

Chicago Instruction Center for Career Development, LLC

10824 S. Halsted
Suite 103
Chicago, IL 60628



CHICAGO
INSTRUCTION CENTER FOR CAREER DEVELOPMENT

**Chicago Instruction
Center for Career
Development, LLC**



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SCHOOL CATALOG

2017 – 2018 -2019 Edition

Chicago Instruction Center for Career Development
Institutional Disclosures Reporting Table
 July 1 through June 30 of the past fiscal year
 Per Section 1095.200 of 23 Ill. Adm. Code 1095.

Institution Name:				
<i>The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.</i>				
Disclosure Reporting Category	Program Name	CDP*	SOC*	
	Phlebotomy Technician	51.1099	31.9097	
A) For each program of study, report:				
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		50		
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:				
a) New starts		20		
b) Re-enrollments		0		
c) Transfers into the program from other programs at the school		0		
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		50		
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:				
a) Transferred out of the program or course and into another program or course at the school		0		
b) Completed or graduated from a program or course of instruction		46		
c) Withdrew from the school		4		
d) Are still enrolled		20		
5) The number of students enrolled in the program or course of instruction who were:				
a) Placed in their field of study	didn't provide data of employment, because 20 are placed in field of study data not provided from 30 graduates			
b) Placed in a related field	or limited provided data of employment in the related field			
c) Placed out of the field		0		
d) Not available for placement due to personal reasons		0		
e) Not employed	30 students did not provide data if they are employed and 20 more starts not included			
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		46		
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		38		
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		5 all students provided with assistance from the school		
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		\$39,933.00		

*CDP: Please insert the program CDP Code. For more information on CDP codes: <https://www.ilsnet.org/pubs/gradesandcollegesupport/>

*SOC: Please insert the program SOC Code. For more information on SOC codes: <http://www.ilsnet.org/pubs/gradesandcollegesupport/>

*A course of instruction is a machine course that runs for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or not the direct predecessor of the next course in a sequential series. A course of instruction may directly prepare students for a certificate or other credential, vocational or technical degree or an applied preparation in the use of machine tooling, such as work, a prerequisite for a program. A sequential course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession or it might improve, enhance or add additional skills related to occupational readiness opportunities.

1) In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

2) If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

7/6/2014



CHICAGO
INSTRUCTION CENTER FOR CAREER DEVELOPMENT

Complaints

Any student or faculty who has a complaint will be given an opportunity to complete a complaint form and has the right to have their complaint resolved promptly and fairly. Any student or faculty who files a written grievance shall not be subject to punitive action. If a student or faculty has a suggestion or complaint against Chicago Instruction Center for Career Development LLC., or any instructor(s), we recommend that your complaint or suggestion be addressed to the appropriate authority at Chicago Instruction Center for Career Development LLC. You will not in any way be retaliated against or punished for making a suggestion or complaint. Retaliation is prohibited by federal and state law: any evidence of retaliation will be acted upon immediately. More importantly we value your feedback, comments, or suggestions for improvement at Chicago Instruction Center for Career Development LLC.

It is part of our mission to provide our students with the highest level of education in a professional manner. Please provide specific details of the incident, which prompted your complaint or suggestion, also provide in details the solution or suggestion you recommend. The chain of command is: student and instructor(s) will ideally try to reconcile the issue or complaint, at which point the issue is resolved. However, if the student or faculty is not satisfied with the resolution, you may proceed to the next level of resolution, in which the Chief Managing Officer or Administrator will be involved to achieve the best possible resolution. If the following steps are not satisfactory to the student, the student or faculty may proceed in filing a complaint.

Complaints against this school may be registered with the:

Written:
 Illinois Board of Higher Education
 1 N. Old State Capitol Plaza, Ste 333
 Springfield, IL 62701

Phone: (217) 782-2551 (Verbal instructions on submitting complaints)

Online: <http://complaints.ibhe.org/>

Chicago Instruction Center for Career Development, LLC

10824 S. Halsted, Suite 103

Chicago, IL 60628

(312) 723-4654 Office

info@chicagoinstructioncenterforcareerdevelopment.com



Office Hours:

Monday-Thursday

8:00am-4:30pm



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INTRODUCTION

Chicago Instruction Center for Career Development (CICCD) recognizes the importance of healthcare workers to promote healthy lifestyles to an individual.

