith, values, and purpose by serving others with humility, gratitude, integrity, and a commitment to making a positive difference in the lives of those we serve.

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## Love People

We treat every individual with dignity, respect, kindness, and compassion. We are committed to serving our students, patients, workforce partners, and communities while promoting access to opportunities that improve lives and strengthen communities.

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## Pursue Excellence

We strive for the highest standards in education, workforce development, service, professionalism, and personal growth. We continuously seek improvement to ensure quality outcomes for students, employers, and the communities we serve.

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## Be Life Changing

We believe education transforms lives, families, and communities. Through healthcare education, workforce development initiatives, apprenticeship opportunities, and community engagement, we empower individuals to achieve their goals and create lasting positive change.

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## Do What's Right

We make ethical decisions and uphold honesty, fairness, accountability, and transparency in all aspects of education, workforce development, community service, and institutional operations.

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## Integrity

We act with honesty, professionalism, and transparency, earning the trust of our students, employees, employers, partners, and communities while maintaining the highest standards of ethical conduct.

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## Lead with Compassion

We place empathy, understanding, and service at the center of every interaction. We recognize the importance of improving healthcare access, supporting underserved populations, and promoting positive healthcare outcomes within our communities.

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## Inclusive

We value diversity and create opportunities for all individuals to learn, grow, and succeed. We are committed to reducing barriers to education and promoting equitable access to healthcare career pathways.

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## Welcome Everyone

We foster a supportive and respectful environment where all people feel valued, accepted, encouraged, and empowered to pursue their educational and professional goals.

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## Collaboration

We believe success is achieved through teamwork, partnership, communication, and mutual respect. We work collaboratively with students, employers, healthcare organizations, workforce agencies, and community partners to strengthen the healthcare workforce and improve community health outcomes.

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## Accountability

We accept responsibility for our actions, commitments, and outcomes. Through data-informed decision-making, continuous improvement, and responsible stewardship of resources, we remain committed to student success, workforce readiness, community engagement, and institutional excellence.



## **Faculty and Staff Directory**

Name: [LaTonya Sanders](#)-Lawrence

*Owner, Program Director, Title IX Coordinator*

*Nurse Assistant, Old Dominion, 1994*

*A.S. Health Science, Medical Assisting, Antonelli College, 2012*

*CPR Instructor, American Heart Association, 2015*

*CPR Instructor, American Red Cross, 2022*

*Certified Medical Assisting, American Medical Technologies, 2014*

*Registered Phlebotomy Tech, American Medical Technologies, 2016*

*Certified Medical Billing and Coding, National Healthcare Association, 2019*

*Notary of Public, Office of the Secretary of the State for South Carolina, 2011*

*Medication Tech, FastTrack Online, 2021*

*Allied Health Instructor, AMT 2024*

*IV Therapy Certificate, NorthEast Phlebotomy School, 2025*

Name: Sherry Gallion, RN

*Program Coordinator, Primary Instructor*

*Registered Nurse, Marion Technical College, 1994*

*Licensed Practical Nursing, Columbus School of Practical Nursing, 1983*

Name: April Terrell, LPN

*Hybrid Instructor II*

*Licensed Practical Nursing, Blaken Community College, 2008*

Name: Lakesha Brown, LPN

*Instructor II*

*Licensed Practical Nursing, Marion County School of Practical Nursing, 2023*

Name: Jennifer Roberts , APRN

*Clinical Site Instructor II,*

*Nurse Practitioner , Horry Georgetown Technical College,*

Name: Shaneall Satterwhite, RPT

*Phlebotomy Instructor*

*Registered Phlebotomy Tech, Horry Georgetown Technical College*

Name: Melissa Veilleux, BSN, RN, MBA

*Clinical Site Coordinator*

*Registered Nurse, River College, 2003*

Name: Brittany Johnson

*Clinical Site Coordinator*

*Registered Nurse, Mount Saint Mary College, 2022*

Name: Donna Cassidy, RN

*Clinical Site Coordinator*

*Registered Nurse, Santa Fe Community College*

*Name: Veronica Mccray, RN  
Onsite Instructor and Clinical Site Coordinator  
Registered Nurse, Piedmont Technical College, 2018  
BS of Sociology, University of South Carolina, 2009*

*Name: Shanti Gettys  
Admissions Administrative Supervisor  
SC Apprenticeship Program*

*Name: Sam Elbachri  
Administrative Assistant*

## **Description of Facilities**

Inspire Health Medical Institute provides students a modern environment that is conducive learning. Equipped with cutting-edge equipment and resources, our institute ensures that learners have access to the tools needed to excel in their training journey.

Class sizes are intentionally kept small, with a minimum of six (6) and a maximum of eight (8) students. This approach allows for personalized attention and interactive learning experiences, fostering a supportive community where questions are encouraged and growth is nurtured.

It's important to note that we do not provide living quarters or room and board options. However, our focus is on providing an exceptional educational experience that empowers students to excel in their chosen healthcare careers.

Our facility features a dedicated classroom designed for both practical hands-on learning and engaging lectures. This classroom is equipped with state-of-the-art electronic media for seamless projection of course materials, enhancing the learning process.

At Inspire Health Medical Institute, we are committed to enhancing education for aspiring allied health and nursing students. Our programs include Medical Assistant, Phlebotomy, Med Tech, and our initial program, Nurse Assistant. We prioritize marginalized communities, fostering academic success through mentorship and resources. By building a diverse pipeline of healthcare professionals, we contribute to workforce sustainability and address critical shortages. Our approach ensures equitable access to education, empowering individuals to thrive academically and professionally, and creating a future where every student has the opportunity to make a meaningful impact in the healthcare sector.

Additionally, our lab space is strategically designed to simulate real-life procedures and scenarios for Medical Assistant, Phlebotomy, Med Tech, and Nurse Assistant programs. This immersive environment is essential for students to practice and master the skills required for their certification tests.

In our state-of-the-art lab, we have carefully curated a range of equipment to provide an immersive and hands-on learning experience for various skills and real-life procedures. Our lab is equipped with:

- Hospital Beds: Simulate real-life patient care scenarios, ensuring students are well-prepared for their roles.
- Medical Manikins: From basic to advanced, our manikins mimic human responses, allowing students to practice a variety of medical procedures.
- Medical Supplies: Access to a comprehensive array of medical tools and supplies for practicing essential caregiving tasks.
- Vital Signs Monitors: Learn to monitor and interpret vital signs accurately, a crucial skill in healthcare.
- Wheelchairs and Mobility Aids: Understand the intricacies of assisting patients with mobility challenges.
- CPR Training Equipment: Equip students with life-saving CPR skills through hands-on training.

This comprehensive range of equipment ensures that our students receive practical training that mirrors real-world healthcare settings. It's our commitment to providing a learning environment that fosters skill development, critical thinking, and confidence in caregiving scenarios.

### **Student Resource Corner**

Visit our receptionist's office for a convenient Student Resource Corner. This designated area is stocked with industry publications, related information, dictionaries, and healthcare-related books. It's your go-to spot for valuable references to enrich your learning experience.

### **Certification and Accreditation**

At Inspire Health Medical Institute, we take pride in our comprehensive training approach, backed by the following certifications:

- CPR Instructors certified through the American Heart Association, offering life-saving expertise.
- Authorized Provider for the American Red Cross, reflecting our commitment to excellence.
- Inspire Health Medical Institute is not accredited.
- It's important to clarify that we are not accredited to receive Title IV (Federal Student Aid).

These recognitions are a reflection of our dedication to delivering education that prepares individuals for successful careers in healthcare.

### **CHE Licensure Disclaimer**

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201, Telephone 803-737-2260, [www.che.sc.gov](http://www.che.sc.gov). Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the US Department of Education.

### **SCDHHS Disclaimer**

IHMI is approved by SCDHHS. State Department of Health and Human Services (SCDHHS) ([www.scdhhs.gov](http://www.scdhhs.gov)) approved schools must include at least 100 clock hours of training in limited and specific nurse assistant skills. Completion of a nurse assistant program does not guarantee a passing grade on the National Nurse Assistant Assessment Program (NNAAP) Examination. Graduates of DHHS-approved programs are eligible to sit for the exam which leads to Nurse Assistant certification and must sit for this examination within two years of completion of training. Students who do not sit for the NNAAP exam within two years of program completion will be required to retake a 100-hour course before he/she may sit for the exam. DHHS has contracted with Credentia ([www.credentia.com/test-takers](http://www.credentia.com/test-takers)), to develop, score and report the results of the NNAAP exam for the South Carolina Nurse Aide Registry.

To register for the exam, contact Credentia at [www.credentia.com/test-takers/sc](http://www.credentia.com/test-takers/sc) and follow the instructions.

South Carolina Department of Health and Human Services

Nurse Aide Training Program  
Community and Facility Services  
P.O. Box 8206  
Columbia, SC 29202  
SNurse Assistant R@scdhhs.gov

### **Job Placement Assistance**

At Inspire Health Medical Training Institute, we are dedicated to your holistic career development. Our institution goes beyond training by providing essential career-building services, including:

- **Job Placement:** We offer assistance in connecting our graduates with potential employers, helping you transition smoothly into the healthcare workforce.
- **Resume Building:** Our experts guide you in crafting a compelling resume that highlights your skills and qualifications, enhancing your chances in the job market.
- **Interview Preparedness:** Through mock interviews and valuable insights, we equip you with the confidence and skills to excel in job interviews.

It's important to note that while completing our courses and obtaining industry certifications, including passing relevant exams, is a significant achievement, it does not guarantee employment. We also want to emphasize that certain criminal records may limit employment opportunities in the healthcare sector.

Programs longer than the minimal 100 clock hours may include training for nursing skills that health care facilities may not allow nurse assistants to perform. Employers will not pay graduates for knowledge of job skills that they do not allow nurse assistants to perform.

Nurse assistants are unlicensed nursing personnel and perform nursing tasks under the supervision of a registered nurse or selected licensed practical nurse. Tasks that licensed nursing personnel may delegate to unlicensed nursing personnel are restricted by law.

Graduates may expect to be employed at entry-level wages. Entry-level wages vary with employers; contact potential employers for specifics.

At Inspire Health Medical Institute, we aim to empower you not only with knowledge and skills but also with the tools needed to navigate a successful healthcare career.

### **Transfer Credit**

Please note that Inspire Health Medical Institute does not grant credit that can be transferred to another institution. We do not accept credits or clock hours from external institutions, schools, or programs. Our institution solely offers refresher courses for individuals currently holding Nurse Assistant certificates from outside institutions. Any claim or guarantee of credit transfer is not made by our school. We are committed to providing quality education and training to our students, but credit transfer to other institutions is not within our scope of services.

## **Program(s) Offered:**

Our **CPR Basic Life Support (BLS) Training Course** is a comprehensive 4-hour course recognized by both the American Red Cross and the American Heart Association. This program equips participants with essential skills in cardiopulmonary resuscitation (CPR) and other interventions for cardiac emergencies.

Through a mix of theory and hands-on practice, participants learn to respond effectively to cardiac arrests, choking emergencies, and sudden cardiac events. Successful completion leads to dual certification from the American Red Cross and the American Heart Association.

At Inspire Health Medical Training Institute, we empower individuals with life-saving skills to make a difference in critical situations. Join us to gain expertise that can save lives. **NO PREREQUISITE NEEDED.**

CPR class hours cannot be deducted from the total clock hours. Hence, these 4 hours will not be considered for refund or cancellation purposes and will not count towards the clock hour requirement.

## **Medication Administration and Safety Course**

The **Fundamentals of Medication Administration and Safety** course provides foundational knowledge for Nurse Assistants and healthcare professionals on medication administration, safety protocols, and ethical/legal responsibilities. The course includes essential topics such as dosage calculations, medication documentation, identifying side effects, and responding to medication errors.

Upon successful completion, students will receive a **Certificate of Completion** from the **Fundamentals of Medication Administration and Safety Course**.

### **Track 1: Online Course Only (without Clinical Rotation)**

- **Price:** \$350.00
- Includes: Course materials and textbook.

### **Track 2: Online Course with 3-Day Clinical Rotation (18 hours)**

- **Price:** \$550.00
- Includes: Course materials, textbook, and clinical rotation with 3 successful medication passes.

## **IV Therapy Program**

**Course Length:** 20 Hours (Theory + Practical)

### **Program Summary:**

The IV Therapy Program at Inspire Health Medical Institute is designed to provide healthcare professionals with the essential knowledge and hands-on skills required for safe and effective intravenous therapy. This comprehensive course integrates regulatory guidance, clinical procedures, anatomy and physiology, and patient care standards to ensure students are prepared for real-world practice in a variety of healthcare settings.

### **Key Focus Areas Include:**

- Vascular anatomy and site selection for IV therapy
- Fluid and electrolyte management
- IV insertion, maintenance, and troubleshooting
- Infection prevention, documentation, and legal safeguards
- Central venous access device (CVAD) care and management
- Recognition and management of complications

### **Testing Requirement:**

At the end of the course, students must pass a written and practical exam to assess their understanding of intravenous therapy principles and techniques.

### **Certification & Recertification:**

Participants will receive a certificate upon successful completion of the program. To remain certified, healthcare professionals must retake the course every 2 years to ensure continued compliance with current state standards and best practices.

### **Admission Requirements:**

- Current healthcare certificate/ credential in good standing
- Basic understanding of anatomy and patient care principles

### **Expected Outcomes:**

Graduates will demonstrate proficiency in IV therapy techniques, adherence to legal and safety standards, and readiness to perform IV-related duties in hospitals, clinics, and long-term care settings.

### **Required Materials/ Textbooks:**

#### **A Nurses Guide to IV Insertion:**

From beginner to advanced practitioner, ***A Nurse's Guide to Intravenous Insertion*** offers practical expertise and delves into the transformative history of intravenous therapy, showcasing how it evolved into a lifesaving cornerstone of modern medicine. This guide is perfect for a wide range of healthcare professionals, including RNs (Registered Nurses), LPNs/LVNs (Licensed Practical/Vocational Nurses), nursing students, anesthesiologists, PAs (Physician Assistants), medical students, EMTs, paramedics, CRNAs (Certified Registered Nurse Anesthetists), MRI techs, radiology techs, and other healthcare providers, seeking to enhance their skills and deepen their understanding of this essential medical practice.

**With this guide, you will:**

- **Master IV Starts:** Learn proven techniques for successful IV insertion—even in the most difficult cases.
- **Troubleshoot with Ease:** Overcome complications like problematic valves, fragile veins, and patient anxiety effectively.

**Uniforms:**

One uniform set is provided in red. Students are allowed to purchase more if needed by contacting our registration office.

IV Therapy Course	
Needles	Collection Tubes
Specimen Containers	Blood Collection Accessories
Sharps Container	Gloves
Swabs and Cleaning Materials	Bandages
Antiseptics	Specimen Transport Supplies
Manikins with veins, arm	Tube Holders

**Program Cost:**

Name of Program	Total Hours	Tuition	Course Length
<i>IV Therapy</i>	<i>20- clock hours</i>	<i>\$375.00</i>	<i>4 - Day</i>

**Tuition Fee:** \$ 375.00

- NOT Included with Tuition:** \$ 145.00 (itemized below)
- Itemized item and cost NOT included in tuition: Books \$120.00
  - Itemized item and cost NOT included in tuition: Application \$30.00
  - Itemized item and cost NOT included in tuition: Drug test \$45.00

**TOTAL COST:** \$ 715.00

- Payment methods can be cash, credit card, or money orders.
- Prices for books and supplies are subject to change.
- Tuition and associated fees must be paid in full by the last day of the program.
- \$30.00 non-refundable Application fee after 72 hour cancellation period
- Application fee must be paid at time of registration.

## **IV Therapy Certification Program – 20 Clock Hour Curriculum Outline:**

### **Section 1: Anatomy, Physiology, and Patient Care**

#### **Statement of Purpose:**

To build foundational knowledge of vascular anatomy and fluid balance, and to emphasize the importance of individualized and culturally sensitive care in IV therapy administration.

#### **Objectives:**

- Describe the anatomy of the vascular system as it relates to IV access.
- Identify commonly used veins for peripheral IV therapy.
- Differentiate between veins and arteries to ensure safe access.
- Understand fluid and electrolyte balance and recognize signs of imbalance (hypovolemia, hypervolemia).
- Apply strategies for addressing patient-specific needs, including cultural considerations and reducing IV-related anxiety.

### **Section 2: IV Therapy Fundamentals**

#### **Statement of Purpose:**

To introduce key principles of fluid dynamics and solution compatibility essential for safe and effective IV therapy, including proper calculation of flow rates and adherence to infection control protocols.

#### **Objectives:**

- Explain pH, osmolality, and their influence on IV fluid selection.
- Distinguish between isotonic, hypotonic, and hypertonic IV solutions.
- Accurately calculate IV fluid flow rates using standard formulas.
- Identify factors influencing IV flow rate and how to adjust accordingly.
- Apply infection prevention strategies, including hand hygiene, standard precautions, and safe sharps handling.

### **Section 3: Procedural Skills and Technology**

#### **Statement of Purpose:**

To develop hands-on competency in vein visualization, site selection, IV insertion, and maintenance using modern tools and standardized procedural techniques.

#### **Objectives:**

- Utilize vein detection technologies (e.g., NIR, ultrasound) to locate viable access sites.
- Compare criteria for selecting peripheral vs. central IV access sites.
- Perform peripheral IV insertion using sterile technique.
- Demonstrate proper stabilization, dressing change, and flushing protocols.
- Safely change administration sets and understand maintenance best practices.

## **Section 4: Central Venous Access Devices (CVAD)**

### **Statement of Purpose:**

To provide a practical and theoretical framework for managing central venous access devices, ensuring safe insertion, maintenance, complication monitoring, and removal procedures.

### **Objectives:**

- Define the types of CVADs (PICC, tunneled, implanted ports) and their indications.
- Identify veins suitable for CVAD placement.
- Perform CVAD assessments and recognize early signs of complications.
- Execute sterile dressing changes and obtain blood samples from CVADs.
- Outline the protocol for safe CVAD removal.

## **Section 5: Complications and Emergency Management**

### **Statement of Purpose:**

To train participants to promptly identify, manage, and prevent common and emergent complications associated with IV therapy, thereby improving patient outcomes and safety.

### **Objectives:**

- Identify signs and symptoms of local IV complications such as infiltration, phlebitis, and hematoma.
- Respond to systemic issues like extravasation and catheter occlusion.
- Understand the causes and management of compartment syndrome.
- Initiate appropriate emergency procedures when complications arise.

## **Section 6: Documentation and Legal Compliance**

### **Statement of Purpose:**

To emphasize the importance of accurate and timely documentation in IV therapy, while also reinforcing legal safeguards and the role of patient education in informed consent and care continuity.

### **Objectives:**

- Maintain thorough and accurate documentation of IV procedures, complications, and patient responses.
- Understand legal implications of incomplete or inaccurate records.
- Educate patients on CVAD care, signs of complications, and safety measures.
- Explain the informed consent process and how to protect patient rights legally and ethically.

## **Session 7: Preparation and Safety**

### **Purpose:**

To provide students with the knowledge and skills necessary to prepare for IV therapy safely, ensuring compliance with infection control standards and patient safety practices.

### **Objectives:**

- Identify appropriate equipment and supplies needed for IV therapy.

- Demonstrate proper hand hygiene and infection control techniques.
- Apply safety protocols to prevent needlestick injuries and cross-contamination.
- Perform patient identification and verification procedures prior to IV insertion.
- Explain potential risks and how to minimize complications.

### **Session 8: IV Maintenance**

#### **Purpose:**

To train students on the proper care, monitoring, and troubleshooting of IV lines to maintain patient safety and therapy effectiveness.

#### **Objectives:**

- Demonstrate correct techniques for flushing IV lines to maintain patency.
- Recognize signs of infiltration, phlebitis, and infection, and explain corrective actions.
- Apply best practices for dressing changes and site care.

### **Session 9: Vascular Access and Insertion**

#### **Purpose:**

To provide hands-on training in IV insertion, ensuring students can competently and confidently establish vascular access.

#### **Objectives:**

- Identify suitable veins for IV insertion based on patient condition.
- Select and prepare appropriate IV catheters and supplies.
- Demonstrate proper technique for venipuncture and catheter insertion.
- Secure IV sites and apply appropriate dressings.
- Assess patient comfort and provide aftercare instructions.

### **Hybrid Class Structure Overview**

Discover a flexible and balanced learning experience with our hybrid classes at Inspire Health Medical Institute. These classes are designed for individuals seeking a healthy work-life balance, especially catering to working students. The hybrid model incorporates online lectures for the theoretical portion, allowing students to engage with the content at their convenience.

#### **Class Schedule:**

- Lecture Portion (Online):
  - Accessible at the convenience of the student via our e-learning platform.

- 10 hours of Online lecture
- **Skills Practicum (On-Site):**
  - Saturdays and Sundays from 8:30 am to 1:30 pm.

### **Hybrid Class Structure:**

#### **1. Online Lecture Portion:**

- Delivery method: Video modules
- Students can access weekly lecture objectives on our e-learning platform.
- Objectives are followed by assessments to gauge understanding.
- Flexibility for students to review materials at their own pace.

#### **2. Skills Practicum (On-Site - Saturday and Sunday):**

- Hands-on skills practice conducted on Saturdays and Sunday
- Time: 8:30 am to 1:30 pm.
- Application of theoretical knowledge acquired during online lectures.
- Opportunities for real-world scenarios and practical demonstrations.

#### **3. Interactive Platform - Google Classroom:**

- Power Hour Sessions:
  - Q&A sessions for clarifications and additional support.
  - Tutoring sessions for extra assistance.
  - Opportunities to ask instructors questions or request demonstrations.
- Facilitates interactive engagement and personalized learning.

### **Benefits of Hybrid Classes:**

- Flexibility: Online lectures provide flexibility for students to manage their schedules.
- Practical Application: On-site skills practicum ensures practical application of knowledge.
- Interactive Learning: Power Hour on Google Classroom fosters engagement and support.

At Inspire Health Medical Institute, our hybrid classes offer a modern and adaptable learning environment, allowing students to pursue their healthcare education while maintaining a healthy work-life balance. Join us on a journey towards a rewarding career in healthcare.

### **Low Enrollment Policy for IV Therapy Course**

#### **Purpose:**

The purpose of this policy is to ensure the financial viability and optimal learning experience for students enrolled in the Nurse Assistant Program at Inspire Health Medical Institute.

#### **Policy Statement:**

In order to provide a high-quality educational experience, the IV Therapy course requires a minimum

number of 3 enrolled students. This policy outlines the procedures that will be followed in the event of low enrollment.

**Minimum Enrollment Threshold:**

- The IV Therapy course requires a minimum of 3 students to be enrolled and confirmed by the registration deadline.

**Notification to Students:**

- **Timing:** Students will be notified of low enrollment status at least 2 weeks before the program's start date.
- **Method:** Notification will be provided via email, student account or postal mail.
- **Content:** The notification will include information about the status of the program, potential cancellation, and options for deferring enrollment or receiving a refund.

**Options for Students:** Students will be given the following options if the program is canceled due to low enrollment:

- **Deferral:** Students may choose to defer their enrollment to the next scheduled session of the program.
- **Refund:** Students may request a full refund of any tuition fees paid.
- **Alternative Programs:** If applicable, students will be provided with information on alternative programs or courses offered by Inspire Health Medical Institute.

**Program Cancellation Procedure:**

- **Decision:** The decision to cancel the program due to low enrollment will be made by the Program Director and the administrative team.
- **Communication:** Once a decision is made, affected students will be notified immediately, and appropriate arrangements will be made based on the options provided.

**Impact on Student Records:**

- **Refunds:** Refunds will be processed within (30) thirty days of the cancellation notification.
- **Deferrals:** Students who choose to defer will have their enrollment preserved for the next session, with no additional fees required.

## IHMI ENROLLMENT AGREEMENT

### STUDENT INFORMATION

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Other: \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Number: \_\_\_\_\_

### PROGRAM INFORMATION

Name of Program: \_\_\_\_\_ Date of Admission: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

Full-Time  Day  Evening  Hybrid

Days/Evenings Class Meets: (*circle*) Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Time of Day/Evening Class Begins \_\_\_\_\_

Time of Day/Evening Class Ends \_\_\_\_\_

Number of Weeks \_\_\_\_\_

Total Clock Hours \_\_\_\_\_

### Program Cost:

Name of Program	Total Hours	Tuition	Course Length
<i>IV Therapy</i>	<i>20- clock hours</i>	<i>\$375.00</i>	<i>4- Day</i>

**Tuition Fee:** \$ 375.00

**NOT Included with Tuition:** \$ 145.00 (*itemized below*)

- Itemized item and cost NOT included in tuition: Books \$120.00
- Itemized item and cost NOT included in tuition: Application \$30.00
- Itemized item and cost NOT included in tuition: Drug test \$45.00

**TOTAL COST:**\$ 715.00

- Payment methods can be cash, credit card, or money orders.
- Prices for books and supplies are subject to change.
- Tuition and associated fees must be paid in full by the last day of the program.
- \$30.00 non-refundable Application fee after 72 hour cancellation period
- Application fee must be paid at time of registration.

**Note:** Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

**CANCELLATION AND REFUND POLICY**

**Rejection:** An application rejected by the institution is entitled to a refund of all monies paid.

**Three- Day Cancellation:** An applicant may cancel this agreement without penalty by notifying the institution within three (3) business days after signing this agreement, excluding weekends and holidays. After the third day, but before classes begin, the institution may retain up to \$30.00 Application fee.

**Low Enrollment Cancellation:** The minimum number of students in the IV Therapy Course is (3) three. If the course needs to be rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of a refund in accordance with the institution's refund policy or attending the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid.

**Withdrawal:** Student(s) who wish to withdraw from this institution after classes begin will be subject to the below refund policy. The institution may retain up to \$30.00 Application fee after the three-day cancellation period or after classes begin. Refunds are computed in ten-percent increments, rounded downward to the next ten percent of that period. After sixty percent of attendance, the institution may charge for the entire course. Refunds are issued within 30 days after the effective date of cancellation or last date attended.

**Refund Calculation example (for a 20- clock hour course)**

<b>Clock Hours Attended</b>	<b>Tuition Refund</b>	<b>Refund Amount</b>
1-2	90%	\$337.50
3-4	80%	\$300.00
5-6	70%	\$262.50
7-8	60%	\$225.00
9-10	50%	\$187.50
11-12	40%	\$150.00
13 & above	0%	\$0

**Please read each statement carefully. Mark each to your understanding and sign at the bottom.**

- I have received a copy of the catalog and enrollment agreement.
- I understand the tuition charges, payment options, and refund policy.
- I understand tuition must be paid in full prior to the start of the externship.
- I understand that I will not be eligible for the externship until all balances are paid in full.
- I understand completion of the program does not guarantee employment.
- I acknowledge that this agreement becomes a legally binding contract once completed and signed by both parties.
- I understand Inspire Health Medical Institute makes no claim or guarantee that credit earned will transfer to another institution.
- I understand a certificate of completion is awarded at graduation.
- I understand that Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.
- I understand that there is a \$30.00 Application fee that is nonrefundable after the 3 days cancellation period.

