

## ADMISSION REQUIREMENTS

Students with felonies are encouraged not to enroll in this program as employment options are extremely limited for persons with felonies and recent criminal charges. Pregnant students are highly advised to wait until delivery to enroll in this program!

1. Schedule/pass WorkKeys Assessments. (Required scores are 4 or better on Applied Mathematics, and on Locating Information.) There is no fee for initial testing (retests are \$10 each).
2. Complete & return Admission Form; Photo ID; proof of high school diploma/GED; both sides of the Enrollment Questionnaire/Advisement Form to the Madison Adult Career Center Office.
3. Once above requirements are met, submit \$100 non-refundable enrollment deposit to secure enrollment.
4. Students must have proof of 1<sup>st</sup> of 3 Hepatitis B vaccinations, MMR vaccine, (before first day of class or forfeit his/her seat)
5. Students must complete a 2-step TB test (before Nurse Aide clinical & again before Phlebotomy/EKG section begins).
6. Students must pass background check and drug test before starting Phlebotomy/EKG section of program, failure to do so will result in program dismissal.

## FEES

<b>Tuition</b>	<b>\$4,680</b>
<b>*Estimated Fees*</b>	<b>\$ 1,649</b>
<b>TOTAL</b>	<b>\$6,329</b>

\* Fees include: Books, lab fees, certification assessments and personal/career counseling services. Fees are estimated and may change before class begins.

## SCHEDULE

All sections meet Monday through Thursday  
4:30 pm - 8:30 pm unless otherwise noted.

### **Mandatory Orientation**

8/1/11 (4:30 - 8:30 pm)

### **Computer Fundamentals, Word/Excel**

8/2/11 - 8/4/11 & 9/26/11 - 10/6/11

### **Nurse Aide (STNA)**

8/8/11 - 9/21/11

### **STNA Clinical (2.5 days per student)**

9/14/11 - 9/21/11 (2:00 - 10:30 pm)

### **Medical Office (Anatomy, Medical Terminology, Medical Coding/ Billing)**

10/10/11 - 2/17/12

### **Medical Assisting Skills**

(subjects not covered in other program areas)

Tuesday through Thursday

2/21/12 - 3/22/12

### **Professionalism**

Tues 9/13 & Mondays 2/27/12 -3/26/12

### **Phlebotomy/EKG**

**Class/Lab** Tuesday through Thursday

3/27/12 - 6/14/12

### **Externship**

Phlebotomy/EKG externships begin at the completion of class/lab. Days & times vary and are determined by student rotation. Externships should be complete by 7/29/12.

### **Scheduled days off:**

**2011** - 9/5; 9/22; 11/23-24; 12/21-12/29

**2012** - 1/16; 2/20; 4/2, 9, 15, 23, 30;

5/7, 14, 21, 28; 6/4, 11

## CERTIFICATION OPPORTUNITIES

**This 720 hour program prepares students for the following:**

- Ohio State Tested Nurse Aide (STNA)
- American Association of Professional Coders (AAPC) Certified Professional Coder Apprentice (CPC-A)
- American Medical Technologists (AMT) Registered Phlebotomy Technician (RPT)

## EXPECTATIONS

**Students MUST:**

- **Meet strict attendance guidelines. Students can not miss more than:**
  - **Two days** during STNA
  - **Seven days** during Medical Office, students must have 100 hours of coding class to sit for AAPC!
  - **One day** during Computer Training
  - **Three days** during Phlebotomy
  - **One day** during Medical Asst. Skills
  - **One day** during Professionalism
- **Must maintain at least a 2.0 (C) grade point average**
- **Attend ALL and maintain a professional attitude during ALL clinical/externship experiences.**
- **Students must maintain complete patient confidentiality** when in lab or clinical settings.
- Failure to maintain any of the above expectation will result in dismissal from the program.

## GRADUATION

All students completing this program will be invited to participate in the Madison Adult Career Center Graduation Ceremony to be held **Friday evening, June 22, 21012.**

## FINANCIAL AID INFORMATION

To complete the financial aid process:

1. Complete FAFSA financial aid application (Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school code is 030237)
2. If you need assistance with FAFSA, call the Adult Career Center office to schedule an appointment
3. Check on additional financial aid resources (*WIA, BVR, GI Bill, etc.*)

**\*\*Funding sources that require FAFSA application)**

### **\*\*Workforce Investment Act Funding (WIA)**

Each county has Workforce Investment Act (WIA) training funds. Students should start the application process ASAP! WIA funding is a process that takes time. To begin the process, **visit** your county's Department of Job & Family Services:

Ashland County	(419) 282-5000
Crawford County	(419) 562-8066
Huron County	(800) 668-5175
Morrow County	(419) 946-8480
Richland County	(419) 774-5300

**\*\*Pell Grant** – A federal grant for approved Adult Career Center programs 600 hours in length or longer. This grant does not need to be repaid unless a student withdraws from a program. Note: Students who are currently in default on a federal student loan are not eligible for a Pell Grant until their loan is in good standing.

**\*\*TAA** – A state grant available for a company closing/downsizing, for employees who were approved for TRA. An application must be submitted for training approval about two months before training begins.

**Continued →**

## FINANCIAL AID (continued)

**\*\*Veterans' Training Benefits** – Veterans may use their VA benefits (*Montgomery GI Bill, etc.*) to attend Career Development programs.

**\*\*Bureau of Vocational Rehabilitation (BVR)**  
Persons with a documented disability may be eligible for assistance through the Mansfield BVR office. Call 419.747.3000 for more information.

**\*\*Stafford Student Loans** – Can be applied to approved programs 375 hours or greater. Students must complete a Master Promissory Note (MPN) and entrance/exit counseling. Student loans need to be repaid after a student leaves a program.

**Student Payment Plan** – For programs 375 hours or greater. Payment must be made in full by program completion. Students are required to sign a payment contract and make the first payment before class. Payments are interest free, but late fees are charged for delinquent payments.

**Delinquent Payment Policy** – Delinquent payments are charged a late fee of \$5.00. Once payment is over 30 days delinquent, a letter will be sent notifying student of the upcoming date the account will be sent to collections. If payment is not received by collection deadline, the account will be submitted to collections. The student will be dismissed and billed any additional charges that may occur due to financial aid that could not be collected because of dismissal date.

### **Madison Adult Career Center offers:**

Administrative Office Technology  
Automotive Technology  
Clinical Care Specialist  
Cosmetology  
Dental Assisting/Radiography  
Nurse Aide Training (*STNA*)  
Precision Machining/CNC Programming  
Phlebotomy/EKG Training  
Welding Technology (*AWS Certification*)

# CLINICAL CARE SPECIALIST

## Program Information 2011-2012

### **Instructors**

**Marie Williams, ADN, Train-the Trainer**

**Pam Porter, CPC**

**Debra Ruckman, CMA, CPT**

***Microsoft Office Specialist  
Test Center***

***A.APC Certification  
Test Site***

***ASE Certification  
Test Center***

***American Welding Society  
Certification Testing***

***ACT WorkKeys  
Test Site***

***NIIMS Test Site***

***STNA Test Site***