CICCD offers Occupational Training for Phlebotomy Technician (CPT) and Phlebotomy Technician Certification Courses.

Chicago Instruction Center for Career Development is approved by the division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

CICCD and employees promise to deliver paramount services to the students with ethical values, respect and dignity. The Career Development Center also promises that every graduate will gain confidence and pride with the full knowledge about the course.

OUR MISSION AND VISION

Chicago Instruction Center for Career Development philosophy is that all students are inspired to learn for the personal success and knowledge of the individuals. Students at CICCD will learn to their fullest potential and will assess the knowledge and skills that will ensure their proficiency in healthcare by being critical thinkers and intellect in technology and its impact on healthcare in the 21st century. CICCD will promote students awareness and communication of careers in allied health sciences and will graduate students on the path of professional development.

EDUCATIONAL OBJECTIVE

To incorporate the best teaching and learning assessment tools for students of diverse backgrounds into a Professional Healthcare Career. All students will receive the knowledge and skills necessary for excelling in a program for career development in healthcare.

Approved by:

**Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701- 1404**

ACADEMIC CALENDAR

Classes will meet continuously throughout the year except for the following observed holidays:

- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day & following Friday
- Christmas Eve & Christmas Day

REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:

- Must be at least 17 years of age, if not, have parental permission in writing
- High School diploma or GED equivalent
- Complete an Application for Admission
- Submit a signed enrollment agreement
- Sign the acknowledgment of Student Catalog
- Negative TB test or Chest x-ray
- Hepatitis Shot (recommended) for Phlebotomy Technician
- Tetanus Shot (recommended) for Phlebotomy Technician

ATTENDANCE FOR ALL PROGRAMS / COURSES:

Students who missed 2 days of theory sessions must make up class time. Students who missed 2 clinical session (if required) must make up clinical session. Make up classes and clinical session will be scheduled by the Chief Managing Officer. **Failure to fulfill make up classes will result in termination of enrollment (with no refund).**

Grading Scale for all Programs / Courses

A = 90% - 100%

B = 80% - 89%

C = 70% -79%

D = 60% - 69% (failure)

F = below 59% and below (failure)

Class Participation & Homework	10%
Quizzes average	30%
Midterm	20%
Final Exam	40%
	100%

Pass = 79% and Up

Fail = F

W = Withdrawal

I = Incomplete

STUDENT : INSTRUCTOR RATIO

For Phlebotomy 8 to 25 Students : 1 Instructor

CRITERIA FOR THE ISSUANCE OF CERTIFICATE

- Completed the scheduled Course Program
- Completed any make-up classes
- Passed the final exam
- Passed the clinical performance skills
- Paid the tuition and other fees in full
- Paid the liability fee in full
- Returned any loaned / rented materials in good condition

PROCEDURE FOR OBTAINING TRANSCRIPTS

Must successfully pass the Certificate Program.

A student may request in writing a copy verifying course completion. Written request addressed to Administrator plus a \$10.00 shipping and handling fee for all transcripts mailed. The student may pick up the request within 5 business days in person only. CICCDD offers Certificate programs only. No request will be mailed unless student requesting proof of course completion is located out of town. The student will receive a certificate of completion signed by the Chief Managing Officer and stamped with the school official seal. A copy of this certificate will be integrated in the student's file. Additional fee of \$5.00 per copy.

Criteria for issuance of certificates:

- student successfully completes the required classroom instruction part of the program.
- student completes all the required laboratory training portion of the course.
- student shall have all tuition and other fees paid in full before any certificate or records are released or issued.
- student shall pass the course with grade no less than 79%

CRITERIA FOR JOB PLACEMENT ASSISTANCE

CICCDD does not guarantee job placement to graduates upon program completion. However, the school does network with hospitals, medical centers, and laboratories that will consider students for employment.

The Chief Managing Officer will issue a Letter of Recommendation to all qualified candidates based on the following:

- Classroom performance, not limited to attitude and behavior
- Clinical performance not limited to attitude and behavior
- Written exams and performance skills Evaluation
- Teamwork and team effort

ACCREDITATION

Chicago Instruction Center for Career Development is NOT accredited with any recognized accrediting body by US Department of Education. Chicago Instruction Center for Career Development is approved by the Division of Private Business and Vocation Schools of the Illinois Board of Higher Education.