Student Name Print: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Administrator/Official Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Academic Year 2024**  
**MONTHLY PAYMENT PLAN DETAILS**  
*TRUTH-IN-LENDING DISCLOSURE STATEMENT*  
 (This is neither a contract nor a commitment to lend)

<p><b>ANNUAL PERCENTAGE RATE</b>                  The cost of your credit as a yearly rate.  <b>DOES NOT APPLY</b></p> <p align="right"><u>0</u> %</p>	<p><b>FINANCE CHARGE</b>                  The dollar amount the credit will cost you.</p> <p>\$ <u>0</u></p>	<p><b>AMOUNT FINANCED**</b>                  The amount of credit provided to you or anyone on your behalf</p> <p>\$ <u>375.00</u></p>	<p><b>TOTAL OF PAYMENTS</b>                  The amount you will have paid after making all payments as scheduled.</p> <p>\$ <u>375.00</u></p>																				
<p><b>CREDITOR</b>                  The entity extending the deferred tuition plan.</p> <p>Inspire Health Medical Institute                  5001 N Kings Hwy Ste 208-B                  Myrtle Beach, SC 29577</p>	<p><b>DEMAND FEATURE</b>                  Whether or not repayment prior to the expiration of the terms can be required.</p> <p>YES</p>	<p><b>PREPAYMENT</b>                  If you pay the credit off early you:                  • <b>WILL NOT</b> have to pay a penalty.                  • There are no additional finance charges accrue for the payment plan. Therefore, a refund of part of the finance charge <b>DOES NOT APPLY.</b></p>	<p><b>LATE PAYMENT</b>                  Late payments will incur this fee. Please see late fee policy.</p> <p>% <u>3</u></p>																				
<p><b>ITEMIZATION OF AMOUNT FINANCED</b>                  An itemization of the amount financed was given during account setup and maybe accessed at any time online.</p> <p><i>Down Payment</i></p> <p>Payment Date: <u>02/26/24</u> Payment                  Amount: <u>\$ 150.00</u></p>		<p><b>TOTAL SALE PRICE**</b>                  The total sale price is the sum of the cash price, any other amounts that are financed by the school and are not part of the finance charge, and the finance charge. The total price of your purchase on credit, including your tuition deposit of \$ <u>375.00</u>.</p>																					
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<p>*The disclosure is based on a full tuition payment amount.                  ** All payment plans require a down payment.                  ***Incidental charges are not covered by this monthly payment. These charges will be posted on your account separately.                  ****A \$30.00 fee will be assessed for returned checks.                  *****There is a 3% late fee added to installments not paid by 6pm on the installment due date. PLEASE SEE LATE FEE POLICY.</p>																							

# IV THERAPY COURSE

## SESSION 1

LECTURE:

**Anatomy, Physiology, and Patient care** 1.5 HR

**IV Therapy Fundamentals** 1.5 HR

**Procedural Skill and Technology** 1.0 HR

**Central Venous Access Devices (CVAD)** 1.0 HR

## SESSION 2

LECTURE:

**Complications and Emergency Management** 1.0 HR

**Documentation and Legal Compliance** 1.0 HR

**Preparation and Safety** 2.0 HR

**IV Maintenance** 1.0 HR

## SESSION 3

SKILLS:

**Vascular Access and Insertion** 5 HR

## SESSION 4

SKILLS:

**Vascular Access and Insertion** 5 HR

**Total** 20 HR



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## **NURSE ASSISTANT PROGRAM:**

Our **Nurse Assistant Program (NAP)** is designed for candidates aspiring to achieve certification as a certified nurse assistant. This comprehensive program is available in both traditional in-person and online hybrid classes, providing diverse training options.

Our program has been thoughtfully structured over 10 week period, which also includes a week-long externship. Our curriculum abides by South Carolina regulations, ensuring that our Nurse Assistant Program (NAP) offers a thorough training experience lasting a minimum of one hundred (100) total clock hours.

These hours are distributed as follows:

- Forty (40) clock hours of classroom instruction
- Twenty (20) clock hours of hands-on skills practicum
- Forty (40) clock hours of clinical rotation in a supervised nursing home setting, under the guidance of an approved Registered Nurse.

Our traditional in-person class and online hybrid class follow the same curriculum. While maintaining consistency, slight modifications to the schedule are implemented to ensure that all class sessions receive the required clock hours for program completion.

Upon successful completion of the training program, candidates are required to undertake a competency evaluation examination. This examination encompasses both a written/oral and skills competency assessment, meticulously evaluated by an approved Registered Nurse in collaboration with the authorized testing agency. Candidates who successfully pass both the written/oral and skills competency examinations will be duly listed on the South Carolina Nurse Aide Registry, certifying their competence and eligibility in the field. Students must obtain CPR certification.

### **Certification Eligibility Requirements:**

1. **Program Completion:** Graduates must successfully complete the Nurse Assistant Program.
2. **Clinical Competency Proof:** Graduates need to complete 40 clock hours of clinical.
3. **Exam Registration:** Graduates must register for the Certified Nurse Assistant Exam via [credentia.com](http://credentia.com)
4. **Exam Fee:** Students must pay for both the written and skills portion of the exam via Credentia in the amount of \$140.00 (\$95.00 for skills and \$45.00 for written)
5. **Scheduling the Exam:** Students can select the testing date that the school has designated and time through the [credentia.com](http://credentia.com) website.
  - a. Testing will take place on-site at the school.
  - b. A Credentia approved proctor will be providing the written/skills test on site.

- c. Please see the testing rules and regulations via the Credentia website or the Credentia student testing handbook. We have copies of the Credentia student testing handbook in the resource corner in our Admissions Office.
- d. If students fail, they will have to reschedule exam for the next scheduled state boards test date on their own by using [www.credentia.com](http://www.credentia.com)

If a student does not pass the exam on the first attempt, they may retake it up to three times, without needing to re-register or pay additional exam fees. However, if the student does not pass after the third attempt, they must retrain before retesting and are required to re-register and pay an additional \$140.00 exam fee. See for additional information: <https://help.credentia.com/en/article/exam-attempts>

### **Certification Maintenance:**

After achieving certification, graduates are typically required to renew their certification every two years, which requires proof of working at least (paid) 8 clock hours.

### **Required Materials/ Textbooks**

#### **Hartmans for Nursing Assistants -*Workbook***

Weblink: <https://a.co/d/8ooecMR>

Sixth Edition (6E)- Published July 27, 2022

Book descriptions:

This workbook is designed to help students review what they have learned from reading the textbook. It is organized around learning objectives, which work like a built-in study guide. Multiple choice, true/false, crosswords, critical thinking scenarios, and other activities test the student's knowledge of each chapter.

#### **Hartmans for Nurse Assistant- *Textbook***

Website: <https://a.co/d/8ooecMR>

Sixth Edition (6E)- Published July 24, 2022

Book Descriptions:

The sixth edition of Hartman Publishing's briefest nursing assistant training textbook—just ten (10) chapters—contains essential information for working in long-term care. Information is explained in everyday language, with a focus on helping students pass the certification exam. Many new full-color photographs and illustrations reinforce the content. This textbook contains the following:

- Material organized by body system—this includes each system's structure and function, normal changes of aging, how the nursing assistant can help with normal aging changes, observing and reporting, and common diseases and care guidelines
- Issues relating to Residents' Rights and person-centered care emphasized throughout in special boxes
- Up-to-date, comprehensive material about infection prevention, including care guidelines for COVID-19 in the long-term care setting
- Comprehensive nutrition information, including MyPlate material, updated special diets section, feeding techniques, and information from the International Dysphagia Diet Standardization Initiative (IDDSI) on thickened liquids and texture modified foods
- Current information about legal issues, such as HIPAA and advance directives

- Many new website resources throughout and a comprehensive community resources box

**Take Home Kit:**

To enhance our students' learning experience, we are proud to provide a take-home training kit as part of our program. This kit is included in the tuition and is designed to facilitate continuous practice and skill development beyond the classroom. The training kit includes::

Stethoscope	Blood Pressure Cuff	Pulse Ox	Gait Belt
Pocket watch	Pen light	Measuring Tape	Scissors

**Uniforms:**

One uniform set is provided in red. Students are allowed to purchase more if needed by contacting our registration office.

<b>NURSE ASSISTANT LAB EQUIPMENT AND TOOLS</b>	
1. Antiembolic hose (Ted Hose)	2. Heel/ Elbow Protectors
3. Bed basins	4. Height/ weight measuring equipment
5. Bed linens/ Pillows	6. Hospital Gowns
7. Bedpans (fracture and regular with covers)	8. Hospital unit including bed with side rails, overbed table, and bedside table
9. Bedside commode	10. Hot and cold compresses (Commercial type)
11. Call lights	12. lap boards used with wheelchair
13. Canes (single)	14. lift sheets (linen pads)
15. Catheter equipment with drainage bag	16. Manikins (full body)
17. Colostomy bag	18. Shaving supplies
19. Walker	20. Specimen containers
21. Dentures and Oral cleaning supplies	22. Sphygmomanometers
23. Disposable briefs	24. Standard eating equipment
25. Emesis basins	26. Standard flow sheet
27. Face masks	28. Stethoscopes
29. Gait/ transfer belt	30. Texas catheter
31. wheelchair	32. Thermometer
33. Gloves	34. Urinals
35. Graduated measuring containers	
36. Handrolls ( Rolled washcloth)	
37. Handwashing supplies (sink, paper towels, soap)	

**Program Cost:**

<b>Name of Program</b>	<b>Total Hours</b>	<b>Tuition</b>	<b>Program Length</b>
<i>Nurse Assistant</i>	<i>100 clock hours</i>	<i>\$1350.00</i>	<i>5 Weeks</i>

**Tuition Fee:** \$ 1350.00

**Included with Tuition:** \$ 490.00 (itemized below)

- Itemized item and cost included with tuition Books \$120.00
- Itemized item and cost included with tuition Uniform \$65.00
- Itemized item and cost included with tuition CPR Certification \$ 55.00
- Itemized item and cost included with tuition Background Check \$28.00
- Itemized item and cost included with tuition Home Kit \$125.00
- Itemized item and cost included with tuition TB Test \$100.00

**NOT Included with Tuition:**

- Itemized item and cost *NOT* included in tuition: Nurse Assistant Test \$140.00
- Itemized item and cost *NOT* included in tuition: Application \$30.00
- Itemized item and cost *NOT* included in tuition: Drug test \$45.00

**TOTAL COST:** \$ 1565.00

- Payment methods can be cash, credit card, or money orders.
- Prices for books and supplies are subject to change.
- Students must register and pay for the exam by contacting Credentia at [www.credentia.com/test-takers/sc](http://www.credentia.com/test-takers/sc) and follow the instructions.
- Tuition and associated fees must be paid in full by the last day of the program.
- \$30.00 non-refundable Application fee after 72 hour cancellation period
- Application fee must be paid at time of registration.

**Nurse Assistant Program Curriculum:****I. Introduction – 16 clock hours as required****A. Communication and Interpersonal Skills**

Purpose:

To develop effective communication and interpersonal skills crucial for providing quality care to residents.

Objectives:

1. Explain the significance of communication within the health team.
2. Discuss proper methods for reporting accidents, errors, and injuries.
3. Describe changes in a resident's condition.
4. Analyze how the nurse assistant's communication skills impact the quality of care.
5. Understand the chain of command and interactions with supervision and staff.

**B. Infection Control**

Purpose:

To educate nurse assistants on infection control measures for ensuring resident safety.

Objectives:

1. Define blood-borne pathogens and Standard Precautions as per OSHA.
2. Provide examples of Standard Precautions.
3. List conditions promoting bacterial growth.
4. Demonstrate proper handwashing techniques.
5. Differentiate between clean and dirty areas.

### **C. Safety/Emergency Procedures**

Purpose:

To equip nurse assistants with the knowledge and skills needed to respond to emergencies and maintain a safe environment.

Objectives:

1. Identify reasons for immediate call light response and appropriate actions.
2. Explain the rationale behind the statement "All residents are my responsibility."
3. List preventative measures for falls, burns, and accidents.
4. Describe the immediate response to a fallen resident.
5. Identify and control bleeding.
6. Demonstrate the Heimlich maneuver for managing an obstructed airway.
7. Outline procedures for disaster/fire response.
8. Demonstrate proper body mechanics.

### **D. Promoting Residents' Independence**

Purpose:

To guide nurse assistants in fostering resident independence and dignity.

Objectives:

1. Describe the nurse assistant's role in promoting resident independence.
2. Provide examples of care that promotes independence and self-esteem.

### **E. Respecting Residents' Rights**

Purpose:

To ensure nurse assistants understand and uphold the rights of residents.

Objectives:

1. Explain the Residents' Bill of Rights and provide examples.
2. Define and discuss resident rights to protection and confidentiality.
3. Define and discuss abuse, neglect, and misappropriation of resident property.
4. Describe the process for revoking nurse assistant's certification.
5. Emphasize the importance of avoiding the need for restraints.

## **II. Core Curriculum – 16 to 40 clock hours**

### **A. Role of the Nurse Assistant - 1.5 clock hours**

Purpose:

To define and understand the responsibilities and ethical behaviors of a nurse assistant.

Objectives:

1. Identify the nurse assistant's role in the long-term care setting.
2. Describe nurse assistant's training and competency evaluation requirements.
3. Understand ethical and legal behaviors.
4. Demonstrate good health and hygiene practices.
5. Describe guidelines for dependability, punctuality, resignation, and job seeking.
6. Explain the nurse assistant's role in reporting changes in a resident's condition.
7. Demonstrate appropriate telephone etiquette.

### **B. Residents' Rights - 3.0 clock hours**

Purpose:

To educate nurse assistants on protecting and maintaining the dignity of residents.

Objectives:

1. Describe the nurse assistant's role in protecting and maintaining resident dignity.
2. Discuss the nurse assistant's role in protecting resident rights.
3. Address myths and stereotypes associated with aging/older adults.
4. Define confidentiality and discuss nurse assistant's responsibilities.
5. Describe the protection of resident privacy and personal items.
6. Explain the purpose of informed consent and differentiate between a will, living will, and advanced directive.
7. Discuss the nurse assistant's role regarding a resident's living will.

### **C. Basic Nursing Skills - 7.0 clock hours**

Purpose:

To train nurse assistants in essential nursing skills.

Objectives:

1. Demonstrate oral and written reporting of resident information.
2. Demonstrate proper techniques for obtaining and recording vital signs.
3. Discuss the normal range of vital signs.
4. Describe changes in a resident's condition (signs and symptoms).
5. Demonstrate collection, labeling, and transportation of specimens.
6. Describe proper hydration, including intake, output, and fluid restriction.
7. Recognize warning signs of dehydration.
8. Describe observation and recording of bowel movements.
9. Demonstrate the procedure for changing a colostomy bag.
10. Describe and demonstrate catheter care.
11. Define common abbreviations and terminology.
12. Describe emergency care ABCs.
13. Describe assisting residents with bedpan/urinal.
14. Explain isolation techniques and use of personal protective equipment (PPE).
15. Describe signs and symptoms of infection.
16. Define nosocomial infection and asepsis.
17. Demonstrate proper glove use.
18. Describe biohazardous waste and its disposal.
19. Describe end-of-life care and postmortem care.
20. Explain nurse assistant's role in caring for the environment and equipment.
21. Describe therapeutic diets and supplemental feedings.

### **D. Care of Cognitively Impaired Residents - 5.0 clock hours**

Purpose:

To educate nurse assistants on providing care for residents with cognitive impairments.

Objectives:

1. Define Alzheimer's disease, dementia, and cognitive impairment.
2. Describe differences between normal aging and dementia.
3. Discuss symptoms related to the three stages of dementia.
4. Explain basic communication differences for those with dementia.
5. Describe communication strategies for different stages of dementia.
6. Differentiate between verbal and non-verbal communication.
7. Recognize and address barriers to communication.
8. Demonstrate knowledge of recognizing pain in cognitively impaired residents.
9. Describe validation techniques versus reality orientation.
10. Identify and describe behaviors associated with Alzheimer's disease and dementia.
11. Discuss and apply the concept that behavior is a means of communication.
12. Recognize that behaviors related to dementia are not deliberate but due to the disease.
13. Describe appropriate responses to behaviors associated with cognitive impairment.
14. Identify and demonstrate responses to behaviors, including agitation, confusion, wandering, hiding, hallucinations, and delusions.
15. Define reality orientation and its effect on individuals with cognitive impairment.
16. Identify environmental factors affecting individuals with cognitive impairment.
17. Describe underlying principles of care for residents with cognitive impairment.
18. Describe promoting resident independence and maintaining remaining skills.

#### **E. Mental Health and Social Service Needs - 2.0 clock hours**

Purpose:

To equip nurse assistants in addressing the mental health and social service needs of residents.

Objectives:

1. Describe behavior patterns displayed by residents.
2. List ways to assist with feelings of loneliness and sensory deprivation.
3. Define ageism and list losses associated with aging.
4. Define self-worth, self-esteem, and stress.
5. Describe the nurse assistant's role in recognizing and intervening in confusion.
6. Discuss the nurse assistant's role with social/activity staff.

#### **F. Personal Care Skills - 2.5 clock hours**

Purpose:

To train nurse assistants in providing personal care to residents.

Objectives:

1. Demonstrate types of baths and techniques for each.
2. Demonstrate skin care, perineal care, foot care, and nail care.
3. Demonstrate grooming measures for hair, mouth, and dentures.
4. Demonstrate dressing techniques for special populations.
5. Demonstrate techniques for administering the bedpan and urinal.
6. Demonstrate feeding techniques and hydration measures.
7. Recognize warning signs indicating a risk for unintended weight loss.
8. Demonstrate bed-making techniques for occupied and unoccupied beds.
9. Discuss the nurse assistant's role in preparing residents for rest and sleep.
10. Explain procedures for AM and PM care.

### **G. Basic Restorative Services - 3.0 clock hours**

Purpose:

To provide nurse assistants with knowledge and skills for restorative care.

Objectives:

1. Demonstrate techniques in transferring and ambulation.
2. Demonstrate the use of devices during meals and dressing.
3. Demonstrate turning, positioning, and lifting techniques.
4. Demonstrate passive range of motion exercises.
5. Demonstrate applying and removing elastic stockings.
6. Describe skin care for preventing pressure areas.
7. Describe maintaining room temperature in the long-term care facility.
8. Demonstrate using a manual and electric bed.
9. Describe the care and use of prosthetic and orthotic devices.
10. Define bedrest, partial weight bearing, and dangling.
11. Describe measures to prevent complications of bed rest.
12. Describe the care of residents with tube feedings, IV therapy, and G-tube feedings.
13. Describe the care and use of foot boards, trochanter rolls, handrails, bed cradles, trapeze bars, crutches, canes, and walkers.
14. Describe using various mechanical lifts.
15. Demonstrate positions such as Fowler's, Semi-Fowler's, prone, and supine.
16. Describe the care and safety of residents receiving oxygen.
17. Define and discuss physical, speech, and occupational therapies.
18. List non-verbal signs and symptoms suggesting pain.
19. Describe and list comfort measures for residents with pain.
20. Describe goals and outcomes of rehabilitative services.
21. List members of the rehabilitative team and their role in promoting independence.
22. Describe types of adaptive equipment promoting resident independence.
23. Demonstrate using a transfer (gait) belt.
24. Describe bowel and bladder retraining protocol.

### **III. Hands-on Skills Practicum – 20 clock hours**

Purpose:

To provide hands-on training for nurse assistants to apply theoretical knowledge in a controlled setting.

Objectives:

1. Apply communication and interpersonal skills in practical scenarios.
2. Practice infection control measures in simulated environments.
3. Demonstrate safety and emergency procedures.
4. Promote resident independence through practical exercises.
5. Uphold resident rights in hands-on situations.
6. Execute basic nursing skills under supervision.
7. Provide care for cognitively impaired residents through role-playing.
8. Address mental health and social service needs in practical scenarios.
9. Apply personal care skills with hands-on practice.
10. Demonstrate basic restorative services in simulated settings.

### **Hands-On Skills Practicum**

**1. Handwashing Technique:**

- Demonstrate proper handwashing.

**2. Vital Signs Measurement:**

- Demonstrate vital signs measurement:
- Temperature, pulse at various sites, respirations, and blood pressure.

**3. Donning and Doffing PPE (Personal Protective Equipment):**

- Practice putting on (donning) and taking off (doffing) PPE:
- Gown, gloves, mask, and goggles using proper techniques.

**4. Catheter Care:**

- Describe and demonstrate catheter care:
- Gather supplies, clean, and care for the catheter site.

**5. Bedpan and Urinal Assistance:**

- Describe assistance with bedpan/urinal:
- Ensure dignity, position correctly, assist residents, practice infection control.

**6. Transfer and Ambulation Techniques:**

- Demonstrate proper transfer and ambulation:
- Assess, use body mechanics, assist with devices, ensure safety.

**7. Elastic Stockings:**

- Demonstrate applying/removing elastic stockings:
- Explain purpose, ensure comfort, apply/remove correctly, maintain skin integrity.

**8. Mechanical Lifts Usage:**

- Demonstrate mechanical lifts usage:
- Identify types, explain purpose and safety, show correct operation.

**9. Feeding Techniques and Fluid Management:**

- Demonstrate feeding techniques:
- Assess, assist with feeding, maintain comfort and dignity, address preferences.

**10. Occupied and Unoccupied Bed Making:**

- Demonstrate bed making:
- Gather supplies, maintain cleanliness, show correct procedures for occupied/unoccupied beds.

**11. Turning, Positioning, and Lifting:**

- Demonstrate proper techniques:
- Turn, position, and lift residents with care, ensuring comfort and safety.

**12. Passive Range of Motion Exercises:**

- Demonstrate exercises:
- Perform passive range of motion exercises to maintain resident mobility.

**13. ADLs (Activities of Daily Living) - Personal Care:**

- Perform personal care activities:

- Bed bath, dressing, dental care (brushing teeth, flossing, denture cleaning), hair brushing, shaving, foot care.

#### 14. Transfer (Gait) Belt Usage:

- Demonstrate proper use:
- Use a transfer (gait) belt safely for resident transfer and ambulation.

#### 15. Specimen Collection:

- Demonstrate collection, measuring:
- Gather and handle specimens of urine, stool.

#### 16. Emergency Medical Procedures:

- Practice emergency procedures:
- CPR, hemlock application, wound dressing.

These hands-on skills and instructions ensure comprehensive training for nurse assistants, preparing them for effective patient care.

## IV. Externship – 40 clock hours

### Purpose:

To offer real-world experience and exposure in a clinical setting, preparing nurse assistants for future employment.

### Objectives:

1. Apply theoretical knowledge in a practical, real-world environment.
2. Gain hands-on experience in a healthcare facility.
3. Work alongside healthcare professionals to enhance skills.
4. Observe and actively participate in daily caregiving tasks.
5. Learn to adapt to the dynamics of a healthcare setting.
6. Develop teamwork and collaboration skills.
7. Apply infection control and safety measures in a clinical context.
8. Promote resident independence in a real-world setting.
9. Uphold resident rights and confidentiality.
10. Interact with diverse patient populations.

### Partner Facilities:

1. Grand Strand Hospital
2. The Palmettos of Garden City
3. Compass Rehab and Nursing Home of Conway
4. Myrtle Beach Manor

### Externship Shifts:

- Day: 7:00 AM - 3:00 PM
- Evening: 3:00 PM - 11:00 PM
- Overnight: 11:00 PM - 7:00 AM

This extended curriculum, hands-on skills practicum, and externship program aim to equip nurse assistants with comprehensive knowledge and practical experience, ensuring their readiness for a

successful career in healthcare. The partnership with esteemed facilities enhances the learning experience, providing a diverse and enriching training environment.

### **Day Class Structure Overview**

Our day classes at Inspire Health Medical Institute provide a comprehensive and engaging learning experience, strategically designed to accommodate both theoretical knowledge and hands-on skills practicum. The day classes are held from Monday through Thursday, ensuring a focused and immersive educational environment.

The duration of lecture and skills practicum sessions may be adjusted to accommodate subjects requiring additional time. Such adjustments are made at the discretion of the instructor.

### **Class Schedule:**

- **Days:** Monday to Thursday
- **Time:** 8:30 am to 1:30 pm

### **Class Structure:**

#### **1. Morning Session (8:30 am - 11:45 am): Lecture Time**

- The morning session is dedicated to interactive lectures and discussions led by experienced instructors.
- **Objectives for Lecture Time:**
  - Cover essential theoretical concepts.
  - Discuss industry standards, regulatory requirements, and best practices.
  - Explore topics related to patient care, healthcare ethics, and legal considerations.

#### **2. Break (11:45 am -12:00 pm):**

- Students have a short break to refresh and recharge.

#### **3. Afternoon Session (12:00pm - 1:30 pm): Skills Practicum**

- The afternoon session is dedicated to hands-on skills practicum, allowing students to apply the knowledge gained during the morning session.
- **Objectives for Skills Practicum:**
  - Implement practical skills learned in lectures.
  - Engage in real-world scenarios through simulation and hands-on activities.
  - Receive guidance and feedback from instructors to enhance proficiency.

### **Class Duration:**

- The day classes are extended by one hour compared to other classes, totaling 5 clock hours each day.
- This additional hour provides more time for in-depth exploration of topics during lectures and thorough practice during the skills practicum.

**Class Frequency:**

- The day classes are scheduled for four days a week (Monday to Thursday), offering a total of 20 clock hours of instruction per week.

**Advantages of Day Classes:**

- Longer class duration allows for a deeper dive into theoretical concepts and practical applications.
- The extended schedule provides a conducive environment for skill development and mastery.
- Students benefit from a balanced combination of theoretical knowledge and hands-on experience.

At Inspire Health Medical Institute, our day classes aim to equip students with the skills and knowledge essential for success in the healthcare field, fostering a learning environment that promotes excellence and proficiency.

**Evening Classes Schedule at Inspire Health Medical Institute**

Join our evening classes at Inspire Health Medical Institute for a dynamic and accessible learning experience tailored to suit your schedule. Evening classes are held Monday through Friday, from 5:30 pm to 9:30 pm, offering a well-structured program designed to balance theoretical knowledge and hands-on skills practice.

The duration of lecture and skills practicum sessions may be adjusted to accommodate subjects requiring additional time. Such adjustments are made at the discretion of the instructor.

**Class Schedule:**

- **Days:** Monday to Friday
- **Time:** 5:30 pm to 9:30 pm

**Class Structure:****1. Evening Session (5:30 pm - 7:30 pm): Lecture Time**

- The early evening session is dedicated to engaging lectures led by experienced instructors.
- **Objectives for Lecture Time:**
  - Cover essential theoretical concepts.
  - Discuss industry standards, regulatory requirements, and best practices.
  - Explore topics related to patient care, healthcare ethics, and legal considerations.

**2. Break (7:30 pm - 7:45pm):**

- Students have a short break to refresh and recharge.

**3. Evening Session (7:45 pm - 9:30 pm): Skills Practicum**

- The late evening session focuses on hands-on skills practicum, allowing students to apply the knowledge gained during the lecture.
- **Objectives for Skills Practicum:**
  - Implement practical skills learned in lectures.
  - Engage in real-world scenarios through simulation and hands-on activities.
  - Receive guidance and feedback from instructors to enhance proficiency.

**Class Duration:**

- Evening classes are scheduled for four clock hours each day, providing a total of 20 clock hours of instruction per week.
- The shorter duration allows for focused learning and application.

**Class Frequency:**

- Evening classes are scheduled for five days a week (Monday to Friday)

**Advantages of Evening Classes:**

- Convenient timing for working professionals and individuals with daytime commitments.
- Intensive and focused learning within a condensed schedule.
- Comprehensive curriculum covering both theoretical and practical aspects of healthcare.

At Inspire Health Medical Institute, our evening classes aim to accommodate diverse schedules while ensuring a high-quality learning experience. Join us in the evening to embark on a rewarding journey towards a successful career in healthcare.

**Hybrid Class Structure Overview**

Discover a flexible and balanced learning experience with our hybrid classes at Inspire Health Medical Institute. These classes are designed for individuals seeking a healthy work-life balance, especially catering to working students. The hybrid model incorporates online lectures for the theoretical portion, allowing students to engage with the content at their convenience.

**Class Schedule:**

- Lecture Portion (Online):
- Accessible at the convenience of the student via our e-learning platform.
- **Skills Practicum (On-Site):**
  - Saturdays from 8:30 am to 1:30 pm.

**Hybrid Class Structure:****1. Online Lecture Portion:**

- Delivery method: Video modules

- Students can access weekly lecture objectives on our e-learning platform.
- Objectives are followed by assessments to gauge understanding.
- Flexibility for students to review materials at their own pace.

## 2. Skills Practicum (On-Site - Saturdays):

- Hands-on skills practice conducted on Saturdays.
- Time: 8:30 am to 1:30 pm.
- Application of theoretical knowledge acquired during online lectures.
- Opportunities for real-world scenarios and practical demonstrations.

## 3. Interactive Platform - Google Classroom:

- Power Hour Sessions:
  - Q&A sessions for clarifications and additional support.
  - Tutoring sessions for extra assistance.
  - Opportunities to ask instructors questions or request demonstrations.
- Facilitates interactive engagement and personalized learning.

## Benefits of Hybrid Classes:

- Flexibility: Online lectures provide flexibility for students to manage their schedules.
- Practical Application: On-site skills practicum ensures practical application of knowledge.
- Interactive Learning: Power Hour on Google Classroom fosters engagement and support.

At Inspire Health Medical Institute, our hybrid classes offer a modern and adaptable learning environment, allowing students to pursue their healthcare education while maintaining a healthy work-life balance. Join us on a journey towards a rewarding career in healthcare.

## **Low Enrollment Policy for Nurse Assistant Program**

### **Purpose:**

The purpose of this policy is to ensure the financial viability and optimal learning experience for students enrolled in the Nurse Assistant Program at Inspire Health Medical Institute.

### **Policy Statement:**

In order to provide a high-quality educational experience, the Nurse Assistant Program requires a minimum number of 6 enrolled students. This policy outlines the procedures that will be followed in the event of low enrollment.

### **Minimum Enrollment Threshold:**

- The Nurse Assistant Program requires a minimum of 6 students to be enrolled and confirmed by the registration deadline.
- The Online Nurse Assistant Program requires a minimum of 2 students to be enrolled and confirmed by the registration deadline.

### **Notification to Students:**

- **Timing:** Students will be notified of low enrollment status at least 2 weeks before the program's start date.
- **Method:** Notification will be provided via email, student account or postal mail.
- **Content:** The notification will include information about the status of the program, potential cancellation, and options for deferring enrollment or receiving a refund.

**Options for Students:** Students will be given the following options if the program is canceled due to low enrollment:

- **Deferral:** Students may choose to defer their enrollment to the next scheduled session of the program.
- **Refund:** Students may request a full refund of any tuition fees paid.
- **Alternative Programs:** If applicable, students will be provided with information on alternative programs or courses offered by Inspire Health Medical Institute.

**Program Cancellation Procedure:**

- **Decision:** The decision to cancel the program due to low enrollment will be made by the Program Director and the administrative team.
- **Communication:** Once a decision is made, affected students will be notified immediately, and appropriate arrangements will be made based on the options provided.

**Impact on Student Records:**

- **Refunds:** Refunds will be processed within (30) thirty days of the cancellation notification.
- **Deferrals:** Students who choose to defer will have their enrollment preserved for the next session, with no additional fees required.

## IHMI ENROLLMENT AGREEMENT

### STUDENT INFORMATION

Student Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Other: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Number: \_\_\_\_\_

### PROGRAM INFORMATION

Name of Program: \_\_\_\_\_ Date of Admission: \_\_\_\_\_  
 Program Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_  
 Full-Time  Day  Evening  Hybrid   
 Days/Evenings Class Meets: *(circle)* Mon. Tues. Wed. Thurs. Fri. Sat. Sun.  
 Time of Day/Evening Class Begins \_\_\_\_\_  
 Time of Day/Evening Class Ends \_\_\_\_\_  
 Number of Weeks \_\_\_\_\_  
 Total Clock Hours \_\_\_\_\_

### Program Cost:

Name of Program	Total clock hours	Tuition	Program Length
<i>Nurse Assistant</i>	<i>100 clock hours</i>	<i>\$1350.00</i>	<i>5 Weeks</i>

**Tuition Fee:** \$ 1350.00

- Included with Tuition:** \$ 490.00 *(itemized below)*
- Itemized item and cost included with tuition Books \$120.00
  - Itemized item and cost included with tuition Uniform \$65.00
  - Itemized item and cost included with tuition CPR Certification \$ 55.00
  - Itemized item and cost included with tuition Background Check \$28.00
  - Itemized item and cost included with tuition Home Kit \$125.00

- Itemized item and cost included with tuition \_\_\_\_\_ TB Test \$100.00 \_\_\_\_\_
- **NOT Included with Tuition:**
- Itemized item and cost *NOT* included in tuition: Nurse Assistant Test \$140.00
- Itemized item and cost *NOT* included in tuition: Application fee \$30.00
- Itemized item and cost *NOT* included in tuition: Drug test \$45.00

**TOTAL COST:** \$ 1565.00

**Note:** Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

### **CANCELLATION AND REFUND POLICY**

**Rejection:** An application rejected by the institution is entitled to a refund of all monies paid.

**Three- Day Cancellation:** An applicant may cancel this agreement without penalty by notifying the institution within three (3) business days after signing this agreement, excluding weekends and holidays. After the third day, but before classes begin, the institution may retain up to \$30.00 Application fee.

**Low Enrollment Cancellation:** The minimum number of students in the nurse assistant program is (6) six. If the course needs to be rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of a refund in accordance with the institution's refund policy or attending the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid.

**Withdrawal:** Student(s) who wish to withdraw from this institution after classes begin will be subject to the below refund policy. The institution may retain up to \$30.00 Application fee after the three-day cancellation period or after classes begin. Refunds are computed in ten-percent increments, rounded downward to the next ten percent of that period. After sixty percent of attendance, the institution may charge for the entire course. Refunds are issued within 30 days after the effective date of cancellation or last date attended.

#### **Refund Calculation example (for a 100- clock hour course)**

<b>Clock Hours Attended</b>	<b>Tuition Refund</b>	<b>Refund Amount</b>
1-10	90%	\$1215.00
11-20	80%	\$1080.00
21-30	70%	\$945.00
31-40	60%	\$810.00
41-50	50%	\$675.00
51-59	40%	\$540.00
60 & above	0%	\$0

**Please read each statement carefully. Mark each to your understanding and sign at the bottom.**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> I have received a copy of the catalog and enrollment agreement.</li> <li><input type="checkbox"/> I understand the tuition charges, payment options, and refund policy.</li> <li><input type="checkbox"/> I understand tuition must be paid in full prior to the start of the externship.</li> <li><input type="checkbox"/> I understand that I will not be eligible for the externship until all balances are paid in full.</li> <li><input type="checkbox"/> I understand completion of the program does not guarantee employment.</li> <li><input type="checkbox"/> I acknowledge that this agreement becomes a legally binding contract once completed and signed by both parties.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> I understand Inspire Health Medical Institute makes no claim or guarantee that credit earned will transfer to another institution.</li> <li><input type="checkbox"/> I understand a certificate of completion is awarded at graduation.</li> <li><input type="checkbox"/> I understand that Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.</li> <li><input type="checkbox"/> I understand that there is a \$30.00 Application fee that is nonrefundable after the 3 days cancellation period.</li> </ul> |
|---|---|

Student Name Print: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Administrator/Official Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Academic Year 2024**  
**MONTHLY PAYMENT PLAN DETAILS**  
*TRUTH-IN-LENDING DISCLOSURE STATEMENT*  
 (This is neither a contract nor a commitment to lend)

<p><b>ANNUAL PERCENTAGE RATE</b>                  The cost of your credit as a yearly rate.  <b>DOES NOT APPLY</b></p> <p align="center"><u>0</u> %</p>	<p><b>FINANCE CHARGE</b>                  The dollar amount the credit will cost you.</p> <p>\$ <u>0</u></p>	<p><b>AMOUNT FINANCED**</b>                  The amount of credit provided to you or anyone on your behalf</p> <p>\$ <u>1350.00</u></p>	<p><b>TOTAL OF PAYMENTS</b>                  The amount you will have paid after making all payments as scheduled.</p> <p>\$ <u>1350.00</u></p>																												
<p><b>CREDITOR</b>                  The entity extending the deferred tuition plan.</p> <p>Inspire Health Medical Institute                  5001 N Kings Hwy Ste 208-B                  Myrtle Beach, SC 29577</p>	<p><b>DEMAND FEATURE</b>                  Whether or not repayment prior to the expiration of the terms can be required.</p> <p>YES</p>	<p><b>PREPAYMENT</b>                  If you pay the credit off early you:                  • <b>WILL NOT</b> have to pay a penalty.                  • There are no additional finance charges accrue for the payment plan. Therefore, a refund of part of the finance charge <b>DOES NOT APPLY.</b></p>	<p><b>LATE PAYMENT</b>                  Late payments will incur this fee. Please see late fee policy.</p> <p>% <u>3</u></p>																												
<p><b>ITEMIZATION OF AMOUNT FINANCED</b>                  An itemization of the amount financed was given during account setup and maybe accessed at any time online.</p>		<p><b>TOTAL SALE PRICE**</b>                  The total sale price is the sum of the cash price, any other amounts that are financed by the school and are not part of the finance charge, and the finance charge. The total price of your purchase on credit, including your tuition deposit of</p> <p>\$ <u>1350.00</u></p>																													
<p><i>Down Payment</i></p> <p>Payment Date: <u>02/26/24</u> Payment Amount: <u>\$ 350.00</u></p>																															
<p><b>PAYMENT SCHEDULE</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 25%;">Payment Date</th> <th style="width: 25%;">Amount</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>03/08/2024</td> <td>250.00</td> <td>6</td> </tr> <tr> <td>2</td> <td>03/15/2024</td> <td>250.00</td> <td>7</td> </tr> <tr> <td>3</td> <td>03/22/2024</td> <td>250.00</td> <td>8</td> </tr> <tr> <td>4</td> <td>03/29/2024</td> <td>250.00</td> <td>9</td> </tr> <tr> <td>5</td> <td></td> <td></td> <td>10</td> </tr> <tr> <td colspan="2">Total # of Payments: <u>4</u></td> <td colspan="2">Total of Payments: \$ <u>1000.00</u></td> </tr> </tbody> </table>					Payment Date	Amount		1	03/08/2024	250.00	6	2	03/15/2024	250.00	7	3	03/22/2024	250.00	8	4	03/29/2024	250.00	9	5			10	Total # of Payments: <u>4</u>		Total of Payments: \$ <u>1000.00</u>	
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1	03/08/2024	250.00	6																												
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3	03/22/2024	250.00	8																												
4	03/29/2024	250.00	9																												
5			10																												
Total # of Payments: <u>4</u>		Total of Payments: \$ <u>1000.00</u>																													
<p>*The disclosure is based on a full tuition payment amount.                  ** All payment plans require a down payment.                  ***Incidental charges are not covered by this monthly payment. These charges will be posted on your account separately.                  ****A \$30.00 fee will be assessed for returned checks.                  *****There is a 3% late fee added to installments not paid by 6pm on the installment due date. PLEASE SEE LATE FEE POLICY.</p>																															

# Hybrid Class Guide

Start Date: \_\_\_\_\_ Location: \_\_\_\_\_

WEEK 1: INTRODUCTION & RESIDENT RIGHTS		Hours
DAY 1	Introduction	3.2
DAY 2	Promote Independence	3.0
DAY 3	Resident Rights	3.2
DAY 4	Respect Resident Rights	3.2
DAY 5	Infection	5.0
	Skills: Mandatory classes on Saturdays: Handwashing Technique, Vital Signs Measurement, Donning and Doffing PPE,	
		20.8
WEEK 2: NURSE SKILLS & CPR		Hours
DAY 6	Safety and Emergency Preparedness	3.2
DAY 7	Role as an Assistant	1.5
DAY 8	Basic Nursing Skills	3.5
DAY 9	Basic Nursing Skills	3.5
DAY 10	CPR/ AED (MUST BE ON-SITE, )	
	Skills: Mandatory classes on Saturdays Practice emergency procedures: CPR, hemlock application, wound dressing. Catheter Care, Bedpan and Urinal Assistance, Specimen Collection	5.0
		16.7
WEEK 3: NURSE SKILLS & COGNITIVE IMPAIRED RESIDENTS		Hours
DAY 11	Personal Care Skills	2.5
DAY 12	Care of Impaired Cognitive Residents	2.5
DAY 13	Care of Impaired Cognitive Residents	2.5
DAY 14	Mental Health & Social Services	2.0
DAY 15	Basic Restorative	3.0
	Skills: Mandatory classes on Saturdays Transfer and Ambulation Techniques, Mechanical Lifts Usage, Occupied and Unoccupied Bed Making, Turning, Positioning, and Lifting, Passive Range of Motion Exercises, Transfer (Gait) Belt,	5.0
		17.5
WEEK 4: FINAL EXAMS		Hours
DAY 16	Skills: Elastic Stockings, Feeding Techniques and Fluid Management, ADLs (Activities of Daily Living) Bed bath, dressing, dental care (brushing teeth, flossing, denture cleaning), hair brushing, shaving, foot care.	5.0
DAY 17		
DAY 18	Final Exam/ Practice Skills/ Practice Exam (Mandatory Onsite)	
EXTERNSHIP	The externship site location will be chosen according to the student's preference. We will arrange the externship hours to accommodate each student's lifestyle.	40

# Day Class Guide

Start Date: \_\_\_\_\_ Location: \_\_\_\_\_

WEEK 1: INTRODUCTION & RESIDENT RIGHTS		Hours
DAY 1	Lecture: Introduction	3.2
	Skills: Handwashing technique	1.0
DAY 2	Lecture: Promote Independence	3.2
	Skills: Vital Sign Measurements, Donning and Doffing PPE	1.0
DAY 3	Lecture: Resident Rights	3.0
	Skills: Transfer and Ambulation Techniques, Turning, Positioning, and lifting,	1.0
DAY 4	Passive Range of Motion Exercises	3.2
	Lecture: Respect Resident Rights	1.0
	Skills: Transfer (Gait) Belt, Mechanical Lifts	
TOTAL HOURS		16.6
WEEK 2: INFECTION CONTROL & CPR		Hours
DAY 5	Lecture: Infection	3.2
	Skills: Speciman Collection, Catheter Care, Bedpan and Urinal Assitance	1.0
DAY 6	Lecture: Safety and Emergency Preparedness	3.2
	Skills: Transfer and Ambution Techniques, Mechanical Lifts	1.0
DAY 7	Lecture: Role as an Aide	1.5
	Skills: Emegency Medical Procedures	3.0
DAY 8	CPR/ AED	
TOTAL HOURS:		12.9
WEEK 3: NURSE SKILLS		Hours
DAY 9	Lecture: Basic Nursing Skills	3.5
	Skills: Elastic Stocking, ADL's Personal	1.0
DAY 10	Lecture: Basic Nursing Skills	3.5
	Skills: ADL's Personal	1.0
DAY 11	Lecture: Personal Care Skills	2.5
	Skills: Occupied and Unoccupied Bed Making , Turning, Positioning, and	2.0
DAY 12	Lifting	2.5
	Lecture: Care of Impaired Cognitive Residents	2.0
	Skills: Passive Range of Motion Exercise	
TOTAL HOURS:		18
WEEK 4: COGNITIVE & MENTAL HEALTH		Hours
DAY 13	Lecture: Care Cognitive Impaired Resident	2.5
	Skills: Feeding Techniques and Fluid Management	2.0
DAY 14	Lecture: Mental Health Social Services	2.0
	Skills: Review	2.0
DAY 15	Lecture: Basic Restorative	3.0
	Skills: Review	1.0
DAY 16	Final Exam/ Practice Skills/ Practice Test	
TOTAL HOURS:		12.5
EXTERNSHIP	The externship site location will be chosen according to the student's preference. We will arrange the externship hours to accommodate each student's lifestyle.	40

# Evening Class Guide

Start Date: \_\_\_\_\_ Location \_\_\_\_\_

WEEK 1: INTRODUCTION & RESIDENT RIGHTS		Hours
DAY 1	Lecture: Introduction	3.2
	Skills: Hand washing, PPE donning/doffing	0.75
DAY 2	Lecture: Promote Independence	3.2
	Skills: Vitals	0.75
DAY 3	Lecture: Resident Rights	3.0
	Skills: Transfer and Ambulation Techniques, Turning, Positioning, and lifting	0.75
DAY 4	Lecture: Respect Resident Rights	3.2
	Skills: Passive Range of Motion Exercises	0.75
DAY 5	Lecture: Infection	3.2
	Skills: Review	0.75
TOTAL HOURS:		19.55
WEEK 2: NURSE SKILLS & CPR		Hours
DAY 6	Lecture: Safety and Emergency Preparedness	3.2
	Skills: Specimen Collection, Catheter Care	0.75
DAY 7	Lecture: Role as a Aide	1.5
	Skills: Bedpan and Urinal Assitance	2.5
DAY 8	Lecture: Basic Nursing Skills:	3.5
	Skills: Transfer and Ambulation Techniques, Mechanical Lifts	0.5
DAY 9	Lecture: Basic Nursing Skills	3.5
	Skills: Emergency Medical Procedures	0.5
DAY 10	Lecture: CPR/ AED	
	Skills: none	
TOTAL HOURS:		15.95
WEEK 3: NURSE SKILLS & COGNITIVE IMPAIRED RESIDENTS		Hours
DAY 11	Lecture: Personal Care Skills	2.5
	Skills: Elastic Stocking, ADL's Personal	1.5
DAY 12	Lecture: Care of Impaired Cognitive Residents	2.5
	Skills: ADL's Personal	1.5
DAY 13	Lecture: Care of Impaired Cognitive Residents	2.5
	Skills: Occupied and Unoccupied Bed Making	1.5
DAY 14	Lecture: Mental Health & Social Services	2.0
	Skills: Turning, Positioning, Lifting	2.0
DAY 15	Lecture: Basic Restorative	3.0
	Skills: Passive Range of Motion Exercise	1.0
TOTAL HOURS:		20
WEEK 4: FINAL EXAMS		Hours
DAY 16	Lecture and Skills Review	1.0
	Skills: Feeding Techniques and Fluid Management	2.0
DAY 17	Skills: Transfer and Ambulation Techniques, Mechanical Lifts	1.5
DAY 18	Practice Test / Final Exam	
		4.5
EXTERNSHIP	The externship site location will be chosen according to the student's preference. We will arrange the externship hours to accommodate each student's lifestyle.	40

## Nurse Assistant Refresher Course

**Course Length:** 2 Days

**Includes:**

- SC Credentialing Student Guide
- Access to Google Classroom
  - Study Guide, Videos, Practice Tests and Key Lecture Materials

**Course Description:**

This 2-day Nurse Assistant Refresher Course is designed for individuals who need to retake the South Carolina Nurse Assistant written or skills examination. The lecture component is not instructor-led; instead, students will receive access to a comprehensive online classroom filled with study materials, videos, and a downloadable study guide to help reinforce theoretical knowledge.

The 23 required Nurse Assistant skills will be reviewed and practiced over two intensive days, focusing on hands-on competency and exam preparation.

**Requirements for Enrollment:**

Students must meet **either** of the following criteria:

1. **Recent Nurse Assistant Program Completion** – Proof of successful completion of a **South Carolina-approved Nurse Aide program within the past 2 years.**
2. **Lapsed Nurse Assistant License** – Proof of a **lapsed or expired South Carolina Nurse Assistant license within the past 2 years.**

**Important:**

If the applicant does **not meet** either of the above requirements (i.e., it has been more than 2 years since program completion or NA license expiration), **they must enroll in the full Nurse Assistant program.** Please see page **23** for full program details.

## Phlebotomy Technician Program

Phlebotomy Technician Program at Inspire Health Medical Institute is an 8-week course designed to prepare students for a successful career in phlebotomy. This comprehensive program combines classroom instruction with hands-on training and an externship to ensure students gain the necessary skills and experience.

Our curriculum is structured to provide the retainable knowledge and skills needed to sit for certification through the National Healthcareer Association (NHA).

The program total 96 clock hours, distributed as follows:

- 40 clock hours of classroom instruction
- 16 clock hours of skills
- 40 clock hours of externship, with a minimum of 30 documented venipunctures and 10 capillary sticks on live individuals.

Upon successful completion of the program, students will receive a certificate of completion from Inspire Health Medical Institute. Students must register with NHA and schedule testing via [nhanow.com](http://nhanow.com). To be eligible for certification, students must provide evidence of successfully performing a minimum of 30 venipunctures and 10 capillary or finger sticks on live individuals.

***ADDITIONAL REQUIREMENTS:***

- Compliance with HIPAA and OSHA regulations

**Certification Process for Phlebotomy Tech Program Graduates**

Graduates of the Phlebotomy Tech Program at Inspire Health Medical Institute are eligible to obtain certification as a phlebotomy technician through the National Healthcareer Association (NHA), a recognized certifying agency. The certification process includes the following steps:

**Certification Eligibility Requirements:**

1. **Program Completion:** Graduates must successfully complete the Phlebotomy Tech Program.
2. **Clinical Competency Proof:** Graduates need to provide proof of performing 30 venipunctures and 10 live fingersticks.
3. **Exam Registration:** Graduates must register for the Certified Phlebotomy Technician (CPT) exam through the NHA website at [www.nhanow.com](http://www.nhanow.com) and pay a \$125 fee during registration.
4. **Scheduling the Exam:** Students can select a convenient testing date and time through the NHA website.
  - a. NHA Testing Student Handbook available at the resource corner in the Admissions Office.
  - b. Locations will vary depending on availability with an NHA-Approved testing center.

Graduates have up to 5 years from their graduation date to take the certification exam with NHA. If a student does not pass the exam on the first attempt, they may retake it up to three times, with a 30-day waiting period between attempts, without needing to re-register or pay additional exam fees. However, if the student does not pass after the third attempt, they must wait one year before retesting and are required to re-register and pay an additional \$125 exam fee.

**Certification Maintenance:**

After achieving certification, graduates are typically required to renew their certification every two years, which may include completing continuing education requirements to maintain their credential.

**Required Materials/ Textbooks**

**Hartman's Complete Guide for the Phlebotomy Technician- Textbook**

Weblink: <https://a.co/d/4Gj1unt>

Second Edition 2E- published April 19, 2024

Book Description:

**Hartman's Complete Guide for the Phlebotomy Technician** helps students master essential skills and knowledge for certification exams and career success. Tailored for entry-level phlebotomy courses, it covers:

- **Anatomy and Physiology:** Relates clearly to phlebotomy work.
- **Equipment and Procedures:** Details venipuncture and capillary puncture.
- **Effective Communication:** Guidelines for diverse patient interactions.
- **Challenging Situations:** Strategies for difficult blood draws and reactions.
- **Visual Aids:** Full-color photos and illustrations.
- **Key Features:** Includes review questions, glossary, and focused material on infection prevention, ethics, and more.

### **Hartman's Complete Guide for the Phlebotomy Technician 2e- Workbook**

Second Edition 2E- published April 1, 2024

Weblink: <https://a.co/d/b7cjZRT>

Book Description:

This workbook helps students review what they have learned from the textbook, organized around learning objectives for effective study. It features:

- **Multiple Choice and True/False Questions:** Test knowledge of each chapter.
- **Crosswords and Activities:** Engage with key concepts.
- **Critical Thinking Scenarios:** Apply knowledge in real-world contexts.
- **Skills Checklists:** Track practical competencies.
- **Practice Exam:** Prepare for the certification test

### **Uniforms:**

Red uniforms must be purchased from Inspire Health Medical Institute to maintain institutional standards. Contact the Admission office for purchase. This is not included in this program.

Phlebotomy Lab Equipment and Tools	
Needles	Collection Tubes
Specimen Containers	Blood Collection Accessories
Sharps Container	Gloves
Swabs and Cleaning Materials	Bandages
Antiseptics	Specimen Transport Supplies
Manikins with veins, arm	Tube Holders
Blood Pressure Cuff	PPE (Lab Coats)
Centrifuge	Glucose Meter
PT/INR Meter	

**Program Cost:**

Name of Program	Total clock hours	Tuition	Program Length
<i>Phlebotomy Tech</i>	96	\$975.00	8 Weeks

**Tuition Fee:** \$ 975.00

**NOT Included with Tuition:**

- Itemized item and cost *NOT* included in tuition: Book fee \$85.00
- Itemized item and cost *NOT* included in tuition: Application \$30.00
- Itemized item and cost *NOT* included in tuition: CPR certification fee \$55.00
- Itemized item and cost *NOT* included in tuition: Uniform fee \$65.00
- Itemized item and cost *NOT* included in tuition: Certification Fee \$125.00
- Itemized item and cost *NOT* included in tuition: Background check \$28.00
- Itemized item and cost *NOT* included in tuition: Drug test \$45.00

**TOTAL COST:** \$ 1408.00

- Payment methods can be cash, credit card, or money orders.
- Prices for books and supplies are subject to change.
- Tuition and associated fees must be paid in full prior to the start of the externship.
- \$30.00 non-refundable Application fee after 72 hour cancellation period
- Application fee must be paid at time of registration.
- \$100.00 Down payment required
- All fees not included in tuition are subject to change.

**Phlebotomy Technician Program Curriculum- 40 clock hours****1. Healthcare Settings and the Role of the Phlebotomy Technician**

**Purpose:** Understand the various healthcare settings and the responsibilities of a phlebotomy technician within these environments.

**Objectives:**

- Discuss the healthcare system and describe changes in staffing trends.
- Describe common healthcare settings.
- Discuss the organization and function of clinical laboratories.
- Discuss the healthcare team.
- Explain the phlebotomy technician's role.
- Explain policies and procedures.
- Discuss the importance of quality assurance and quality improvement in healthcare organizations.
- Describe certification, recertification, and continuing education for the phlebotomy technician.
- Explain professionalism and list examples of professional behavior.
- Describe proper personal grooming habits.
- Demonstrate how to manage time and assignments.
- List appropriate ways to deal with stress.

**2. Legal and Ethical Issues**

**Purpose:** Gain a comprehensive understanding of the legal and ethical considerations relevant to the practice of phlebotomy.

**Objectives:**

- Define the terms law and ethics and list examples of legal and ethical behavior.
- Explain HIPAA and discuss ways to protect patients' privacy.
- Explain the Clinical Laboratory Improvement Amendments (CLIA) and laboratory certification.
- Discuss common legal considerations in healthcare, including negligence, abuse, and consent.
- Explain the American Hospital Association's Patient Care Partnership and discuss why patient rights are important.

**3. Communication and Patient Diversity**

**Purpose:** Develop effective communication skills and understand the importance of cultural sensitivity in patient interactions.

**Objectives:**

- Define communication and understand the importance of both verbal and nonverbal communication.
- Identify barriers to communication and understand different communication styles and preferences.
- Understand common medical terminology and abbreviations.
- Explain documentation and describe related terms and forms.
- List guidelines for communicating with different populations.

**4. Infection Prevention and Control**

**Purpose:** Learn and apply principles of infection prevention and control to maintain a safe and sterile environment.

**Objectives:**

- Define infection prevention and discuss types of infections.
- Describe the chain of infection.
- Explain Standard Precautions.
- Explain hand hygiene and identify when to wash hands.
- Discuss the use of personal protective equipment (PPE).
- Explain Transmission-Based Precautions.
- Define bloodborne pathogens and describe two major bloodborne diseases.
- Explain OSHA's Bloodborne Pathogens Standard and the Needlestick Safety and Prevention Act.
- List guidelines for handling equipment and specimens.
- List employer and employee responsibilities for infection prevention.

**5. Safety Measures for Care Team Members and Patients**

**Purpose:** Understand and implement safety measures to protect both healthcare workers and patients.

**Objectives:**

- Discuss the importance of laboratory safety and identify OSHA's categories of common hazards.
- Describe regulations related to safety practices in the laboratory and explain the Safety Data Sheet.
- List safety guidelines for common hazards in laboratory settings.
- Discuss measures necessary to keep patients safe.

**6. Overview of the Human Body**

**Purpose:** Gain a foundational understanding of human anatomy and physiological systems relevant to phlebotomy.

**Objectives:**

- Describe body systems and define key anatomical terms.
- Describe the integumentary system.
- Describe the musculoskeletal system.
- Describe the nervous system.
- Describe the respiratory system.
- Describe the urinary system.
- Describe the gastrointestinal system.
- Describe the endocrine system.
- Describe the reproductive system.
- Describe the immune and lymphatic systems.

## 7. The Circulatory System in Depth

**Purpose:** Understand the structure and function of the circulatory system and its components as they relate to blood collection.

**Objectives:**

- Describe the circulatory system and the structure and function of the heart.
- Explain the cardiac conduction system.
- Describe blood vessels.
- Describe the components of blood.
- Explain the ABO blood group system and the Rh factor.
- Describe the qualities of arterial, venous, and capillary blood.
- Discuss homeostasis, coagulation, and related conditions.