CERTIFICATION

Phlebotomy Technician program is a partner school with National HealthCareer Association.

TRANSFERABILITY OF CERTIFICATE

The school does not guarantee transferability of credits or coursework to another institution.

FINANCIAL AID

Student Services and Financial Aid are not available. Flexible payment plan is available for all students.

Chicago Instruction Center for Career Development will resolve student complaints promptly and fairly and will not subject a student to a disciplinary action because of written grievances having been filed with the school, Chief Managing Officer or the Administrator. CICCDD will maintain a written record of all student complaints and student success stories.

COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION AT: (Please see detailed complaint process on page 10).

Illinois Board of Higher Education
Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701
<http://complaints.ibhe.org>
www.ibhe.org

DESCRIPTION OF PROGRAM / COURSE OBJECTIVES

Phlebotomy Technician Training Program: Tuition = \$825

Credit Hours: 70 hours theory and 130 hours laboratory

VOCATIONAL OBJECTIVE:

To increase the number of well trained and dedicated individuals in the field of health care through our principles of learning. To maintain and disseminate information on vocational education. To develop a comprehensive and successful practice of phlebotomy through highly skilled techniques, wide knowledge of the current healthcare environment, and a sympathetic approach to patients of all ages, backgrounds and medical conditions. To achieve accurate knowledge and skills by the time of program course completion.

CLINICAL EXTERNSHIP

Rush University Medical Center – Chicago, IL
Premier Urgent Care – Hyde Park – Chicago, IL

INSTRUCTIONAL AREAS:

Students will be trained using the latest technology, including simulated venipuncture laboratory equipment. Students will need to perform a minimum of 30 to 50 successful unaided venipuncture collections and 10 successful unaided capillary collections. Instruction in a variety of collection techniques including vacuum collection, syringe and capillary skin-puncture methods.

Students successfully completing the Phlebotomy Technician Program will be qualified candidates to schedule and sit for the Competency Examinations administered by National HealthCareer Association (NHA), American Medical Technologist (AMT) Certification and/or National Phlebotomy Association (NPA) and earn the title of Certified or Registered Phlebotomy Technician (CPT/RPT). CPT/RPT can work in Hospitals, Laboratory Company, Health Insurance Company, Dialysis clinic, Doctor's Clinic, Home Health Care.

COSTS FOR TECHNICIAN PROGRAM:

Registration fee (non-fundable): \$250

Tuition: \$825

Additional costs: \$185

(Textbook(s) - \$130, Uniform, Laboratory Safety Jacket with Patch - \$40, Supplies - \$15)

(Online Course additional -Venipuncture Kit \$90)

Grand Total - \$1,260
Online Grand Total - \$1,350

Mandatory uniforms **must be** worn during class. Uniforms & Laboratory Safety Jacket **must be** worn during lab. No exceptions

CICCDD offers an installment payment plan -- **50% of tuition & additional costs + total registration fee due at time of registration and 25% due at week 3 and 25% due at week 6.**

Installment Plan:

- **1st Payment - \$667.50**
(Due at time of Registration)
- **2nd Installment - \$296.25**
(Due 3rd week of the program)
- **Final Installment - \$296.25**
(Due 6th week of program)

Note: Students with unpaid Tuition will not receive certificate of completion for the Phlebotomy Technician Program.

Certification Exam fees: \$117 NHA, \$120 AMT, \$135 ASCP and \$130 NPA – (not included in tuition - student responsible for payment(s))

Phlebotomy Worktext and Procedures Manual by Robin S. Warekois and Richard Robinson

Insert

Acknowledgement of Student Catalog

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

Student Initials _____

2. I have carefully read and received an exact copy of this enrollment agreement.

Student Initials _____

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

Student Initials _____

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

Student Initials _____

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, Chicago Instruction Center for Career Development, LLC must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

Student Initials _____

6. I understand that the school does not guarantee job placement to graduates upon program completion.

Student Initials _____

7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Ste 333, Springfield, IL 62701 or at www.ibhe.org or <http://complaints.ibhe.org>. Detailed process on pg. 10

Student Initials _____

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Student's Signature

Date

Chief Managing Officer's Signature

Date

Insert

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Chief Managing Officer's Signature

Date