## 8. Preparing for Specimen Collection

**Purpose:** Learn the procedures and considerations for effectively preparing and collecting specimens.

**Objectives:**

- Discuss venipuncture and capillary puncture and identify different types of specimens collected by phlebotomy technicians.
- Describe the importance of avoiding errors before and during specimen collection.
- Discuss common blood specimen collection systems and identify equipment used for venipuncture and capillary puncture.
- Identify additives to blood specimens and describe the color coding of collection tubes.
- List the order in which collection tubes must be filled (order of draw).
- Describe considerations for timing of blood draws.
- Discuss the steps required to properly identify patients and specimens.
- Describe preparations for the safe collection of blood specimens.
- List preparations for protecting the integrity of specimens during collection and transportation.
- Discuss furniture and accessories necessary to a phlebotomy station.

## 9. Collecting Blood Specimens by Venipuncture

**Purpose:** Master the techniques and procedures for collecting blood specimens through venipuncture.

**Objectives:**

- Review how blood tests are ordered.
- Identify the most common venipuncture blood tests.
- Describe appropriate tourniquet use.
- Identify appropriate sites for venipuncture.
- Describe the proper cleaning of a venipuncture site.
- Identify techniques for proper needle placement and insertion.
- Describe procedures for routine venipuncture.
- Discuss adaptations to routine venipuncture for special populations and conditions.
- Identify guidelines for ensuring specimen integrity.
- Describe special collections.
- Discuss the processing and transportation of blood specimens.

## 10. Collecting Blood Specimens by Capillary (Dermal) Puncture

**Purpose:** Learn the procedures for collecting blood specimens through capillary puncture.

**Objectives:**

- List the most common situations in which capillary puncture is required.
- Discuss the selection of an appropriate site for capillary puncture.
- Describe the proper cleaning of a capillary puncture site.
- Identify techniques for proper preparation and puncture of the skin.
- Describe procedures for routine capillary puncture in the finger and the heel.
- Identify guidelines for ensuring the integrity of capillary puncture specimens.
- Describe special capillary puncture collections.
- Describe guidelines for performing point-of-care tests on capillary blood.

## 11. Non-Blood Specimens

**Purpose:** Understand the collection and handling procedures for non-blood specimens.

**Objectives:**

- Identify non-blood specimens collected for laboratory testing.
- Describe types of urine specimens and demonstrate how to collect a clean-catch urine specimen.
- Describe tests performed on stool and instructions for handling a stool specimen.
- Discuss swabbing procedures and demonstrate how to obtain nasal and throat swabs.
- Describe guidelines for the collection and handling of other non-blood specimens.

### **Skills Practicum- 16 clock hours:**

**Objective:** To ensure students gain proficiency in key phlebotomy techniques and procedures through hands-on practice.

1. Basic Procedures:

- Hand Hygiene:
  - Proper handwashing techniques.
  - Use of hand sanitizers.
- Personal Protective Equipment (PPE):
  - Proper use of gloves, masks, gowns, and face shields.
  - Donning and doffing procedures.

2. Venipuncture Procedures:

- Equipment Preparation:
  - Selection and assembly of needles, collection tubes, and tourniquets.
  - Inspection of equipment for sterility and functionality.
- Site Selection and Preparation:
  - Identifying suitable veins for venipuncture.
  - Cleaning the site using antiseptic techniques.
- Tourniquet Application:
  - Proper placement and timing of tourniquet application.
- Needle Insertion:
  - Correct angle and depth for needle insertion.
  - Techniques to ensure minimal discomfort to the patient.
- Blood Collection:
  - Order of draw for multiple tubes.
  - Proper filling and mixing of collection tubes.
- Needle Removal and Post-Procedure Care:
  - Safe needle removal techniques.
  - Applying pressure to the puncture site and bandaging.
- Special Considerations:
  - Techniques for patients with difficult veins.
  - Adaptations for pediatric and geriatric patients.

3. Capillary (Dermal) Puncture Procedures:

- Site Selection:
  - Identifying suitable sites for finger and heel punctures.
- Site Preparation:
  - Cleaning the site using antiseptic techniques.
- Puncture Technique:
  - Proper use of lancets.
  - Correct depth and angle of puncture.
- Blood Collection:
  - Collection methods for capillary blood.
  - Avoiding contamination and hemolysis.
- Post-Procedure Care:
  - Applying pressure and bandaging the puncture site.
- Point-of-Care Testing:
  - Performing tests such as glucose monitoring using capillary blood.

#### 4. Non-Blood Specimen Collection:

- Urine Collection:
  - Techniques for clean-catch and midstream urine samples.
  - Handling and labeling urine specimens.
- Stool Collection:
  - Proper techniques for collecting stool samples.
  - Handling and labeling stool specimens.
- Swab Collection:
  - Techniques for collecting nasal, throat, and wound swabs.
  - Proper handling and labeling of swab specimens.

#### 5. Specimen Handling and Processing:

- Labeling and Documentation:
  - Accurate labeling of specimens.
  - Completing necessary documentation and requisition forms.
- Transporting Specimens:
  - Ensuring specimen integrity during transport.
  - Understanding temperature and handling requirements.
- Processing Specimens:
  - Centrifugation techniques.
  - Aliquoting and storage of specimens.

#### 6. Safety and Infection Control:

- Sharps Disposal:
  - Proper disposal of needles and other sharps.
- Spill Management:
  - Handling and cleaning blood spills.
- Exposure Incident Procedures:
  - Steps to take in case of exposure to bloodborne pathogens.

#### 7. Professional Conduct:

- Patient Interaction:
  - Effective communication techniques.
  - Addressing patient concerns and providing instructions.
- Ethical and Legal Standards:
  - Maintaining patient confidentiality.
  - Adhering to HIPAA regulations and other legal requirements.

Practicing these procedures ensures that students are well-prepared for clinical settings and can perform their duties as phlebotomy technicians with confidence and competence.

### **Externship- 40 clock hours**

**Objective:** Gain hands-on experience in phlebotomy by applying knowledge and skills from the Phlebotomy Technician Program in a clinical setting. This externship bridges classroom learning with real-world experience, preparing you for a successful career as a phlebotomy technician.

#### **Partner Facilities:**

- Carolina Health Specialist

#### **Externship Shifts:**

- Monday to Friday
- 7:00am to 5:15

### **Program Class Schedule**

- **Day Classes:** Monday and Wednesday, 8:30 AM - 12:30 PM
- **Evening Classes:** Monday and Wednesday, 4:30 PM - 8:30 PM

## Class Duration:

Both day and evening classes are designed to provide 4 clock hours of instruction per session. This structure ensures sufficient time for in-depth exploration of theoretical concepts and thorough practice during skills practicum sessions.

## Class Frequency:

Classes are held twice a week, on Monday and Wednesday, for a total of 8 clock hours of instruction per week. This schedule provides a balanced approach to learning, allowing students to absorb and apply knowledge effectively. By offering both day and evening classes, Inspire Health Medical Institute ensures flexible learning options to accommodate various schedules and commitments, providing a robust educational experience for all students.

---

## Day Class Structure Overview

Our day classes at Inspire Health Medical Institute provide a comprehensive and engaging learning experience, designed to accommodate both theoretical knowledge and hands-on skills practicum.

### Class Schedule:

- **Days:** Monday and Wednesday
- **Time:** 8:30 AM - 12:30 PM

### Class Structure:

1. **Morning Session (8:30 AM - 10:45 AM): Lecture Time**
    - **Objectives:**
      - Cover essential theoretical concepts.
      - Discuss industry standards, regulatory requirements, and best practices.
      - Explore topics related to patient care, healthcare ethics, and legal considerations.
  2. **Break (10:45 AM - 11:00 AM)**
    - Students have a short break to refresh and recharge.
  3. **Afternoon Session (11:00 AM - 12:30 PM): Skills Practicum**
    - **Objectives:**
      - Implement practical skills learned in lectures.
      - Engage in real-world scenarios through simulation and hands-on activities.
      - Receive guidance and feedback from instructors to enhance proficiency.
- 

## Evening Class Structure Overview

Our evening classes are tailored to provide the same comprehensive learning experience for those with daytime commitments.

### Class Schedule:

- **Days:** Monday and Wednesday
- **Time:** 4:30 PM - 8:30 PM

### Class Structure:

1. **Evening Session (4:30 PM - 6:45 PM): Lecture Time**
  - **Objectives:**
    - Cover essential theoretical concepts.
    - Discuss industry standards, regulatory requirements, and best practices.
    - Explore topics related to patient care, healthcare ethics, and legal considerations.
2. **Break (6:45 PM - 7:00 PM)**
  - Students have a short break to refresh and recharge.

### 3. Late Evening Session (7:00 PM - 8:30 PM): Skills Practicum

#### ○ Objectives:

- Implement practical skills learned in lectures.
  - Engage in real-world scenarios through simulation and hands-on activities.
  - Receive guidance and feedback from instructors to enhance proficiency.
- 

## **Low Enrollment Policy for Phlebotomy Technician Certification Program**

**Policy Overview:** In the event of low enrollment in the Phlebotomy Technician Certification Program, this policy outlines the steps and procedures to manage the situation effectively while ensuring that students are informed and their interests are protected.

**1. Definition of Low Enrollment:** Low enrollment is defined as fewer than 4 students registered for the program, which is the minimum number required to maintain program viability.

### **2. Notification to Students:**

- **Timing:** Students will be notified of low enrollment status at least 1 week before the program's start date.
- **Method:** Notification will be provided via email, student account or postal mail.
- **Content:** The notification will include information about the status of the program, potential cancellation, and options for deferring enrollment or receiving a refund.

**3. Options for Students:** Students will be given the following options if the program is canceled due to low enrollment:

- **Deferral:** Students may choose to defer their enrollment to the next scheduled session of the program.
- **Refund:** Students may request a full refund of any tuition fees paid.
- **Alternative Programs:** If applicable, students will be provided with information on alternative programs or courses offered by Inspire Health Medical Institute.

### **4. Program Cancellation Procedure:**

- **Decision:** The decision to cancel the program due to low enrollment will be made by the Program Director and the administrative team.
- **Communication:** Once a decision is made, affected students will be notified immediately, and appropriate arrangements will be made based on the options provided.

### **5. Impact on Student Records:**

- **Refunds:** Refunds will be processed within 30 days of the cancellation notification.
- **Deferrals:** Students who choose to defer will have their enrollment preserved for the next session, with no additional fees required.

### **6. Review and Adjustments:**

- **Policy Review:** This policy will be reviewed annually to ensure its effectiveness and relevance.
- **Adjustments:** Any necessary adjustments will be made based on feedback from students and staff to improve the management of low enrollment situations.

This policy aims to ensure transparency and fairness in handling low enrollment scenarios, while providing students with clear options and support.

## IHMI ENROLLMENT AGREEMENT

### STUDENT INFORMATION

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Other: \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Number: \_\_\_\_\_

### PROGRAM INFORMATION

Name of Program: \_\_\_\_\_ Date of Admission: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

Full-Time  Day  Evening  Hybrid

Days/Evenings Class Meets: (*circle*) Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Time of Day/Evening Class Begins

\_\_\_\_\_

Time of Day/Evening Class Ends

\_\_\_\_\_

Number of Weeks

\_\_\_\_\_

Total Clock Hours

\_\_\_\_\_

### Program Cost:

Name of Program	Total clock hours	Tuition	Program Length
<i>Phlebotomy Tech</i>	96	\$975.00	8 Weeks

**Tuition Fee:** \$ 975.00

#### **NOT Included with Tuition:**

- Itemized item and cost *NOT* included in tuition: Book fee \$85.00
- Itemized item and cost *NOT* included in tuition: Application \$30.00
- Itemized item and cost *NOT* included in tuition: CPR certification fee \$55.00
- Itemized item and cost *NOT* included in tuition: Uniform fee \$65.00
- Itemized item and cost *NOT* included in tuition: Certification fee \$125.00
- Itemized item and cost *NOT* included in tuition: Background Check \$28.00

- Itemized item and cost *NOT* included in tuition: Drug test \$45.00

**TOTAL COST:**\$ 1408.00

- Payment methods can be cash, credit card, or money orders.
- Prices for books and supplies are subject to change.
- Tuition and associated fees must be paid in full prior to the start of the externship..
- \$30.00 non-refundable Application fee after 72 hour cancellation period
- Application fee must be paid at time of registration.
- \$100.00 Down payment required

**Note:** Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

**CANCELLATION AND REFUND POLICY**

**Rejection:** An application rejected by the institution is entitled to a refund of all monies paid.

**Three- Day Cancellation:** An applicant may cancel this agreement without penalty by notifying the institution within three (3) business days after signing this agreement, excluding weekends and holidays. After the third day, but before classes begin, the institution may retain up to \$30.00 Application fee.

**Low Enrollment Cancellation:** The minimum number of students in the nurse assistant program is (6) six. If the course needs to be rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of a refund in accordance with the institution's refund policy or attending the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid.

**Withdrawal:** Student(s) who wish to withdraw from this institution after classes begin will be subject to the below refund policy. The institution may retain up to \$30.00 Application fee after the three-day cancellation period or after classes begin. Refunds are computed in ten-percent increments, rounded downward to the next ten percent of that period. After sixty percent of attendance, the institution may charge for the entire course. Refunds are issued within 30 days after the effective date of cancellation or last date attended.

<b>Example of 96-Hour Phlebotomy Tech Program Refund Calculation</b>			
<b>clock hours Attended</b>	<b>Attendance Percentage</b>	<b>Tuition Refund</b>	<b>Amount of Refund</b>
0-12	0-12.5%	87.5%	\$853.13
13-24	12.6-25%	75%	\$731.25
25-36	26-37.50	50%	\$487.50
37-48	37.6-50%	25%	\$243.75
49-59	51- 59%	12.5	\$121.88
60-96	60- 100%	0%	\$0.00

**Please read each statement carefully. Mark each to your understanding and sign at the bottom.**

- I have received a copy of the catalog and enrollment agreement.
- I understand the tuition charges, payment options, and refund policy.
- I understand tuition must be paid in full by the last day of the program.
- I understand completion of the program does not guarantee employment.
- I acknowledge that this agreement becomes a legally binding contract once completed and signed by both parties.
- I understand Inspire Health Medical Institute makes no claim or guarantee that credit earned will transfer to another institution.
- I understand a certificate of completion is awarded at graduation.
- I understand that Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.
- I understand that there is a \$30.00 Registration fee that is nonrefundable after the 3 days cancellation period.
- I understand that scholarship funds will be refunded to its original donor should the student cancel enrollment.

Student Name Print: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Administrator/Official Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Academic Year 2025**  
**MONTHLY PAYMENT PLAN DETAILS**  
*TRUTH-IN-LENDING DISCLOSURE STATEMENT*  
 (This is neither a contract nor a commitment to lend)

<b>ANNUAL PERCENTAGE RATE</b> The cost of your credit as a yearly rate. <b>DOES NOT APPLY</b>  <p style="text-align: center;"><u>0</u> %</p>	<b>FINANCE CHARGE</b> The dollar amount the credit will cost you.  \$ <u>0</u>	<b>AMOUNT FINANCED**</b> The amount of credit provided to you or anyone on your behalf  \$ <u>975.00</u>	<b>TOTAL OF PAYMENTS</b> The amount you will have paid after making all payments as scheduled.  \$ <u>975.00</u>																										
<b>CREDITOR</b> The entity extending the deferred tuition plan.  Inspire Health Medical Institute 5001 N Kings Hwy Ste 208-B Myrtle Beach, SC 29577	<b>DEMAND FEATURE</b> Whether or not repayment prior to the expiration of the terms can be required.  YES	<b>PREPAYMENT</b> If you pay the credit off early you: • <b>WILL NOT</b> have to pay a penalty. • There are no additional finance charges accrue for the payment plan. Therefore, a refund of part of the finance charge <b>DOES NOT APPLY.</b>	<b>LATE PAYMENT</b> Late payments will incur this fee. Please see late fee policy.  % <u>3</u>																										
<b>ITEMIZATION OF AMOUNT FINANCED</b> An itemization of the amount financed was given during account setup and maybe accessed at any time online.		<b>TOTAL SALE PRICE**</b> The total sale price is the sum of the cash price, any other amounts that are financed by the school and are not part of the finance charge, and the finance charge. The total price of your purchase on credit, including your tuition deposit of \$ <u>975.00</u> .																											
<b>Down Payment</b>  Payment Date: <u>9/2/2024</u> Payment Amount: <u>\$ 150.00</u>																													
<b>PAYMENT SCHEDULE</b>																													
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*The disclosure is based on a full tuition payment amount. ** All payment plans require a down payment. *** Incidental charges are not covered by this monthly payment. These charges will be posted on your account separately. ****A \$30.00 fee will be assessed for returned checks. *****There is a 3% late fee added to installments not paid by 6pm on the installment due date. PLEASE SEE LATE FEE POLICY.																													

Print Name: \_\_\_\_\_

Institution Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Phlebotomy Tech

## Course Schedule Guide

Week	Day	Schedule	Hour
Week 1	Mon	<ul style="list-style-type: none"> <li>Chap. 1: Healthcare Settings and the Role of the Phlebotomy Technician</li> </ul>	4
	Wed.	<ul style="list-style-type: none"> <li>Chap. 2: Legal and Ethical Issues</li> </ul>	4
Week 2	Mon	<ul style="list-style-type: none"> <li>Chap. 3: Communication and Patient Diversity</li> <li>Chap. 4: Infection Prevention and Control</li> </ul>	4
	Wed.		4
Week 3	Mon	<ul style="list-style-type: none"> <li>Chap. 5: Safety Measures for Care Team Members and Patients</li> <li>Chap. 6: Overview of the Human Body</li> </ul>	4
	Wed.		4
Week 4	Mon	<ul style="list-style-type: none"> <li>Chap. 7: The Circulatory System in Depth</li> <li>Chap. 8: Preparing for Specimen Collection</li> </ul>	4
	Wed.		4
Week 5	Mon	<ul style="list-style-type: none"> <li>Chap. 9: Collecting Blood Specimens by Venipuncture</li> <li>Chap. 10: Collecting Blood Specimens by Capillary (Dermal) Puncture</li> </ul>	4
	Wed.		4
Week 6	Mon	<ul style="list-style-type: none"> <li>Chap. 11: Nonblood Specimens</li> <li>Practice Review, Externship Orientation</li> </ul>	4
	Wed.		4
Week 7	Mon	<ul style="list-style-type: none"> <li>Practice Review</li> <li>Final Examination (Written and Practical Skills)</li> </ul>	4
	Wed.		4
Week 8	Externship: The externship site location will be chosen according to the student's preference. We will arrange the externship hours to accommodate each student's lifestyle.		40
	Total:		96

## **EKG Technician Program Overview**

The EKG Technician Program at Inspire Health Medical Institute is an 8-week comprehensive course designed to equip students with the skills and knowledge needed for a successful career in EKG technology. This program integrates classroom instruction with hands-on training to ensure that students are thoroughly prepared for certification and real-world application.

### **Curriculum Overview:**

- **Total Program clock hours:** 96
  - **Classroom Instruction:** 40 clock hours
  - **Clinical Practice:** 16 clock hours
  - **Externship:** 40 clock hours, including a minimum of 10 EKGs performed on live individuals.

### **Program Highlights:**

- **Certification Preparation:** The curriculum is structured to provide students with the retainable knowledge and practical skills required to sit for the National Healthcareer Association (NHA) certification exam.
- **Hands-On Experience:** The program includes extensive hands-on practice, ensuring that students gain the necessary experience in performing EKGs accurately and confidently.
- **Certificate of Completion:** Upon successfully completing the program, students will receive a certificate of completion from Inspire Health Medical Institute.
- **Eligibility for Certification:** To be eligible for the NHA certification exam, students must provide evidence of having successfully performed at least 10 live EKGs.

### **Additional Requirements:**

- **Compliance:** Students must comply with HIPAA and OSHA regulations throughout the program to ensure a strong foundation in legal and ethical standards within healthcare.

This program is designed to not only prepare students for certification but also to provide them with the practical experience needed to excel as EKG technicians in various healthcare settings.

### **Certification Process for EKG Tech Program Graduates**

Graduates of the EKG Tech Program at Inspire Health Medical Institute are eligible to obtain certification as an EKG technician through the National Healthcareer Association (NHA), a recognized certifying agency. The certification process includes the following steps:

#### **Certification Eligibility Requirements:**

1. **Program Completion:** Graduates must successfully complete the EKG Tech Program.
2. **Clinical Competency Proof:** Graduates need to provide proof of performing 10 live EKG's.
3. **Exam Registration:** Graduates must register for the Certified EKG Technician exam through the NHA website at [www.nhanow.com](http://www.nhanow.com) and pay a \$125 fee during registration.
4. **Scheduling the Exam:** Students can select a convenient testing date and time through the NHA website.
  - a. NHA Testing Student Handbook available at the resource corner in the Admissions Office.

- b. Locations will vary depending on availability with an NHA-Approved testing center.

Graduates have up to 5 years from their graduation date to take the certification exam with NHA. If a student does not pass the exam on the first attempt, they may retake it up to three times, with a 30-day waiting period between attempts, without needing to re-register or pay additional exam fees. However, if the student does not pass after the third attempt, they must wait one year before retesting and are required to re-register and pay an additional \$125 exam fee.

### **Certification Maintenance:**

After achieving certification, graduates are typically required to renew their certification every two years, which may include completing continuing education requirements to maintain their credential.

### **Required Materials/ Textbooks**

#### **Hartman's Complete Guide for the EKG Technician**

Weblink: <https://a.co/d/dTXz1EM>

2nd Edition- Published March 6, 2023

#### **Book Description:**

Hartman's Complete Guide for the EKG Technician, 2nd Edition, is designed to help students master the essential skills and knowledge needed for EKG technician certification. The book provides clear explanations of anatomy, physiology, and EKG procedures, along with detailed, full-color illustrations. With over 100 practice exercises and additional resources like tip boxes and chapter reviews, this guide ensures students are well-prepared for both exams and real-world practice.

- **Comprehensive Content:** Covers EKG testing, patient care, and rhythm interpretation.
- **Practical Exercises:** Includes over 100 practice questions and real EKG tracings.
- **Updated Material:** Features new information on infection prevention, COVID-19, and personal EKG devices.

#### **Hartman's Complete Guide for the EKG Technician, 2nd Edition- Workbook**

Weblink: <https://a.co/d/cw27iD8>

2nd Edition- Published March 6, 2023

#### **Book Description:**

The Workbook for Hartman's Complete Guide for the EKG Technician, 2nd Edition, is designed to reinforce learning and enhance understanding of key concepts.

- **Multiple Choice and True/False Questions:** Test knowledge of each chapter.
- **Crosswords and Activities:** Engage with key concepts.
- **Critical Thinking Scenarios:** Apply knowledge in real-world contexts.
- **Skills Checklists:** Track practical competencies.
- **Practice Exam:** Prepare for the certification test

### **Uniforms:**

Red uniforms must be purchased from Inspire Health Medical Institute to maintain institutional standards. Contact the Admission office for purchase. This is not included in this program.

EKG TECHNICIAN PROGRAM LAB EQUIPMENT	
EKG Stimulators and Poster Guides	EKG Accessories (electrodes, leads, paper)
Blood Pressure Cuff	Stethoscope
Thermometers	Pulse Ox
Defibrillator (AED)	Anatomical Heart Models
EKG Measuring tools (Calipers and rulers)	Stationary (charts and graphs)

### **Program Cost:**

Name of Program	Total clock hours	Tuition	Program Length
<i>EKG Technician</i>	96	\$975.00	8 Weeks

**Tuition Fee:** \$ 975.00

**NOT Included with Tuition:**

- Itemized item and cost *NOT* included in tuition: Book fee \$85.00
- Itemized item and cost *NOT* included in tuition: Application fee \$30.00
- Itemized item and cost *NOT* included in tuition: CPR certification fee \$55.00
- Itemized item and cost *NOT* included in tuition: Uniform fee \$65.00
- Itemized item and cost *NOT* included in tuition: Certification fee \$125.00
- Itemized item and cost *NOT* included in tuition: Background Check \$28.00
- Itemized item and cost *NOT* included in tuition: Drug test \$45.00

**TOTAL COST:** \$ 1408.00

- Payment methods can be cash, credit card, or money orders.
- Prices for books and supplies are subject to change.
- Tuition and associated fees must be paid in full prior to the start of the externship.
- \$30.00 non-refundable Application fee after 72 hour cancellation period
- Application Fee must be paid at time of enrollment.
- \$100.00 Down payment required

### **EKG Technician Program Curriculum-40 clock hours**

#### **Chapter 1: The Role of the EKG Technician**

##### **Purpose:**

To introduce the role and responsibilities of an EKG technician within the healthcare environment.

##### **Objectives:**

1. Describe the role of the EKG technician and identify healthcare settings in which EKG technicians work.
2. Identify soft skills and personal traits needed for success as an EKG technician.
3. Describe the certification process for the EKG technician.
4. Describe the importance of continuing education and recertification.
5. Demonstrate proper communication with other members of the healthcare team.
6. Discuss the chain of command and understand the importance of following a facility's policies and procedures.

7. Discuss outside organizations important to the function of healthcare facilities.
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## **Chapter 2: Basic Patient Care Skills**

### **Purpose:**

To equip students with essential patient care skills, emphasizing the importance of monitoring vital signs and infection prevention.

### **Objectives:**

1. Explain the importance of monitoring vital signs.
  2. Discuss the role of the EKG technician in infection prevention and control.
  3. List guidelines for measuring body temperature and observing skin condition.
  4. Define pulse and list guidelines for counting pulse.
  5. Define respirations and list guidelines for counting respirations.
  6. Define blood pressure and list guidelines for measuring blood pressure.
  7. Describe normal vital sign ranges for pediatric patients.
  8. Obtain pulse oximetry readings and identify normal ranges for pulse oximetry.
  9. Describe the importance of assessing and reporting pain and level of consciousness.
  10. Describe patient body positions commonly used during EKG testing.
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## **Chapter 3: Anatomy and Physiology**

### **Purpose:**

To provide a foundational understanding of human anatomy and physiology, with a focus on the cardiovascular and respiratory systems.

### **Objectives:**

1. Discuss key concepts of anatomy and physiology and define anatomical terms.
  2. Describe the parts of the cardiovascular system and their functions.
  3. Describe the parts of the respiratory system and their functions.
  4. Describe the relationship between the nervous system and the cardiovascular system.
  5. Identify the three layers of the heart.
  6. Describe the major vessels that enter and leave the heart, including the coronary arteries.
  7. Describe the chambers and valves of the heart and the movement of blood through the heart.
  8. Describe two circulatory paths: pulmonary and systemic.
  9. Discuss the relationship between the cardiovascular system and the respiratory system.
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## **Chapter 4: Common Cardiovascular Diseases and Disorders**

### **Purpose:**

To familiarize students with common cardiovascular diseases and disorders that they may encounter in their role as EKG technicians.

### **Objectives:**

1. Describe coronary artery disease.
  2. Describe ischemia and myocardial infarction.
  3. Describe cardiomyopathy.
  4. Describe congestive heart failure.
  5. Describe heart valve disease.
  6. Describe blood clots and possible complications.
  7. Describe hypertension.
- 

## **Chapter 5: Introduction to EKG Technology and Applications**

### **Purpose:**

To introduce the basic concepts of EKG technology and its applications in monitoring heart activity.

### **Objectives:**

1. Describe the electrical activity of the heart and how it is recorded by EKG machines.
2. Discuss the portable EKG machine.
3. Describe the types of EKG-based tests and discuss the indications for each.
4. Identify EKG leads and lead groups.
5. Describe electrode placement and the use of different leads.
6. Demonstrate proper setup of the EKG machine.

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## **Chapter 6: Basic EKG Procedures**

### **Purpose:**

To teach students the fundamental procedures involved in conducting EKG tests, including patient preparation and emergency responses.

### **Objectives:**

1. Describe patient identification, patient preparation, and response to emergency situations during EKG testing.
  2. Demonstrate the performance of the 12-lead EKG test.
  3. Explain patient preparation and monitoring for telemetry.
  4. Demonstrate the performance of a stress test.
  5. Discuss Holter and other ambulatory monitoring.
  6. Discuss the importance of accurate record-keeping and patient confidentiality.
- 

## **Chapter 7: EKG Adaptations and Troubleshooting**

### **Purpose:**

To equip students with the skills necessary to adapt EKG procedures and troubleshoot common issues that may arise during testing.

### **Objectives:**

1. Discuss artifacts and identify situations that require adaptations during EKG testing.
  2. Demonstrate solutions to different types of EKG artifact.
  3. Demonstrate adaptations to electrode placement and patient positioning.
  4. Identify sources of information for EKG machine troubleshooting and maintenance.
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## **Chapter 8: The Cardiac Conduction System and EKG Tracings**

### **Purpose:**

To deepen students' understanding of the cardiac conduction system and EKG tracings, including how to analyze and interpret EKG results.

### **Objectives:**

1. Explain the difference between the mechanical and electrical activity of the heart.
  2. Explain the electrical conduction system of the heart.
  3. Understand the features of an EKG tracing.
  4. Identify important intervals and segments on the EKG tracing and list normal measurements.
  5. Demonstrate the measurement of time on the EKG tracing using small and large blocks.
  6. List the 6 steps used to analyze an EKG tracing.
  7. Discuss the first step in analyzing heart rhythms: three methods to determine heart rate from the EKG tracing.
  8. Discuss the second step in analyzing heart rhythms: how to examine an EKG tracing for regularity.
  9. Discuss the third step in analyzing heart rhythms: examining the P wave on an EKG tracing.
  10. Discuss the fourth step in analyzing heart rhythms: measuring the PR interval on an EKG tracing.
  11. Discuss the fifth step in analyzing heart rhythms: measuring the QRS complex on an EKG tracing.
  12. Discuss the importance of following each step when analyzing an EKG tracing.
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## **Chapter 9: Overview of EKG Interpretation**

### **Purpose:**

To provide a comprehensive overview of the principles and methods used in EKG interpretation.

### **Objectives:**

(Please provide objectives for this chapter if needed.)

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## **Chapter 10: Emergency Situations**

### **Purpose:**

To prepare students to recognize and respond effectively to emergency situations during cardiac testing.

### **Objectives:**

1. Recognize emergency situations during cardiac testing.
2. Discuss proper notification of a supervisor and 911 in a medical emergency.
3. Explain the care of a conscious patient experiencing a cardiac emergency.

4. Demonstrate the care of an unconscious patient experiencing a cardiac emergency.
5. Describe cardiopulmonary resuscitation (CPR) and defibrillation using an automated external defibrillator (AED).
6. Describe the care of a patient experiencing a stroke.
7. Discuss drugs that may be used in a cardiac emergency.
8. Describe the response to nonmedical emergencies.

## **Hands-On Skills Practicum- 16 clock hours:**

### **Objective:**

To provide students with practical experience in performing essential EKG technician tasks, ensuring they are competent in both technical skills and patient interaction before advancing to their externship.

### **Components:**

1. **Handwashing Techniques**
  - Demonstrates proper handwashing
2. **Patient Interaction and Preparation**
  - Greet and identify patients according to facility protocols.
  - Explain the EKG procedure to patients and answer their questions.
  - Obtain and document patient consent.
  - Prepare the patient for EKG testing, including proper gowning and positioning.
3. **Vital Signs Monitoring**
  - Measure and record vital signs: blood pressure, pulse, respiration, and temperature.
  - Perform pulse oximetry and interpret normal and abnormal readings.
  - Assess and report pain levels and level of consciousness.
4. **12-Lead EKG Procedure**
  - Properly set up and calibrate the EKG machine.
  - Place electrodes correctly according to standard 12-lead placement.
  - Perform 12-lead EKG tests on diverse simulated patients, including pediatric and elderly models.
  - Identify and troubleshoot common EKG artifacts.
  - Maintain accurate and confidential records of each procedure.
5. **Ambulatory Monitoring and Stress Testing**
  - Prepare patients for Holter monitoring and ensure proper placement of electrodes.
  - Explain and initiate ambulatory monitoring.
  - Conduct and monitor patients during a treadmill stress test.
  - Recognize and respond to signs of patient distress during testing.
6. **Emergency Response**
  - Simulate emergency scenarios involving cardiac events.
  - Perform CPR and AED defibrillation on manikins.
  - Demonstrate how to manage a conscious and unconscious patient experiencing a cardiac emergency.
  - Communicate effectively with healthcare team members during an emergency.

## **Externship- 40 clock hours**

**Objective:** Gain hands-on experience in applying knowledge and skills from the EKG Technician Program in a clinical setting.

**Evaluation Criteria:**

- Application of theoretical knowledge to practical scenarios.
- Adherence to safety, legal, and ethical standards.
- Effectiveness in communication and patient care.
- Competence in specimen collection and handling.

This externship bridges classroom learning with real-world experience, preparing you for a successful career as a phlebotomy technician.

**Partner Facilities:**

- Carolina Health Specialist

**Externship Shifts:**

- Monday to Friday
- 7:00am to 5:15

**Program Class Schedule**

- **Day Classes:** Tuesday and Thursday, 8:30 AM - 12:30 PM
- **Evening Classes:** Tuesday and Thursday, 4:30 PM - 8:30 PM

**Class Duration:**

Both day and evening classes are designed to provide 4 clock hours of instruction per session. This structure ensures sufficient time for in-depth exploration of theoretical concepts and thorough practice during skills practicum sessions.

**Class Frequency:**

Classes are held twice a week, on Tuesday and Thursday, for a total of 8 clock hours of instruction per week. This schedule provides a balanced approach to learning, allowing students to absorb and apply knowledge effectively. By offering both day and evening classes, Inspire Health Medical Institute ensures flexible learning options to accommodate various schedules and commitments, providing a robust educational experience for all students.

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**Day Class Structure Overview**

Our day classes at Inspire Health Medical Institute provide a comprehensive and engaging learning experience, designed to accommodate both theoretical knowledge and hands-on skills practicum.

**Class Schedule:**

- **Days:** Tuesday and Thursday
- **Time:** 8:30 AM - 12:30 PM

**Class Structure:**

4. **Morning Session (8:30 AM - 10:45 AM): Lecture Time**
  - **Objectives:**
    - Cover essential theoretical concepts.
    - Discuss industry standards, regulatory requirements, and best practices.
    - Explore topics related to patient care, healthcare ethics, and legal considerations.
5. **Break (10:45 AM - 11:00 AM)**
  - Students have a short break to refresh and recharge.
6. **Afternoon Session (11:00 AM - 12:30 PM): Skills Practicum**
  - **Objectives:**
    - Implement practical skills learned in lectures.
    - Engage in real-world scenarios through simulation and hands-on activities.

- Receive guidance and feedback from instructors to enhance proficiency.
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## Evening Class Structure Overview

Our evening classes are tailored to provide the same comprehensive learning experience for those with daytime commitments.

### Class Schedule:

- **Days:** Tuesday and Thursday
- **Time:** 4:30 PM - 8:30 PM

### Class Structure:

4. **Evening Session (4:30 PM - 6:45 PM): Lecture Time**
    - **Objectives:**
      - Cover essential theoretical concepts.
      - Discuss industry standards, regulatory requirements, and best practices.
      - Explore topics related to patient care, healthcare ethics, and legal considerations.
  5. **Break (6:45 PM - 7:00 PM)**
    - Students have a short break to refresh and recharge.
  6. **Late Evening Session (7:00 PM - 8:30 PM): Skills Practicum**
    - **Objectives:**
      - Implement practical skills learned in lectures.
      - Engage in real-world scenarios through simulation and hands-on activities.
      - Receive guidance and feedback from instructors to enhance proficiency.
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## Low Enrollment Policy for EKG Technician Program

**Policy Overview:** In the event of low enrollment in the EKG Technician Program, this policy outlines the steps and procedures to manage the situation effectively while ensuring that students are informed and their interests are protected.

**1. Definition of Low Enrollment:** Low enrollment is defined as fewer than 3 students registered for the program, which is the minimum number required to maintain program viability.

### 2. Notification to Students:

- **Timing:** Students will be notified of low enrollment status at least 2 weeks before the program's start date.
- **Method:** Notification will be provided via email, student account or postal mail.
- **Content:** The notification will include information about the status of the program, potential cancellation, and options for deferring enrollment or receiving a refund.

**3. Options for Students:** Students will be given the following options if the program is canceled due to low enrollment:

- **Deferral:** Students may choose to defer their enrollment to the next scheduled session of the program.
- **Refund:** Students may request a full refund of any tuition fees paid.
- **Alternative Programs:** If applicable, students will be provided with information on alternative programs or courses offered by Inspire Health Medical Institute.

- Please Low Enrollment policy which details the process to follow in the event of a low enrollment program cancellation.

#### 4. Program Cancellation Procedure:

- **Decision:** The decision to cancel the program due to low enrollment will be made by the Program Director and the administrative team.
- **Communication:** Once a decision is made, affected students will be notified immediately, and appropriate arrangements will be made based on the options provided.

#### 5. Impact on Student Records:

- **Refunds:** Refunds will be processed within (30) thirty days of the cancellation notification.
- **Deferrals:** Students who choose to defer will have their enrollment preserved for the next session, with no additional fees required.

#### 6. Review and Adjustments:

- **Policy Review:** This policy will be reviewed annually to ensure its effectiveness and relevance.
- **Adjustments:** Any necessary adjustments will be made based on feedback from students and staff to improve the management of low enrollment situations.

This policy aims to ensure transparency and fairness in handling low enrollment scenarios, while providing students with clear options and support.

## **IHMI ENROLLMENT AGREEMENT**

### **STUDENT INFORMATION**

Student Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Other: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Number: \_\_\_\_\_

### **PROGRAM INFORMATION**

Name of Program: \_\_\_\_\_ Date of Admission: \_\_\_\_\_  
 Program Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_  
 Full-Time  Day  Evening  Hybrid   
 Days/Evenings Class Meets: **(circle)** Mon. Tues. Wed. Thurs. Fri. Sat. Sun.  
 Time of Day/Evening Class Begins \_\_\_\_\_  
 Time of Day/Evening Class Ends \_\_\_\_\_  
 Number of Weeks \_\_\_\_\_  
 Total Clock Hours \_\_\_\_\_

### **Program Cost:**

<b>Name of Program</b>	<b>Total clock hours</b>	<b>Tuition</b>	<b>Program Length</b>
<i>EKG Tech</i>	<i>96 clock hours</i>	<i>\$975.00</i>	<i>8 Weeks</i>

**Tuition Fee:** \$ 975.00

**NOT Included with Tuition:**

- Itemized item and cost *NOT* included in tuition: Book fee \$85.00
- Itemized item and cost *NOT* included in tuition: Application fee \$30.00
- Itemized item and cost *NOT* included in tuition: CPR certification fee \$55.00
- Itemized item and cost *NOT* included in tuition: Uniform fee \$65.00
- Itemized item and cost *NOT* included in tuition: Certification fee \$125.00

- Itemized item and cost *NOT* included in tuition: Background check \$28.00
  - Itemized item and cost *NOT* included in tuition: Drug test \$45.00
- TOTAL COST:** \$ 1408.00

- Payment methods can be cash, credit card, or money orders.
- Prices for books and supplies are subject to change.
- Tuition and associated fees must be paid in full prior to the start of the externship.
- \$30.00 non-refundable Application fee after 72 hour cancellation period
- Application fee must be paid at time of enrollment.
- \$100.00 Down payment required

**Note:** Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

### **CANCELLATION AND REFUND POLICY**

**Rejection:** An application rejected by the institution is entitled to a refund of all monies paid.

**Three- Day Cancellation:** An applicant may cancel this agreement without penalty by notifying the institution within three (3) business days after signing this agreement, excluding weekends and holidays. After the third day, but before classes begin, the institution may retain up to \$30.00 Application fee.

**Low Enrollment Cancellation:** The minimum number of students in the EKG Tech program is (4) six. If the course needs to be rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of a refund in accordance with the institution's refund policy or attending the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid.

**Withdrawal:** Student(s) who wish to withdraw from this institution after classes begin will be subject to the below refund policy. The institution may retain up to \$30.00 Application fee after the three-day cancellation period or after classes begin. Refunds are computed in ten-percent increments, rounded downward to the next ten percent of that period. After sixty percent of attendance, the institution may charge for the entire course. Refunds are issued within 30 days after the effective date of cancellation or last date attended.

<b>Example of 96-Hour EKG Tech Program Refund Calculation</b>			
<b>clock hours Attended</b>	<b>Attendance Percentage</b>	<b>Tuition Refund</b>	<b>Amount of Refund</b>
0-12	0-12.5%	87.5%	\$853.13
13-24	12.6-25%	75%	\$731.25
25-36	26-37.50	50%	\$487.50
37-48	37.6-50%	25%	\$243.75
49-59	51- 59%	12.5	\$121.88
60-96	60- 100%	0%	\$0.00

**Please read each statement carefully. Mark each to your understanding and sign at the bottom.**

- I have received a copy of the catalog and enrollment agreement.
- I understand the tuition charges, payment options, and refund policy.
- I understand tuition must be paid in full by the last day of the program.
- I understand completion of the program does not guarantee employment.
- I acknowledge that this agreement becomes a legally binding contract once completed and signed by both parties.
- I understand Inspire Health Medical Institute makes no claim or guarantee that credit earned will transfer to another institution.
- I understand a certificate of completion is awarded at graduation.
- I understand that Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.
- I understand that there is a \$30.00 Registration fee that is nonrefundable after the 3 days cancellation period.
- I understand that scholarship funds will be refunded to its original donor should the student cancel enrollment.

Student Name Print: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Administrator/Official Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Academic Year 2024**  
**MONTHLY PAYMENT PLAN DETAILS**  
*TRUTH-IN-LENDING DISCLOSURE STATEMENT*  
 (This is neither a contract nor a commitment to lend)

<b>ANNUAL PERCENTAGE RATE</b> The cost of your credit as a yearly rate. <b>DOES NOT APPLY</b>  <p style="text-align: center;"><u>0</u> %</p>	<b>FINANCE CHARGE</b> The dollar amount the credit will cost you.  \$ <u>0</u>	<b>AMOUNT FINANCED**</b> The amount of credit provided to you or anyone on your behalf  \$ <u>975.00</u>	<b>TOTAL OF PAYMENTS</b> The amount you will have paid after making all payments as scheduled.  \$ <u>975.00</u>
<b>CREDITOR</b> The entity extending the deferred tuition plan.  Inspire Health Medical Institute 5001 N Kings Hwy Ste 208-B Myrtle Beach, SC 29577	<b>DEMAND FEATURE</b> Whether or not repayment prior to the expiration of the terms can be required.  YES	<b>PREPAYMENT</b> If you pay the credit off early you: • <b>WILL NOT</b> have to pay a penalty. • There are no additional finance charges accrue for the payment plan. Therefore, a refund of part of the finance charge <b>DOES NOT APPLY</b> .	<b>LATE PAYMENT</b> Late payments will incur this fee. Please see late fee policy.  % <u>3</u>
<b>ITEMIZATION OF AMOUNT FINANCED</b> An itemization of the amount financed was given during account setup and maybe accessed at any time online.		<b>TOTAL SALE PRICE**</b> The total sale price is the sum of the cash price, any other amounts that are financed by the school and are not part of the finance charge, and the finance charge. The total price of your purchase on credit, including your tuition deposit of \$ <u>975.00</u> .	
<b>Down Payment</b>  Payment Date: <u>9/2/2024</u> Payment Amount: <u>\$ 150.00</u>			
<b>PAYMENT SCHEDULE</b>			
	Payment Date	Amount	
	Payment Date	Amount	
1	09/06/2024	110.00	6
2	09/13/2024	110.00	7
3	09/20/2024	110.00	8
4	09/27/2024	110.00	9
5	10/04/2024		10
Total # of Payments: <u>8</u>		Total of Payments: \$ <u>975.00</u>	
*The disclosure is based on a full tuition payment amount. ** All payment plans require a down payment. ***Incidental charges are not covered by this monthly payment. These charges will be posted on your account separately. ****A \$30.00 fee will be assessed for returned checks. *****There is a 3% late fee added to installments not paid by 6pm on the installment due date. PLEASE SEE LATE FEE POLICY.			

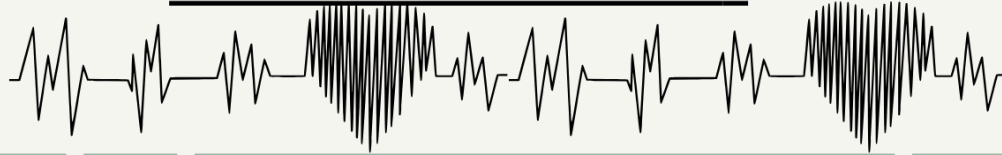
Print Name: \_\_\_\_\_

Institution Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

# EKG Tech Program

## Course Schedule Guide



Week	Day	Schedule	Hour
Week 1	Tues	<ul style="list-style-type: none"> <li>Chapter 1: The Role of the EKG Technician</li> <li>Chapter 2: Basic Patient Care Skills</li> </ul>	4
	Wed.		4
Week 2	Tues.	<ul style="list-style-type: none"> <li>Chapter 3: Anatomy and Physiology</li> <li>Chapter 4: Common Cardiovascular Diseases and Disorders</li> </ul>	4
	Wed.		4
Week 3	Tues	<ul style="list-style-type: none"> <li>Chapter 5: Introduction to EKG Technology and Applications</li> <li>Chapter 6: Basic EKG Procedures</li> </ul>	4
	Wed.		4
Week 4	Tues	<ul style="list-style-type: none"> <li>Chapter 7: EKG Adaptations and Troubleshooting</li> <li>Chapter 8: The Cardiac Conduction System and EKG Tracings</li> </ul>	4
	Wed.		4
Week 5	Tues.	<ul style="list-style-type: none"> <li>Chapter 9: Overview of EKG Interpretation</li> <li>Chapter 10: Emergency Situations</li> </ul>	4
	Wed.		4
Week 6	Tues.	<ul style="list-style-type: none"> <li>Practice Review, Externship Orientation</li> <li>Practice Review, Skill Review</li> </ul>	4
	Wed.		4
Week 7	Tues	<ul style="list-style-type: none"> <li>Practice Review</li> <li>Final Examination (Written and Practical Skills)</li> </ul>	4
	Wed.		4
Week 8		<p>Externship: The externship site location will be chosen according to the student's preference. We will arrange the externship hours to accommodate each student's lifestyle.</p> <p>Total:</p>	40 96

## Multi-Skilled Technician Program Overview

---

### Program Description

The Multi-Skilled Technician Program at Inspire Health Medical Institute is a structured, instructor-led training program designed to prepare students for dual certification in key allied health roles. The program combines theoretical instruction with practical skills and a clinical externship, enabling students to graduate with stackable credentials that enhance their employability in various healthcare settings.

Students may choose from two distinct certification pathways that align with their career interests:

### Program Tracks

#### Track 1: Nursing Assistant (NA) + EKG Technician

This track equips students with foundational patient care skills and specialized training in electrocardiography (EKG). Graduates will be prepared to support cardiac monitoring procedures in hospitals, long-term care, and outpatient clinical settings.

#### Track 2: Nursing Assistant (NA) + Phlebotomy Technician

This track combines patient care training with instruction in specimen collection and laboratory safety. Graduates will be qualified to perform venipuncture and capillary blood draws in clinical laboratories, physician offices, and hospitals.

---

### Program Objectives

Upon successful completion of the Multi-Skilled Technician Program, students will be able to:

1. Perform basic nursing care tasks under the supervision of licensed healthcare professionals.
  2. Demonstrate professionalism and adherence to ethical and legal standards in patient care.
  3. Communicate effectively with patients, families, and interdisciplinary healthcare teams.
  4. Apply core concepts of infection control, HIPAA, and OSHA compliance.
  5. Demonstrate competency in either:
    - Electrocardiogram (EKG) procedures, including rhythm recognition and cardiac monitoring (*Track 1*)
    - Phlebotomy procedures, including venipuncture, capillary puncture, and specimen handling (*Track 2*).
- 

### Program Components

- Classroom Instruction: Core curriculum includes anatomy & physiology, medical terminology, patient care skills, and specialized track content (EKG or Phlebotomy).
  - Skills Lab: Hands-on training using simulation equipment and medical tools.
  - Externship: 40-hour supervised clinical experience in an approved healthcare facility.
  - Certification Preparation: Students are prepared to sit for relevant national certification exams upon program completion.
- 

## Admission Requirements

- Must be at least 18 years of age
  - High school diploma or GED
  - Government-issued photo ID and Social Security card
  - Negative TB test or chest X-ray
  - Criminal background check
  - CPR Certification (offered through IHMI if needed)
- 

## Certification Opportunities

Upon completion, the students will receive a certificate of completion. Students will be eligible to sit for the following national certification exams:

- **Certified Nursing Assistant (Nurse Assistant )** – State competency exam
  - **Certified EKG Technician (CET)** – National Healthcareer Association (NHA) (*Track 1*)
  - **Certified Phlebotomy Technician (CPT)** – NHA or similar recognized certifying body (*Track 2*)
- 

### Track 1 Overview: Nurse Assistant & EKG Technician Program

This dual-certification track at Inspire Health Medical Institute combines comprehensive Nurse Assistant (Nurse Assistant ) and EKG Technician training with hands-on clinical experience to prepare students for national certification and successful healthcare careers. The program includes 40 clock hours of externship, during which students must complete a minimum of 10 live EKGs.

---

### Program Highlights

- Certification Preparation: The curriculum prepares students for certification through the National Healthcareer Association (NHA) for EKG and Credentia for Nurse Assistant .
- Hands-On Clinical Experience: Students will participate in a clinical externship, applying theoretical knowledge in a real-world healthcare setting. EKG students must perform at least 10 live EKGs.
- Certificate of Completion: Issued upon successful program completion from Inspire Health Medical Institute.
- Compliance Standards: Students must adhere to HIPAA and OSHA regulations to build a foundation in legal and ethical practices.

---

### EKG Technician Certification Eligibility (via NHA)

- Program Completion: Students must complete the EKG Technician Program.
- Clinical Competency: Proof of at least 10 live EKGs performed.
- Exam Registration: Register at [www.nhanow.com](http://www.nhanow.com) and pay the \$125 exam fee.
- Scheduling: Choose a testing date through the NHA website; local testing center availability may vary.
- Student Handbook: Available in the Admissions Office resource corner.
- Retesting Policy:
  - Up to 3 attempts, with 30-day wait periods between.
  - After 3 failed attempts, students must wait 1 year and pay another \$125 for a new registration.

### Certification Maintenance

- Renewal every 2 years, often requiring continuing education for credential upkeep.

---

### Nurse Assistant Certification Eligibility (via Credentia)

- Program Completion: Must complete the Nurse Assistant Program.
- Clinical Requirement: Completion of 40 clock hours of clinicals.
- Exam Registration: Register at [www.credentia.com](http://www.credentia.com).
- Exam Fee: \$140 total (\$95 skills + \$45 written), paid via Credentia.

- Testing Location: Exams are held on-site at the school, proctored by a Credentia-approved examiner.
- Resources: Student Testing Handbook is available at the Admissions Office.

#### Retesting Policy

- Students may retake the exam up to 3 times without re-registering or repaying fees.
- After 3 failed attempts, students must retrain and pay a new \$140 fee to retest.
- See full policy: [Credentia Retest Policy](#)

#### Certification Maintenance

- Nurse Assistant certification must be renewed every 2 years, with proof of at least 8 paid working hours in the certification period.

---

### Required Materials and Uniforms

#### EKG Technician Materials

- Textbook: *Hartman's Complete Guide for the EKG Technician, 2nd Ed.*  
[Textbook Link](#)
- Workbook: [Workbook Link](#)

#### Nurse Assistant Materials

- Textbook: *Hartman's Nursing Assistant Care: Long-Term Care, 6th Ed.*  
[Textbook & Workbook Link](#)

#### Uniforms

- Red uniforms must be purchased from Inspire Health Medical Institute (not included in tuition). Contact the Admissions Office for ordering.

---

This program is designed not only to prepare students for industry-recognized certification but to equip them with practical knowledge, clinical experience, and confidence to thrive in healthcare roles.

### Track 2 Overview: Nurse Assistant & Phlebotomy Technician Program

This dual-certification track at Inspire Health Medical Institute prepares students for entry-level careers as both Certified Nurse Assistants (Nurse Assistant s) and Phlebotomy Technicians (CPTs). The program includes classroom instruction, clinical practice, and national certification preparation—equipping students for immediate employment in healthcare.

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#### Program Highlights

- Dual Certification: Graduates are eligible to sit for the Credentia Nurse Assistant exam and the NHA Phlebotomy Technician (CPT) exam.
- Hands-On Clinical Training: Includes 40 hours of externship for Nurse Assistant training and hands-on practice in venipuncture and capillary collection for phlebotomy.
- Certificate of Completion: Awarded upon successful completion of both tracks.
- Compliance Standards: Students must follow HIPAA and OSHA regulations throughout training and clinicals.

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#### Phlebotomy Technician Certification Eligibility (via NHA)

- Program Completion: Students must complete the Phlebotomy Tech Program.
- Clinical Competency: Students must provide proof of performing 30 venipunctures and 10 live fingersticks.
- Exam Registration: Register for the Certified Phlebotomy Technician (CPT) exam at [www.nhanow.com](http://www.nhanow.com) and pay the \$125 exam fee.
- Exam Scheduling: Choose a testing date through the NHA website; availability will vary by approved test center.
- Testing Resource: Student handbook is available in the Admissions Office Resource Corner.

#### Retesting Policy

- Students may attempt the exam up to 3 times with 30-day intervals between attempts.
- After 3 failed attempts, students must wait 1 year before retesting, re-register, and pay a new \$125 exam fee.
- Certification eligibility is valid for 5 years after graduation.

#### Certification Maintenance

- Phlebotomy certification must be renewed every 2 years, which may require continuing education.

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#### Nurse Assistant Certification Eligibility (via Credentia)

- Program Completion: Students must complete the Nurse Assistant Program.
- Clinical Requirement: Complete 40 clock hours of clinical experience.
- Exam Registration: Register for the Nurse Assistant exam at [www.credentia.com](http://www.credentia.com).
- Exam Fee: \$140 (\$95 for skills + \$45 for written), paid during registration.
- Testing Location: Exams are held on-site at Inspire Health Medical Institute and administered by a Credentia-approved proctor.
- Resources: Credentia Student Handbook is available in the Admissions Office Resource Corner.

#### Retesting Policy

- Up to 3 attempts without needing to re-register or repay.
- After 3 failed attempts, students must retrain and pay another \$140 to test again.
- Details: [Credentia Retest Policy](#)

#### Certification Maintenance

- Nurse Assistant certification must be renewed every 2 years with proof of at least 8 paid working hours during the renewal period.

---

### **PROGRAM FEE:**

<b>Name of Program</b>	<b>Total Hours</b>	<b>Tuition</b>	<b>Program Length</b>	<b>Circle Session Attending</b>
<i>Mutli Skilled Tech Track 1: NA &amp; EKG Track 2 NA &amp; PT</i>	<i>196 hours</i>	<i>\$2400.00</i>	<i>16 Weeks</i>	<i>Full-Time</i>

**Included Expenses:** \$ 490.00 (itemize below)

- Itemize item and cost Books \$120.00
- Itemize item and cost Uniform \$65.00
- Itemize item and cost CPR Certification \$ 55.00
- Itemize item and cost Background Check \$28.00
- Itemize item and cost Home Kit \$125.00
- Itemize item and cost TB Test \$100.00

### NOT Included Expenses

- Itemized item and cost Nurse Assistant Test \$140.00 (not included in tuition)
- Itemized item and cost Phlebotomy/EKG Test \$140.00 (not included in tuition)
- Itemized item and cost Administrative fee \$30.00 (not included in tuition)

**TOTAL COST:** \$ 3200.00

## Required Materials & Uniforms

### Phlebotomy Technician Materials

- Textbook: *Hartman's Complete Guide for the Phlebotomy Technician, 2nd Ed.*  
[Textbook Link](#)
- Workbook: *Workbook for Hartman's Complete Guide for the Phlebotomy Technician, 2nd Ed.*  
[Workbook Link](#)

### Topics Covered:

- Anatomy & Physiology
- Venipuncture and Capillary Procedures
- Infection Control, Ethics, and Communication
- Visual Aids, Practice Exams, and Competency Checklists

### Nurse Assistant Materials

- Textbook: *Hartman's Nursing Assistant Care: Long-Term Care, 6th Ed.*  
[Textbook & Workbook Link](#)

## Course Curriculum

Please see the following pages for program overviews and detailed curriculum guides:

- **Nurse Assistant Program** – See **Pages 28/34** for overview and curriculum guide.
- **EKG Technician Program** – See **Pages 65/76** for overview and curriculum guide.
- **Phlebotomy Technician Program** – See **Pages 50/54** for overview and curriculum guide.

**Class Duration:**

Both day and evening classes are designed to provide 4 clock hours of instruction per session. This structure ensures sufficient time for in-depth exploration of theoretical concepts and thorough practice during skills practicum sessions.

**Class Frequency:**

Classes are held twice a week, on Monday and Wednesday, for a total of 8 clock hours of instruction per week. This schedule provides a balanced approach to learning, allowing students to absorb and apply knowledge effectively.

By offering both day and evening classes, Inspire Health Medical Institute ensures flexible learning options to accommodate various schedules and commitments, providing a robust educational experience for all students.

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**Day Class Structure Overview**

Our day classes at Inspire Health Medical Institute provide a comprehensive and engaging learning experience, designed to accommodate both theoretical knowledge and hands-on skills practicum.

**Class Schedule:**

- **Days:** Monday and Wednesday
- **Time:** 8:30 AM - 12:30 PM

**Class Structure:**

7. **Morning Session (8:30 AM - 10:45 AM): Lecture Time**
    - **Objectives:**
      - Cover essential theoretical concepts.
      - Discuss industry standards, regulatory requirements, and best practices.
      - Explore topics related to patient care, healthcare ethics, and legal considerations.
  8. **Break (10:45 AM - 11:00 AM)**
    - Students have a short break to refresh and recharge.
  9. **Afternoon Session (11:00 AM - 12:30 PM): Skills Practicum**
    - **Objectives:**
      - Implement practical skills learned in lectures.
      - Engage in real-world scenarios through simulation and hands-on activities.
      - Receive guidance and feedback from instructors to enhance proficiency.
- 

**Evening Class Structure Overview**

Our evening classes are tailored to provide the same comprehensive learning experience for those with daytime commitments.

**Class Schedule:**

- **Days:** Monday and Wednesday
- **Time:** 4:30 PM - 8:30 PM

**Class Structure:**

7. **Evening Session (4:30 PM - 6:45 PM): Lecture Time**
  - **Objectives:**
    - Cover essential theoretical concepts.

- Discuss industry standards, regulatory requirements, and best practices.
  - Explore topics related to patient care, healthcare ethics, and legal considerations.
8. **Break (6:45 PM - 7:00 PM)**
- Students have a short break to refresh and recharge.
9. **Late Evening Session (7:00 PM - 8:30 PM): Skills Practicum**
- **Objectives:**
    - Implement practical skills learned in lectures.
    - Engage in real-world scenarios through simulation and hands-on activities.
    - Receive guidance and feedback from instructors to enhance proficiency.
- 

### **Low Enrollment Policy for Phlebotomy Technician Certification Program**

**Policy Overview:** In the event of low enrollment in the Phlebotomy Technician Certification Program, this policy outlines the steps and procedures to manage the situation effectively while ensuring that students are informed and their interests are protected.

**1. Definition of Low Enrollment:** Low enrollment is defined as fewer than 4 students registered for the program, which is the minimum number required to maintain program viability.

#### **2. Notification to Students:**

- **Timing:** Students will be notified of low enrollment status at least 1 week before the program's start date.
- **Method:** Notification will be provided via email, student account or postal mail.
- **Content:** The notification will include information about the status of the program, potential cancellation, and options for deferring enrollment or receiving a refund.

**3. Options for Students:** Students will be given the following options if the program is canceled due to low enrollment:

- **Deferral:** Students may choose to defer their enrollment to the next scheduled session of the program.
- **Refund:** Students may request a full refund of any tuition fees paid.
- **Alternative Programs:** If applicable, students will be provided with information on alternative programs or courses offered by Inspire Health Medical Institute.

#### **4. Program Cancellation Procedure:**

- **Decision:** The decision to cancel the program due to low enrollment will be made by the Program Director and the administrative team.
- **Communication:** Once a decision is made, affected students will be notified immediately, and appropriate arrangements will be made based on the options provided.

## 5. Impact on Student Records:

- **Refunds:** Refunds will be processed within 30 days of the cancellation notification.
- **Deferrals:** Students who choose to defer will have their enrollment preserved for the next session, with no additional fees required.

## 6. Review and Adjustments:

- **Policy Review:** This policy will be reviewed annually to ensure its effectiveness and relevance.
- **Adjustments:** Any necessary adjustments will be made based on feedback from students and staff to improve the management of low enrollment situations.

This policy aims to ensure transparency and fairness in handling low enrollment scenarios, while providing students with clear options and support.

## **IHMI ENROLLMENT AGREEMENT**

### **STUDENT INFORMATION**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Other: \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Number: \_\_\_\_\_

### **PROGRAM INFORMATION**

Name of Program: \_\_\_\_\_ Date of Admission: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

Full-Time  Day  Evening  Hybrid

Days/Evenings Class Meets: *(circle)* Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Time of Day/Evening Class Begins \_\_\_\_\_

Time of Day/Evening Class Ends \_\_\_\_\_

Number of Weeks \_\_\_\_\_

Total Clock Hours \_\_\_\_\_

### **TOTAL COST:**

<b>Name of Program</b>	<b>Total Hours</b>	<b>Tuition</b>	<b>Program Length</b>	<b>Circle Session Attending</b>
<i>Mutli Skilled Tech Track 1: NA &amp; EKG Track 2 NA &amp; PT</i>	<i>196 hours</i>	<i>\$2400.00</i>	<i>16 Weeks</i>	<i>Full-Time</i>

<b>Included Expenses:</b>	\$ <u>490.00</u> (itemize below)
● Itemize item and cost	<u>Books \$120.00</u>
● Itemize item and cost	<u>Uniform \$65.00</u>
● Itemize item and cost	<u>CPR Certification \$ 55.00</u>
● Itemize item and cost	<u>Background Check \$28.00</u>
● Itemize item and cost	<u>Home Kit \$125.00</u>
● Itemize item and cost	<u>TB Test \$100.00</u>

**NOT Included Expenses**

- Itemized item and cost Nurse Assistant Test \$140.00 (not included in tuition)
- Itemized item and cost Phlebotomy/EKG Test \$140.00 (not included in tuition)
- Itemized item and cost Administrative fee \$30.00 (not included in tuition)

**TOTAL COST:** \$ 3200.00

**Note:** Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

**CANCELLATION AND REFUND POLICY**

**Rejection:** An application rejected by the institution is entitled to a refund of all monies paid.

**Three- Day Cancellation:** An applicant may cancel this agreement without penalty by notifying the institution within three (3) business days after signing this agreement, excluding weekends and holidays. After the third day, but before classes begin, the institution may retain up to \$30.00 registration fee.

**Low Enrollment Cancellations:** The minimum number of students in the nurse assistant program is (6) six. If the course needs to be rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of a refund in accordance with the institution's refund policy or to attend the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid.

**Withdrawal:** Student(s) who wish to withdraw from this institution after classes begin will be subject to the below refund policy. The institution may retain up to \$30.00 registration fee after the three-day cancellation period or after classes begin. Refunds are computed in ten-percent increments, rounded downward to the next ten percent of that period. After sixty percent of attendance, the institution may charge for the entire course. Refunds are issued within 30 days after the effective date of cancellation or last date attended.

**Refund calculation example (for Multi-Skilled Tech 196 clock -hour course)**

<b>Hours Attended</b>	<b>Tuition Refund</b>	<b>Refund Amount</b>
1-10	90%	\$2160.00
11-20	80%	\$1920.00
21-30	70%	\$1680.00
31-40	60%	\$1440.00
41-50	50%	\$1200.00
51-59	40%	\$960.00
60 & above	0%	\$0

**Please read each statement carefully. Mark each to your understanding and sign at the bottom.**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> I have received a copy of the catalog and enrollment agreement.</li> <li><input type="checkbox"/> I understand the tuition charges, payment options, and refund policy.</li> <li><input type="checkbox"/> I understand tuition must be paid in full by the last day of the program.</li> <li><input type="checkbox"/> I understand completion of the program does not guarantee employment.</li> <li><input type="checkbox"/> I acknowledge that this agreement becomes a legally binding contract once completed and signed by both parties.</li> <li><input type="checkbox"/> I understand Inspire Health Medical Institute makes no claim or guarantee that credit earned will transfer to another institution.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> I understand a certificate of completion is awarded at graduation.</li> <li><input type="checkbox"/> I understand that Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.</li> <li><input type="checkbox"/> I understand that there is a \$30.00 Registration fee that is nonrefundable after the 3 days cancellation period.</li> <li><input type="checkbox"/> I understand that scholarship funds will be refunded to its original donor should the student cancel enrollment.</li> </ul> |
|---|--|

Student Name Print: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Administrator/Official Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Year 2026

**MONTHLY PAYMENT PLAN DETAILS**  
**TRUTH-IN-LENDING DISCLOSURE STATEMENT**

<p><b>ANNUAL PERCENTAGE RATE</b>                  The cost of your credit as a yearly rate.  <b>DOES NOT APPLY</b></p> <p style="text-align: center;"><u>0</u> %</p>	<p><b>FINANCE CHARGE</b>                  The dollar amount the credit will cost you.</p> <p>\$ <u>0</u></p>	<p><b>AMOUNT FINANCED**</b>                  The amount of credit provided to you or anyone on your behalf</p> <p>\$ <u>2400</u></p>	<p><b>TOTAL OF PAYMENTS</b>                  The amount you will have paid after making all payments as scheduled.</p> <p>\$ <u>2400</u></p>																												
<p><b>CREDITOR</b>                  The entity extending the deferred tuition plan.</p> <p>Inspire Health Medical Institute                  5001 N Kings Hwy Ste 208-B                  Myrtle Beach, SC 29577</p>	<p><b>DEMAND FEATURE</b>                  Whether or not repayment prior to the expiration of the terms can be required.</p> <p>YES</p>	<p><b>PREPAYMENT</b>                  If you pay the credit off early you:                  • <b>WILL NOT</b> have to pay a penalty.                  • There are no additional finance charges accrue for the payment plan. Therefore, a refund of part of the finance charge <b>DOES NOT APPLY.</b></p>	<p><b>LATE PAYMENT</b>                  Late payments will incur this fee. Please see late fee policy.</p> <p>% <u>3</u></p>																												
<p><b>ITEMIZATION OF AMOUNT FINANCED</b>                  An itemization of the amount financed was given during account setup and maybe accessed at any time online.</p>		<p><b>TOTAL SALE PRICE**</b>                  The total sale price is the sum of the cash price, any other amounts that are financed by the school and are not part of the finance charge, and the finance charge. The total price of your purchase on credit, including your tuition deposit of \$ <u>2400.00</u>.</p>																													
<p><i>Down Payment</i></p> <p>Payment Date: <u>9/2/2024</u> Payment Amount: <u>\$ 150.00</u></p>																															
<p><b>PAYMENT SCHEDULE</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Payment Date</th> <th style="width: 25%;">Amount</th> <th style="width: 25%;">Payment Date</th> <th style="width: 25%;">Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>6</td> <td></td> </tr> <tr> <td>2</td> <td></td> <td>7</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td>8</td> <td></td> </tr> <tr> <td>4</td> <td></td> <td>9</td> <td></td> </tr> <tr> <td>5</td> <td></td> <td>10</td> <td></td> </tr> <tr> <td colspan="2">Total # of Payments: <u>8</u></td> <td colspan="2">Total of Payments: \$ <u>975.00</u></td> </tr> </tbody> </table>				Payment Date	Amount	Payment Date	Amount	1		6		2		7		3		8		4		9		5		10		Total # of Payments: <u>8</u>		Total of Payments: \$ <u>975.00</u>	
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(This is neither a contract nor a commitment to lend)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Multiskilled Tech Guide

TRACK 1: NA+EKG		TRACK 2: NA+RPT	
Nurse Assistant Role	Week 1	Nurse Assistant Role	
Infection Control, PPE, Safety	Week 2	Infection Control, PPE, Safety	
Communication, Documentation and Reporting	Week 3	Communication, Documentation and Reporting	
ADL's- Personal Care, Feeding, Hygiene	Week 4	ADL's- Personal Care, Feeding, Hygiene	
Vitals and Patient Observations	Week 5	Vitals and Patient Observations	
Mobility, transfers, and body mechanics	Week 6	Mobility, transfers, and body mechanics	
Dementia	Week 7	Dementia	
CNA Skills	Week 8	CNA Skills	
Role of the EKG Technician, Healthcare Settings and Chain of Command	Week 9	Phlebotomy Role, OSHA and Lab Safety	
Basic Patient Care Skills and Patient Positioning for Testing	Week 10	Anatomy of Veins	
Anatomy and Physiology (Cardiac & Respiratory Systems)	Week 11	Equipment, Tubes, and order of draw	
Cardiovascular Diseases & Disorders	Week 12	Capillary Patients	
Intro to EKG Technology, Machine Setup & Leads	Week 13	POC Testing	
EKG Adaptations & Troubleshooting / Artifact Correction	Week 14	Specimen Handling, labeling, and Processing	
Cardiac Conduction / Tracing Overview / Interpretation & Emergencies	Week 15	Troubleshooting and Complications	
Clinical Rotation	Week 16	Clinical Rotation	

# Policies, Rules and Regulations

## Application Process

### 1. Application Submission:

- Students can apply online through our website or in-person at our campus.
- Submission of documents can be done in-person at our campus or via ClassReach, our school platform.

### 2. Application Review:

- Our admissions team will carefully review your application.
- Submit documents for approval

### 3. Acceptance or Denial Notification:

- Applicants will be notified of their acceptance or denial.
- Students will be notified via student account in classroom

### 4. Health Screening, background and Immunization:

- Complete any required health screenings and immunizations.
- Provide documentation of vaccinations and health status.
  - Background check

### 5. Enrollment Agreement and Payment:

- Successful applicants proceed to complete the enrollment agreement.
- Pay any required enrollment fees or tuition as outlined in the acceptance letter.

### 6. Orientation Session:

- Attend the mandatory orientation session to familiarize yourself with the program.
- Get acquainted with faculty staff members

### 7. Start of Classes:

- Begin your educational journey at Inspire Health Medical Institute on the scheduled start date.
- Collect essential materials such as books, uniforms, and a take-home kit.

Our admissions team is ready to assist you throughout the process. Feel free to reach out for any inquiries or assistance. We look forward to welcoming you to Inspire Health Medical Institute.

## General Admission Criteria

- Students must be at least 18 years of age to attend Inspire Health Medical Institute.
- Students must have earned a high school diploma or GED. (Please contact the school to discuss further if you do not have either.)
- Students must know how to read and write English.

- Citizenship/ authorized alien/ immigrant status is now a requirement for professional licensure by an agency of a state or local government under Title 8, US Code Section 1621.
- Students must NOT have a criminal background. (Please call the office to discuss.)
- Pass a Drug Screening and Health Assessment.
- Students must complete Enrollment Agreement.

## **Non-Discrimination, Equal Opportunity, and Accommodation Policy**

Inspire Health Medical Institute (IHMI) is committed to providing an inclusive, supportive, and diverse learning environment that respects and values the dignity, worth, and potential of every individual. Consistent with its mission, vision, and core values, IHMI promotes equal opportunity and prohibits unlawful discrimination in all educational, employment, workforce development, apprenticeship, and institutional activities.

IHMI does not discriminate on the basis of race, color, religion, creed, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age, disability, marital status, veteran status, genetic information, citizenship status (where permitted by law), or any other characteristic protected by applicable federal, state, or local law.

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### **Policy Statement**

#### **1. Equal Opportunity**

IHMI is dedicated to providing equal opportunity for all students, employees, applicants, apprentices, volunteers, and community participants. Every individual has the right to participate in and benefit from the educational programs, workforce development initiatives, apprenticeship opportunities, employment opportunities, and services offered by the institution.

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#### **2. Prohibition of Discrimination, Harassment, and Retaliation**

Discrimination, harassment, bullying, intimidation, and retaliation of any kind are strictly prohibited.

This includes actions or behaviors that create an intimidating, hostile, offensive, or discriminatory environment for any member of the IHMI community.

Any individual found to have engaged in prohibited conduct may be subject to disciplinary action.

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### 3. Admissions and Enrollment

IHMI does not discriminate in admissions, enrollment, or student services based upon any protected characteristic.

Admissions decisions are based upon published admission requirements, program eligibility requirements, and the applicant's ability to meet essential program competencies with or without reasonable accommodation.

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### 4. Disability Accommodation and Accessibility

IHMI is committed to providing reasonable accommodations to qualified individuals with documented disabilities in accordance with applicable laws and regulations.

Students seeking accommodations should notify the institution and provide appropriate documentation when requested.

Accommodation requests will be reviewed on an individualized basis through an interactive process designed to identify reasonable accommodations that support student success while maintaining academic and professional standards.

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### 5. Essential Functions and Technical Standards

Healthcare education programs require students to safely perform essential academic, laboratory, simulation, clinical, externship, and apprenticeship functions.

Students must be able to perform essential program requirements with or without reasonable accommodation.

Essential functions may include:

- Effective communication
- Critical thinking and sound judgment
- Professional behavior
- Manual dexterity
- Physical mobility
- Visual and auditory observation
- Safe patient care practices
- Compliance with clinical and safety standards

Reasonable accommodations will be considered whenever possible; however, accommodations that fundamentally alter program requirements, compromise patient safety, or prevent the achievement of required competencies may not be approved.

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## 6. Clinical Placement and Apprenticeship Requirements

Clinical facilities, externship sites, and apprenticeship employers may establish additional requirements related to:

- Physical abilities
- Health screenings
- Drug testing
- Criminal background checks
- Safety requirements
- Professional conduct standards

Students must meet both institutional and site-specific requirements to participate in clinical, externship, or apprenticeship experiences.

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## 7. Educational Programs and Services

IHMI provides an educational experience free from discrimination.

All students shall have equal access to:

- Educational programs
- Student services
- Apprenticeship opportunities
- Workforce development initiatives
- Clinical experiences
- Scholarships and financial assistance programs
- Institutional activities

Participation shall be based upon eligibility requirements and program standards.

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## 8. Employment

IHMI is committed to maintaining a diverse, inclusive, and equitable workplace.

Employment decisions, including recruitment, hiring, training, promotion, compensation, discipline, and termination, shall be based upon qualifications, performance, and legitimate business needs without regard to protected characteristics.

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## 9. Reporting and Resolution

Any member of the IHMI community who believes they have experienced or witnessed discrimination, harassment, retaliation, or denial of equal opportunity should report the concern promptly.

Reports may be submitted to:

**Title IX Coordinator / Compliance Officer**

LaTonya Sanders-Lawrence  
Owner, Dean, Program Director  
Inspire Health Medical Institute  
5001 North Kings Highway, Suite 208-B  
Myrtle Beach, SC 29577

or

804-A Second Loop Road  
Florence, SC 29505

Phone: (843) 385-4020  
Email: [info@inspirehealthmi.com](mailto:info@inspirehealthmi.com)

IHMI will promptly review, investigate, and take appropriate action to address reported concerns.

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**10. Retaliation Prohibited**

IHMI strictly prohibits retaliation against any individual who:

- Reports discrimination or harassment.
- Requests accommodations.
- Participates in an investigation.
- Supports another individual's complaint.

Retaliation is considered a violation of this policy and may result in disciplinary action.

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**11. Policy Dissemination and Training**

IHMI shall ensure that this policy is communicated to students, employees, advisory board members, contractors, and other stakeholders through institutional publications, training activities, and orientation programs.

Training and educational programs may be conducted periodically to promote awareness and understanding of equal opportunity, accessibility, diversity, inclusion, and compliance requirements.

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**Implementation and Compliance**

Failure to comply with this policy may result in corrective action, disciplinary action, dismissal from a program, termination of employment, removal from institutional activities, or other appropriate measures.

This policy shall be reviewed periodically and revised as necessary to ensure compliance with applicable laws, regulations, accreditation standards, and institutional goals.

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**Institutional Commitment**

Consistent with our core values of Love People, Lead with Compassion, Inclusive, Welcome Everyone, Collaboration, and Accountability, Inspire Health Medical Institute remains committed to fostering an environment of respect, opportunity, belonging, and equal access for all individuals.

We believe that diversity strengthens our institution, enriches the educational experience, supports workforce development, and enhances our ability to improve healthcare access and outcomes within the communities we serve.

**Important Calendar Dates**

First Day of Class	09/03/2024	First Tuesday of the month
Last Day to Drop Class	09/06/2024	Three days prior to the start of class
Cancellation period ends	09/05/2024	First Thursday after start of class
Midterm Point	09/18/2024	Second Wednesday Progress Report Meeting with Instructor/Director
Last Day of Class	09/30/2024	Please see school calendar
Anticipated Graduation Date	10/04/2024	Quarterly ceremony please see school calendar

**Holidays Observed**

- New Year's Day
- MLK Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

**Holiday Closure Disclaimer:**

In the event that one of these holidays falls on a scheduled course day, our school will be closed on that day to allow our staff and students to celebrate and recharge.

We understand the importance of maintaining the continuity of your education, so please rest assured that for any course day affected by a holiday closure, we will extend the course by one day to ensure that you receive the full instructional hours and content you signed up for.

### **Inclement Weather Closure Policy:**

We understand the importance of maintaining the continuity of your education. In the event of school closures due to inclement weather, the following policy will be implemented:

#### **1. Make-Up Days:**

- For any course day affected by inclement weather, we will extend the course by the number of days that class was affected..
- This ensures that you receive the full instructional hours and content you signed up for.

#### **2. Notification Process:**

- In the event of inclement weather, closure notifications will be communicated promptly through phone, email, and our official website.

#### **3. Alternative Instructional Methods:**

- In some cases, alternative instructional methods may be employed to cover missed content, such as online modules, virtual sessions, or additional materials.
- Detailed instructions will be provided in such circumstances.

#### **4. Make-Up Day Scheduling:**

- The scheduling of make-up days will be determined by the school administration based on the nature and duration of the closure.
- Efforts will be made to minimize disruption to the original course schedule.

#### **5. Student Responsibilities:**

- Students are responsible for checking communications channels regularly for closure updates.
- If a make-up day is scheduled, attendance on that day is mandatory to ensure completion of the course.

This policy aims to balance the safety of students and staff during adverse weather conditions while prioritizing the completion of the educational program without compromising instructional quality.

### **Disclaimer for Traditional In-Person Classes:**

Please be advised that the policies outlined herein are specifically designed for the traditional in-person class format at Inspire Health Medical Institute. These policies may differ from those applicable to other class formats, such as hybrid classes.

Notable variations in policies for traditional in-person classes include:

- **Attendance:** Policies regarding attendance may differ for traditional in-person classes compared to other class formats.
- **Tardiness:** Tardiness policies may have unique considerations in the traditional in-person class setting.
- **Late Assignments:** The approach to handling late assignments may vary in traditional in-person classes.
- **Makeup Days:** Policies related to makeup days for missed sessions may be specific to the traditional in-person class structure.

To ensure clarity and prevent any misunderstanding, students participating in traditional in-person classes are encouraged to refer to the guidelines provided for this class structure. It is crucial to understand and comply with the designated policies to facilitate a seamless and successful learning experience.

If you have any questions or require further clarification regarding the policies applicable to traditional in-person classes, kindly reach out to your instructor or Program Director for guidance. Your commitment to adhering to the correct set of policies contributes to a positive environment, conducive to learning, for all.

### **Attendance Policy & Class Participation for Traditional (in-person) Class**

Our attendance policy is designed to ensure the best learning experience for all students while maintaining a structured and efficient curriculum. Students are allowed no more than one (1) missed day. On the second missed day, the student will be withdrawn from the program. Given the time-sensitive nature and the volume of information that needs to be covered, adhering to the schedule is essential.

We understand that unforeseen circumstances may arise, and students are encouraged to communicate any issues with their instructor. Refund policies will be applied according to our established guidelines.

Attendance will be recorded at the beginning of each class session, including students' names, dates, and times of arrival and departure. Attending all class sessions is vital, and active participation is strongly encouraged. Perfect attendance will be rewarded, while participation will be evaluated based on engagement, contribution to discussions, completion of readings, and maintaining a positive attitude.

Punctuality is crucial. Students are expected to arrive on time and be adequately prepared for class. This approach ensures an environment conducive to learning and maximizes the value of the program for all participants.

### **Traditional (in-person) Tardiness Policy:**

We value punctuality and attendance as essential components of a successful learning environment. Please review our tardiness policy to ensure a clear understanding of expectations:

#### **1. Definition of Tardiness:**

- Tardiness is defined as arriving more than 10 minutes late to a class session.
- Once the classroom door is closed, the class is considered in progress. Students entering after this point are considered tardy.

## 2. **Accumulation of Tardiness:**

- Three instances of tardiness or early leave will be counted as one absence.
- Consistent tardiness may impact overall attendance records and academic performance.

Adherence to the tardiness policy contributes to a respectful and efficient learning environment for all students. Please make a conscious effort to arrive on time for each class session.

## **Traditional (in-person) Make-Up Days and Hours Policy:**

We understand that unexpected circumstances may lead to absences, and we strive to provide opportunities for students to make up missed hours and assignments. Please familiarize yourself with our make-up policy to ensure clarity and smooth communication:

### 1. **Absence Responsibility:**

In the event of an absence, it is the students' responsibility to meet with the instructor and/or Program Director promptly to discuss and arrange ways to make up missed hours and assignments.

### 2. **Critical Program Days:**

Some days within the program are deemed critical and cannot be missed. If a student misses such days, the missed work may have to be made up in the next available class session.

Students will be allowed to enter the next session solely for the purpose of making up missed work. This arrangement is permissible for up to three occurrences.

### 3. **Submission Timeframe:**

Makeup work must be submitted to the instructor within 72 hours from the missed session.

### 4. **Point Reduction:**

Make-up work will be subject to a 15-point reduction. This reduction is implemented to emphasize the importance of timely completion and to maintain consistency in grading.

We encourage open communication between students and instructors to facilitate a smooth make-up process. The purpose of this policy is to provide fair opportunities for students while maintaining the integrity of the program.

## **Disclaimer for Hybrid Classes:**

Please note that hybrid classes at Inspire Health Medical Institute adhere to a distinct set of policies governing attendance, tardiness, late assignments, and make-up days. These policies are separate and distinct from those applicable to traditional in-person classes. It is essential for students enrolled in hybrid classes to familiarize themselves with the specific guidelines outlined for this class format.

For clarity and to avoid any confusion, the policies mentioned below are tailored to the hybrid and online class structure. Students participating in hybrid classes are encouraged to refer to the specific guidelines provided for their class type. Understanding and compliance with the designated policies for hybrid classes will contribute to a smooth and successful learning experience.

## **Notable variations in policies for hybrid or online classes include:**

**Attendance:** Attendance policies for hybrid and online classes differ from attendance policies for traditional in-person classes.

**Tardiness:** Tardiness is not tolerated for the hybrid and online classes. This differs from the traditional in-person class.

**Late Assignments:** The approach to handling late assignments for the hybrid/ online class differs from the traditional in-person class.

**Makeup Days:** Policies related to makeup days for the hybrid/ online class differ from the traditional in-person class.

If you have any questions or require further clarification on the policies applicable to hybrid classes, please reach out to your instructor or Program Director for guidance. Your commitment to adhering to the correct set of policies ensures a harmonious learning environment for everyone.

### **Hybrid Class Attendance and Participation Policy:**

Attendance and active participation are crucial for success in our hybrid classes. Please familiarize yourself with the following policy:

#### **1. Attendance Expectations:**

- Students are expected to attend all scheduled in-person sessions as well as virtual components of the hybrid class.
- The goal is zero missed days for the entire duration of the course.

#### **2. Tardiness Policy:**

- Tardiness to both virtual and in-person sessions is strongly discouraged.
- If unavoidable, students must notify the instructor in advance.

#### **3. Participation Requirements:**

- Active participation in both in-person and virtual components is essential.
- Engagement in discussions, activities, and collaborative assignments contributes to the overall learning experience.

#### **4. Virtual Session Attendance:**

- For virtual sessions, students are required to log in promptly at the scheduled time.
- Full participation during these sessions is expected.

#### **5. Saturday In-Person Skills Attendance:**

- Attendance at all in-person skills days is mandatory.
- If unable to attend an in-person session due to unforeseen circumstances, students must notify the instructor in advance.

#### **6. Communication of Absences:**

- In the event of unexpected circumstances preventing attendance, students must communicate with the instructor as soon as possible.

#### **7. Make-Up Opportunities:**

- In cases of documented emergencies or extenuating circumstances, the instructor may provide make-up opportunities.

- Make-up assignments or alternative participation tasks may be assigned at the discretion of the instructor.

#### 8. **Consequences for Non-Compliance:**

- Excessive absenteeism or lack of participation may impact the student's overall performance in the course.
- The instructor reserves the right to address issues on a case-by-case basis, including possible academic consequences.

#### 9. **Recording of Virtual Sessions:**

- Virtual sessions may be recorded for educational purposes.
- Recorded sessions may be shared with students for review or for those who are unable to attend live.

This policy is designed to ensure a high level of engagement and active involvement, contributing to a successful and enriching learning experience in our hybrid classes.

### **Hybrid Zero Tolerance for Missed Days and Tardiness Policy:**

Attendance and punctuality are critical components of our class participation and mandated skills portion. To uphold the standards of our program, we maintain a zero-tolerance policy for missed days and tardiness. Please familiarize yourself with the following guidelines:

#### 1. **Zero Tolerance for Missed Days:**

- Attendance for all scheduled class days is mandatory.
- Any absence, regardless of the reason, is considered a violation of our attendance policy.

#### 2. **Late Submission of Assignments and Tasks:**

- Makeup work must be submitted to the instructor within 72 hours of the missed session.
- Point Reduction for Makeup Work:
  - Makeup work will receive a 15-point reduction as an incentive for timely submission and to maintain the integrity of the program.

#### 3. **Consequences:**

- Failure to comply with the attendance and tardiness policy may result in academic consequences.
- The instructor reserves the right to address individual cases, and consequences may include grade deductions or other measures deemed appropriate.

#### 4. **Communication of Issues:**

- If students anticipate challenges meeting attendance or submission requirements, it is crucial to communicate with the instructor in advance.
- Prior communication does not guarantee exceptions but allows for discussion and potential accommodations.

#### 5. **Documentation of Emergencies:**

- In the case of documented emergencies or extenuating circumstances, the instructor may consider exceptions.
- Official documentation may be required to support any requests for exceptions.

This policy is in place to maintain the integrity of our educational program and ensure that all students have an equal opportunity to succeed.

## **Conduct & Re-Admission Policy**

Professional behavior is required while on campus. Failure to follow the classroom conduct guidelines could result in expulsion from the program.

The following guidelines must be followed:

- Be seated and prepared to begin class by the start time indicated.
- Disruptive and disrespectful behavior will not be permitted. Foul, vulgar, or offensive behavior is not permitted at any time.
- Drinks may be permitted during classroom time, in spill proof only cups.
- Respect the rights, privacy, and property of others. Vandalism and theft are immediate causes for expulsion and legal action.
- Students will be respectful towards all staff and students.
- Cell phones must be on vibrate during class and out of sight. Cell phones are not to be used in the classroom for calls, texts, browsing, games, etc.
- All students are required to adhere to the Dress Code policy.
- All students must be in school uniform with the appropriate shoes while on school premises.
- Smoking on premises is prohibited.
- Students removed from the program will adhere to the refund/cancellation policy pro-rata refund table.

Students may be terminated or suspended from Inspire Health Medical Institute due to misconduct and/or academic failure. A request for re-entry must be in writing and submitted to the director. Students may be subject to an interview with the director for re-enrollment into the program. The director will make the final decision.

## **Professional Conduct, Appearance, Infection Control, Attendance, and Classroom Expectations**

This policy applies to all students and instructional staff while participating in classroom instruction, laboratory sessions, clinical rotations, externships, and any Institute-sponsored events.

### **1. Professional Appearance and Grooming Standards**

As a healthcare training institution, Inspire Health Medical Institute requires all students and instructors to maintain a professional appearance consistent with healthcare industry standards. Professional presentation reflects respect for patients, clinical partners, classmates, instructors, and the profession as a whole.

#### **A. Makeup and Cosmetics**

- Makeup must be natural and tasteful in appearance.
- Dramatic, excessive, glitter-based, or theatrical makeup styles are not permitted.
- Eyelashes must be natural in length and appearance. Excessively long, dramatic, or decorative eyelash extensions are not permitted.
- Facial jewelry (other than small, conservative studs where permitted) may be restricted during clinical or externship placement based on facility policy.

#### **B. Hair**

- Hair must be clean, neat, and well-groomed at all times.

- Only natural hair colors are permitted while in class, laboratory, clinical rotations, and externships. Natural colors include shades commonly found in human hair (e.g., black, brown, blonde, auburn, gray).
- Unnatural colors such as bright red, blue, pink, purple, green, or other fashion shades are not permitted.
- Hair must be secured away from the face during lab and clinical activities in accordance with safety standards.

### **C. Nails**

- Nails must be kept short, clean, and well-maintained.
- Nail polish, if worn, must be neutral and not chipped.
- Students must comply with any additional nail policies required by clinical or externship sites.

Failure to comply with appearance standards may result in dismissal from class, lab, or clinical activities for the day and may be recorded as an unexcused absence.

## **2. Classroom Conduct and Children Policy**

To maintain a safe, focused, and professional learning environment, the following policies apply:

### **A. Children in Class**

- Children are not permitted during class sessions, laboratory instruction, clinical rotations, or externships.
- Students and instructors may not bring children to the classroom, office areas, or clinical sites.
- The Institute is not responsible for childcare arrangements.

### **B. Supervision Requirements for Potential Students**

- Children may not be left unattended anywhere on Institute premises.
- An individual may not arrive accompanied by multiple children without appropriate adult supervision.
- All children on campus (when permitted for specific approved events) must remain under the direct supervision of a responsible adult at all times.

Any violation of this policy may result in immediate dismissal from class for the day and may be subject to disciplinary review.

## **3. Infection Control, Health, Illness, and Attendance**

Maintaining a healthy learning environment is essential in healthcare education and infection control practices must be followed at all times.

- Students who are experiencing symptoms of illness such as fever, vomiting, diarrhea, persistent cough, sore throat, flu-like symptoms, or any potentially contagious condition must remain at home.

- Students should not attend class, laboratory sessions, clinical rotations, or externships while ill in order to prevent the spread of infection to peers, instructors, patients, or clinical staff.
- Students who are absent due to illness will be required to provide a doctor's note detailing when they are medically cleared to return to class, laboratory, clinical rotation, or externship.
- The documentation must clearly state the date(s) the student was unable to attend as well as the approved return-to-class or clinical date.
- Students will not be permitted to return to class or clinical activities without appropriate medical clearance when illness has resulted in absence.
- Doctor's notes must be submitted within the timeframe outlined in the Student Handbook.

It is the student's responsibility to obtain missed assignments and confirm any makeup requirements. Attendance requirements for clinical and externship hours remain mandatory and may require make-up scheduling in accordance with program policies.

Instructors are also expected to model professional responsibility and notify administration appropriately if illness prevents them from teaching.

#### **4. Professional Standards in Clinical and Externship Settings**

Students represent Inspire Health Medical Institute while in clinical and externship placements.

Therefore:

- All grooming and appearance policies must be strictly followed.
- Students must comply with both Institute policies and the policies of the hosting facility.
- Professional demeanor, hygiene, communication, and respect are mandatory at all times.

Non-compliance may result in removal from the clinical site, which could delay program completion.

#### **5. Enforcement**

These standards are established to promote professionalism, safety, infection control, and alignment with healthcare industry expectations. Failure to adhere to these policies may result in:

- Verbal warning
- Written warning
- Dismissal from class or clinical for the day
- Documentation as an unexcused absence
- Progressive disciplinary action as outlined in the Student and Instructor Handbook

Inspire Health Medical Institute is committed to preparing students not only with clinical skills but also with the professional standards required to succeed in the healthcare field. These expectations reflect the level of professionalism required in real-world healthcare environments and are essential to maintaining strong partnerships with clinical facilities and community stakeholders.

### **Academic Performance & Completion Requirements**

### Graduation Requirements

Upon completion of the Program, students will receive a certificate of completion. To receive a certificate of completion from Inspire Health Medical Institute, each student must:

- Successfully completed clock hours of the program.
- Pass each class with a minimum grade of “C”.
- Pay all tuition and associated fees in full by the last day of the program.
- Adhere to the attendance policy according to class type (hybrid/traditional).

### Progress Reports & Academic Probation and Suspension Policy

Students will receive progress reports during the midpoint of the program through a brief one -on -one meeting with the instructor. During this meeting academic performance will be discussed. If a student’s average is below 70 then an academic contract will be established with the student, specifying deadline dates for academic improvement to a minimum grade of “C”. If the student is unable to meet contractual agreement, then he or she will be dismissed from the program and a refund will be provided in accordance with the institution’s refund policy. If the student wishes to re-enroll, he or she must adhere to the Conduct & Re-Admission policy. The institution does not provide academic tutoring; however, students are encouraged to seek assistance from our resource called power hour or peers and/or meet with the instructor for counsel prior to the midpoint of program and/or clinicals.

### Grading Scale

Inspire Health Medical Institute uses a one hundred-point grading scale. Ten points will be deducted from overall grade for each absence. Assignments, quizzes and tests will be graded according to scale:

A	93 – 100
B	85 – 92
C	77 – 84
D	70 – 76
F	69 – 0

Our grading scale is based on 100 points and divided into key contributing factors:

Factors	Points	Description
Class Attendance	25	Full Attendance= 10 points deductions for missed days
Assignments	20	Quality and timely completion of assignments
Quizzes and tests	25	Performance on quizzes and tests
Participation and Engagement	15	Active participation in class discussions and activities
Final Exam	15	Performance on the final exam

This grading scale takes into account various aspects of a student's performance and allocates points to each factor accordingly.

### **Student Record Maintenance Policy**

At Inspire Health Medical Institute, we understand the importance of maintaining accurate and secure student records. To ensure the confidentiality, integrity, and accessibility of student information, we utilize ClassReach, a computer-generated system for storing and managing records. This policy outlines the security measures, retention, disposal, and information release procedures concerning student records.

#### **1. Security Measures**

- a. **Data Backup:** Student records stored in ClassReach are regularly backed up using external drives to prevent data loss in case of system failure or other emergencies.
- b. **Norton Security:** We employ Norton security software to safeguard personal information and prevent unauthorized access to student records.
- c. **Computer Locking:** Computers used to access student records are locked when not in use, especially in the receptionist office, to prevent unauthorized access.

#### **2. Retention and Disposal of Records**

- a. **Retention Period:** Inspire Health Medical Institute shall maintain student records for a minimum of six (6) years from graduation or cancellation.
- b. **Required Information:** Student records shall include:
  - Enrollment agreement or contract
  - Student information (name, address, financial records, attendance)
  - Date of completion or cancellation
  - Record of grievances and resolutions
  - Correspondence related to recruitment, enrollment, and placement

#### **3. Information Release Policy**

- a. **Transcript Requests:** Upon request, Inspire Health Medical Institute shall provide transcripts to students who have satisfied all financial obligations. Transcripts shall be maintained as permanent records for a minimum of fifty (50) years from graduation or cancellation.
- b. **Privacy and Confidentiality:** Inspire Health Medical Institute respects the rights of individual privacy and ensures the confidentiality of student records. Information release follows strict protocols to protect student and institutional interests.

#### **4. Compliance**

This policy complies with regulatory requirements and industry standards for managing student records. Any updates or revisions to this policy will be communicated to relevant stakeholders.

#### **5. Conclusion**

Inspire Health Medical Institute is committed to maintaining accurate, secure, and accessible student records to support academic success and institutional integrity. This policy ensures compliance with legal and ethical standards while safeguarding the privacy and confidentiality of student information.

For any questions or concerns regarding this policy, please contact the Receptionist Office.

## **ClassReach School Management Program at Inspire Health Medical Institute**

At Inspire Health Medical Institute (IHMI), we are dedicated to providing our students with an exceptional learning experience that encompasses both academic excellence and technological innovation. To achieve this, we have partnered with ClassReach, an advanced school management platform that brings a multitude of benefits to our learning environment.

### **Key Benefits:**

**Accessible Learning Resources:** With ClassReach, our students will have seamless access to their transcripts, grades, mid-terms, and grade point averages. This feature ensures that students are always up-to-date with their academic progress.

**Course Engagement:** Students can easily access course-related resources, participate in group discussions, and engage with faculty through the platform. This fosters active learning and collaboration.

**Faculty Alerts:** ClassReach includes faculty alert functionalities that ensure timely communication of important information. This helps students stay informed about critical updates and announcements.

**Comprehensive Data Delivery:** The platform facilitates the seamless delivery of crucial school data such as event notifications, grades, and attendance records. This enhances the partnership between students, faculty, and the institution.

**Efficient Document Management:** ClassReach's built-in document tools provide an organized system to store important documents. Customizable folders, visibility settings, and document-sharing options make information management efficient and secure.

**Integrated Messaging:** The platform includes a built-in messaging feature that simplifies communication between students, faculty, and administration. This ensures effective and timely exchange of information.

Our partnership with ClassReach ensures that IHMI maintains a robust and efficient school management system. By providing a user-friendly interface and a range of tools that streamline communication, data management, and academic engagement, we are committed to enhancing the overall learning experience for our students and creating a dynamic environment for growth and success.

### **Forms of Payments:**

At Inspire Health Medical Institute, we believe that everyone should have the opportunity to pursue a rewarding career in healthcare. That's why we offer a variety of tuition payment options to fit your needs.

- **Payment Plans:** We provide flexible payment plans that make achieving your educational goals more accessible. Break down your tuition into manageable installments.
  - **Late Fee Policy for Tuition Payment Plans**
    1. **Late Payments:** Any payment not received by 6:00 PM on the scheduled date will incur a 3% late fee. Late fees are calculated based on the individual installment amount.
    2. **Notification:** Students will receive reminders before payment deadlines. Late payment notifications will include the late fee charge.

3. **Adjustments:** Requests for payment plan adjustments should be made in advance to avoid late fees.
4. **Payment Submission:** Payments should be made through approved methods. Students should retain proof of payment.
5. **Compliance:** This policy ensures timely payments and financial responsibility. Students are expected to adhere to payment terms.

- **WIOA Partnership:** Explore opportunities with the Workforce Innovation and Opportunity Act (WIOA) to receive financial assistance for your education.
- **Vocational Rehabilitation (VOC Rehab):** We are partnered with vocational rehabilitation to help those with disabilities achieve academic success.
- **Employee Reimbursement:** Many employers offer tuition reimbursement programs. Check with your employer to see if you qualify.
- **Cash and Credit Cards:** We accept cash and major credit cards, making it convenient to invest in your future.
- **Scholarships:** Scholarships awarded to students will be credited directly to their account.
  - In the event that a student cancels, is dropped from the program, or fails, any eligible refund will be prorated according to our policy (please refer to the refund calculation table specific to your program).
  - Funds received from scholarships will be returned to their original source if a refund is applicable.

### **Title IV:**

At Inspire Health Medical Institute, we want to inform our esteemed students and partners that we are currently not Title IV approved. However, we want to assure you that we are diligently working towards achieving this important accreditation. Our commitment to providing the highest quality of education remains unwavering, and we are dedicated to meeting the rigorous standards set forth by Title IV to ensure your academic success and well-being. We appreciate your trust and patience as we strive to reach this significant milestone.

### **Cancellation & Refund Policy**

**Rejection:** An enrollment application rejected by the institution is entitled to a refund of all monies paid.

**Three- Day Cancellation:** An applicant may cancel this agreement without penalty by notifying the institution within three business days after signing this agreement, excluding weekends and holidays. After the third day, the institution may retain up to \$30.00 ( the Application).

**Low Enrollment Cancellations:** The minimum number of students in the class is program specific. Refer to the policy under the program that you are enrolled in. If the course is rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of a refund or enrollment in the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid.

### **To proceed with cancellation and refund:**

- Students must submit a written document, including their signature, indicating their choice.

- Students can complete the low enrollment form via in-person or email.

**Withdrawal:** Student(s) who wish to withdraw from this institution after classes begin will be subject to the below refund policy. The institution may retain up to \$30.00 (the Application fee) after the three-day cancellation or after classes begin. Refunds are computed in ten-percent increments. After sixty percent of attendance, the institution may charge for the entire course. Refunds are processed and issued within 30 days after the effective date of cancellation or last date attended.

### **Refund Policy**

We understand that circumstances can change, and students may need to reconsider their enrollment. Our refund policy is designed to be fair and transparent, outlining the process and conditions for requesting a refund. Please familiarize yourself with the details below:

### **Refund Eligibility:**

Students may be eligible for a refund of tuition excluding \$30.00 Application fee, if they meet the following criteria:

- A refund request is submitted within 30 days from the program's start date.
  - A refund request can be submitted via email or in-person.
- The student has adhered to the withdrawal policy as specified in the student handbook.
- The student has not completed more than 60% of the program.

### **Refund Process:**

To initiate a refund request, students should submit a refund request.

- Requests can be submitted in- person and via email.
- Refund requests will be processed within 30 days of receipt of refund request.
- If approved, refunds will be issued via the original payment method, minus applicable Applications.
  - The refund amount will be determined according to the refund prorated calculation policy outlined below.

### **Refund/Cancellation Policy for Clock Hour Course:**

Within three business days of signing the agreement, applicants can cancel without penalty. After this period:

- Prior to classes beginning, the school may retain a \$30.00 Application fee.
- During the first 60% of the course, the school may retain a \$30.00 Application fee plus a prorated tuition charge based on the last date attended.
- After 60% of attendance, the entire course may be charged.
- Refunds will be processed within 30 days of cancellation or the last attended date.
  - The refund amount will be determined according to the refund prorated calculation policy outlined below.

### **Refund Plan for 20-Hour IV Certification Course:**

We've established a clear refund plan to ensure fairness and equity:

#### **Withdrawal before 60% of Attendance:**

Refunds will be calculated based on the remaining percentage of the program.

#### **Withdrawal after 60% of Attendance:**

If a student withdraws after completing 60% or more of the course clock hours, no refund will be provided, and the institution may charge for the entire course.

**Refund Plan for 100-Hour Nurse Assistant Program:**

We've established a clear refund plan to ensure fairness and equity:

**Withdrawal before 60% of Attendance:**

Refunds will be calculated based on the remaining percentage of the program.

**Withdrawal after 60% of Attendance:**

If a student withdraws after completing 60% or more of the course clock hours, no refund will be provided, and the institution may charge for the entire course.

**Refund Plan for 12 - Clock Hour Refresher Nurse Assistant Course:**

We've established a clear refund plan to ensure fairness and equity:

**Withdrawal before 60% of Attendance:**

Refunds will be calculated based on the remaining percentage of the program.

**Withdrawal after 60% of Attendance:**

If a student withdraws after completing 60% or more of the course clock hours, no refund will be provided, and the institution may charge for the entire course.

**Refund Plan for the 96-hour EKG Technician Program:**

This is structured to provide a fair refund based on the weeks completed. This policy ensures that students who withdraw early receive a partial refund, while those who complete the program do not receive a refund.

**Withdrawal before 60% of Attendance:**

Refunds will be calculated based on the remaining percentage of the program.

**Withdrawal after 60% of Attendance:**

If a student withdraws after completing 60% or more of the course clock hours, no refund will be provided, and the institution may charge for the entire course.

Please see the refund calculation chart below.

**Refund Policy for the 96 Hour Phlebotomy Technician Program:**

This is structured to provide a fair refund based on the weeks completed. This policy ensures that students who withdraw early receive a partial refund, while those who complete the program do not receive a refund.

**Withdrawal before 60% of Attendance:**

Refunds will be calculated based on the remaining percentage of the program.

**Withdrawal after 60% of Attendance:**

If a student withdraws after completing 60% or more of the course clock hours, no refund will be provided, and the institution may charge for the entire course.

Please see the refund calculation chart below.

**Refund Plan for 196-Hour Multiskilled Tech Program:**

We've established a clear refund plan to ensure fairness and equity:

**Withdrawal before 60% of Attendance:**

Refunds will be calculated based on the remaining percentage of the program.

**Withdrawal after 60% of Attendance:**

If a student withdraws after completing 60% or more of the course clock hours, no refund will be provided, and the institution may charge for the entire course.

**Refund Processing:**

Refunds will be processed within 30 days from the withdrawal date. The refund amount will be determined according to the refund calculation policy outlined below. Please note that this policy only applies to tuition fees and excludes non-refundable application fees.

**Calculation Method:**

To calculate refunds based on the plan, follow these steps:

1. Determine total course clock hours/weeks.
2. Calculate the percentage of attendance.
3. Determine the refund percentage.
4. Calculate the refund amount by using the table below.

We encourage students to review the agreement for comprehensive refund policy details, including terms and conditions. If in doubt, please don't hesitate to reach out for clarification. This is the method we will use for any additional courses we establish in the future. We prioritize transparency and your understanding of our policies.

<b>Refund Calculation example (for a 20- clock hour course)</b>		
<b>Clock Hours Attended</b>	<b>Tuition Refund</b>	<b>Refund Amount</b>
1-2	90%	\$337.50
3-4	80%	\$300.00
5-6	70%	\$262.50
7-8	60%	\$225.00
9-10	50%	\$187.50
11-12	40%	\$150.00
13 & above	0%	\$0

<b>Example of 100 Clock hour for Nurse Assistant Program</b>		
<b>clock hours Attended</b>	<b>Tuition Refund</b>	<b>Amount of Refund</b>
1-10	90%	\$1215.00
11-20	80%	\$1080.00
21-30	70%	\$945.00
31-40	60%	\$810.00

41-50	50%	\$675.00
51-59	40%	\$540.00
60 & above	0%	\$0

**Example of 96- Clock Hour Phlebotomy Tech Program Refund Calculation**

clock hours Attended	Attendance Percentage	Tuition Refund	Amount of Refund
0-12	0-12.5%	87.5%	\$853.13
13-24	12.6-25%	75%	\$731.25
25-36	26-37.50	50%	\$487.50
37-48	37.6-50%	25%	\$243.75
49-59	51- 59%	12.5	\$121.88
60-96	60- 100%	0%	\$0.00

**Example of 96- Clock Hour EKG Tech Program Refund Calculation**

clock hours Attended	Attendance Percentage	Tuition Refund	Amount of Refund
0-12	0-12.5%	87.5%	\$853.13
13-24	12.6-25%	75%	\$731.25
25-36	26-37.50	50%	\$487.50
37-48	37.6-50%	25%	\$243.75
49-59	51- 59%	12.5	\$121.88
60-96	60- 100%	0%	\$0.00

**MultiSkilled Tech (Track 1 and Track 2)**

Hours Attended	Tuition Refund	Refund Amount
1-10	90%	\$2160.00
11-20	80%	\$1920.00
21-30	70%	\$1680.00
31-40	60%	\$1440.00
41-50	50%	\$1200.00
51-59	40%	\$960.00
60 & above	0%	\$0

**Grievance and Complaint Resolution Policy**

At Inspire Health Medical Institute, maintaining a positive and respectful learning environment is of utmost importance. We understand that conflicts or concerns may arise, and we are committed to addressing them in a fair and timely manner. If you encounter any problems concerning the education or administration of this program, please contact your instructor immediately and state your grievance in writing to allow us to help you. The following policy outlines the procedure for filing and resolving grievances and complaints:

**Grievance and Complaint Procedure:**

1. **Step 1:** Students are encouraged to address their grievance or complaint directly with the individual involved, whether it's an instructor, staff member, or another student.
2. **Step 2:** If the issue remains unresolved or if the student is uncomfortable discussing the matter with the individual involved, they should escalate the complaint to the Program Coordinator.
3. **Step 3:** If the grievance or complaint is still unresolved or pertains to the Program Coordinator, the student should bring the matter to the attention of the Program Director.
4. **Step 4:** If a student believes their concerns haven't been adequately addressed, they have the option to escalate the matter by contacting the South Carolina Commission on Higher Education.

Detailed information and a complaint form can be found on the Commission's website at:

[http://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.df](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.df)

Students may appeal in writing to the South Carolina Commission on Higher Education:

South Carolina Commission on Higher Education  
1122 Lady Street, Suite 400  
Columbia, South Carolina 29201  
843-737-2260  
[www.che.sc.gov](http://www.che.sc.gov)

**Confidentiality:**

All grievances and complaints will be treated with strict confidentiality. Only individuals directly involved in the resolution process will be informed.

**Documentation:**

Students filing a grievance or complaint should provide a written statement outlining the nature of the issue, relevant details, and any supporting documentation, if applicable. This documentation will aid in a thorough investigation and resolution.

**Investigation and Resolution:**

The responsible individual, whether this is an instructor, Program Coordinator, or Program Director, will conduct an impartial investigation.

The investigation may involve gathering statements from parties involved and examining pertinent evidence. The objective is to reach a resolution that addresses the concerns raised and fosters a positive learning environment.

**Timeliness:**

Inspire Health Medical Institute is dedicated to resolving grievances or complaints promptly. We will make every effort to provide a resolution within a reasonable timeframe.

**Appeals:**

Should a student be dissatisfied with the outcome of their grievance or complaint, they have the option to appeal by submitting a written request to the Program Director. The Program Director will review the case and issue a final decision.

We encourage students to express their concerns promptly and to utilize this grievance and complaint procedure to ensure a respectful and supportive learning environment. We are committed to addressing grievances and complaints promptly, fairly, and with sensitivity to all parties involved.

It's important to note that this policy may be subject to review and updates as necessary to meet our program's evolving needs and to provide the best possible experience for our students.

### **Student Computer Use Policy**

Our institution is committed to providing students with access to information systems to enhance their learning experience. To ensure a safe and productive computing environment, we've established the following policy for student computer use:

#### **Prohibited Misuse:**

Misuse of information systems is strictly prohibited. The following actions are considered misuse:

- Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.
- Unauthorized access to computers, software, information, or networks, regardless of ownership.
- Actions that disrupt others' access to information systems.
- Bypassing logon or security measures.
- Engaging in illegal or unauthorized activities using information systems.
- Violating software licenses or copyrights, including unauthorized copying or distribution of copyrighted software.
- Using electronic communications to infringe on authors' or copyright owners' property rights.
- Employing electronic communications for harassment or threats that unreasonably disrupt education or employment experiences.
- Unauthorized disclosure of proprietary information via electronic communications.
- Unauthorized access to other users' information or files.
- Utilizing electronic communications to monopolize, impair, or interfere with available academic electronic resources.
- Disseminating computer worms, viruses, or rogue programs.
- Downloading or posting illegal, proprietary, or detrimental content to school computers or network segments.
- Transporting illegal, proprietary, or harmful material.
- Violating state or federal laws or regulations in relation to information system usage.

#### **Compliance and Accountability:**

All students are expected to adhere to this policy. Failure to comply with the policy may result in disciplinary actions, including temporary or permanent suspension of computer privileges, academic penalties, or legal actions in accordance with state or federal laws.

#### **Guidelines for Ethical and Responsible Use:**

Students should practice responsible and ethical use of information systems, including:

- Respecting copyright and intellectual property rights.
- Treating others with respect in electronic communications.
- Safeguarding personal login credentials and passwords.
- Reporting any observed security vulnerabilities or breaches to appropriate personnel.

Our goal is to create an environment that promotes responsible computer use, respect for others' work, and a positive online atmosphere for learning.

### **Technical Standards and Reasonable Accommodations Policy**

## Purpose

Inspire Health Medical Institute is committed to providing equal educational opportunities to all qualified applicants and students. The institution complies with applicable federal and state laws regarding non-discrimination and reasonable accommodations for qualified individuals with disabilities.

## Technical Standards

Healthcare education programs require students to perform essential functions necessary for safe patient care, clinical training, laboratory activities, and successful employment in healthcare settings. Students must be able to perform these essential functions with or without reasonable accommodations.

## Essential Functions

Students enrolled in healthcare training programs must demonstrate the ability to:

### Communication

- Communicate effectively in English, both verbally and in writing.
- Interact appropriately with patients, families, instructors, and healthcare personnel.
- Accurately document patient information and healthcare procedures.

### Cognitive and Academic Skills

- Read, comprehend, and apply written and verbal instructions.
- Demonstrate critical thinking, problem-solving, and sound clinical judgment.
- Learn, retain, and apply healthcare concepts and procedures.
- Accurately calculate measurements, medication dosages, and other healthcare-related calculations when required by the program.

### Motor and Physical Skills

- Perform required clinical and laboratory procedures safely and effectively.
- Operate healthcare equipment and technology used within the program.
- Demonstrate sufficient manual dexterity, coordination, and mobility necessary to perform required skills.
- Respond appropriately during emergency situations.

### Sensory Skills

- Observe patient conditions through visual, auditory, and tactile assessment.
- Distinguish colors, sounds, and other indicators commonly used in healthcare settings when required for patient safety.

### Behavioral and Professional Standards

- Demonstrate emotional stability and professional conduct.
- Exercise appropriate judgment and maintain patient confidentiality.
- Adhere to safety standards, ethical guidelines, and program policies.
- Work effectively under stressful and time-sensitive conditions.

### Reasonable Accommodations

Applicants and students requesting accommodations must notify the institution and provide appropriate documentation from a qualified professional.

The institution will engage in an individualized review process to determine reasonable accommodations that allow the student to meet program requirements without fundamentally altering educational standards, clinical requirements, or patient safety expectations.

### Admission and Progression Decisions

Admission, progression, graduation, and clinical placement decisions will not be based solely on the presence of a disability.

However, admission may be denied, deferred, or discontinued if:

- The applicant is unable to meet the essential functions of the program with or without reasonable accommodations.
- The applicant cannot safely participate in required classroom, laboratory, clinical, externship, or apprenticeship activities.
- Required accommodations would fundamentally alter program requirements or create an undue burden on the institution.
- Participation would pose a direct threat to the health or safety of the student, patients, staff, or others.

### **Reasons for Application Rejection**

While we welcome applications from all individuals seeking to join our programs, there are certain circumstances that may lead to the rejection of an application. These include:

1. **Incomplete Application:** Applications with missing or incomplete information, such as contact details, educational history, or required documentation, may be rejected.
2. **Non-Compliance:** Applications that do not meet the specified eligibility criteria or fail to provide necessary proof of prerequisites may be rejected.
3. **Past Disciplinary Actions:** Applications from individuals with a history of serious disciplinary actions, academic dishonesty, or violations of school policies may be rejected.
4. **Limited Space:** Our programs have a maximum capacity, and applications may be rejected if the available spots are already filled.
5. **Late Submission:** Applications submitted after the specified deadline may be rejected, as they may disrupt the scheduling and organization of the program.
6. **Falsified Information:** Providing false information or forged documents in the application can lead to rejection.
7. **Ineligibility:** If the applicant does not meet specific program requirements, such as age, residency, or other relevant criteria, the application may be rejected.
8. **Unavailability of Resources:** In some cases, if the program lacks the necessary resources, faculty, or infrastructure to accommodate additional students, applications may be rejected.
9. **Immigration Status:** For programs that require legal residency or citizenship, applications from individuals without the appropriate documentation may be rejected.

10. **Previous Attendance:** In cases of reapplication, if an applicant has previously been unsuccessful in the program or has been dismissed for reasons such as academic performance or code of conduct violations, their application may be rejected.

11. **Criminal Background:** Applicants with a history of criminal offenses that are not in compliance with program or industry requirements, and that may pose a risk to the safety and well-being of the learning environment, may have their applications rejected. A criminal record may prevent the student from finding employment in the field.

It's important to note that each application is reviewed individually, and while these are common reasons for rejection, exceptions may apply. Our goal is to ensure a fair and transparent application process that selects candidates who are most likely to succeed and contribute positively to the program.

### **Advisory Board for Inspire Health Medical Institute:**

Inspire Health Medical Institute maintains an Advisory Board comprised of healthcare professionals, educational leaders, workforce development representatives, and community stakeholders who support the institution's mission, vision, and commitment to student success.

#### **Advisory Board Members**

- **LaTonya Sanders-Lawrence** – Owner, Dean, Program Director, Advisory Board Chairperson
- **Sam Elbachri** – Administrative Supervisor, Advisory Board Secretary
- **Dr. Mary Jane Mason** – Physician Advisor, Advisory Board Member
- **Sherry Gallion, RN** – Program Coordinator, Advisory Board Member
- **Moses Lawrence** – Community Representative, Advisory Board Member

Additional members may be appointed to represent healthcare employers, clinical partners, workforce development organizations, graduates, and community stakeholders.

#### **Purpose of the Advisory Board**

The purpose of the Advisory Board is to provide guidance, recommendations, and support for the continuous improvement of Inspire Health Medical Institute's educational programs, workforce development initiatives, apprenticeship opportunities, and institutional effectiveness efforts.

The Advisory Board assists the institution by:

- Reviewing program outcomes and student achievement data.
- Evaluating curriculum relevance and workforce alignment.
- Reviewing certification and employment outcomes.
- Providing recommendations regarding industry trends and workforce needs.
- Supporting strategic planning and accreditation initiatives.
- Strengthening relationships with employers, healthcare organizations, and community partners.
- Promoting student success, workforce readiness, and career advancement opportunities.

- Supporting initiatives that improve healthcare access, workforce development, community engagement, and healthcare outcomes within the communities served by the institution.

The Advisory Board meets regularly to review institutional performance, assess educational effectiveness, and recommend improvements that support the mission, vision, and core values of Inspire Health Medical Institute.

Recommendations of the Advisory Board are documented and incorporated into the institution's strategic planning, institutional effectiveness processes, and continuous improvement activities.

# Additional Forms

## Student Handbook Acknowledgment Form

I, [Student's Full Name]: \_\_\_\_\_, acknowledge that I have received a copy of the Inspire Health Medical Institute Student Handbook, which contains important information about the school's policies, procedures, and guidelines.

I understand that it is my responsibility to read and familiarize myself with the contents of the Student Handbook. I agree to comply with the rules, regulations, and expectations outlined in the handbook.

I acknowledge that I can contact the school administration if I have any questions or need further clarification regarding the handbook's contents.

**Student Information:**

Full Name: \_\_\_\_\_  
Student ID/Enrollment Number: \_\_\_\_\_  
Program/Course: \_\_\_\_\_  
Contact Information (Phone/Email): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Hold Harmless Statement**

Inspire Health Medical Institute, LLC (school) and \_\_\_\_\_ (student) acknowledge that there is some risk of accident or injury associated with use of equipment and other aspects of the course of study, including but not limited to direct care and contact of other students or clients at the clinical or training site. I hereby waive, release, and discharge Inspire Health Medical Institute (school) of any and all liability and all claims for damages for death, personal injury, or property damage which I may have or which hereafter accrue to me as a result of participation in the nurse assistant program whether or not caused by negligence or fault of Inspire Health Medical Institute, LLC (school).

This release is intended to discharge the school, and its officers, employees, representative, volunteers, affiliates and agents from and against any and all liability arising out of or connected in any way with my participation in the training, externship, hands-on activities, practice, or other activities.

Knowing risks exist, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all persons or agencies mentioned above that might otherwise be liable to me or my heirs or assigns for damages. I further understand and agree that this waiver, release and assumption of risk is to be binding on my heirs and assigns.

In addition, I give permission to receive, if necessary, emergency medical services by authorized personnel, and that any cost incurred as a result of such medical treatment will be my responsibility.

Student Name Print: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Administrator/Official Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Withdrawal Form

Student Information:

Full Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Program/Course: \_\_\_\_\_

Date of Enrollment: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_

I, \_\_\_\_\_ (the student) undersigned, hereby request to withdraw from the above-mentioned program/course at Inspire Health Medical Institute. I understand that by submitting this form, I am officially withdrawing from the program/course and will no longer be considered an active student.

Please check one of the following withdrawal options:

Withdrawal from the entire program/course.

Withdrawal from specific courses (please list the courses below).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate your primary reason(s) for withdrawal (check all that apply):

Personal reasons

Medical reasons

Family/personal commitments

Financial concerns

Dissatisfaction with the program/course

Other (please specify): \_\_\_\_\_

Please provide any additional comments or feedback about your experience in the program/course (optional):

\_\_\_\_\_  
\_\_\_\_\_

I understand that the refund policy, if applicable, will be applied based on the date of this withdrawal request. I also understand that any outstanding financial obligations to Inspire Health Medical Institute, LLC must be resolved according to the school's policies.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Use Only:

- Withdrawal processed.
- Refund calculation applied (if applicable).
- Student records updated.
- Financial obligations cleared (if applicable).

School Representative \_\_\_\_\_ Date: \_\_\_\_\_

**Low Enrollment Refund and Re-Enroll Agreement**

I, \_\_\_\_\_ [Student's Full Name], confirm that I was notified that the class \_\_\_\_\_ [Course Name and Course Start Date] was canceled due to low enrollment.

Below, I have put a check by my choice to:

**Receive a Refund:**

- Students have chosen the refund option for the upcoming class affected by low enrollment.
- The institution agrees to initiate the refund process as per the terms outlined in the refund policy.
- The refunded amount will be returned back to the original form of payment within the specified timeframe.

**Enrollment in Next Scheduled Class:**

- The student has chosen to enroll in the next scheduled class.
- The institution agrees to reserve a seat for the Student in the upcoming class.
- Details regarding the class, including dates and relevant information, will be communicated to the Student in a timely manner.
  - Next class start date is: \_\_\_\_\_.

Student: \_\_\_\_\_

[Student's Full Name (Print)]

[Student's Signature]

[Date]

Institution: \_\_\_\_\_

[Institution Authorized Representative (Print)]

[Institution Authorized Representative (Signature)]

[Date]

## **Student Course Evaluation Form**

Course Title: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Dear Student,

Thank you for participating in this course. We value your feedback and kindly request you to take a few minutes to complete this course evaluation form. Your responses will help us enhance the quality of instruction and curriculum.

Please rate the following aspects of the course on a scale of 1 to 5, with 1 being the lowest and 5 being the highest:

1. Course Objectives and Learning Outcomes:

1  2  3  4  5

Comments (optional): \_\_\_\_\_

2. Instructor's Knowledge of the Subject Matter:

1  2  3  4  5

Comments (optional): \_\_\_\_\_

3. Clarity of Instruction:

1  2  3  4  5

Comments (optional): \_\_\_\_\_

4. Course Materials (Textbooks, Handouts, Online Resources):

1  2  3  4  5

Comments (optional): \_\_\_\_\_

5. Assessment Methods (Exams, Assignments, Projects):

1  2  3  4  5

Comments (optional): \_\_\_\_\_

6. Opportunities for Student Interaction and Discussion:

1  2  3  4  5

Comments (optional): \_\_\_\_\_

7. Overall Satisfaction with the Course:

1  2  3  4  5

Comments (optional): \_\_\_\_\_

8. What aspects of the course did you find most valuable or effective?

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9. What aspects of the course do you think could be improved?

---

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10. Would you recommend this course to others?  Yes  No

If no, please explain why:

---

---

Additional comments:

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Your feedback is highly appreciated. Thank you for your participation.

Inspire Health Medical Institute

## **Medical Release Form**

**Student Information:**

Name: \_\_\_\_\_

Student ID/Enrollment Number: \_\_\_\_\_

Program/Course: \_\_\_\_\_

Contact Information (Phone/Email): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Emergency Contact Information:**

Emergency Contact Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

**Medical Information:**

Primary Physician's Name: \_\_\_\_\_

Physician's Phone: \_\_\_\_\_

Medical Insurance Provider: \_\_\_\_\_

Policy Number: \_\_\_\_\_

**Medical Release Authorization:**

In case of a medical emergency, I, the undersigned student, authorize the school and its representatives to take any necessary actions to obtain medical treatment for me, including, but not limited to, calling emergency medical services, transporting me to a medical facility, and contacting my primary physician or emergency contacts.

I understand that the school will make reasonable efforts to contact the individuals listed as emergency contacts. However, if they cannot be reached in a timely manner or if immediate medical attention is required, the school is authorized to act on my behalf.

I release the school, its employees, agents, and representatives from any liability related to seeking, obtaining, or providing medical treatment, including any consequences that may arise from such actions.

**Medical History:**

Please list any known medical conditions, allergies, or medications currently being taken:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Media Release Form

I, [Student's Full Name]: \_\_\_\_\_, hereby grant Inspire Health Medical Institute and its representatives permission to use my name, likeness, voice, and/or works in all forms of media, including but not limited to photographs, videos, audio recordings, and written materials, for promotional, advertising, educational, or other related purposes.

This permission includes, but is not limited to, the right to publish, reproduce, distribute, display, and edit such materials in print publications, websites, social media, presentations, and other media formats. I understand that my information and work may be used to promote the school or its programs.

I agree that I will not be compensated for the use of these materials. I also understand that once my image or work is in the public domain, it may be used by others without the school's control or consent.

I release Inspire Health Medical Institute, its employees, agents, and representatives from any liability related to the use of these materials, including any claims of defamation, invasion of privacy, or infringement of rights.

This release is valid for the duration of my enrollment at Inspire Health Medical Institute and for an indefinite period thereafter.

Student Information:

Full Name: \_\_\_\_\_

Student ID/Enrollment Number: \_\_\_\_\_

Program/Course: \_\_\_\_\_

Contact Information (Phone/Email): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian (if the student is under 18): \_\_\_\_\_

Date: \_\_\_\_\_

## Incident Report Form

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

**Incident Details:**

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Persons Involved:**

Person Reporting Incident (Name/Title): \_\_\_\_\_

Contact Information (Phone/Email): \_\_\_\_\_

Person(s) Affected/Injured (if applicable): \_\_\_\_\_

Witnesses (if any, provide names/contact info): \_\_\_\_\_

\_\_\_\_\_

**Incident Category (Check all that apply):**

- Injury/Illness
- Property Damage
- Verbal Altercation
- Physical Altercation
- Theft
- Harassment
- Discrimination
- Academic Misconduct
- Other (please specify): \_\_\_\_\_

**Immediate Actions Taken:**

- First Aid Administered
- Emergency Services Notified (if applicable)
- Supervisor/Manager Informed
- Law Enforcement Contacted (if applicable)
- Security Measures Implemented (if applicable)
- Other (describe actions taken): \_\_\_\_\_

Incident Report Filed By (Name/Title): \_\_\_\_\_

Date and Time of Report Filing: \_\_\_\_\_

**Recommendations for Preventing Future Incidents:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments (if applicable, e.g., photos, statements, additional pages):

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Signature of Person Reporting Incident: \_\_\_\_\_ Date: \_\_\_\_\_

School Use Only:

Incident ID/Reference Number: \_\_\_\_\_

Investigating Officer/Staff: \_\_\_\_\_

Date and Time of Investigation: \_\_\_\_\_

Investigation Findings and Actions Taken:

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Additional Follow-Up Required (if any):

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Signature of Investigating Officer/Staff: \_\_\_\_\_ Date: \_\_\_\_\_

## **Student Health Assessment Form**

Note: Please complete this form accurately and provide all requested information. Your health and well-being are important to us.

### **Personal Information:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_

Student ID Number (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Vaccine History:**

Please provide details of your vaccine history, including dates and types of vaccines received. Attach additional sheets if necessary.

#### **1. Tetanus Booster (Tdap/Td):**

Date of Last Tetanus Booster: \_\_\_/\_\_\_/\_\_\_

#### **2. Hepatitis B:**

Date of First Dose: \_\_\_/\_\_\_/\_\_\_

Date of Second Dose: \_\_\_/\_\_\_/\_\_\_

Date of Third Dose (if applicable): \_\_\_/\_\_\_/\_\_\_

#### **3. Measles, Mumps, and Rubella (MMR):**

Date of First Dose: \_\_\_/\_\_\_/\_\_\_

Date of Second Dose: \_\_\_/\_\_\_/\_\_\_

#### **4. Varicella (Chickenpox):**

Date of First Dose: \_\_\_/\_\_\_/\_\_\_

Date of Second Dose (if applicable): \_\_\_/\_\_\_/\_\_\_

#### **5. Other Vaccines (Specify):**

Vaccine Type: \_\_\_\_\_

Date(s) Received: \_\_\_/\_\_\_/\_\_\_

### **Ability to Lift:**

Please indicate your ability to lift and carry weight by checking the appropriate box:

- Able to lift and carry up to 25 pounds
- Able to lift and carry up to 50 pounds
- Able to lift and carry more than 50 pounds
- Limited ability to lift and carry (please describe limitations):

**Tuberculosis (TB) Testing:**

Have you ever had a positive TB test? If you have received a positive TB test please answer the following questions.

1. **Date of Most Recent TB Test:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Test Type (e.g., TST or TB blood test): \_\_\_\_\_

Result:

Negative

Positive (Please provide further details and follow-up information if applicable):

2. **If positive, have you completed treatment?**

Yes (Please provide treatment details)

No

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**Medical History:**

Please provide any relevant medical history, allergies, or chronic conditions that we should be aware of:

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**Emergency Contact Information:**

In case of a medical emergency, please provide the following contact information:

**Emergency Contact Name:** \_\_\_\_\_

**Relationship to Student:** \_ \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Student Signature:**

I hereby certify that the information provided in this form is accurate to the best of my knowledge.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return this completed form to the Admissions Office as directed or you can upload to your student portal. Your health information will be kept confidential in accordance with applicable privacy laws and regulations. Thank you for your cooperation in maintaining a healthy campus environment.

# Health Assessment Form

## Student Information

- Name: \_\_\_\_\_
  - Date of Birth: \_\_\_\_\_
  - Student ID: \_\_\_\_\_
  - Date of Assessment: \_\_\_\_\_
- 

## 1. Vitals Section

Vital Sign	Measurement
Height:	_____
Weight:	_____
Blood Pressure:	_____
Heart Rate:	_____
Respiratory Rate:	_____

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## 2. TB Section -2-Step Process

### Step 1: Initial TB Test

- Date Administered: \_\_\_\_\_
- Administered By: \_\_\_\_\_
- Date Read: \_\_\_\_\_
- Read By: \_\_\_\_\_
  - Negative
  - Positive

### Step 2: Initial TB Test

- Date Administered: \_\_\_\_\_
- Administered By: \_\_\_\_\_
- Date Read: \_\_\_\_\_
- Read By: \_\_\_\_\_
  - Negative
  - Positive

## 3. MD or Nurse Sign-Off

- Additional Comments/Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- MD/Nurse Name: \_\_\_\_\_
- Title: \_\_\_\_\_
- Signature: \_\_\_\_\_

**BACKGROUND CHECK**

**Inspire Health Medical Institute Background Check Form**

**Student Information**

- **Full Name:** \_\_\_\_\_
  - **Date of Birth:** \_\_\_\_\_
  - **Student ID:** \_\_\_\_\_
  - **Address:** \_\_\_\_\_
  - **Phone Number:** \_\_\_\_\_
  - **Email Address:** \_\_\_\_\_
- 

**1. Consent for Background Check**

I, \_\_\_\_\_ (Student Name), hereby authorize Inspire Health Medical Institute and its authorized agents to conduct a comprehensive background check, including but not limited to, criminal history, educational verification, employment verification, and references.

- **Signature:** \_\_\_\_\_
  - **Date:** \_\_\_\_\_
- 

**2. Personal Information for Background Check**

- **Social Security Number:** \_\_\_\_\_
- **Driver's License Number:** \_\_\_\_\_
- **State Issued:** \_\_\_\_\_

**3. Criminal History**

Please answer the following questions truthfully. Failure to do so may result in denial of admission or inability to secure employment.

**1. Have you ever been convicted of a felony?**

- Yes
- No
- If yes, please provide details:**

\_\_\_\_\_

\_\_\_\_\_

**2. Have you ever been convicted of a misdemeanor?**

- Yes

- No
- **If yes, please provide details:**

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**3. Are there any pending criminal charges against you?**

- Yes
- No
- **If yes, please provide details:**

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**7. Declaration and Signature**

I declare that the information provided in this background check form is true and complete to the best of my knowledge. I understand that any false statements or omissions may result in disqualification from admission or other disciplinary actions.

- **Student Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

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**Office Use Only**

- **Background Check Completed By:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Notes:** \_\_\_\_\_

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This background check form is designed to collect all necessary information for conducting a comprehensive background check on students applying to Inspire Health Medical Institute.

## **Resources**

### **Online Learning Resources**

#### **1. Inspire Health Medical Institute Website:**

- Central hub for program information, updates, and announcements.

#### **2. Course and Program Specific Training Textbooks:**

- Access to the comprehensive manual covering essential topics for your specific healthcare related programs.

#### **3. Online Dictionaries:**

- Digital dictionaries for quick reference and understanding of medical terminology.

#### **4. Interactive Learning Modules:**

- Engaging online modules covering various aspects of nurse assistant training.

#### **5. E-Libraries:**

- Access to e-libraries with a diverse collection of healthcare-related resources.

#### **6. Digital Study Groups:**

- Virtual study groups for collaborative learning, discussion, and knowledge sharing.

#### **7. YouTube Educational Channels:**

- Educational channels with video content on nurse assistant skills, procedures, and tips.

#### **8. Healthcare-Related Blogs and Forums:**

- Online blogs and forums where certified nurse aides share experiences and insights.

#### **9. Educational Podcasts:**

- Podcasts discussing healthcare topics, providing insights and interviews with professionals.

These online resources aim to support and enrich the learning experience of aspiring nurse assistants and certified nurse aides at Inspire Health Medical Institute.

### **Interactive Platform - Google Classroom: Power Hour Sessions**

Our commitment to fostering interactive and personalized learning experiences extends to the use of Google Classroom as an integral part of our hybrid classes at Inspire Health Medical Institute. The Power Hour Sessions on Google Classroom are designed to provide students with enhanced support, clarification, and engagement.

#### **Q&A Sessions for Clarifications:**

- Dedicated time for students to ask questions and seek clarification on course content.
- Instructors respond to queries, ensuring a thorough understanding of the material.

- Enables students to address any uncertainties and enhance comprehension.

**Tutoring Sessions for Extra Assistance:**

- Personalized tutoring sessions are available to offer additional assistance.
- Tailored support for students who may need further guidance on specific topics.
- One-on-one or group tutoring sessions cater to individual learning needs.

**Opportunities to Ask Instructors Questions or Request Demonstrations:**

- Students have the opportunity to directly interact with instructors.
- Pose questions related to lectures, assignments, or any aspect of the coursework.
- Request live demonstrations to deepen understanding and reinforce practical skills.

**Daily Power Hour Sessions (Instructor-Guided):**

- Timing: 2:30 pm to 3:30 pm, Monday to Friday.
- Scheduled daily sessions led by instructors for ongoing support and engagement.
- Provides a consistent platform for students to connect with instructors and peers.
- Facilitates real-time interaction, fostering a dynamic and collaborative learning environment.

**Facilitates Interactive Engagement and Personalized Learning:**

- Google Classroom serves as a collaborative and interactive online space.
- Students engage with course materials, participate in discussions, and share insights.
- The platform allows for the creation of a supportive community of learners.
- Facilitates personalized learning experiences tailored to individual student needs.

**Advantages of Power Hour Sessions:**

- Enhances student-teacher interaction beyond traditional classroom settings.
- Fosters a sense of community and collaboration among students.
- Provides a valuable avenue for additional support and guidance.
- Promotes active engagement, ensuring students feel connected and supported.

The Power Hour Sessions on Google Classroom, including daily sessions from 2:30 pm to 3:30 pm, reflect our commitment to creating an inclusive and supportive learning environment. Join us in this interactive journey towards your healthcare education.

**E- Libraries**

Inspire Health Medical Institute offers access to e-learning libraries to enhance the educational experience of students in our training program. These libraries provide a wealth of digital resources, including textbooks, articles, multimedia content, and more. The e-learning libraries are curated to support students in gaining comprehensive knowledge and skills in the field of healthcare. The digital nature of these resources allows for convenient and flexible learning, catering to the diverse needs of students pursuing their nurse assistant, phlebotomy and ekg technician training. Students can explore, read, and engage with educational materials at their own pace, fostering a dynamic and interactive learning environment. The e-learning libraries contribute to the institute's commitment to delivering high-quality education through accessible and innovative learning resources.

**1. MedEdPORTAL:**

- Website: [MedEdPORTAL](<https://www.mededportal.org/>)

- Description: A free publication service for medical educators that provides peer-reviewed resources, including teaching and assessment materials.

## **2. OpenStax:**

- Website: [OpenStax](<https://openstax.org/>)
- Description: Offers free, peer-reviewed, openly licensed textbooks suitable for healthcare courses, including anatomy and physiology.

## **3. Khan Academy - Health and Medicine:**

- Website: [Khan Academy - Health and Medicine](<https://www.khanacademy.org/science/health-and-medicine>)
- Description: Provides free online courses and lessons covering a wide range of health and medicine topics.

## **4.OER Commons - Health and Medicine:**

- Website: [OER Commons - Health and Medicine](<https://www.oercommons.org/hubs/Health>)
- Description: A digital public library of open educational resources (OER) covering health and medicine.

## **5. MERLOT - Health Sciences:**

- Website: [MERLOT - Health Sciences](<https://www.merlot.org/merlot/index.htm>)
- Description: A collection of free and open online resources for health sciences education.

## **6. PubMed Central:**

- Website: [PubMed Central](<https://www.ncbi.nlm.nih.gov/pmc/>)
- Description: A free full-text archive of biomedical and life sciences journal literature at the U.S. National Institutes of Health's National Library of Medicine (NIH/NLM).

## **7. Coursera - Health:**

- Website: [Coursera - Health](<https://www.coursera.org/browse/health>)
- Description: Offers free online courses in health-related topics from top universities and institutions.

## **8.MIT OpenCourseWare - Health Sciences and Technology:**

- Website: [MIT OpenCourseWare - Health Sciences and Technology](<https://ocw.mit.edu/courses/health-sciences-and-technology/>)
- Description: Free and open access to a selection of courses related to health sciences and technology.

Please note that while these resources offer free content, some may also provide premium or certificate options for a fee. Always check the specific terms and conditions of each platform.

# SCHOOL CALENDAR

### IMPORTANT DATES

**Legend**

Class Starts	Breaks and Closures	Class Ends	Midterm	Class Drop	Graduation
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**Class and End Dates:**  
 Jan. 4, 2026 to March 15, 2026  
 Feb. 2, 2026 to April 12, 2026  
 Mar. 1, 2026 to May 17, 2026  
 April 6, 2026 to June 14, 2026  
 May 4, 2026 to July 19, 2026  
 June 1, 2026 to Aug. 16, 2026  
 July 6, 2026 to Sept. 13, 2026  
 Aug. 3, 2026 to Oct. 11, 2026  
 Sept. 7, 2026 to Nov. 15, 2026  
 Oct. 5, 2026 to Dec. 13, 2026  
 Nov. 2, 2026 to Jan. 25, 2027

**Class Drop Dates:**  
 Jan. 8, 2026  
 Feb. 5, 2026  
 March 5, 2026  
 April 9, 2026  
 May 7, 2026  
 June 4, 2026  
 July 9, 2026  
 August 6, 2026  
 Sept. 10, 2026  
 Oct. 8, 2026  
 Nov. 5, 2026  
 Dec. 10, 2026

**School Breaks:**  
 Spring Break  
 March 30 to April 5, 2026  
 Fall Break  
 Nov. 23 to 29, 2026  
 Winter Break  
 Dec. 21 to Jan. 3, 2026

**Holidays Observed:**  
 New Year's Day  
 MLK Day  
 Memorial Day  
 Juneteenth  
 Independence Day  
 Labor Day  
 Thanksgiving Day  
 Christmas Day

**Graduation Dates:**  
 4th Quarter Graduation:  
 January 31, 2026  
 1st Quarter Graduation:  
 April 25, 2026  
 2nd Quarter Graduation:  
 July 25, 2026  
 3rd Quarter Graduation:  
 October 31, 2026

**Midterms:**  
 Jan. 11, 2026  
 Feb. 08, 2026  
 Mar. 08, 2026  
 Apr. 05, 2026  
 May 03, 2026  
 June 07, 2026  
 Sept. 06, 2026  
 Oct. 04, 2026  
 Nov. 08, 2026  
 Dec. 05, 2026

JANUARY							FEBRUARY							MARCH							APRIL						
MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU