CATALOG

NEW PROFESSIONS TECHNICAL INSTITUTE, INC.

4000 W. Flagler Street, Miami, Florida 33134 Telephone: (305) 461-2223 Fax: (305) 461-3029

NEW PROFESSIONS TECHNICAL INSTITUTE, INC. is:

Licensed by Commission for Independent Education Florida Department of Education, License #1556

Additional information regarding this institution may be obtained by contacting the Commission at:
325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399 Telephone: 1-888-224-6684 / 850-245-3200

Accredited by the Accrediting Council for Continuing Education and Training (ACCET) #920
1722 N. Street, N.W., Washington, D.C. 20036 Telephone: (202) 955-1113

This School is authorized under Federal Law to Enroll Nonimmigrant Alien Students (I-20 Visa).

Is approved by:

Florida Department of Health, Board of Pharmacy number # RTTP344

Florida Department of Health, Board of Nursing, NCLEX code: US70417900 "Probationary Status"

Career Source South Florida

The National Healthcareer Association (NHA) for National Certification for the Medical Assistant, Medical Office and Pharmacy Technician programs and an authorized testing site.

MedCA Certification Testing Site #857

The American Registry of Medical Assistants (ARMA) for certification for the Medical Administration and the Medical Assistant programs.

The American Medical Technologist (AMT) for certification of the Medical Assistant and Medical Office programs.
School ID: 114335

The National Center for Competency Testing (NCCT) and an authorized testing site.

Bureau of Vendor and Contracted Services, Division of Vocational Rehabilitation, Florida Department of Education, Commission for Independent Education – Reference number: F650361224-003

The above documents are available for inspection at the Administration Office during regular school hours.

All information in this catalog is subject to change. Changes will become effective after proper notification has been posted throughout the institution for active students and a new School Catalog is published.

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Consumer Information Disclosures are available at: https://npti.edu/consumer-information/

“Certified true and correct in content and Policy.”

Carlos Montes de Oca,
Executive Director

“EDUCATION IS THE KEY TO A NATION’S GREATNESS AND HAPPINESS”

SIMON BOLIVAR

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GENERAL INFORMATION

1.01 HISTORY

New Professions Technical Institute (NPTI) was founded in 1992 to provide educational support to the booming South Florida economy. Our campus is in Miami due to its diverse community and strong economy. The abundance of skilled and talented workers in the South Florida area inspired us to create a vocational institute that focuses on training individuals for employment across various industries. We commenced our first class in October 1993 and have been committed to our motto of "Education as the Key to Success" for over 25 years.

As a member of the Humboldt Group, NPTI is part of a network of diverse educational institutions dedicated to delivering high-quality education to various student populations. The founders of NPTI deeply committed educators who believe in providing students with the tools they need to succeed in their chosen careers. This passion for education and commitment to student success is evident in every aspect of NPTI.

1.02 MISSION

NPTI recognizes education as the absolute key to success for an individual's professional and personal evolvement. To reach this goal, we commit to making available educational programs that reflect the current professional trends in different career paths.

1.03 VISION

NPTI, we believe in fostering innovation and creativity, and leverage technology to do so whenever possible. Our goal is to prepare our graduates to become valuable assets in their chosen careers, equipped with both theoretical knowledge and practical skills gained through hands-on training. We are dedicated to providing our students with the education and training they need to succeed in their chosen professions and make an immediate impact.

1.04 CORE VALUES

The following are NPTI's Core Values

1. **Commitment to Student Success**
   We prioritize student growth, ensuring that every learner receives the support and resources necessary to achieve their career and personal goals.
2. **Innovation & Adaptability**
   We embrace technological advancements and evolving industry trends to provide relevant, forward-thinking education.
3. **Hands-On Learning & Practical Training**
   We emphasize real-world experience to equip students with the skills needed to succeed in today's job market.
4. **Integrity & Accountability**
   We foster a culture of ethical decision-making, transparency, and responsibility in all aspects of education and operations.
5. **Community & Industry Collaboration**
   We recognize our role in the "Triangle of Commitment" and actively engage with businesses and local organizations to support student success and workforce development.

6. **Diversity & Inclusion**
   We celebrate and support a diverse student body, creating an inclusive and equitable learning environment for all.
7. **Lifelong Learning & Professional Growth**
   We believe that education does not stop at graduation. We encourage continuous learning and skill development to help our students adapt to an ever-changing professional landscape.

1.05 ORGANIZATIONAL GOALS

NPTI is dedicated to empowering students with the tools and skills necessary to become productive members of society while enhancing their economic and social mobility through quality education. By fostering equitable admission and enrollment policies, we aim to increase access to education for a diverse student population. We are committed to delivering high-quality, industry-relevant educational programs that equip students with both theoretical knowledge and practical skills, ensuring their success in competitive career fields.

Through ongoing engagement with students, graduates, and the broader community, we provide opportunities that enrich cultural and educational experiences, reinforcing our role as a hub for professional and personal development. Our commitment to student success is demonstrated by maintaining a program retention rate and graduate employment rate above 70%, ensuring that NPTI graduates are well-prepared to thrive in their chosen careers and contribute meaningfully to society.

1.06 PHILOSOPHY

The philosophy of **New Professions Technical Institute (NPTI)** is embodied in the "Triangle of Commitment," which recognizes the interdependence of the institution, its students, and the community. This approach recognizes that success can only be achieved through the collective commitment of all three parties to each other's growth and development. NPTI's philosophy is centered on this principle, which serves as the foundation for the institution's mission and values.

1.07 DESCRIPTION OF FACILITIES AND EQUIPMENT

New Professions Technical Institute, Inc. is conveniently located near major highways and public transportation. The school is located two (2) miles south of Miami International Airport and six (6) miles west of downtown Miami. We are just one block east of the Le Jeune Road and West Flagler Street intersection. NPTI is housed in a five-story building that offers approximately 30,000 square feet for classrooms, computer labs, a student library, an auditorium, a lounge, and administrative offices. Student parking is available in the area immediately adjacent to the facility and directly behind the building along SW 41st Avenue across from Best Western Premier Hotel.

There are four computer labs that serve as classrooms and laboratories. The equipment available for students consists of stand-alone computers all with internet access. Each computer lab is equipped with an overhead projector. From each computer lab the student has access to Humboldt Group E-Library as an additional learning resource. NPTI is equipped with handicap parking, walkways into and out of the building, and handrails in each of the restrooms for students and employees. NPTI also accommodates students that require larger than normal seating at the students' request.

1.08 STATEMENT OF LEGAL CONTROL

New Professions Technical Institute, Inc. is owned by L.P. Investments & Enterprises, Inc., a corporation organized under the laws of the State of Florida. Ms. Angela Prieto owns 99% and Mr. Jose Vazquez owns 1% of L.P. Investments & Enterprises, Inc. The senior management team of NPTI consists of Mr. German L. Prieto as President, Mr. Jose Vazquez as Vice-President, and Carlos Montes de Oca as Executive Director. An Advisory Board meets twice a year (as a minimum) to plan and recommend future directions to the institute. The Governing body of the Institute meets as needed at the Institute's request. **New Professions Technical Institute**, Inc. is a "C" Corporation "For-Profit."

1.09 HOURS OF OPERATION

New Professions Technical Institute, Inc. staff departments (Admissions, Financial Aid, Student Services, Job Placement and Administration) are open from 8:30 a.m. to 8:00 p.m., Monday through Thursday, and 8:30 a.m. to 4:00 p.m. on Fridays. Late evening appointments may be arranged in advance by calling the school on (305) 461-2223. Our staff speaks English and Spanish and are ready to assist as needed.

ADMISSIONS

2.01 GENERAL INSTRUCTIONS

New Professions Technical Institute, Inc. requires a high school diploma, domestic or international, or the equivalent General Education Diploma (GED) for admissions. Documented proof of high school graduation or its equivalent must include a copy of a high school diploma or a GED, a high school transcript, and/or written certification by a cognizant authority for home- schooled students. A student attestation of high school graduation, which identifies the name of the secondary school, location, and date of graduation, may be provided as proof of high school graduation only on a limited, exceptional basis such as when the student's high school closed or a foreign high school transcript is unavailable from a foreign country at war, in a declared state of emergency, or other extreme circumstances that prevent access to transcripts. In such an event, the student's file must include:

1. Documented evidence that the institution made all reasonable efforts to obtain documented proof of high school graduation and
2. Written documentation to substantiate the extraordinary circumstances that warranted the use of a student attestation of high school graduation.

All applicants must be 17 years old or older.

According to Title IX of the Education Amendments of 1972, no person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance.

Qualified applicants are accepted regardless of their race, color, sex, religious beliefs, physical handicap, or national origin. The Institute offers special assistance to qualified handicapped applicants whenever possible or practical.

Applicants who wish to enroll must:

1. Make an appointment to meet with an Institute's representative who will provide all the necessary information related to the Institute and the program of study under consideration.
2. Complete and submit the Enrollment Agreement (signed by a parent or legal guardian if the applicant is under 18 years of age) to the Admissions Office within the registration period specified in the Institute's calendar. (Refer to Administration of ESL Placement Test)

2.02 PROGRAMS WITH SPECIAL ADMISSIONS REQUIREMENTS

Pharmacy Technician program: all candidates must first pass a Level 2 Background Check and Finger-Print procedure. The Level 2 Background Check and Finger-Print procedure fee is the applicant's responsibility. **New Professions Technical Institute** shall provide an approved third-party company that specializes in this activity. If the candidate fails the Level 2 Background Check and or Finger-Print procedure, they will not be able to enroll in the program. Applicants are informed of their acceptance within five (5) business days after all required information is received and qualifications evaluated. To be employed as a Pharmacy Technician in the State of Florida, graduates must apply for and receive a license from the Florida Board of Pharmacy. All students must apply in writing to the State of Florida and pay the appropriate fees (see Other Fees). The paperwork is to be performed at the Placement office. Once the paperwork is submitted, the state will grant you a license so that you can sit and take the

National Certification Exam.

Home Health Aide program: Upon completion of the program and prior to becoming gainfully employed the graduate may be asked to submit and pass a Level 2 Background Check and Finger-Print procedure by their potential employer. The Level 2 Background Check and Finger-Print procedure fee is the graduate's expense.

English as a Second Language (ESL) program: This is a vocational program and students wishing to enroll in it must possess previous knowledge, training, and skills. Applicants who are accepted into the ESL program must take a standardized level placement test to determine their level of proficiency. Depending on the outcome of the standardized level placement test, the student will be placed in the level they achieved on the test.

2.03 ADMINISTRATION OF THE ESL PLACEMENT TEST

The Director of Admission is responsible for administering the ESL Placement test to new students.

1. The ESL Placement Test is scheduled to be administered during the week prior to the start of the new class. Prospective students must come on Tuesday and Wednesday of the said weeks, from 9 a.m. to 1 p.m., and from 3 p.m. to 6 p.m.
2. The following Administration employees (in this order) have been designated to provide the prospective students with the Ventures ESL Placement Test and grade them:
    - Director of Admissions,
    - Registrar,
    - Assistant Director of Education.

If the Director of Admissions is not available to do so, the Registrar will be called upon to give the test and grade it. In the event the Registrar is not available at that moment, the Assistant Director of Education will be responsible for the test administration and grading.

3. The prospective students will be escorted to the test site, which is the Faculty Room located on the second floor. They are allotted 40 minutes to complete the test. They must not utilize their cell phones.
4. Upon test completion or once allotted time has expired, whichever comes first, the assigned Administration employee shall then grade the test utilizing the Ventures Placement Test Answer Key and follow Ventures Placement Test Scoring Recommendations (located on page 2 of the Ventures Placement Test booklet).
5. The test results are to be provided to the ESL Admissions Representative to enroll the prospective student in the appropriate level.

2.04 TRANSFER AND QUALIFIED STUDENTS

Applicants accepted at NPTI who have completed courses at other accredited institutions, or who have developed special qualifications or skills, may request transfer credit toward their academic program. Transfer credit may be granted when the course is equivalent in content to one offered at NPTI and when the prior institution is accredited by an agency recognized by the U.S. Department of Education.

1. Eligibility for Transfer Credit
    - Courses from external institutions must have been completed within a reasonable timeframe (typically within the last five years, subject to review by the Registrar).

- Internal transfers between NPTI programs, or re-enrollment with previous credits, must have completed coursework within a reasonable timeframe (typically within the last five years, subject to review by the Registrar).

- The maximum number of credits that may be accepted and granted will be no greater than 25% of the total number of credit hours corresponding to the student's academic program.
- For the Associate of Science in Nursing (ASN) program, only General Education courses are eligible for transfer, up to 25% of the total number of credit hours corresponding to the student's academic program.

2. Submitting a Transfer Credit Request

Transfer credit requests may be submitted in person, by email, verbally, or in writing. Requests must include:

- An official transcript (or international transcript evaluation).

Note: Evaluations may be performed using unofficial transcripts, but NPTI must receive the official transcript within 30 days of the program start date. Failure to provide the official transcript will require the student to complete all program courses at NPTI to graduate.
Transcripts from NPTI can be ordered online at: www.npti.edu/Student Resources/Order Records.

3. Evaluation Process

- All transfer credit requests are reviewed and processed by the Registrar.
- Exceptions may be considered at the discretion of the Director of Operations.

4. Transfer Fees

Type of Transfer	Fee
External accredited institutions	$20 per credit
Internal NPTI credit transfer	$50 flat fee

5. Additional Information

- Questions or concerns may be directed to the Registrar at registrar@npti.edu.

2.05 TRANSFERABILITY OF NPTI CREDITS

Students enrolling at NPTI who intend to continue their education at other institutions after graduating or withdrawing from NPTI should be aware that other institutions have full discretion as to which credits will be accepted for transfer. It is up to the receiving institution to accept credits earned at our institute. NPTI will provide all necessary official documents including transcripts, syllabi, and detailed course outline. The Directors of Admissions, Education, and Operations provide guidance to students transferring out.

2.06 NON-CREDIT SEEKING APPLICANTS

Applicants who wish to take selected courses at **New Professions Technical Institute,** Inc. to upgrade employment skills or for personal interests, without the intent of completing any academic program, do not need to follow the regular admissions procedures but are required to complete an enrollment agreement for Self-Improvement Courses. Should Non-Credit seeking applicants be accepted, they will

be evaluated as regular credit-seeking candidate students. Grades are given for each course at the end of every term and will become part of the student's permanent academic record. If later, a Non-Credit seeking student wishes to register in any academic program, he/she must follow the regular admissions procedures. Should the student be accepted, internal transfer procedures will apply.

2.07 ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

At NPTI, we are committed to providing equal opportunities and an inclusive learning environment for students with special needs. To ensure a smooth admissions process for these students, we have established a specialized procedure that takes their unique requirements into account. The following outlines the admissions procedure for students with special needs:

Initial Inquiry:

- Students or their guardians interested in applying for admission for a student with special needs should contact the Admissions Office directly.
- The Admissions Office will provide information on the available programs, support services, and any specific requirements or accommodation that can be offered.

Documentation and Information Gathering:

a. The student or their guardian will be requested to provide relevant documentation, including but not limited to:
    - Official diagnosis or assessment reports from qualified professionals.
    - Educational history or any other relevant educational plans.

b. The Admissions Office may request additional information or assessments to better understand the students' needs and determine the appropriate support services.

Consultation and Individualized Support Plan:

a. Once the necessary documentation is received, a consultation will be scheduled with the student, their guardian, and the Admissions Rep.

b. During the consultation, the students' needs, strengths, and goals will be discussed to develop a plan.

c. Admissions Rep. will go over the accommodation that can be offered. If any additional accommodation is requested at this point; Admissions Rep. will consult with higher management to see the possibility of meeting the students' needs. If accommodation is approved, Admissions Rep. will communicate the news to students and guardian and proceed with the enrollment process.

d. Special Accommodations cases will be reviewed periodically to assess effectiveness and make any necessary adjustments based on the student's progress.

Program Compatibility and Placement:

The student will be placed in the program that best aligns with their interests, abilities, and support requirements, while considering the availability of appropriate resources and specialized instructors.

Application and Enrollment:

a. The student or their guardian will complete the standard application process, which includes submitting the required application forms, transcripts, and any other necessary documentation.

b. The Admissions Office will guide the students and their guardian through the application process, ensuring that any accommodation or special considerations are considered.

c. Upon acceptance, the Admissions Office will provide enrollment information, including tuition fees, academic calendar, and any additional details specific to the students' needs.

Transition and Orientation:

a. To facilitate a smooth transition, the Registrar and Admissions Rep. will collaborate with relevant faculty and staff to provide orientation and support services tailored to the students' needs.
b. The students and their guardians will be informed about the available resources, assistive technologies, and support systems in place to promote academic success and overall well-being.

At NPTI, we are dedicated to fostering an inclusive and supportive educational environment for students with special needs. By following this specialized admissions procedure, we aim to ensure that every student receives the necessary accommodation and support to thrive academically and personally during their time at our institution.

2.08 DISABILITY SERVICES

New Professionals Technical Institute (NPTI) provides accommodation to qualified students with disabilities. The facility is equipped with the needed automatic doors and ramps for entrance and exit. The lavatories are equipped with the proper guard rails for easy access to assist qualified students with disabilities in acquiring reasonable and appropriate accommodation and in receiving equal access to service.

Students who seek reasonable accommodation should notify the **Director of Admissions** of their specific limitations and, if known, their specific requested accommodation. Students will be asked to supply medical documentation of the need for accommodation which is effective only after approved by the administration. Therefore, students are encouraged to request accommodation during the Admissions process to allow for time to gather necessary documentation.

STUDENT SERVICES

New Professions Technical Institute, Inc. (NPTI) Student Services Department has a collection of policies, procedures, and points of interest covering several specific areas as it relates to the support of students. In the absence of the Student Service Director the Director of Education assumes all the duties and responsibilities of the department. These topics include but are not limited to:

3.01 HOUSING SERVICES

New Professions Technical Institute, Inc. (NPTI) does not maintain housing accommodation for students. However, the Student Services office may offer referrals for student housing options. The school does not inspect such housing and makes no recommendations regarding its desirability.

3.02 JOB PLACEMENT ASSISTANCE SERVICES

New Professions Technical Institute (NPTI) operates a ***Job Placement Section (JPS)*** within the Student Service department. JPS role is to assist NPTI students/graduates during their job seeking process. This is achieved by assisting students/graduates with the necessary job-related skills and maintaining information about career opportunities in their chosen field. Full cooperation from students/graduates is essential to improve the chances of finding gainful employment. ***NPTI does not guarantee employment upon graduation,*** the success of this effort is highly important for the Institution. Job placement assistance services are offered at no charge.

A student will be considered "placed" **if the following is met:**

- 30 days of employment in a field related to his/her program of study.
- Documentation to verify employment has been received from the employer.
- If self-employed:
    a. Self-employment must be in a field related to his/her program of study.
    b. Documentation to verify self-employment must be obtained as per Institute policy.

JPS conducts an Exit Interview with each student prior to graduation. The interview collects valuable qualification and skills information of the student to better assist them in their job search.

For students in the **English as a Second Language (ESL)** program, the interviews are performed during the 3rd Quarter of the program. During the 3rd Quarter of training, the 8th week is designated as the **"ESL Exit Interview Week"**. There is ***no*** Job Assistance to students enrolled in the English As a Second Language (ESOL – avocational).

For students in the Career programs.

1. Accounting & Financial Management,
2. Corporate Management,
3. Medical Assistant,
4. Medical Office Specialist,
5. Pharmacy Technician,

These interviews are performed in the 8th week of the 3rd Quarter designated as the **"Career & ESL Exit Interview Week"**.

For students in the Home Health Aide Career program, the interviews are performed in the 4th week of

the program. This is designated as the **Home Health Aide Interview Week.**

During the Exit Interview, the **JPS** have **4 distinct procedures** they must follow depending on the graduate's employment status. These are:

1. **Continued Employment with Current Employer**
2. **Seeking Full, Part Time and/or Temporary Employment**
3. **Self-Employment**
4. **Placement Waiver**

A student that starts a program and drops or withdrawals due to personal or academic reasons does not have access to the placement department assistance for gainful employment.

3.03 COUNSELING SERVICES

NPTI does not employ a professional counselor or psychologist therefore the advice we offer is strictly on an academic level. If a student wishes to discuss their current education and possibly their future educational possibilities this can be achieved by coordinating an appointment with the Student Services Director.

3.04 PARKING AND PUBLIC TRANSPORTATION

Convenient free parking is available at the school for students, faculty, and staff. Each student will be provided with a **Student Parking Sticker** to be placed, preferably in the rear window of the vehicle. A student can ask for as many **Student Parking Stickers** as they need per privately owned vehicle. A vehicle in the Student Parking Area without a **Student Parking Sticker** shall be removed from the area via a third-party towing company at the individual's expense.

NPTI is not responsible for any damage, theft, or loss, whether it be to a vehicle, or personal belongings left inside a vehicle. The student parking area entrance is located along SW 41st Avenue across from the Best Western Premier Hotel. Convenient free parking located on 40th Avenue is to be used exclusively by NPTI for faculty, staff and individuals who possess a handicapped parking permit. NPTI does not employ a security guard, you park at your own risk.

The Department of Transportation and Public Works (DTPW) for the county of Miami-Dade offers a Bus Pass entitled **"College EASY Ticket"** program to all active students in the county. To participate in this program and receive a reduced-price bus pass for an entire month, the student must do the following:

a. A minimum of ten (10) students must participate so that the institute can qualify to offer the program.
b. Report to the Financial Aid department and pay a nominal fee for the bus pass.
c. Payment is to be made 10 – 15 days prior to the end of the month for next month's bus pass.
d. The bus passes will be available at the Reception Desk between the last day of the current month and up to five (5) days into the new month or as ordered by the Miami-Dade County Transportation Department.
e. The price of the Bus Pass is set by the Department of Transportation for Miami-Dade County and is subject to change without notice.

If the institute fails to meet the minimum ten (10) student minimum, the student can visit the DTPW

office in downtown Miami and purchase a pass on their own. The cost is the same for the monthly pass. The student must present their student ID and cash to receive the monthly pass.

3.05 DRUG PREVENTION PROGRAM

The Institute is committed to maintain and advertise a Drug-Free Program and to promote an environment free of drugs inside its premises. Consequently, the Institute provides information about the laws applicable in the event of possession or distribution of illegal drugs, the consequences of abusing alcohol and the appropriate rehabilitation programs in the Miami-Dade County area. Additional information available at https://www.npti.edu/npti-drug-alcohol.pdf

3.06 NO SMOKING POLICY

There is no smoking in the **New Professions Technical Institute** facility. This includes all classrooms, the E-Library, laboratories, hallways, restrooms, entryways, and areas used by students and employees. If you must smoke, you can do it outside the building.

3.07 SEXUAL HARASSMENT POLICY & PROCEDURE

It is the policy of **New Professions Technical Institute** to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the organization who engage in sexual harassment shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. Any member of the academic community, which includes students, faculty, and staff, who believes, perceives, or experiences conduct that may constitute sexual harassment, has the right to seek the help at **New Professions Technical Institute**. Every employee has the responsibility to report such conduct to their immediate supervisor or the Director of Education when it is directed toward students.

3.08 STUDENT COMPLAINT PROCEDURES

In compliance with Federal and State laws, **New Professions Technical Institute**, Inc. has a grievance policy for students who feel that they are victims of discriminatory practices or sexual harassment or are dissatisfied with any other academic or administrative aspect of the school. NPTI does have a "Chain of Command" to address any grievance a student may have. Regardless of the grievance, the student must -

a. discuss their concern with their immediate instructor for resolution. If this is not to the student's satisfaction, the student should
b. Submit an email to the Director of Education. If the response is still not up to the students' satisfaction, then the student can
c. Submit an email to the Director of Operations.
d. At each level, the process of investigation can take up to seven (7) days from the day the claim has been received at that level to the time of its resolution.

Once the investigation has been completed, the complainant(s) will be notified about the final decision. If the student is still not satisfied with the final decision, the individual may submit the case to the **Florida Department of Education / Commission for Independent Education, (FLDOE/CIE),** at the following address:

Florida Department of Education / Commission for Independent Education,

325 W. Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400
Telephone: 1-888-224-6684 / 850-245-3200
Refer to the Florida Department of Education, Bureau of Exceptional Student Education, State Complaint – General Information.
Retrieved from https://www.fldoe.org/core/fileparse.php/7675/urlt/StateCompInfo2021.pdf

And / Or

Accrediting Council for Continuing Education & Training (ACCET)
1722 N. Street, N.W., Washington, D.C. 20036
Telephone: (202) 955-1113
Refer to ACCET Document 49.1 – Notice to Students; ACCET Complaint Procedures
Retrieved from https://s3.amazonaws.com/docs.accet.org/downloads/Doc_49.1.pdf

Distance Education students who have completed the internal institutional grievance process and the applicable state grievance process may appeal non-instructional complaints to the Florida State Authorization Reciprocity Agreement (FL-SARA) Postsecondary Reciprocal Distance Education Coordinating (PRDEC) Council. For additional information on the complaint process, please visit https://www.fldoe.org/sara/student-concerns.stml.

3.09 NON-DISCRIMINATION STATEMENT

New Professions Technical Institute (NPTI) is committed to providing an educational and employment environment free from discrimination, harassment, and retaliation. The institution does not discriminate on the basis of race, color, national origin, sex, pregnancy, sexual orientation, gender identity, disability, age, religion, veteran status, genetic information, or any other characteristic protected by applicable federal, state, or local law in its admissions, educational programs, activities, or employment practices.

As a recipient of federal financial assistance, NPTI complies with **Title IX of the Education Amendments of 1972**, which prohibits discrimination on the basis of sex in educational programs and activities. NPTI prohibits sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation.

Questions or complaints regarding discrimination, harassment, or Title IX may be directed to:

Jessica Leon
Director of Operations / Title IX Coordinator
New Professions Technical Institute
305-461-2223
jessica@npti.edu

NPTI also complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act by providing reasonable accommodations to qualified individuals with disabilities.

FINANCIAL AID SERVICES

4.01 GENERAL INFORMATION

The objective of the Student Financial Aid Program at **New Professions Technical Institute,** Inc. is to provide direct financial assistance to qualified students who otherwise would be unable to attend the Institution due to insufficient funds to meet tuition, fees, books, supplies, and other allowable educational expenses. The availability of Financial Aid funds is determined by the availability of such funds from the federal, state, institutional and private sources. The amount of financial aid that could be granted to a student is based upon the financial need of the applicant as determined by the federal system of needs analysis. Financial need is understood in the Federal Financial Aid Program as the difference between the cost of attending an educational institution and the amount the student and parent can be expected to contribute to cover such educational expenses. To determine the financial need of a student, **NPTI** uses the Federal Application for Federal Financial Aid (FAFSA) and the information provided by the applicant and student's parents.

4.02 FINANCIAL PROGRAMS

New Professions Technical Institute, Inc. is authorized by the U.S. Department of Education to assist its qualified students in obtaining financial aid funds from Institutional and Federal Financial Aid Programs.

Federal Pell Grants & Guidelines

Grants are Financial Aid Programs of "gift" aid, which are awarded to students based upon financial need. Due to the nature of these Aid Programs, Grants do not require to be repaid. Students may apply for the Federal Pell Grant. The Federal Pell Grant is usually considered the first source of student assistance. The Pell Grant amount that can be awarded to a qualified student is based on the student's Expected Family Contribution (EFC), the Cost of Attendance (COA), and the student's enrollment status. The Federal Pell Grant is not available for students who have earned a bachelor's degree or higher whether in the United States or abroad.

Federal Supplemental Educational Opportunity Grant & Guidelines (FSEOG)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial needs, which means students with the lowest Expected Family Contributions (EFCs) and gives priority to students who receive Federal Pell Grants. The amount of funds that a student can receive depends on when they apply their level of need, and the funding level of the school. An FSEOG does not have to be repaid.

Federal Work Study Program & Guidelines

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need by allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Employment is part-time only. An application can be made through the School's Financial Aid Department. Eligibility is based on financial need and the availability of funds.

4.03 STUDENT LOANS

Federal Student loans are available to students. These loans are made directly to students to help pay for their education. The student loans must be repaid. Please consult with the Financial Aid Officer of the

school and refer to The Student Guide from the US Department of Education. For additional information, you www.studentloans.gov

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4.04 GENERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

To qualify for financial assistance from any Federal or State, Student Financial Assistance Program (SFA), the student must:

1) Be either a US Citizen (or US national) or an eligible noncitizen. The term "national" includes citizens of American Samoa and Swain's Island. Eligible non-citizens include:
    a. US permanent residents who have an Alien Registration Receipt Card (I-551).
    b. Conditional permanent residents who have a Conditional Alien Registration Receipt Card (I-551C).
    c. Other eligible non-citizens that have an Arrival-Departure Record (I-94) from the US Immigration and Naturalization Service showing any of the following designations: refugee, asylum granted indefinite paroles, humanitarian paroles, and Cuban, Haitian entrants.
2) Be qualified to study at the postsecondary level. For Student Federal Aid (SFA) purposes, a student with a high school diploma, or a General Education Development (GED) certificate, or any other recognized equivalent is considered qualified.
3) Demonstrate to have a legitimate financial need. This determination is made based on the definition of "Financial Need" as described in the Student Financial Assistance Programs (SFA). To this effect, both the students' Cost of Attendance (COA) and the Expected Family Contribution (EFC) must be calculated. A positive value in the calculation of COA – EFC identifies a "Financial Need."
4) Maintain satisfactory academic progress toward the completion of the student's academic program of study. The student must maintain a minimum cumulative Grade Point Average (GPA) of 2.00 or higher. See "Satisfactory Academic Standards of Progress" under "Academic Regulations" for more details.
5) Be at least a ½ time student who is enrolled (or is accepted by the Institution for enrollment) in an eligible program to obtain, upon satisfactory completion of all the requirements for graduation, a diploma or other recognized credential. Some of the educational programs offered at **New Professions Technical Institute,** Inc. may require full-time enrollment.
6) Not owe a refund on a Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) programs that may have been awarded in excess.
7) Not be in default on a Federal Perkins Loan (or National Direct Loan), and Federal Stafford Loan (or GSL), and Federal Plus Loan.
8) Agreed to abide by the terms of the "Drug-Free School and Communities Act" as a condition of enrollment.

4.05 FINANCIAL AID APPLICATION PROCEDURE

To apply for any SFA Program, the prospective students who seek financial aid must:

a) Complete a "Free Application for Federal Student Aid (FAFSA)" on the web at

http://www.fafsa.ed.gov/. It is the applicant and his/her parent's responsibility to ensure that the information provided in the FAFSA form is accurate. The information that you supply can be verified by **New Professions Technical Institute**, Inc. and by the US Department of Education. For this purpose, the applicant must provide the appropriate US income tax returns, including the one produced by the student, spouse, and parents, whichever applies, and any other relevant information. It should be noted that if any financial aid is awarded to you based on incorrect information, it must be repaid including applicable fines and fees. If you purposely give false or misleading information on your application, you may be fined, sent to prison, or both.

b) Make an appointment with the Financial Aid Service Department. During the interview, the financial aid officer will evaluate the COA and the EFC for the applicant to determine the corresponding "Financial Need" and the amount of financial aid the student can expect to receive.

Within five to ten (5-10) days after submitting the FAFSA application form, the applicant should receive a "Student Aid Report" (SAR)" by mail. If verification is required, the applicant is responsible for providing proof of all information that may be required.

4.06 PROFESSIONAL JUDGEMENT

Professional Judgment may be available to assist students that have extenuating circumstances which guarantee reevaluation of their eligibility for financial aid. The professional judgment process will be conducted on an individual basis and must be accompanied by the required documentation and approved by the Director of Financial Aid.

4.07 FINANCIAL AID REAPPLICATION PROCEDURE

Students must be aware that Financial Aid is not automatically renewed each year. It is the sole responsibility of the student to reapply for SFA for the next award year. New Professions Technical Institute, Inc. reserves the right to request any additional information from the parent(s), legal guardian(s), spouse, and student information to assess the current COE and EFC of the students which may change due to possible changes in the student's financial situation.

4.08 TITLE IV - FINANCIAL AID VERIFICATION PROCESS

From time to time, the United States Department of Education will select a financial aid applicant for verification. What does this mean? Only that the Department wants to verify that the school is collecting correct information, and that the applicant is giving correct information. This is a routine process and does not mean that you have been selected for any other reason. Do not be afraid of this process. It is not an audit or investigation, but simply a routine check on data**.**

VERIFICATION INFORMATION SHEET

On March 14, 1986, the Department of Education published the Student Assistance General Provisions and the Pell Grant Program Verification of Applicant Information as final regulations in the **FEDERAL REGISTER.**

These regulations are in effect for all Title IV Federal Financial Aid Programs for the award year. **New Professions Technical Institute, Inc. (NPTI)** is providing you with the information you will need to understand and comply with the Verification Process.

If you should have any additional questions beyond what is listed below, please ask your Financial Aid Counselor to explain the process and its requirements.

WHAT IS VERIFICATION?

Verification is the process the Department of Education uses to check the accuracy and validity of the information that a student provides when applying for Federal Financial Aid.

WHAT PROGRAMS DOES VERIFICATION COVER?

Verification covers the following Title IV Federal Aid Programs:

1. Federal Pell Grants
2. Federal Supplemental Educational Opportunity Grants (FSEOG)
3. Federal Work-Study (FWS)
4 - Federal Perkins Loan Program
5 - Federal Family Educational Loan Programs Stafford/Plus/Direct

HOW ARE APPLICANTS SELECTED FOR VERIFICATION?

The selection of an application for verification review does not indicate that NPTI believes that the information you have provided is incorrect. The selection process is completed by the Processing Center for the Department of Education. Your application is subjected to a multiple audit screening process, and listed below are some of the common scenarios:

1 - Random Sample based on the review of information.
2 - Data checked for consistency and logic based on the common edits for each item on the FAFSA
3 - Verification from the Social Security Administration
4 - Verification from the Selective Service Administration
5 - Verification from the Immigration and Naturalization Service
6 -Verification from the Veterans Affairs Administration
7 - Prior FAFSA submissions to the Department of Education

The verification process is required by Federal Regulations. New Professions Technical Institute, Inc., must adhere to these regulations and procedures to offer and disburse Federal Title IV Financial Assistance to our students.

*****Until verification is completed on any student the Federal Financial Aid funds may not be disbursed. Any student that fails to complete Verification will lose their Aid award*****

WHAT MUST I DO IF I AM SELECTED FOR VERIFICATION?

If the Department of Education selects your file for the completion of verification, you must complete the following forms and provide (NPTI) with the following information:

1. U.S. Department of Education Verification Worksheet for the award year.
2. Your complete Federal Statement of Earnings.
3. A statement of Non-Tax Filer Income, which indicates your earnings, was not reported to the Internal Revenue Service.
4. Income earned from any business that you operate or own.
5. Any Social Security Benefits that you received.

6. Unemployment compensation is received.
7. The number of family members that reside in and that are supported by your income.

IF YOU:

1. Are not married.
2. Have no dependents that you support.
3. I am not 24 years of age as of today.
4. Are not a veteran of the U.S. Armed Forces.

You will need to have your parent(s) submit the above information to qualify for Financial Assistance to attend your program.

HOW LONG DO I HAVE TO COMPLETE THE PROCESS?

Students that are selected to have their information verified are required to submit the requested information within 30 days from the date that the student is notified. If the information is delayed in being submitted to the Financial Aid office, the **AWARD** that was given may not be available to the student. NPTI recognizes that it may be necessary to contact outside sources to collect the necessary documents and asks that the student keep the Financial Aid Office aware of any expected delays.

WHAT HAPPENS IF I FAIL TO PRODUCE THE REQUIRED DOCUMENTATION?

If you, the student, fail to submit the required documentation for your file when requested, your financial aid award will be removed, and you will not be eligible to receive assistance from the Federal Title IV Aid Programs.

WHAT HAPPENS IF THE INFORMATION PROVIDED IS DIFFERENT?

If the information you provide for verification is not the same as the information that you originally reported to the Financial Aid Officer and on the application for Federal Aid, correction will be required. This correction application will produce a "NEW" award that may be higher or lower than the original award. Any reduction in your aid will be your responsibility to pay.

4.09 NOTE OF CAUTION

The Student's Financial Aid is solely the responsibility of the student. If the Institution does not receive the Financial Aid funds while the student is in the school, the student is responsible for paying all tuition and fees related to attending **New Professions Technical Institute,** Inc. **New Professions Technical Institute** has up to forty-five (45) days to collect any scheduled payment (s) from Title IV for students that have dropped or graduated.

5 *CANCELLATION, REFUND, and WITHDRAWAL POLICIES*

5.01 GENERAL INFORMATION

New Professions Technical Institute has established a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and refunds. This process is licensed by the State of Florida which mandates a cancellation and refund policy. This policy ensures that we demonstrate compliance with that policy as well as with any unique requirements of the Accrediting Council for Continuing Education and Training (ACCET) our accrediting agency. As such, we compare the state's policy with ACCET's in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student.

5.02 CANCELLATION AND REFUND POLICY

Should a student be terminated or cancelled for any reason, all refunds will be made according to the following refund procedure:

1. Cancellations may be made in person, by telephone, and/or writing.
2. All monies will be refunded if the applicant is not accepted by the Institute or if the student cancels within three (3) days after signing the Enrollment Agreement and making initial payment **including** the One-Time Non-Refundable Registration Fee of $150.00 (See OTHER FEES.)
3. Cancellation after the third (3rd) day, but before the first class, will result in a refund of all money paid, except for the One-Time Non-Refundable Registration Fee of $150.00 (See OTHER FEES.)
4. Cancellation (withdrawals or terminations) after attendance has begun, but *prior to 60% completion* of the program, will result in a Pro Rata refund computed on the number of hours completed to the total of hours to complete in the period of enrollment.
5. Cancellation (withdraws or terminations) after attendance has begun, *after completing 60%* of the program will result in NO refund.
6. **Termination Date:** The termination date for refund computation purposes is the last date of actual attendance by the student or receipt of cancellation notice.
7. If NPTI cancels a program/course after a student's enrollment, the Institute will refund all the applicable monies paid by the student **including** the One-Time Non-Refundable Registration Fee of $150.00 (See OTHER FEES). If the student agrees, monies may be transferred to the next available start date.
8. For any armed forces members called to active duty during their program of study, **New Professions Technical Institute** will provide the student with a pro rata refund through the last day of attendance of the last course completed, except for the One Time Non-Refundable Registration fee of $150.00 (see OTHER FEES).
9. If any portion of the tuition was paid from the proceeds of a loan or third party, the portion to be refunded shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any refund is more than the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.
10. Refunds will be made within 30 days of receiving the cancellation notice from the student, or the last day of attendance as determined by the school, whichever is first.

11. If the student never attends (not show), all applicable refunds will be made within 30 days of the first scheduled day (start date) except for the One-Time Non-Refundable Registration Fee of $150.00 (See OTHER FEES)

The refund due will be calculated using the last date of attendance (LDA), and it will be paid within thirty (30) days from the documented date of determination (DOD). The amount owed equals the daily charge for the period of enrollment (total institutional charge, minus non- refundable fees, divided by the number of days in the period of enrollment), multiplied by the number of days calendar to attend in the period of enrollment, prior to withdrawal.

5.03 WITHDRAWAL POLICY

A student may withdraw from the Institute at any time and for any reason. In this regard, a student shall be deemed to have withdrawn from a program of instruction if any of the following occurs:

- The student notifies the institution of his/her withdrawal.
- The Institution terminates the students' enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences more than maximum set forth by the institution; and/or failure to meet financial obligations to the Institute.
- The student has failed to attend class for 14 calendar days.
- Failure to return from a leave of absence.
- The student displays conduct that is found by the administration to be detrimental to the individual, other students, the community, or the institute.
- The student deliberately damages equipment and or loads software not authorized by the school in writing.
- Any unauthorized use of the Internet for personal use or exploring sexually explicit sites.

For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD). The amount owed equals the daily charge for the period of enrollment (total institutional charge, minus non-refundable fees, divided by the number of days in the period of enrollment), multiplied by the number of days calendar to attend in the period of enrollment, prior to withdrawal.

For any armed forces members called to active duty during their program of study, **New Professions Technical Institute** will provide the student with pro rata refund through the last day of attendance of the last course completed, less than the One Time Non-Refundable Registration fee of $150.00 (see OTHER FEES).

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any refund is more than the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

5.04 RETURN OF TITLE IV FUNDS POLICY & PROCEDURES (R2T4)

For an enrolled student, all refunds due will be calculated using the last date of attendance (LDA) and

be paid within thirty (30) calendar days from the documented date of determination (DOD). The amount owed equals the daily charge for the period of enrollment (total institutional charge, minus non-refundable fees, divided by the number of days in the period of enrollment), multiplied by the number of days scheduled to attend in the period of enrollment, prior to withdrawal.

Effective 10/07/00, all financial aid (Title IV) recipients who withdraw and have completed 60% or less of the period of enrollment for which they have been charged, are subject to the new federal refund regulations per 34CFR 667, 682, 685, published November 1, 1999.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. To determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the period of enrollment completed, the number of days* attended in the period of enrollment is divided by the total days* in the period of enrollment.
   *Days = calendar days for purposes of this formula and therefore include weekends and holidays. Only scheduled breaks of 5 days or more and approved leaves of absence are excluded.

2. The net amount of Title IV funds disbursed, and that could have been disbursed for the period of enrollment is multiplied by the percentage of the period of enrollment completed. The result is the amount of Title IV aid.

3. The aid earned is subtracted from the aid that was disbursed to, or on behalf of the student.

4. The institution will return the lesser of the total unearned aid or the institutional charges for the period of enrollment.

5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
   a. Unsubsidized Direct Loan Program
   b. Subsidized Direct Loan Program
   c. Direct PLUS program
   d. Federal Pell Grant Program
   e. FSEOG
   f. Other SFA Programs
   g. Other Federal, State or private sources of aid

This calculation may result in the student owing the school money based on the refund policy listed above. If a student terminates the training after completing over 60% of the total number of hours of instruction for the period of enrollment, the student will be responsible for the full contract price of their enrollment.

Termination Date: The termination date for refund computation purposes is the last day of actual attendance by the student unless earlier written notice is received.

Refund will be made within thirty (30) days following determination of termination or receipt of Cancellation Notice. **The Institution will determine the date of withdrawal within fourteen days from the last date of attendance.** The refund shall be paid to the student unless payment to a lender or other entity is required by the terms of a financial aid program in which the Institute participates. All refunds will be made without requiring a request from the student.

After calculations are made, students will be billed for the unpaid balance. The percentage of completion is based on the length (in time) of the period of enrollment and financial obligation and computed from date of beginning to last date of actual attendance. The Institute will assist the student in obtaining employment, but the Institute does not guarantee that the student will find employment in any area related to the program he/she has graduated in.

A student may repeat a course failed or a course in which he/she wished to improve his/her final grade upon approval of the Director of the Institute. Only the highest grade obtained is used to compute the student's Grade Point Average. For repeated courses, the student is charged the same tuition price as other courses in his/her program. In the event of failure to a satisfactory level within the prescribed time frame, the student will be dismissed. (See "Satisfactory Academic Standards of Progress").

If a student obtains a loan to pay for their educational program, the student will have the responsibility to repay the full amount of the loan plus interest and any applicable fees, less the amount of any refund as related to the loan.

If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds. For enrolled students, all refunds due will be calculated by the last day of attendance (LDA) and be paid within thirty (30) days of the documented date of determination date. The documented date of determination is written or verbal notice from the student and or by applying the Institution's satisfactory academic progress policy and or attendance policy.

If there is any refund, the student will receive a Notice of Refund stating the amount of the refund and to whom the refund was made. A student may be granted a **Leave of Absence (LOA).** If the student fails to return to the institution on the date scheduled, refunds must be made within forty-five (45) calendar days from the last day of the scheduled LOA and calculated from the last actual day of attendance. For students receiving financial assistance from loans, any refundable charges will be made first to the Federal Direct Loan Programs, any additional refunds will next be made to the Federal Pell Grant Program, then to the Federal SEOG Program, then to other Title IV programs. Any additional refund due will be made to the student/sponsor and then to the **New Professions Technical Institute.**

Once purchased and used, supplies and books (E-Books) become the property of the student, and these items are considered as "NON- REFUNDABLE". The refund policy applies to tuition which includes the full cost of all equipment, books (E-Books) and supplies received and used, without regard to the date of withdrawal and these are considered as "NON-REFUNDABLE".

5.05 DEFAULT PREVENTION

Print report from National Student Loan Data System (NSLDS) website on the 15th of every month. "Estimated Cohort Default Rate Report." Check all students on pre-claim status. Check that dates on the report are accurate (graduation date, drop date, repayment date). Call all phone numbers on file (self, family, work, reference, emergency contact, etc.) Send a letter (English/Spanish) to all addresses on file. Send an e-mail if available. On the 30th of every month, the Executive Director is provided with an up-to-date report with students past due and no contact.

Follow up.

Check status of previous month's Default prevention report
Check if students contacted have made payments
Compare new report to previous month

5.06 FINANCIAL RECORD RETENTION

A hard copy of a student's academic and financial aid records will be kept for a period of five years. Records are maintained in fireproof cabinets. Electronic student information is kept indefinitely in our database system.

5.07 ACCET REFUND & CALCULATIONS GUIDELINES

Management conducts a weekly meeting to determine if any active student requires a Change of Status. Change of Status:

- Drops (by students verbally or in writing – by administration according to policies - automatically after 14 calendar days absent).

Once a Change of Status is authorized the FAO needs to formulate a Refund Calculation (R2T4) to request refunds and/or cancel scheduled disbursements. Refunds are due within THIRTY (30) days of the drop date.

The FAO reviews the student files and initial all documents pertaining to Financial Aid. These files are presented to management for final review and approval. Student loans refunds are handled within the same THIRTY (30) daytime frame and in the same professional manner. Refunds are posted to the student's account, and a ledger card is printed and placed in the student's file. The file is stored appropriately.

ACCET REFUND POLICY GUIDELINES

After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed (based on the number of weeks attended), plus ten percent (10%) of the unearned tuition for the period of training that was not completed.

1. After fifty percent (50%) of the period of financial obligation is completed, the Institute may retain the full tuition.
2. The Institute may retain the One Time Non-Refundable Registration fee of $150.00 FOR CAREER PROGRAMS (- Home health Aide) and $50.00 for English as a second language and Home Health Aide (see OTHER FEES).
3. When determining the number of weeks completed by the student, the Institute will consider a partial week the same as if a whole week were completed, provided the student was present at least one day

during the scheduled week.

PROCESSING REFUNDS

Once the Refund Calculation is completed a refund request (if applicable) is sent to Weber and Associates to process if refund is to be made from Title IV funds. A refund check is requested from the accounting department if the refund is not from Title IV. The accounting department issues the check, and it is either mailed or handed to the student within 14 days from the date the credit balance was created. Credit balances are reviewed weekly, and refunds are requested (if applicable) from the accounting department with the due date to comply with regulations. The accounting department issues the check, and it is either mailed or handed to the student within 14 days from the date the credit balance was created.

5.08 DOCUMENTATION OF STUDENT ACCOUNTS

Students are given a receipt for every payment. Receipts are issued at the time of payment. Receipts for Title IV are issued automatically by our database when funds are posted. These records are maintained electronically. Student's ledger cards clearly identify the description of the charge, date of charge, date of payment and balance after each payment.

5.09 SCHOLARSHIPS

New Professions Technical Institute, Inc. offers two types of scholarships to its students. They also offer one scholarship to its employees and their immediate family. All three forms of scholarships are sponsored by The Humboldt Group, a non-profit organization with the goal of educating those that make a difference in their community to enhance the world we all live in. With this purpose Humboldt Group is providing financial assistance to qualified students, employees, and their families with the following scholarship funds:

1. **The Humboldt Group Enrichment Scholarship Fund (HGESF)**

   Any new student who is unable to pay the full amount of tuition for a program **at New Professions Technical Institute (NPTI)** can apply for the Humboldt Group Enrichment Scholarship Fund (HGDSF).

   The purpose of this scholarship is to encourage the educational development of a student who was denied any type of financial assistance, to achieve the gainful employment goal.

   The Humboldt Group Enrichment Scholarship Fund (HGESF) provides scholarships to new students with a desire to make a difference in a chosen profession or skill set. The student who wishes to apply for the HGESF should meet the minimum eligibility requirements mentioned below:

   - Must be enrolled in a full or part-time program.
   - Must have been denied a full Pell Grant and/or student loan that combined does not meet the full cost of the program selected.
   - Maintain 80% of attendance or above in each of the three quarters of theoretical training.
   - Have submitted two (2) letters of recommendation:
     a. From a teacher/professor who knows the candidate and can attest to his/her academic potential,
     b. If employed, from his/her supervisor at work who can attest to his/her leadership

qualities,

c. If not employed, from a professional who can attest to his/her character and ethical qualities.

2. **The Humboldt Group Diploma Scholarship Fund (HGDSF)**

The Humboldt Group Diploma Scholarship Fund (HGDSF) is available to graduates of any full-time or part-time program at New Professions Technical Institute (NPTI) who wish to continue their education at the institution. The purpose of this scholarship is to encourage continued educational advancement and support students in achieving gainful employment within their chosen career field.

HGDSF provides financial assistance to NPTI graduates who seek to enhance their professional development by enrolling in a second diploma program at NPTI. The scholarship covers up to **10% of the total program tuition**.

To be considered for the Humboldt Group Diploma Scholarship Fund (HGDSF), applicants must meet the following minimum eligibility requirements:

- Be enrolled in a full-time or part-time program at NPTI
- Maintain a cumulative **Grade Point Average (GPA) of 3.00 or higher** throughout the entire program
- Maintain **80% attendance or higher**
- Submit **two (2) letters of recommendation**, including:
  - One (1) letter from a teacher or professor
  - One (1) letter from a professional reference who can attest to the student's academic potential and leadership qualities

5.10 STUDENT LOAN REPAYMENT POLICY

This is a comprehensive policy that establishes procedures to be followed for students that for any reason fails to repay their student loan. The policy covers guidelines that the Financial Aid Rep takes to ensure the students are aware of their financial obligations. These steps include but are not limited to:

Addressing Student Loan Information: Student information is private and cannot be divulged by anyone with the express written consent of the student. The student is protected in accordance with Public Law 93-380, Section 438 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, (FERPA) and Florida Statute s.229.782 under Policy #9. Admin 9 - FERPA. NPTI is also governed by Policy 116. Financial Aid 6 – Financial Record Retention which states, "A hard copy of a student's Financial Aid records will be kept for a period of five years. Records are maintained in fireproof cabinets. Electronic student information is kept indefinitely in our database system. Financial information is kept in the Student Financial side of their folder.

Financial Counseling: During the Financial Aid process the candidate is advised of the procedures that they must undertake to apply for a Federal Student Loan. By accessing the **Federal Student Aid's Website studentaid.gov,** the candidate is directed to fill out an application. During this process, the candidate goes through an initial counseling about their student loan and their responsibilities. After completing the Master Promissory Note, the student is again advised of the importance of repaying their loan via the website.

Exit counseling is conducted once the student finishes the program and the repayment schedule is defined. The **studentaid.gov** website provides counselors, mentors, and other professionals online with publications that communicate with the student via **www.FSAPubs.gov.** All throughout the process the Financial Aid Rep is in constant communique with each student reminding them of their financial responsibility.

Monitoring of Account: Six months after the student graduates they are obligated to repay their loan. The Lender sends the graduate a payment plan to follow which includes amount and due date. Another way to monitor the student account is via the **Delinquency Report** from NSLDS. NSLDS will contact the Financial Aid rep and ask for assistance in following up with the graduate to let them know of their loan status.

Cooperation with the Lenders: The lender may contact the Financial Aid Rep seeking updated information as to the student's whereabouts, change of address, change of cellphone to regain contact with the student.

5.11 VERIFICATION PROCEDURE

To maintain accuracy and compliance with the Title IV verification regulations 34 CFR 668.51-61, New Professions Technical Institute (NPTI) shall perform timely Verification and C Code reviews. All Institutional Student Information Records (ISIRs) will be imported into the system as obtained and reviewed for all flags and codes. Proper documentation shall be requested from the student to clear all codes and flags.

Protocols to be Observed:

1. Period for Providing Documentation: Applicants must provide any documentation requested by the institution within 30 days of the initial request.
2. Consequences of Failure to Provide Documentation: Failure to provide necessary documentation in a timely manner can result in restricting a new payment plan for the applicant.
3. Notification of Effective Family Contribution (EFC) Changes: Campus Ivy, the third-party provider, notifies the applicant directly via the student portal with the need to provide additional information. The Financial Aid Officer (FAO) is informed indirectly when the Title IV payment does not match the intended payment plan amount. The FAO should reconstruct the applicant's payment plan to correct the error.
4. Correcting the Free Application for Federal Student Aid (FAFSA) Information: The student is placed on the "Not Ready to Pay List" (NRTP) on the Campus Ivy Dashboard. The FAO advises students to amend the FAFSA. Once the student completes the required action, the student is removed from the NRTP list. The FAO checks if there is a change in their EFC and advises the student if a new payment plan should be signed considering the new EFC.
5. Referrals under § 668.16(g): No Financial Aid staff member at NPTI can assist an applicant as they perform the FAFSA application process. All applicants are encouraged to submit the application as soon as possible to ensure they receive an answer before classes start.

Procedures for Furnishing Clear Explanation:

1. Documentation Needed: The required documents include but are not limited to V1 – IRS Taxes, V4 – Student ID and High School information, V5 – a combination of both V1 & V4. The

institution's procedures must provide that it will furnish, in a timely manner, to each applicant whose FAFSA information is selected for verification, a clear explanation of the documentation needed to satisfy the verification requirements.

2. The verification page employs specific statuses to monitor student progress:
    a. Needed: Indicates that the student is initially selected, and required documents are pending.
    b. Sent for Processing: Indicates that all verification documents have been received and forwarded for review.
    c. Rejected: Indicates that submitted documents were not accepted.
    d. Held for Clearing: Indicates that documents have been accepted by CI but await clearance in the COD verification process.
    e. Completed: Indicates that both the documents and ISIR have been cleared for verification.
3. Prior to moving a student to a completed status, the document clear and ISIR clear flags must be checked. Upon receiving a new ISIR, it will be reviewed for accuracy and consistency with all documents. While the document cleared flag is auto checked for the new ISIR, the ISIR cleared flag must be manually checked by the FAO after completing the ISIR review.
4. Applicant's Responsibilities: An applicant whose FAFSA information is selected for verification is required to complete verification before the institution exercises any authority under section 479A(a) of the Higher Education Act (HEA) to make changes to the applicant's cost of attendance or to the values of the data items required to calculate the EFC.

5.12 Statement of Understanding for Students Requesting Additional Federal Student Loans

This Statement of Understanding outlines the institutional policies and student responsibilities regarding the disbursement and receipt of Federal Student Loan funds. Please visit the Financial Aid staff for more information. You will be required to sign a Student Acknowledgment form.

Student Acknowledgment

I, _____, have read, understood, and agree to comply with all policies and timelines described in this Statement of Understanding regarding my Federal Student Loan disbursement at New Professions Technical Institute (NPTI). I understand that failure to meet any of the above requirements may result in delays, ineligibility, or forfeiture of loan disbursement, and that withdrawing from the program may trigger the Return to Title IV (R2T4) process before any funds are released.

Student Name:	NPTI Financial Aid Representative:
Student ID:	Program:
Signature:	Date:
Signature:	Date:

5.13 Transcript Release and Student Financial Responsibility

New Professions Technical Institute (NPTI) ensures that students have access to their academic records in a manner that is fair, transparent, and compliant with all applicable federal regulations such as 34 CFR 668.14 regarding Transcript Releases.

Federal regulations require institutions to provide official transcripts that include academic credits or clock hours for payment periods in which Title IV, HEA funds were received and for which institutional charges were paid or included in an agreement to pay at the time of the request.

Consistent with these requirements and applicable state law, NPTI will provide official transcripts upon request, regardless of any outstanding balance. Students remain financially responsible for all institutional charges incurred during their enrollment. While academic records will not be withheld due to non-payment, accounts with outstanding balances may be subject to institutional collection procedures, including referral to a third-party collections agency, in accordance with applicable laws and institutional practices.

All official transcript requests must be submitted through the institution's designated third-party transcript service provider, Parchment, in accordance with established procedures. NPTI ensures that:

- Students have reasonable and timely access to their academic records
- Institutional policies are applied consistently and without discrimination
- Financial obligations are communicated clearly and enforced independently of academic record access

This policy reflects the institution's commitment to integrity, regulatory compliance, and the equitable treatment of all students.

6 *ADMINISTRATIVE POLICIES*

6.01 CREDIT (S) FOR PREVIOUS TRAINING AND EXPERIENCE

Credits earned from previous education at an accredited Institution may be transferred to the permanent record of students registered at **New Professions Technical Institute,** Inc. A student must request that the Institution forward an official transcript to the Registrar's Office which will be evaluated by the Director of Education or designer. Approval will be given for the number of credit hours already completed, based on the equivalency with the course associated with the student's academic program.

A Non-Refundable Processing Fee for evaluation of transcripts of twenty dollars ($20.00) per credit (see OTHER FEES). In the event of special qualifications or developed skills, credit(s) may be granted upon evaluation of job credentials, or any other proof of experience and the results of appropriate tests administered by the Institute.

A Non-Refundable Processing Fee for each examination administered by NPTI of twenty dollars ($20.00) per credit (see OTHER FEES). To evaluate credit course transferability and credit hours granted due to experience, the student must first submit a written request, and the supporting documents mentioned above. This request should be submitted to the Registrar at any time during the week before or within the first week of class of the academic term. The student is expected to take the academic course under evaluation. The student will receive a written notice of the credit(s) allowed and the adjusted tuition and program length within five (5) days. The maximum number of credits that may be accepted and granted will be no greater than 25% of the total number of credits hours corresponding to the student's academic program.

The acceptance of transfer credit may affect the amount of financial aid available during one's program of study. If transfer credit is granted, the tuition will be proportionally reduced to ensure a pro-rated tuition reduction for transfer credit awarded. The Institute neither guarantees nor implies that other Institutions will accept the credits earned at **New Professions Technical Institute**, Inc. Each Institution has its policies, which rule the acceptance of credits from other Institutions. The acceptance or denial of credit is recommended by the Registrar, and the final decision is made by the Director of Education. The student is informed of the decision by the Registrar. Appeals may be made in writing to the Director of Education who will respond within seven (7) days. The decision of the Director of Education is considered final.

New Professions Technical Institute assists students who request to transfer to other institutions by providing them with the catalog, official transcript, and/or course syllabi/outlines for the training program that they have attended. To be eligible for graduation and receive a degree or a certificate of completion, a student with transferred credits must meet the graduation requirements outlined in the catalog.

6.02 TRANSFERRING CREDITS FROM OTHER INSTITUTIONS

No credits will be granted for academic courses that have received a grade lower than a "**C**". If credits are not accepted, the student has the right to appeal in writing to the Director of Education within one week of denial.

The Director of Education will review the transcript (s) and make a final determination within five (5) days. Transferred credits will not be counted towards the cumulative GPA. Financial Aid awards might be affected by the number of credits granted. Students who receive credits for previous courses must review their financial aid package with a financial aid officer to ensure a pro-rated tuition reduction for transfer credit is awarded. **Credits will be evaluated and transferred, if applicable, prior to the student's commencement of the desired program. No credits will be accepted once the student has begun attending classes.**

6.03 INTERNAL TRANSFER

A student wishing to transfer from the original program to another must notify the Registrar's Office of his/her intention. An evaluation of the student performance record is made, and all the credit hours already completed that are common to the new academic program are accepted. The student tuition and program length will be adjusted accordingly. The student will receive a written notice of the credit(s) allowed, and the adjusted tuition and program length. The student will have to sign a new Enrollment Agreement reflecting the changes.

6.04 WITHDRAWAL FROM COURSES

A student desiring to withdraw from a course may do so without penalty during the add/drop period (see "Academic Calendar" for exact information on the add/drop schedule). Should a student withdraw after the add/drop period has ended, but before the beginning of the last month of classes, a grade of "W" will be given for that course and charges may apply. A student who does not comply with the withdrawal procedure will be considered as having failed that course. Consequently, a grade of **"F"** will be given.

6.05 ADMINISTRATIVE WITHDRAWAL FROM COURSES

New Professions Technical Institute, Inc. reserves the right to withdraw from courses if registration falls below the required number (4), or if unexpected circumstances dictate. If students are withdrawn from courses because of the administration adjustment, a full refund will be automatically granted.

6.06 WITHDRAWAL FROM THE INSTITUTE

If a student decides to withdraw completely and officially from the Institute, he/she is expected to notify the Registrar's Office before or upon the date of withdrawal from classes. Failure to follow this procedure may cause the student to fail courses unnecessarily. Tuition will be refunded in accordance with the Institute's Refund Policy (for more information see "Refund Policy"). Students must discuss the academic and financial impact of withdrawal with the Financial Aid and Admissions department.

6.07 SUSPENSION OR DISMISSAL FROM THE INSTITUTE

New Professions Technical Institute, Inc. reserves the right to suspend or dismiss from the Institute any student at any time for misconduct or any other behavior not considered to be in the best interest of the student body or the Institute. Students may also be suspended or dismissed from the Institute for excessive absences (more than 10% of the total program hours), unsatisfactory academic progress or non-payment in two (2) consecutive installments. A student who has been suspended for any of the above reasons may apply in writing for re-admission to the Institute.

Regardless of the reason for this disciplinary action, the suspended student may be re-admitted only at the discretion of the Executive Director.

The student will be required to pay a Non-Refundable Re-enrollment Fee of one hundred and fifty dollars ($150.00) and may re-enter only at the beginning of the next academic quarter.

6.08 ATTENDANCE IN FACE-TO-FACE CLASSES

Students registered at **New Professions Technical Institute**, Inc. are expected to attend all class sessions for which they are scheduled unless conditions on which they have no control prevent them from being present. The student will have one (1) academic period in which to improve their cumulative attendance to not less than eighty percent (80%).

Failure to do so may result in termination.

Excessive unexcused absences may cause the student to be administratively withdrawn from the course (s) in which the absence occurred. *Excused absences* will be granted only for unforeseen circumstances, which must be substantiated separate from the student's file. It is the responsibility of the student to arrange with the instructor to make up work missed because of class absences.

6.09 TARDINESS IN FACE-TO-FACE CLASSES

Students are expected to attend class sessions on time, as they would in any other professional environment. Class start times are 9 am and 6 pm. A student who arrives fifteen (15) minutes after the class session has begun is considered **Tardy** and will be counted as a *full hour of absence*. A student who is **Tardy** for two consecutive class meetings must see the Director of Education or the Registrar who will prepare a written approval to enter the class. The Registrar will make the appropriate corrections to the Student Management system. In any case, the student's tardiness will be documented in the attendance records. A student who over the course of a 10-week quarter is **Tardy** five times is considered **Absent for one full day.** The Registrar will be notified to make the appropriate corrections to the Student Management system. Before commenting on the *Weekly Incident Report* on any action taken, the instructor should consider if this is a deliberate act by the student or is a result of a situation that the student had no control over.

6.10 EARLY DEPARTURES IN FACE-TO-FACE CLASSES

Students are expected to stay in each class session until the instructor finishes with its allotted class time. A student who departs fifteen (15) minutes or more before the class session ends will be counted as a *full hour of absence* unless the Director of Education or his duly appointed representative has previously approved the student's departure in writing. The Registrar will be notified to make the appropriate corrections to the Student Management system. In any case, the students' early departure will be documented in the attendance records.

6.11 MAKE-UP HOURS

A student who misses class time will not be able to make the hours up. The hours missed will always remain in their attendance records. Makeup hours are not available.

6.12 MAKE-UP WORK

It is the responsibility of the student to make the necessary arrangements with the Instructor(s) to make-up work missed because of class absences. The make-up work, for each course the student has missed, must be completed within two (2) weeks after the student has returned to class.

Failure to comply with this matter will affect the grade(s) of the student. Makeup work must be accepted by instructors for assessment purposes.

6.13 MAXIMUM CONSECUTIVE ABSENCES

A student is withdrawn from the Institute if he / she fails to attend class for fourteen (14) calendar days. (Refer to Withdrawal Policy)

6.14 SATISFACTORY ACADEMIC PROGRESS

New Professions Technical Institute, Inc., have an obligation to ensure that enrolled students can successfully complete their program within the allotted time limit. Institutional policies and procedures are clearly defined for determining a student's satisfactory academic progress based upon established criteria that are consistent with sound educational practice. To remain in good academic standing a student must maintain satisfactory academic progress toward the completion of his/her academic program of study. The academic progress of each student is evaluated at the end of each academic period (10 weeks = 1 quarter) by the administration to identify students who experience academic difficulties. The institution's criteria address the required elements outlined below.

1. Institutions that participate in the federal Title IV programs adhere to all policies and guidelines of the U. S. Department of Education.
2. Satisfactory academic progress policies are cumulative, include all periods of attendance at the institution, and are applied consistently to all students attending similar programs. The minimum standards for academic progress must be educationally sound and ensure students a reasonable expectation to successfully complete the program.
3. Satisfactory academic progress policies clearly identify the consequences of failing to meet minimum standards. Students must demonstrate that they meet the SAP standards established by the institution or be dismissed from training (following an appeal, if applicable) in accordance with the institution's policy, including when it is no longer feasible for students to meet the requirements to successfully complete their programs.

General Elements of Satisfactory Academic Progress (SAP):

a. ***Qualitative progress***: A student will be considered in good academic standing if he/she has earned a minimum GPA of 2.0 (C grade) or higher for the academic period and maintained a minimum cumulative GPA of 2.0 (C grade).
b. ***Quantitative progress:*** A student will be considered in good academic standing if he/she has achieved 80% of the credit hours attempted for the academic period.
c. ***Increments for Evaluation:*** Each program is divided into evaluation periods or increments, based upon the published program length, as follows:
    - **Financial Aid Purposes:** For institutions participating in federal Title IV financial aid programs, evaluation periods or increments for determining student financial aid eligibility must align with payment periods. These evaluation periods or increments may not be longer than 50% of the program or 50% of an academic year, whichever is less.
    - **Academic Purposes:** Satisfactory academic progress policies are cumulative, include all periods of attendance at the institution, and are applied consistently to all students attending similar programs.

    The minimum standards for academic progress must be educationally sound and ensure students a reasonable expectation to successfully complete the program.

To ensure that students are informed of their progress on a regular and timely basis, evaluation periods or increments for academic purposes may be no longer than 25% of the program or 25% of the academic year,

d. ***Maximum Time Frame:*** The policy establishes the maximum time frame in which a student must complete the program. The maximum time frame may not exceed 150% of the published length of the program measured in academic years, academic terms, credit hours attempted, clock hours completed, or elapsed calendar time, as appropriate. For a program measured in credit hours, the maximum time frame must be measured in credit hours.

Grades of **"F"** are counted as credits attempted but not achieved and have a value of **"0"** towards the GPA. Any student who fails for the first time to maintain a good academic standing as described above will be placed on academic probation during the next academic period (10 weeks - 1 quarter). The student will remain eligible for Federal Aid while on Probation. A student who fails to reach the minimum academic progress for the probation period will be dismissed from the Institution. Should a student be dismissed for unsatisfactory academic progress, he/she may submit a written appeal to the Director of Education. The appeal must be submitted at least seven (7) working days before the beginning of the following term. The Director will review the request and send a written notice to the students stating the final decision regarding the academic dismissal.

This written notification will be sent to the student within seven (7) working days counted from the day the written appeal would have been submitted for consideration. It should be noticed, however, that any unforeseen complications may delay the completion of the appeal process. A student who successfully appeals will be reinstated for an additional term and will remain on academic probation and subject to the same requirements as any other student on academic probation.

6.15 LEAVE OF ABSENCE (LOA)

A **Leave of Absence (LOA)** allows a student to temporarily interrupt their academic program due to medical or personal emergencies. The institution will approve LOAs in accordance with this written policy and applicable federal regulations.

Request Process

- **All LOA requests must be submitted in writing, signed and dated by the student.**
- If the request is submitted by email, the message must include the student's **full name** and the **date of the request**.
- The request must also include:
  - The **reason** for the LOA
  - The **effective start date**
  - The **expected return date**
- Requests must be submitted to the **School Registrar** prior to the leave starting date. In **unforeseen circumstances**, students may initiate the request verbally (e.g., by phone) but must follow up with a signed written or properly documented email request as soon as possible. NPTI will document the reason for accepting a delayed written request in such cases.
- The student is **required to follow this policy** when requesting an LOA.

Approval Criteria

- An LOA will only be considered **approved** if:

- The institution determines there is a **reasonable expectation the student will return** on or before the expected date.
- The LOA is requested and approved **in accordance with NPTI's policy**.
- The student will **not be charged additional institutional fees** during the LOA period.
- The student's **Title IV financial aid eligibility will not increase** while on LOA, and **no additional aid disbursements** will be made during this period.
- The LOA, when combined with any other approved LOAs, **does not exceed 180 days in any 12-month period**.

Student Loan Requirements

- If the student is a **Title IV loan recipient**, the school will provide, **prior to granting the LOA**, a written explanation of the **implications for the student's loan repayment**, including the possible **exhaustion of the grace period** if the student does not return.

Financial Aid Implications

Students who request and are granted a Leave of Absence are subject to the Return of Title IV Funds (R2T4) calculation in accordance with federal regulations. This calculation may result in an adjustment to the student's financial aid eligibility and could create a balance owed to the institution.

Return from LOA

- Upon returning from an approved LOA, the student will **resume coursework at the same point in the academic program** that they began prior to the LOA.
- If a student **does not return** by the expected return date and fails to notify the school, the student will be **withdrawn** as of the **last date of attendance (LDA)**.

Unapproved or Exceeded LOA

- If a student **leaves without an approved LOA**, or if the LOA does not meet federal approval requirements, the school will treat the student as a **withdrawal** for Title IV purposes, using the **last date of attendance** as the official withdrawal date.
- If the withdrawal occurs after the last **add/drop date** (see Academic Calendar), a grade of **"F"** will be assigned for all enrolled courses.
- Reinstatement into the academic program will only occur at the **start of the next term** in which the required courses are offered. **Tuition will be adjusted accordingly**.

6.16 STUDENT CONDUCT

All students are expected to comply with the legal and ethical standards of **New Professions Technical Institute,** Inc. They must behave in a manner consistent with the best interests of the Institute and the other students. Academic dishonesty and misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, use and/or possession and/or distribution of illegal drugs or alcoholic beverages, cheating, plagiarism, knowingly furnishing false information to the Institute, forging, or altering Institute's documents and/or academic credentials, intentional destruction or damaging of the Institute's property and theft of property from the Institute or other students.

The Institute reserves the right to dismiss any student at any time for misconduct as described above. In this event, the refund policy will be applied as to the day the dismissal became effective. Other instances that also will result in disciplinary action include, but are not limited to, unsatisfactory work, lack of

punctuality, excessive absences, foul language, and lack of respect for the instructor and other Institute's personnel. The Institute also reserves the right to impose probation or suspension on a student for unsatisfactory conduct as described above.
No smoking, food or beverages are permitted in the classrooms or any other part of the Institute, but those places designated for that purpose.

6.17 FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

In accordance with Public Law 93-380, Section 438 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, and Florida Statute s.229.782, students at **New Professions Technical Institute,** Inc. have the right to inspect their educational records, correct such records if warranted, and students are protected from the release of information without written consent. All students' records are open for inspection and review by the student unless he or she waives the right. **New Professions Technical Institute,** Inc. can have a student sign an all-inclusive release form for records and other information, such as for prospective employers, or can have a student sign an individual release form for each request for information. This information will be released from the Director's office, or designer, only after the requestor has demonstrated a legitimate need to have such information.

6.18 RECORD RETENTION

A hard copy of students' academic and financial aid records will be kept for seven (7) years. Records are maintained in fireproof cabinets. Electronic information of current students and graduates are kept indefinitely in our database system.

6.19 COPYRIGHT

Copyright is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including email and Web information), graphics, arts, photographs, video and other media types, music, and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner. Copyright infringement (or copyright violation) is the unauthorized or prohibited use of works covered by copyright law, in a way that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work or to do derivative works.

It is against policy for any student, faculty, staff member, consultant, contractor, or other worker at the institution to copy, reproduce, share, or distribute any software, music, games, or movies on institution computing equipment except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under federal law. Willful infringement may subject a student or employee to discipline and can impact the privilege to use information technology resources at the institution. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and distribution. Even innocent, unintentional infringement violates the law.

Anyone found to have infringed copyrighted work may be liable for statutory damages for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable

for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed.

A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information on United States copyright law, please consult the U.S. Copyright Office's website at http://www.copyright.gov.

6.20 RE-ENROLLMENT

A student that has been suspended or dismissed from the Institute may apply in writing for re-enrollment. The Executive Director will consider the re-enrollment request and depending on the reason(s) for the suspension or dismissal, the student may be reinstated only at the beginning of the next term. The student will be required to pay a non-refundable re-enrollment fee of one hundred and fifty dollars ($150.00).

6.21 TUITION

Tuition is charged on a quarterly basis. The student is liable for only the current and prior quarter charges. The tuition fee for the Academic Programs offered at **New Professions Technical Institute,** Inc. is as follows:

Accounting & Financial Management	$13,395.00
Corporate Management	$13,395.00
Home Health Aide (includes Books & Supplies)	$ 425.00
Medical Assistant Diploma	$14,895.00
Medical Office Specialist	$13,395.00
Pharmacy Technician	$14,895.00
English as a Second Language (ESL) (Includes Books and Supplies)	$ 7,395.00
English for Speaker of Other Language (ESOL) (Includes Books and Supplies)	$ 3,100.00

Most courses (except the English as a Second Language course) can be taken individually as self-improvement courses. Books must be purchased separately. Credits are taken individually and can become part of the student's transcript.

Minimum enrollment time for English as a Second Language (ESL) is 1 Quarter (10 weeks) at the cost of **$2,299.00** plus $50.00 non-refundable registration fee. The Institute reserves the right to modify its tuition and fees without previous notification. However, any change in the tuition cost will only affect

new students and any student that has been re-admitted to the Institute after such changes occur.

Course Repeats - Students who are required to repeat a course must cover tuition expenses and the technology fee for the repeated course. Tuition for the repeated course will be calculated based on the number of credits for that course. The technology fee for each quarter in which the repeated course is taken is $217.00.

6.22 SCRUBS

Scrubs are part of the Tuition and are mandatory uniforms for the following programs:
Medical Assistant Medical Office Specialist Pharmacy Technician
Each student in the above courses will receive **one scrub** in the 1st Quarter. If a student desires another scrub, it will be at their expense. (See OTHER FEES)

6.23 OTHER CHARGES

The following fees are in effect:

One-time Registration Fee **$ 50.00** **(Non-Refundable)**
For English as a Second Language English (ESL), English for Speakers of Other Languages (ESOL), and Home Health Aide programs

Re-Enrollment Fee **$ 50.00** **(Non-Refundable)**
For English as a Second Language English (ESL), English for Speakers of Other Languages (ESOL), and Home Health Aide programs

One-time Registration Fee **$150.00** **(Non-Refundable)**
For Career programs and courses taught individually.

Re-Enrollment Fee **$150.00** **(Non-Refundable)**
For Career programs and courses taught individually.

Technology Fee for Career Programs **$590.00**
For Career programs access to Software, Hardware, Codes and Research Center

Processing Fee for evaluation of transcript **$ 20.00 (Non-Refundable per credit)**
to establish credit course transferability.

Processing Fee for each examination given **$ 20.00 (Non-Refundable per exam)**
to establish credit for previous experience

Scrubs with logo **$ 50.00**

Graduation Guest Fee **$ 50.00** **per Guest**

Background Check Fee **$ 85.00** **(subject to change by agency)**
(Home Health Aide based on employer requirement, Pharmacy Technician students prior to enrollment)

Florida Board of Pharmacy (FBOP) License Fee $105.00 (subject to change by FBOP)
(Pharmacy Technician graduates based on employer requirements)

Additional Transcript and/or Diploma	**$ 10.00**
Duplicate Identification Badge	**$ 5.00**
Duplicate Parking Sticker	**$ 5.00**
I-20 Application Service Fee	**$100.00**
I-20 Deferment Fee (if applicable)	**$ 50.00**

6.24 METHODS OF PAYMENT

Tuition payment is due at the beginning of each quarter. The student who qualifies for financial assistance must meet with the Financial Aid department and go over their payment options. Monthly payments of the balance (full tuition minus down payment and financial aid expected) might be distributed through the length of the academic year. The institution accepts students' payments in the form of cash, checks, money orders, and debit or credit cards. All students' payments are due during the first ten days of the month. If payment is not made within ten days, a late fee of 5% will be applied to the monthly payment. Failing to meet any monthly payment might result in administrative termination. A student who is delinquent in his/her financial obligations to the school will not be issued an academic transcript, diploma, or certificate. Any other payment arrangement will be analyzed and approved by the school administration.

6.25 COLLECTION OF STUDENT DELINQUENT ACCOUNTS

To collect delinquent accounts the administration will contact the student in writing requesting prompt cancellation of all monies owed to the Institution, reminding him/her that according to the school's policies he/she may be suspended or even dismissed from the Institution due to this matter. If the student refuses to fulfill his/her obligations with the school, the Institution reserves the right to use collecting agencies and any other legal action that may be appropriate.

6.26 PLAGIARISM

Plagiarism (from the Latin plagiaries, an abductor, and plagiarism, the steal) is defined by the White House Office of Science and Technology Policy on Misconduct in Research as "…*the appropriation of another person's ideas, processes, results, or words without giving appropriate credit."* Unless authorized by their instructors, students are expected to do their own, original work on each assignment in each class.

A student who recycles his or her coursework from one class to another may face an allegation of academic dishonesty. An instructor who believes a student has committed an act of plagiarism should take appropriate action, which includes the issuing of a "penalty grade" for academic dishonesty. (See Consequences below)

Plagiarism is monitored during the courses by the instructors using different software. If you suspect a student of this act, ask the Director of Education for a copy of the Plagiarism software. Plagiarism software detects citations and counts them as plagiarism, no matter if they are correctly cited by the

author (student).

In these cases, if the content is correctly cited, the instructor may allow a 35% to 40% plagiarism, as recorded by the software, of correct citations. This means 60% or more of the content of the work presented by the student must be original.

Consequences are:

1. A student found cheating or committing plagiarism will be given an **"F"** in the assignment at the first offense.
2. A student found cheating or committing plagiarism will be given an **"F"** for the course at the second offense.
3. A student found cheating or committing plagiarism will be **expelled from the Institute** for the third offense. Transcripts will reflect expelled status.

6.27 DUTIES OF THE INSTRUCTOR

The instructor is expected to arrive at their assigned classroom 15 minutes prior to class start. This allows the instructor to open their computer and set up the Google Classroom, provide hand-outs to students if they are needed, ensure the classroom is neat and orderly and conducive to a healthy and safe training environment.

Daytime classes usually start at 0900hrs (9 am). The time is determined by the number of training hours assigned to a particular course (either 3 or 4 hours per class session, per week for 10 weeks.)
Evening classes usually start at 1800hrs (6 pm). The time is determined by the number of training hours assigned to a particular course (either 3 or 4 hours per class session, per week for 10 weeks.)

After each class the instructor is to upload onto the "Instructors Portal" the attendance and grade status of each student. Afterwards the instructor should write up an entry in the Incident Report using the link provided by the weekly email from the Assistant Director of Education. The incident report is a way of informing senior management of any unusual activity the instructor encounters during their presentation. Finally, the instructor should wipe down the whiteboard and turn off the overhead projector and computer. The classroom should be left in the same working condition as it was received. If an equipment breakdown, damage or fails to work properly, the instructor should make a note about the occurrence in the Incident Report as well as reporting it to the ADOE.

6.28 SIGN-IN/OUT PROCEDURES

For attendance and payroll purposes each daytime instructor must sign in and out at the Registrar office. Evening instructors must also sign-in at the Registrar office. Since the registrar's office is closed after 1900hrs (7pm), the sign-in/out form shall be located at the reception desk. If for any reason you failed to sign-in or out, you have until the next working day by 1000hrs (10 am) to call the registrar or the ADOE and plan to sign-in or out. No signature = no pay!

6.29 TRANSFERRING WITHIN A PROGRAM

Transferring within a program can be requested by a student for a variety of reasons. Regardless of the reason, the following procedures must be followed:

a. Desire to move from AM to PM (or vice versa) within a course,
    1. seek approval from the instructor,
    2. seek approval from the Director of Education,
    3. visit the Registrar and sign the following documentation.
        i. Student Request for change of Learning Modality or Schedule
        ii. Addendum to Student Enrollment Agreement,
    4. Once approved the Registrar makes the change official.
b. Desire to move from Face-to-Face to Online modality.
    1. seek approval from the instructor,
    2. seek approval from the Director of Education,
    3. visit the Registrar and sign the following documentation.
        i. Student Request for change of Learning Modality or Schedule
        ii. Addendum to Student Enrollment Agreement,
    4. Once approved the Registrar makes the change official.

If at any point the action is disapproved of the student cannot change.

6.30 OFFICIAL TRANSCRIPT DISCLOSURE STUDENT FINANCIAL RESPONSIBILITY

Students are financially responsible for all program-related costs not covered by financial aid, scholarships, or other authorized funding sources, as outlined in the Enrollment Agreement and institutional policies.

Students who have an outstanding balance resulting from their personal financial responsibility toward program costs will not be eligible to request or receive an official academic transcript until the balance has been paid in full.

To ensure continued access to academic records, students with outstanding balances may request and obtain an unofficial transcript, which reflects their academic history but does not carry the institutional seal or official certification.

This policy does not restrict a student's ability to:

- View their academic records through institutional systems, when available; or
- Request unofficial documentation of academic progress.

Additionally, the institution reserves the right to restrict future enrollment, graduation clearance, or the release of other official documents until all financial obligations to the institution have been satisfied.

7 *ACADEMIC REGULATIONS*

7.01 REGISTRATION FOR COURSES

Registration for courses is held at the beginning of each term according to the scheduled dates indicated in the Academic Calendar.

7.02 CLASS SCHEDULES

New Professions Technical Institute, Inc. is in session throughout the year except for holidays and vacations as shown in the academic calendar (see "Academic Calendar" for more information). The Institute offers five (5) ten-week terms per academic year. Classes are scheduled Monday through Friday between 9:00 a.m. and 2:00 p.m. for the daytime classes and between 6:00 p.m. to 11:00 p.m. for the evening classes.

The Institute observes the following Holidays for Faculty and Students:

New Year Day	Martin Luther King Day	President's Day
Good Friday	Memorial Day	Independence Day
Labor Day	Veteran's Day	Thanksgiving Day +1
Christmas recess		

7.03 CLOCK TO CREDIT HOUR CONVERSION FORMULA

New Professions Technical Institute, Inc., awards credit on a Quarter system. A class hour is equivalent to fifty (50) minutes of instruction in a sixty (60) minute period.

For Academic purposes, one (1) credit hour is equivalent to ten (10) class hours of lecture, or twenty (20) of the laboratories, or thirty (30) hours of the externship.

For Financial Aid purposes one (1) credit hour is equivalent to twenty (20) hours of contact (lecture, lab, externship, homework).

7.04 CLASS LOAD

Class load refers to the number of credit hours per term that a student can take. A full- time student carries an academic load equal to the total number of credit hours in that term as indicated in the curriculum corresponding to the student's program. The minimum academic load for a part-time student cannot be less than half of the academic load for a full-time student.

7.05 COURSE NUMBERING SYSTEM

New Professions Technical Institute, Inc. uses a six-digit alphanumeric course numbering system. The first three digits are letters that identify the type of course and the last three digits are numbers that represent the sequence in which they are taught.

7.06 GRADING SYSTEM

Students will be provided with progress/grade reports at the end of each quarter. A copy of the report will be placed in the student's permanent file maintained by the Institute. Students are graded according to the following Grade Point Average (GPA) system:

GRADE	POINT VALUE	DESCRIPTION	NUMBER. VALUE
A	4.0	EXCELLENT	90 - 100
B	3.0	GOOD	80 - 89
C	2.0	AVERAGE	70 - 79
D	1.0	PASSING	60 - 69
F	0.0	FAILURE	0 - 59

No student can receive an **"F"** grade in a course and expect to graduate.
Refer to subsection 7.*10 Repeating Coursework* for more details.

Grades not used in GPA computation:

W	Withdrew	CR	Transferred/Tested	S	Satisfactory
U	Unsatisfactory	FR	Failed/Retaken		

7.07 GRADE POINT AVERAGE (GPA)

Each letter grade has a point value as described above (see "Grading System" for more information). The grade points for each course is determined by multiplying the number of credit hours in that course time, the point value equivalent to the grade received in that course. For instance, an **"A"** in a Three (3) credit course is equivalent to 12 (4x3) grade points. A grade of **"B"** in the same course is equivalent to 9 (3x3) grade points. The Grade Point Average of a student is computed by adding the total grade point values for all the courses and dividing by the total number of credit hours assigned to all courses attempted. For instance, consider a student who has earned an **"A"** in one three (3) credit hour course (12- grade points), a **"B"** in a second 3 credit hour course (9-grade points) and a **"C"** in a three 3 credit hour course (6-grade points). The 27 grade points earned in the nine (9) credit hours attempted by that student, would result in a GPA of (27/9) =3.0.

7.08 ASSESSMENTS

Assessments are tools used to determine the progress a student is achieving during the course. NPTI uses a wide range of assessment tools like quizzes, mid-term and final exams, presentations, reporting analysis and homework to determine the advancement of a student in a course. Depending on the type and weight given to any Assessment tools used the total cannot exceed 100% of the final course grade. Homework assignments are separate and distinct from the work assigned during the scheduled hours of the course/program, particularly for training delivered through interactive distance learning. Hours spent completing homework must be an addition to the regularly scheduled instructional hours of the course/program and not count as scheduled instructional hours.

Students receiving Title IV funds must complete Homework assigned to them in all courses and turn them in for grade. The following percentage breakdown for course syllabus is to be followed by instructors and enforced by the Director of Education:

1. Homework cannot exceed 20% of the final course grade,
2. A Project cannot exceed 10% of the final course grade,
3. Other assessments like Quizzes, Mid-term, Final Test and an Oral presentation cannot exceed 70% of the overall grade.

7.09 SATISFACTORY/UNSATISFACTORY (S/U) GRADE

They are used to evaluate the performance of students participating in the remedial courses. Satisfactory and Unsatisfactory grades are not used in GPA calculations.

7.10 REPEATING COURSEWORK

***English as a Second Language (ESL) student**:* A student who receives a grade of **"F"** in any course must repeat the course to fulfill graduation requirements. Each attempt, including the initial and any repeated attempts, will remain on the student's academic record. All repeated courses will be at the student's expense. Students must complete the program within the maximum allowable time frame of 150% (9 months); otherwise, they will be dismissed from the program. Additionally, the student must maintain a minimum cumulative Grade Point Average (GPA) of 2.00 or higher to comply with the Satisfactory Academic Progress (SAP) policies.

AFM, CM, MAD, MOS, and PT Students: *A student who receives a grade of* **"F"** *in any course must repeat the course to fulfill graduation requirements. Each attempt, including the initial and any repeated attempts, will remain on the student's academic record. All repeated courses will be at the student's expense. Students must complete the program within the maximum allowable time frame of 150% (9 months); otherwise, they will be dismissed from the program. Additionally, the student must maintain a minimum cumulative Grade Point Average (GPA) of 2.00 or higher to comply with the Satisfactory Academic Progress (SAP) policies.*

HHA Student: A student who receives a grade of **"F"** in any course must repeat the course to fulfill graduation requirements. Each attempt, including the initial and any repeated attempts, will remain on the student's academic record. All repeated courses will be at the student's expense. Students must complete the program within the maximum allowable time frame of 150% (9 weeks); otherwise, they will be dismissed from the program. Additionally, the student must maintain a minimum cumulative Grade Point Average (GPA) of 2.00 or higher to comply with the Satisfactory Academic Progress (SAP) policies.

Financial Responsibility for Repeats - When a student repeats a course, the student is responsible for paying tuition based on the number of credits for the repeated course, as well as the applicable quarterly technology fee of **$217.00**.

7.11 INCOMPLETES

The school does not use incomplete grades. Students unable to finish a course will receive an **"F".** A student unable to finish due to extenuating circumstances must discuss the problem with the instructor and the Director of Education. Students will be permitted to turn in a final project or take a final test if the circumstances are considered valid for the Instructor and the Director of Education. Once the student is satisfied with what was established, the instructor will fill out a Change of Grade form and turn it into the administration for recording.

7.12 INSTRUCTOR/STUDENT RATIO

The Institution's Instructor/Student ratio for Career and ESL (Vocational) programs in the classroom will not exceed 1 to 20. In the School's Labs, the Student/Equipment ratio is 1 to 1. The Instructor/Student ratio for ESOL (A-vocational) will not exceed 1 to 20.

7.13 PROGRAM TIME FRAME

To maintain satisfactory progress toward the completion of a "Program of Study", any academic training must be completed within one hundred and fifty percent (150%) of the minimum number of grading terms attempted by the student (see "Programs of Study" for more information on the length of each academic program). A student, who fails to complete his /her academic program within the time frame as described above, will not be eligible for graduation. Any period during which a student has been granted a Leave of Absence will not be used in calculating the duration of the student's enrollment for purposes related to the determination of a student's compliance with the Institute's standards of progress.

7.14 TRANSFER AND READMITTED STUDENTS

Transferred students from outside the institution will be evaluated qualitatively only on the work completed while at the school. Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution.

The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. Transferred students from outside the institution will be evaluated qualitatively only on the work completed while at the school. Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution.

7.15 EXTERNSHIP INFORMATION

The externship is required for the following programs: Accounting & Financial Management, Corporate Management, Medical Assistant, Medical Office Specialist, and Pharmacy Technician. The Externship Hours (vary by program) are a mandatory requirement for completion of the program. A student will not be considered a graduate until this requirement has been met. During the third quarter, the student will be scheduled for Externship hours in addition to class time.

The students will have a maximum of ten weeks after the end of the third quarter to complete the externship hours if needed. Students who fail to complete the hours within the established time frame will be withdrawn from the program. Students who are withdrawn may re-enroll but will have to start their Externship hours from the beginning. NPTI will do its best to accommodate the needs of the students, but we cannot guarantee a specific schedule or site for the Externship.

7.16 REINSTATEMENT

A student who has been suspended due to unsatisfactory academic progress may be reinstated at the beginning of the term following the one in which the student was on academic suspension. In this event, the student will be placed on academic probation during the term and must attain at least the required minimum academic progress. Failure to do so will result in the student being dismissed from the Institute.

7.17 REQUIREMENT FOR GRADUATION

To be eligible for graduation, a student seeking graduation from any academic program must have completed his/her full academic program as listed in the catalog (see "Programs of Study") within the corresponding time frame (see "Program Time Frame").

Also, the student must have earned a minimum cumulative grade point average of 2.0 (equivalent to a **"C"** grade average). A student can receive a **"D"** grade (cumulative grade point average of 1.0) in a course and if their overall cumulative grade point average of 2.0 (equivalent to a **"C"** grade average), they can graduate. Graduates must fulfill all financial obligations to the Institute, including tuition charges and other expenses, before the end of the final term. Diploma and Transcript will not be issued to any Graduate unless he/she has complied with his/her financial obligations.

7.18 GRADUATION WITH HONORS

Students who graduate from any of the academic programs and have earned a cumulative Grade Point Average of 3.50 and above are entitled to the appropriate honor designations. Graduates with a cumulative GPA between 3.50 and 3.69 are honored with the distinction of "Cum Laude". Those with a cumulative GPA between 3.70 and 3.89 are honored with the distinction of "Magna Cum Laude," and those who have earned a cumulative GPA of 3.90 and higher are honored with the highest distinction of "Summa Cum Laude." Honors graduates will receive special recognition during graduation ceremonies.

7.19 GRADUATION

Graduation ceremonies for Academic Programs (except for Home Health Aide and ESOL (A-Vocational) are held twice a year, in the months of May and November. Students that are performing their Externship hours can participate in the ceremony knowing full well that their graduation date is the date they complete their Externship hours. A graduate must fulfill all financial obligations, including tuition charges and other expenses before his/her credential is issued.

7.20 RESERVATION AS TO PROGRAMS AND CHANGES

New Professions Technical Institute, Inc. reserves the right to modify its tuition and fees, withdraw courses and programs if registration falls below the required number (at least five (5) students) or due to unforeseen circumstances. Course drops, additions, and changes are made to the academic programs periodically to keep them up to date. Consequently, specific course requirements may be changed according to the best interest of the students. If the school cancels a class/course, the student will be refunded all tuition and fees for that class/course.

7.21 CENTER FOR PROFESSIONAL DEVELOPMENT

The Center for Professional Development of **New Professions Technical Institute,** Inc. is responsible for developing and coordinating a broad range of professional development self-improvement courses. Some Professional Development courses are non-credit courses in association with national organizations that cater to specific types of certifications and training. Other Self-Improvement courses are individual courses that are part of NPTI's internal programs. Upon completion of these courses, the individual will receive a "Certificate of Completion" with the appropriate credit and clock hours equal to that of a regular student. The Self-Improvement courses are offered to the public in our community on a regular basis.

Also, custom-designed self-improvement seminars, courses, and workshops can be developed to meet the needs of organizations requiring specialized job-oriented training for their employees. These services can be provided at the worksite or on the Institute's Premises; whichever is more appropriate, at times convenient to the program participants.

7.22 INSTRUCTOR PORTAL

All grades and attendances are posted onto the Instructor Portal system after each class meeting and assessment. Each instructor is provided with access to the administrative portal software for the purpose of posting student attendance and grades. This procedure is used so that the Registrar can track the students' academics during the course for the Satisfactory Academic Progress (SAP) reporting. The portal is also used to monitor the students' attendance as required by Title IV. The Registrar tracks both academic progress and attendance via this means of communication and provides an analysis of the students' standing within a given course and program.

7.23 CLASSES ARE TAUGHT IN ENGLISH

In accordance with the training directive from the Florida Department of Education/Commission for Independent Education and our accrediting agency ACCET - all classes at NPTI are taught in English. Although most of our faculty are bilingual, if a student has a question, they can ask the question in another language so that the instructor can clarify any doubts the student may have. Afterwards the instructor must continue instructing in English.

8 INTERACTIVE DISTANCE LEARNING - IDL

8.01 INTERACTIVE DISTANCE LEARNING – IDL OVERVIEW

New Professions Technical Institute, Inc. (NPTI) uses an Interactive Distance Learning (IDL) of digital platforms and tools to support in its totality the students' learning path. In collaboration with Google, the student is provided with a Google Account with which he/she will access:

- Gmail for the email,
- Google Classroom and Google Sites as the learning platform,
- Google Drive as the productivity tools and information repository,
- Finally, the Student Information System.

8.02 STUDENTS CREDENTIALS

The student will be given the credentials for their Google Account at the time of enrollment confirmation. With these credentials he/she will access every platform or tool in their learning path.

8.03 ACCESS TO THE WORKING PLATFORM

Access to these platforms can be gained from the NPTI website at https://www.npti.edu/student-portal.php . More direct access can be gained with the following links:

- Email: http:/mail.npti.edu
- Drive: http:/drive.npti.edu
- Student Information System and Learning Platform: https:/sis.humboldtiu.com

8.04 STUDENT INFORMATION SYSTEM

The student will find all the information related to his/her career carrier in the Student Information System, like approved and pending courses, final grades, billing, and the means to send payments.

8.05 TEACHING MODALITIES

New Professions Technical Institute, Inc., offers a program using three different teaching modalities.

A. The traditional **Face-to-Face** where the student and instructor are in a classroom setting. Face-to-Face programs have no special designation next to them.
B. **Interactive Distance Learning (IDL)** where the student and instructor are 100% online.
C. **Combination** or "**Blended"** - where some segments of the class are taught 100% online, and some segments of the class are taught Face-to-Face.

8.06 PROGRAMS

Programs offered at **New Professions Technical Institute (NPTI)** are offered in two modalities. These are Face-to-Face and Interactive Distance Learning – (IDL). The level of IDL shall depend on the program/course itself. The General Business programs are taught either 100% online (lecture and Lab), and 100% Face-2-Face. The Healthcare programs are taught either 100% Face-2-Face, or online "Blended." Blended courses break down the IDL into various scenarios:

A. Core courses are taught Face-2-Face because of Lab requirements,
B. General support courses are online/" Blended" for those that require limited labs.

Scenario 1: The following example better explains a Face-to-Face setting the entire 5 five (5) hours the instructor and students are in a classroom setting where the exchange of information is immediate, and the instructor oversees the activity of each student as a group. In both cases the number of hours is utilized to benefit the student in the execution of their assigned task under direct supervision.

Scenario 2: The following example better explains a Fully online segment process. The program is Corporate Management, the course is CMD 005 – Human Resources Management. It consists of three (3) Clock Hours of lecture and two (2) Clock Hours of laboratory for a total of five (5) Clock Hours per week x ten weeks equals fifty (50) Clock Hours.

Using the 100% online modality of all five Clock Hours per week, it can be performed using Google Classroom via Google Meet. The instructor can see the student using the synchronic method of delivery where student and instructor sees each other allowing for question and answers and correction of procedures if warranted. If an asynchronous method of delivery is used, then a recording of the class is produced, this way the instructor explains the task to be performed, and the student sees the recording at their leisure. The student then can get together with the instructor during the instructor's established "Office Hours" to discuss the process.

Scenario 3: The following example better explains the "Blended" process. The program is Medical Assistant, the course MED 017 – Phlebotomy and Hematology. It consists of one (1) lecture hour and four (4) lab hours for a total of five (5) Clock Hours per week x ten (10) weeks equal fifty (50) Clock Hours. Using the "Blended" modality, the instructor can lecture via the learning platform (Google Meet) for the 1st hour, and have the students perform practical exercises for the remainder of the 4 hours of laboratory time in a Face-to-Face classroom setting to complete the 5 hours per class meeting.

All General Business and Healthcare programs are taught 100% IDL. With their Externship performed in a business or healthcare facility under the supervision of an Office Manager.
English as a Second Language (ESL) programs are taught either 100% Face-to-Face or 100% IDL. The ESL program does not have an Externship component.

8.07 LEARNING MANAGEMENT SYSTEM

The LMS or Learning Management System is based on Google Sites, Google Classroom and Google Drive. Google Sites is the platform on which the content of the courses is displayed; here the students will spend their studying time. Google Classroom is the platform in which the student creates and submits his/her assignments, follows the instructors' indications, and interacts with the forums communicating with other peers. A course that is uploaded onto Google Classroom is viewed by faculty and students.

This is divided into four (4) areas: Stream, Classwork, People and Grades.

- *Stream:* area for comments between faculty and student, or students and students.
- *Classwork:* demonstrates the weekly activities, materials, and assessments from the faculty to the students.
- *People:* list the faculty and students taking the course.
- *Grades:* list the grades per assessment and provide a running total.

Google Drive is a supporting platform where the student will find the tools to deliver their work.

8.08 TYPES OF VIRTUAL TRAINING

There are two types of virtual training environments, they are **Synchronous and Asynchronous**.

- **Synchronous learning** occurs when faculty and students are interacting in real-time, typically through delivery platforms, remote labs, distance learning technologies such as video conferencing and chat, or collaboration and social learning technologies.
  NPTI online methodology is mostly if not always synchronous.
- **Asynchronous learning** occurs when the faculty and students are not interacting in real-time. By recording the session, the student can see the presentation later. The faculty provides an assessment tool in the form of an assignment or quiz that the student must upload to the learning platform for grade prior to the next class meeting.

8.09 ADMISSIONS PROCESS

The admission process used for Face-to-Face programs shall be used for IDL programs. On the Student Enrollment Agreement there is a space when the student must check which modality they desire to take (Face-to-Face or IDL). The student can during their time in the program change the modality they must submit a Policy & Procedure document, "50. Admissions 10 – Student Request for Change of Modality and Schedule" to the Registrar. Once approved the Registrar submits Policy & Procedure document, "51. Admissions 11 – Addendum to Student Enrollment Agreement" authorizing the change. Both documents are placed in the Student Academic Folder.

8.10 ATTENDANCE VS ASSESSMENTS

Attendance is taken and recorded during synchronous learning because the faculty can see the student interacting in class. Assessment is taken and recorded during an asynchronous learning because the faculty does not monitor the student participation and only has the assessment grade as proof that the student received the training. Assessments are a collection of activities used to monitor student participation. These include but are not limited to Assignments, Homework's, Forum, Chats, Projects or Presentations, Mid-Term, and Final exams.

Students enrolled in Interactive Distance Learning (IDL) courses are expected to actively participate throughout each scheduled class session. Attendance is verified through multiple methods, including visual identity verification when requested by the instructor, participation in class discussions, responses to instructor questions, completion of in-class activities or polls, learning management system activity, and attendance reports generated by the instructional platform.

Students must have access to a functioning webcam and microphone. Faculty may require students to activate their cameras at the beginning of class, after breaks, during attendance verification, examinations, presentations, laboratory demonstrations, competency assessments, or whenever identity verification or instructional participation is necessary. Failure to respond to attendance or participation verification requests within the timeframe established by the instructor may result in an absence or an early departure/late arrival designation in accordance with institutional attendance policies.

8.11 INFORMATION TECHNOLOGY (IT) CONNECTIVITY PROTOCOLS

This protocol is designed to assist both student and instructor in their ability to have connectivity when assessing interactive distance learning at NPTI. After the Admissions process the student is provided with an **NPTI** email account. Any actions the students perform during their time at **NPTI** should be performed via their **NPTI** email account.

On Friday before a Class Start an Orientation is provided to each student. During the Orientation, the

student is given a set of instructions on how the Google platform works. Two videos are presented to the students that demonstrate how the student is:

1. How to enter the Classroom via Google Classroom,
2. How to upload your assessments onto the Google platform

On the first day of class the student must login using their NPTI email account and access their assigned class via Google Classroom. If the student is unable to do so there are a series of protocols to assist the student with accomplishing this goal. One of these protocols is known as "frequent questions and answers for IT Support (Q & A's)"

Frequent Questions and Answers for IT support (Q & As)

1. **Q** - Can I log into the platform using my Gmail account?
   A - NO, you have to login with your NPTI email which was provided during the registration process.

2. **Q** - What to do if I cannot log into my NPTI email (xxx@npti.edu)?
   A - Visit Support for this issue here and contact Support at support@npti.edu if you are still unable to log in.

3. Q - I am connected to the class, but I cannot see the instructor, or the instructor cannot see me.
   A - Go to settings in your device (cell phone, tablet, laptop, or PC) and allow access to your camera. You can also check the lens of the camera on your device to be sure that is not blocked.

4. **Q** – I am connected to my class, but I can't hear the instructor and classmates, or they cannot hear me.
   A - Go to settings in your device (cell phone, tablet, laptop, or PC) and allow access to your microphone and speakers.

5. **Q** - What can I do if I do not connect on time for the class?
   A - If you cannot connect on time for class, you can always go to drive.npti.edu and search for your class video and watch the class recorded as many times you like

6. **Q** - Why can't I connect to the platform or the class?
   A - Check your internet connection using different apps or connecting to different web pages.

You can also test your speed connection in www.speedtest.net. Contact your internet provider.
If this does not solve your problem, you may wish to follow the second protocol which is designated to establish what steps should be taken and by whom.

Student responsibility:
Step 1: If the student has Internet access, they should open their student Email on **Gmail.com.** If not, the student should contact their internet provider or service company. (ATT or Comcast or any other else)

Step 2: If the student has Internet, try to access this website: **fast.com** and they should see on the screen

how fast their internet is: **Your Internet speed is _____Mbps.**

If the student registered more than **10 Mbps**, then their internet is "acceptable." If the **XX** number is over **30 Mbps** then your Internet connection is good. If the connection is less than **5 Mbps**, the student will need to contact their Internet provider to solve the problem, meaning ATT or Comcast or any other.
Step 3: If the student has complied with the last steps correctly, the student needs to inform the instructor. This means the student has sufficient internet access. These steps should not take more than 10 minutes to accomplish.

Instructor Responsibility:

Step 1: The instructor will use his knowledge about the Student Portal (Google Classroom), to solve the problem. If the problem is about the Student Portal (Google Classroom), the instructor should contact via email support@npti.edu
Step 2: Contact support@npti.edu or through the web Chat at https://www.npti.edu/
Step 3: The IT Support technician will communicate with the student to resolve the issue. These steps should not take more than 10 minutes to accomplish. If problems persist you are to contact the IT support personnel at 305-461-2223

8.12 LAST DAY OF ATTENDANCE

In accordance with subsection **5.02 – Withdrawal Policy**, states, "if a student fails to attend class for fourteen (14) calendar days the student is dropped from the course, and the withdrawal process begins. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD).

8.13 OFFICE HOURS

Each instructor shall publicize their "Office Hours" on their syllabus. During this period, the instructor must be on the platform and available to answer any concerns the student may have about the course. During this time, the instructor may pose a question to the class about a topic for discussion, they can schedule a Proctoring session with individual students, they can even answer student questions about ongoing projects or presentations.

8.14 GRADING SYSTEM

The Grading system shall not change from the current system found in subsection 7.06 – GRADING SYSTEM.

8.15 USE OF GOOGLE CLASSROOM

This software is used for training both IDL and Face-2-Face modalities. All programs taught at NPTI will use this mandatory software. Within Google Suite all interaction with students must be performed in Google Classroom. Instructors use the medium to communicate with the students via the "STREAM" option. The "CLASSROOM" option is used to upload course materials, assignments, post student grades and receive student responses. The "PEOPLE" option is used to send emails to students either individually or as a group. The "GRADE" option is used for the instructor to verify that the students' grades are correctly posted. It provided a running accumulation of the student GPA for the course. His option is also used by the Register to determine the Satisfactory Academic Progress (SAP) of a student.

9 PROGRAMS OF STUDY

9.01 GENERAL INFORMATION

New Professions Technical Institute, Inc. (NPTI) offers a variety of academic programs designed to provide the education necessary to meet the demand for qualified supporting personnel in the Business and Industry areas.

To complete an academic program, students must demonstrate that they have mastered the specific job-related requirements including any communication and computation competencies.

General Business Programs

ACCOUNTING & FINANCIAL MANAGEMENT	CORPORATE MANAGEMENT

Healthcare Programs

HOME HEALTH AIDE	MEDICAL ASSISTANT
MEDICAL ASSISTANT	PHARMACY TECHNICIAN

New Professions Technical Institute, Inc. offers three (3) quarter vocational English as a Second Language (ESL) programs. The focus is for students here in the United States to study English on a vocational basis to become gainfully employed. NPTI will award a Diploma to students who complete all the academic requirements as stated in the School Catalog.

ENGLISH AS A SECOND LANGUAGE (Vocational)

New Professions Technical Institute, Inc. offers three (3) quarter a-vocational English as a second language programs. The focus is for students who are visiting the United States and wish to study English to learn another language. This requires an approved I-20 (F-1 / M-1) visa (s) by the Department of Homeland Security. **New Professions Technical Institute,** Inc. will award a Certificate to students who complete all the academic requirements as stated in the School Catalog.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES – ESOL (A-vocational)

9.02 ACCOUNTING & FINANCIAL MANAGEMENT

Program Objective: This program provides students with a foundation in **Accounting and Financial Management**. The program consists of a hands-on approach to the most widely used financial and managerial concepts used in corporate America. The student is introduced to a wide range of core Accounting and Financial related courses like - Income Tax Preparation, Accounting Information Systems, Financial Accounting, Managerial Accounting, Auditing, Accounting for Managers, and Cost Accounting. Upon completion graduates will be able to complete a variety of supervisory tasks in the areas of managerial finance and corporate accounting.

Program Description: This program is designed to provide students with a foundation in **Accounting and Financial Management**. Besides the core courses already mentioned the program offers supporting courses in Business Economics, Business English, and Introduction to Business. Other non-business courses like Advanced Electronic Spreadsheets and Career & Professional Development round out the learning experience. During the Externship course, the student is required to work in an actual **Accounting and/or Financial** office performing tasks already learned in the program.

This program is taught in the following manner:

1. **Languages:** This program is offered in English.
2. **Modality:** This program is offered in an online Interactive Distance Learning – IDL modality. Externship is the only course that must be taken in a business setting where **Accounting & Financial Management** tasks are performed under the supervision of an Office Manager.

Total Number of Quarter Credit Hours: 50.5
Total Number of Clock Hours: 840
Total Number of Quarters / Weeks / Months: 3 / 30 / 7
Credential awarded: **Diploma**

		Clock Hours	Credit Hours	Lecture/ Lab
AFM 005	Accounting for Managers	60	4	2/2
CPT 050	Income Tax Preparation	60	3.5	1/2.5
ECO 001	Business Economics	50	4	3/1
ENC 1201	Business English	40	3	2/1
GEB 1001	Introduction to Business	40	3	2/1
		250	**17.5**	**10/7.5**
AFM 007	Financial Accounting	60	4	2/2
AFM 008	Auditing	60	4	2/2
CPT 051	Accounting Information Systems	70	4	1/3
CPT 061	Advanced Electronic Spreadsheets	50	3	1/2
		240	**15**	**6/9**
AFM 006	Managerial Accounting	60	4	2/2
AFM 009	Cost Accounting	60	4	2/2

SLS1401	Career and Professional Development	50	4	3/1
AFMEXT	Externship	180	6	0/0/6
		350	**18**	**7/5/6**

Quarter Credit hour conversion.
10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit

Program Cost: $14,135.00 (includes Non-refundable Registration, Technology Fee, and Tuition)

2025 GRADUATES

MEDIAN LOAN DEBT:	$6,740.
ON TIME COMPLETION RATE:	85.71%
JOB PLACEMENT RATE:	72.73%

The student in this program is considered as a Full-Time since they shall take 24 - 25-hours of instruction per week for 30-weeks. An additional 10 weeks is provided to finish the Externship hours as required for graduation.

ONET: 11-1021.00 – General and Operations Managers
National Center for Education Statistics: 52-0201 – Purchasing Procurement / Acquisitions and Contract Management
Bureau of Labor Statistics: 11-1021.00 – General and Operations Managers

New Professions Technical Institute (NPTI) has moved from hard-copy textbooks and workbooks to E-books. During the Admissions process the student receives a tablet with access code. The access code lasts the 7-months of training and provides the student with the resources needed to complete the program. The access code upload has a one-year time limit. After that time the tablet is the students to keep. The student pays a Technology Fee (see OTHER CHARGES) for this service. The Technology Fee covers the use of software via the access code, hardware via the tablet provided after being admitted to a program, and the use of **Humboldt Group (HG)** E-library Resource Center.

HG E-library Resource Center with its collection of databases that is available to all students and faculty, at any time and from practically any location where an Internet connection is available. The electronic library provides students with the required resources necessary to succeed in their class work. The virtual library provides an outstanding collection of selected resources, such as e-books, journal databases, full-text and peer-reviewed articles, theses, dissertations, financial data, industry reports, and learning objects, all of them oriented to support learning, teaching and research. Many of the resources are also available in Spanish language.

All subjects taught at **NPTI** are comprehended in the e-library:

- Business Administration / Management
- Computer & Information Technology
- Education

- Health Sciences
- History / Social Sciences / Government Documents
- Multidisciplinary
- Science, Technology & Engineering

Humboldt Group has partnered with the *Aquinas Online Library,* an online collection of library resources to accommodate distance learning students and faculty needs. Custom collections by programs are created with other relevant publishers such as: McGraw Hill, Cengage Learning, EBSCO Services, Springer, E-Library and OCEANO.

Below is a list of E-books for the **Accounting & Financial Management** program. The list of books used for each program may change at any time based on faculty recommendations and new editions.

Accounting for Managers / AFM 005*

Using Financial Accounting, 1st Edition by Carl Warren, Jefferson Jones, and Amanda Farmer, Cengage 2022, Print ISBN-13: 9780357507858 / e-Text ISBN: 9780357711385

Using QuickBooks Online for Accounting, 8th Edition, by Glenn Owen, Cengage 2025, ISBN 978-0-357-98849-7

Income Tax Preparation / CPT 050*

Income Tax Fundamentals, 42nd edition, by Whittenburg/Gill, Cengage 2024, Student edition: ISBN-13 978-0357900932 / Loose-leaf edition: ISBN-13: 978-0357900949 / e-book: ISBN 9780357901021, 0357901029

Business Economics / ECO 001*

Managerial Economics: A Problem Solving Approach, 6th edition, by Froeb, McCann, Shor, Ward, Cengage 2023, ISBN-13: 978-0357748237 ISBN 10: 0357748239

Business English / ENC 1201*

Business English, 14th edition by Guffey, Mary Ellen Seefer, Carolyn M., Cengage 2026, Soft cover ISBN: 978-0-357-92907-0; Loose-leaf ISBN: 978-0-357-92908-7

Introduction to Business / GEB 1001*

Foundations of Business – 7th Edition, by William Pride, Robert Hughes, and Jack Kapoor, Cengage 2023, ISBN-10: 0357717945, ISBN-13: 978-0357717943 (paperback) / ISBN: 9780357718056 (e-book)

Financial Accounting / AFM 007*

Financial and Managerial Accounting (16th edition), by Carl Warren and William B. Tayler, Cengage 2022, ISBN-10: 0357714040 / ISBN-13: 978-0357714041

Using QuickBooks Online for Accounting, 8th Edition, by Glenn Owen, Cengage 2025, ISBN 978-0-357-98849-7

Auditing / AFM 008*

Auditing: A Risk-Based Approach (12th edition), by Johnstone, Gramling, Rittenberg, Cengage 2024, ISBN-10: 035772187X / ISBN-13: 978-0357721872

Accounting Information Systems / CPT 051*

Using QuickBooks Online for Accounting, 8th Edition, by Glenn Owen, Cengage 2025, ISBN 978-0-357-98849-7

Advanced Electronic Spreadsheets / CPT 061*

N/A (The instructor only uses links)

Managerial Accounting / AFM 006*
Financial and Managerial Accounting (16th edition), by Carl Warren and William B. Tayler, Cengage 2022, ISBN-10: 0357714040 / ISBN-13: 978-0357714041
Cost Accounting / AFM 009*
Cost Management, 6th Edition by Don R. Hansen, Maryanne M. Mowen, and Dan L. Heitger, Cengage 2026, ISBN 13: 979-8214044866
Career & Professional Development / SLS 1401*
Your Career: How to Make It Happen, 10th Edition, by Owens, Kadakia, Harwood, Cengage Learning 2022, ISBN 978-0-357-36135-1

9.03 CORPORATE MANAGEMENT

Program Objective: This program is designed to provide students with an advanced foundation in **Corporate Management.** The program consists of a hands-on approach to the most widely used of general business concepts used in corporate America. The student who already has a basic knowledge of business is introduced to advanced courses Human Resources Management, Business Ethics, Financial Management, Marketing & Sales, Entrepreneurship, and Organizational Leadership. Upon completion of this program the graduate will be prepared for the dynamic challenge that faces a supervisor in today's business environment.

Program Description: Students will learn how managers implement marketing elements within a strategic planning framework. Emphasis is on decision-making, and the development and execution of marketing strategies related to product and brand development, channels of distribution, pricing, and promotional efforts under varying marketplace conditions. The nature and requirements of selling, including consideration of buyer motivations and selling theories about various buyer-seller situations. Students will learn to interpret and solve problems related to marketing & sales techniques. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

This program is taught in the following manner:

1. **Languages:** This program is offered in English.
2. **Modality:** This program is offered in an online Interactive Distance Learning – IDL modality. Externship is the only course that must be taken in a business setting where **Corporate Management** tasks are performed under the supervision of an Office Manager.

Total Number of Quarter Credit Hours: 52.5
Total Number of Clock Hours: 850
Total Number of Quarters / Weeks / Months: 3 / 30 / 7
Credential awarded: **Diploma**

		Clock Hours	Credit Hours	Lecture/ Lab
CMD 005	Human Resources Management	50	4	3/1
CMD 009	Financial Management	50	4	3/1
CPT 060	Advanced Word Processing	60	3.5	1/2.5
GEB 1001	Introduction to Business	40	3	2/1
ECO 001	Business Economics	50	4	3/1
		250	**18.5**	**12/6.5**
CMD 006	Business Ethics	50	3	1/2
CMD 007	Introduction to Entrepreneurship	50	3	1/2
CMD 008	Marketing & Sales	50	3	1/2
CPT 061	Advanced Electronic Spreadsheets	50	3	1/2
ENC 1201	Business English	40	3	2/1
		240	**15**	**6/9**

CMD 010	Organizational Leadership	40	3	2/1	
CMD 011	Principles of Project Management	40	3	2/1	
CPT 062	Advanced Electronic Presentation Design	50	3	1/2	
SLS1401	Career and Professional Development	50	4	3/1	
CMD EXT	Corporate Management Externship	180	6	0/0/6	
			360	**19**	**8/5/6**

Quarter Credit hour conversion.
10 Lecture hours = 1 credit / 20 Lab hours = 1 credit

Program Cost: $14,135.00 (includes Non-refundable Registration, Technology Fee, and Tuition)

2025 GRADUATES

MEDIAN LOAN DEBT:	$0.00	No Attendance
ON TIME COMPLETION RATE:	0%	No Attendance
JOB PLACEMENT RATE:	0%	No Attendance

The student in this program is considered as a Full-Time since they shall take 24 - 25-hours of instruction per week for 30-weeks. An additional 10 weeks is provided to finish the Externship hours as required for graduation.

ONET: 43-1011.00 – First-Line Supervisors of Office and Administrative Support Workers
National Center for Education Statistics: 52.0204 – Office Management & Supervision
Bureau of Labor Statistics: 43-1011.00 – First-Line Supervisors of Office and Administrative Support Workers

New Professions Technical Institute (NPTI) has moved from hard-copy textbooks and workbooks to E-books. During the Admissions process the student receives a tablet with access code. The access code lasts the 7-months of training and provides the student with the resources needed to complete the program. The access code upload has a one-year time limit. After that time the tablet is the students to keep. The student pays a Technology Fee (see OTHER CHARGES) for this service. The Technology Fee covers the use of software via the access code, hardware via the tablet provided after being admitted to a program, and the use of **Humboldt Group (HG)** E-library Resource Center.

HG E-library Resource Center with its collection of databases that is available to all students and faculty, at any time and from practically any location where an Internet connection is available. The electronic library provides students with the required resources necessary to succeed in their class work.

The virtual library provides an outstanding collection of selected resources, such as e-books, journal databases, full-text and peer-reviewed articles, theses, dissertations, financial data, industry reports, and learning objects, all of them oriented to support learning, teaching, and research. Many of the resources are also available in Spanish language.

All subjects taught at **NPTI** are comprehended in the e-library:

- Business Administration / Management
- Computer & Information Technology
- Education
- Health Sciences
- History / Social Sciences / Government Documents
- Multidisciplinary
- Science, Technology & Engineering

Humboldt Group has partnered with the *Aquinas Online Library,,* an online collection of library resources to accommodate distance learning students and faculty needs. Custom collections by programs are created with other relevant publishers such as: McGraw Hill, Cengage Learning, EBSCO Services, Springer, E-Library and OCEANO.

Below is a list of E-books for the **Corporate Management** program. The list of books used for each program may change at any time based on faculty recommendations and new editions.

Human Resource Management / CMD 005
Human Resource Management, 17th Edition, by Sean Valentine, Patricia Meglich, Robert L. Mathis, John H. Jackson, Cengage 2024, ISBN-10: 0357899288 / ISBN-13: 978-0357899281

Financial Management / CMD 009
Fundamentals of Financial Management, 12th Edition, by Brigham and Houston, Cengage 2026, Student edition ISBN: 979-8-214-04058-5; Loose-leaf edition ISBN: 979-8-214-04059-2

Advanced Word Processing / CPT 060
Instructor uses links

Introduction to Business / GEB 1001
Foundations of Business – 7th Edition, by William Pride, Robert Hughes, and Jack Kapoor, Cengage 2023, ISBN-10: 0357717945, ISBN-13: 978-0357717943 (paperback) / ISBN: 9780357718056 (e-book)

Business Economics / ECO 001
Managerial Economics: A Problem Solving Approach, 6th edition, by Froeb, McCann, Shor, Ward, Cengage 2023, ISBN 13: 978-0357748237 ISBN 10: 0357748239

Business Ethics / CMD 006
Business and Professional Ethics, 9th edition, by Brooks and Dunn, Cengage 2021, ISBN-13: 978-0-357-44188-6

Introduction to Entrepreneurship / CMD 007
Entrepreneurship – Theory, Process, Practice, 12th edition, by Donald F. Kuratko, Cengage 2023, ISBN-10: 0357899504 / ISBN-13: 978-0357899502

Marketing & Sales / CMD 008
Foundations of Marketing, 9th Edition, by William M. Pride; O. C. Ferrell, Cengage 2022, ISBN-13: 9780357129463

Advanced Electronic Spreadsheets / CPT 061

Instructor uses links

Business English / ENC 1201

Business English, 14th edition by Guffey, Mary Ellen Seefer, Carolyn M., Cengage 2026, Soft cover ISBN: 978-0-357-92907-0; Loose-leaf ISBN: 978-0-357-92908-7

Organizational Leadership / CMD 010

Leadership: Research Findings, Practice & Skills, 10th Edition, by Andrew J. DuBrin, Cengage 2023, ISBN: 978-0-357-71617-5

Principles of Project Management / CMD 011

Contemporary Project Management: Plan-Driven and Agile Approaches | 5th Edition, Cengage 2023, Textbook ISBN: 9780357715734 / e-book ISBN: 9780357715833

Advanced Electronic Presentation Design / CPT 062

Instructor uses links

Career & Professional Development / SLS 1401

Your Career: How to Make It Happen, 10th Edition, by Owens, Kadakia, Harwood, Cengage Learning 2022, ISBN 978-0-357-36135-1

9.04 HOME HEALTH AIDE

Program Objective: This program is designed to train students in all relevant aspects of long-term patient care under the supervision of a Registered Nurse. Students will undergo 55-lecture hours and demonstrate their skills in a 20-hour Laboratory environment. The programs consist of 9 subdivisions. They are Guidelines Patient Care Procedures, Safety, Sanitation & Emergency Procedures, Verbal & Written Communications, Physical Comfort and Patient Safety, Nutrition, Post-Operative Care Procedures, Rehabilitative and Geriatric Care, Cardiopulmonary Resuscitation – CPR, HIV/AIDS. Upon completion of this program, graduates will be able to seek entry-level employment as Home Health Aides.

Program Description: This program is designed to provide students with the ability to provide patient care under the direct supervision of a Registered Nurse. The graduate can perform their duties in long-term care facilities as well as in a private residence setting. The Home Health Aide poses the entry-level knowledge to communicate in both English and Spanish while providing the healthcare needs of the patient.

This program is taught in the following manner:

1. **Languages:** This program is offered in English.
2. **Modalities:** This program is offered in two modalities - 100% face-to-face and/or 100% online (Interactive Distance Learning – IDL) for classroom and In-Service Lab.
   There are no Externship hours performed in this program.

Total Number of Quarter Credit Hours: 6.5
Total Number of Clock Hours: 75
Total Number of Quarters / Weeks / Months: 0 / 6 / 2
Credential Awarded: **Diploma**

	Clock Hours	Credit Hours
HHA 101 Home Health Aide	75	6.5

Quarter Credit Hour conversion:
10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit

Program Cost: $475.00 (includes Non-Refundable Registration fee, tuition, and books)

2025 GRADUATES

MEDIAN LOAN DEBT: N/A
ON TIME COMPLETION RATE: 100%
JOB PLACEMENT RATE: 81.67%

ONET: 31-1121 – Home Health Aide

National Center for Education Statistics: CIP Code 51.2602 – Home Health Aide

Bureau of Labor Statistics: 31-1120 – Home Health Aide

Books and Handouts are a separate cost from Tuition. Below is a list of books for the **Home Health Aide** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up-to-date Book List is available on the website.

Home Health Aide

The Home Health Aide Handbook, 6th Edition. By: Jetta Fuzy, William Leahy, Hartman Publishing (2023), ISBN-10: 1604251581

9.05 MEDICAL ASSISTANT

Program Objective: This program is designed to provide the students with the basics for an entry-level position in the medical field as a **Medical Assistant**. Upon completion, the student will have a working knowledge of medical terminology, anatomy, physiology, and medical procedures. The student will learn both front and back-office procedures including but not limited to checking a patient's vital signs, clinical history taking and electrocardiogram.

Program Description: This program is designed to provide students with a foundation as a **Medical Assistant.** It consists of a hands-on approach to the most widely used Medical Assistance concepts performed in medical facilities throughout America. The student will receive a basic knowledge of basic medical procedures using a variety of methodologies. Major medical courses are: Medical Office Management, Medical Procedures I & II, Electronic Health Records, Electrocardiogram, Radiology, Phlebotomy & Hematology, Emergency Medical Care, and The Medical Assistant Professional. Another supporting course taught is Career and Professional Development.

This program is taught in the following manner:

1. **Languages:** This program is offered in English.
2. **Modality:** This program is offered in an online Interactive Distance Learning – IDL modality. Lab simulations are conducted in-house and the Externship is the only course that must be taken in a Medical facility setting where medical tasks are performed under the supervision of a Medical Office Manager.

Total Number of Quarter Credit Hours: 49
Total Number of Clock Hours: 840
Total Number of Quarters / Weeks / Months: 3 / 30 / 7
Credential awarded: **Diploma**

		Clock Hours	Credit Hours	Lecture/Lab/ Externship
MED 001	Medical Terminology	30	3	3/0
MED 006	Anatomy and Physiology	30	3	3/0
MED 011	Medical Procedures I	50	3	1/2
MED 030	Electronic Health Records	50	3	1/2
MEA1303	Medical Office Management	40	3	2/1
MEA1542	Electrocardiogram	50	3	1/2
		250	**18**	**11/7**
MED 012	Medical Procedures II	90	5	1/4
MED 015	Emergency Medical Care	60	4	2/2
MED 017	Phlebotomy and Hematology	50	3	1/2
MED 020	Radiology	50	3	1/2
		250	**15**	**5/10**
MED 016	The Medical Assistant Professional	80	5	2/3

SLS1401	Career and Professional Development	50	4	3/1
MAD EXT	Medical Assistant Externship	210	7	0/0/7
		340	**16**	**5/4/7**

Quarter Credit hour conversion:
10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit Program

Program Cost: $15,635. (Includes Non-refundable Registration, Technology Fee, Tuition and one Scrubs)

2025 GRADUATE

MEDIAN LOAN DEBT:	$8,240.
ON TIME COMPLETION RATE:	86.67%
JOB PLACEMENT RATE:	72.73%

The student in this program is considered as a Full-Time since they shall take 24 - 25-hours of instruction per week for 30-weeks. An additional 10 weeks are provided to finish the Externship hours as required for graduation.

ONET: 31-9092.00 - Medical Assistant
National Center for Education Statistics: CIP 51.0801 - Medical/Clinical Assistant
Bureau of Labor Statistics: 31-9092.00 - Medical Assistant

New Professions Technical Institute (NPTI) has moved from hard-copy textbooks and workbooks to E-books. During the Admissions process the student receives a tablet with access code. The access code lasts the 7-months of training and provides the student with the resources needed to complete the program. The access code upload has a one-year time limit. After that time the tablet is the students to keep. The student pays a Technology Fee (see OTHER CHARGES) for this service. The Technology Fee covers the use of software via the access code, hardware via the tablet provided after being admitted to a program, and the use of **Humboldt Group (HG)** E-library Resource Center.

HG E-library Resource Center with its collection of databases that is available to all students and faculty, at any time and from practically any location where an Internet connection is available. The electronic library provides students with the required resources necessary to succeed in their class work. The virtual library provides an outstanding collection of selected resources, such as e-books, journal databases, full-text and peer-reviewed articles, theses, dissertations, financial data, industry reports, and learning objects, all of them oriented to support learning, teaching, and research. Many of the resources are also available in Spanish language. All subjects taught at **NPTI** are comprehended in the e-library:

- Business Administration / Management
- Computer & Information Technology
- Education
- Health Sciences

- History / Social Sciences / Government Documents
- Multidisciplinary
- Science, Technology & Engineering

Humboldt Group has partnered with the*Aquinas Online Library,* an online collection of library resources to accommodate distance learning students and faculty needs. Custom collections by programs are created with other relevant publishers such as: McGraw Hill, Cengage Learning, EBSCO Services, Springer, E-Library and OCEANO.

Below is a list of E-books for the **Medical Assistant** program. The list of books used for each program may change at any time based on faculty recommendations and new editions.

Medical Terminology / MED 001

Medical Terminology for Healthcare Professionals, 9th Edition, by Ann Ehrlich, Carol L. Schroeder, Laura Ehrlich, and Katrina Schroeder Smith, Cengage 2022, ISBN-13: 978-0-357-71060-9

Anatomy and Physiology / MED 006

Anatomy & Physiology, 1st Edition, by Elizabeth Co, Cengage 2022, ISBN 9780357807248

Medical Procedures I / MED 011

Medical Assisting: Administrative & Clinical Competencies, 9th edition, by Michelle Blessi, Cengage Learning 2022, eText ISBN: 978-0-357-50281-5

Electronic Health Records / MED 030

Essentials of Health Information Management: Principles and Practices, by Mary Jo Bowie, 5th Edition, Cengage Learning 2022, ISBN-10: 357624254 / ISBN-13: 978-0357624258

Medical Office Management / MEA 1303

Medical Assisting: Administrative & Clinical Competencies, 9th edition, by Michelle Blessi, Cengage Learning 2022, eText ISBN: 978-0-357-50281-5

Electrocardiogram / MEA 1542

Medical Assisting: Administrative & Clinical Competencies, 9th edition, by Michelle Blessi, Cengage Learning 2022, eText ISBN: 978-0-357-50281-5

Medical Procedures II / MED 012

Medical Assisting: Administrative & Clinical Competencies, 9th edition, by Michelle Blessi, Cengage Learning 2022, eText ISBN: 978-0-357-50281-5

Emergency Medical Care / MED 015

Medical Assisting: Administrative & Clinical Competencies, 9th edition, by Michelle Blessi, Cengage Learning 2022, eText ISBN: 978-0-357-50281-5

The Medical Assistant Professional / MED 016

Medical Assisting: Administrative & Clinical Competencies, 9th edition, by Michelle Blessi, Cengage Learning 2022, eText ISBN: 978-0-357-50281-5

Phlebotomy and Hematology / MED 017

The Complete Textbook of Phlebotomy, 6th Edition, by Lynn Hoeltke, Cengage 2025, e-book ISBN: 9780357932902 / Textbook ISBN: 9780357932797

Radiology / MED 020

Medical Assisting: Administrative & Clinical Competencies, 9th edition, by Michelle

Blessi, Cengage Learning 2022, eText ISBN: 978-0-357-50281-5

Career & Professional Development / SLS 1401

Your Career: How to Make It Happen, 10th Edition, by Owens, Kadakia, Harwood, Cengage Learning 2022, ISBN 978-0-357-36135-1

9.06 MEDICAL OFFICE SPECIALIST

Program Objective: The program provides the students with the basics for entry-level positions in the medical field with emphasis on **Billing and Coding**. Upon completion, the student will have a working knowledge of Medical Coding (I, II, and III), Medical Terminology, Anatomy & Physiology, Medical Insurance, Medical Billing Software & Reimbursement, Medical Office Management, Risk Compliance, Auditing for Billers & Coders, and Electronic Health Records. Other support courses include Professional Development. The student will learn how to perform the many tasks in a medical front office. These procedures include activities like scheduling appointments, verifying insurance data, medical recording, and reporting, filing, and phone and social etiquette.

Program Description: This program is designed to provide students with a foundation in **Medical Billing & Coding.** It consists of a hands-on approach to the most widely used Medical Office concepts performed in medical facilities throughout America. The student will receive a basic knowledge of basic medical procedures in a variety of methodologies. The major medical courses like: Medical Coding (I, II, and III), Medical Insurance, Medical Billing Software & Reimbursement, Medical Office Management, Risk Compliance, Auditing for Billers & Coders, and Electronic Health Records will be addressed in detail. Supporting medical courses like: Medical Terminology and Anatomy & Physiology will be taught throughout the program. Finally, the Career and Professional Development course enhances their ability for gainful employment.

This program is taught in the following manner:

1. **Languages:** This program is offered in English.
2. **Modality:** This program is offered in an online Interactive Distance Learning – IDL modality. Lab simulations are conducted in-house and the Externship is the only course that must be taken in a Medical facility setting where medical tasks are performed under the supervision of a Medical Office Manager.

Total Number of Quarter Credit Hours: 49.5
Total Number of Clock Hours: 780
Total Number of Quarters / Weeks / Months: 3 / 30 / 7
Credential awarded: **Diploma**

		Clock Hours	Credit Hours	Lecture / Lab / Externship
MED 001	Medical Terminology	30	3	3 / 0
MED 002	Medical Coding I	40	3	2 / 1
MED 006	Anatomy and Physiology	30	3	3 / 0
MED 030	Electronic Health Records	50	3	1 / 2
MEA 1303	Medical Office Management	40	3	2 / 1
SLS 1401	Career and Professional Development	50	4	3 / 1

	240	**19**	**14/5**
MED 004 Medical Insurance	40	3	2 / 1
MED 009 Medical Billing Software & Reimbursement	60	5	4 / 1
MED 022 Auditing for Billers & Coders	60	4	2 / 2
MED 003 Medical Coding II	90	6	3 / 3
	250	**18**	**11 / 7**
MED 021 Risk Compliance	60	3.5	1 / 2.5
MED 023 Medical Coding III	60	3	0 / 3
MOS EXT Medical Office Externship	180	6	0 / 0 / 6
	300	**12.5**	**1 / 5.5 / 6**

Quarter Credit hour conversion:
10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit Program

Program Cost: $14,135. (includes Non-refundable Registration, Technology Fee, Tuition and E-Books and three Scrubs)

2025 GRADUATES

MEDIAN LOAN DEBT:	$6,740.
ON TIME COMPLETION RATE:	94.29%
JOB PLACEMENT RATE:	73.33%

The student in this program is considered as a Full-Time since they shall take 24 - 25-hours of instruction per week for 30-weeks. An additional 10 weeks is provided to finish the Externship hours as required for graduation.

ONET: 43-6013.00 **-** Medical Secretaries & Administrative Assistant
National Center for Education Statistics: CIP 51.0714 – Medical Insurance Specialist/Medical Biller
Bureau of Labor Statistics: 43-6013.00 **-** Medical Secretaries & Administrative Assistant

New Professions Technical Institute (NPTI) has moved from hard-copy textbooks and workbooks to E-books. During the Admissions process the student receives a tablet with access code. The access code lasts the 7-months of training and provides the student with the resources needed to complete the program. The access code upload has a one-year time limit. After that time the tablet is the students to keep. The student pays a Technology Fee (see OTHER CHARGES) for this service. The Technology Fee covers the use of software via the access code, hardware via the tablet provided after being admitted to a program, and the use of **Humboldt Group (HG)** E-library Resource Center.

HG E-library Resource Center with its collection of databases that is available to all students and faculty, at any time and from practically any location where an Internet connection is available. The electronic library provides students with the required resources necessary to succeed in their class work. The virtual library provides an outstanding collection of selected resources, such as e-books,

journal databases, full-text and peer-reviewed articles, theses, dissertations, financial data, industry reports, and learning objects, all of them oriented to support learning, teaching, and research. Many of the resources are also available in Spanish language. All subjects taught at

NPTI are comprehended in the e-library:

- Business Administration / Management
- Computer & Information Technology
- Education
- Health Sciences
- History / Social Sciences / Government Documents
- Multidisciplinary
- Science, Technology & Engineering

Humboldt Group has partnered with the*Aquinas Online Library,* an online collection of library resources to accommodate distance learning students and faculty needs. Custom collections by programs are created with other relevant publishers such as: McGraw Hill, Cengage Learning, EBSCO Services, Springer, E-Library and OCEANO.

Books and Handouts are included in the cost of Tuition. Below is a list of books for the **Medical Office Specialist** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up-to-date Book List is available on the website.

Medical Terminology / MED 001

Medical Terminology for Healthcare Professionals, 9th Edition, by Ann Ehrlich, Carol L. Schroeder, Laura Ehrlich, and Katrina Schroeder Smith, Cengage 2022, ISBN-13: 978-0-357-71060-9

Medical Coding I / MED 002

ICD-10 CM Expert: The Official CMS Code Set: Diagnosis Codes for Providers & Facilities, AAPC 2026, ISBN: 979-8-892580-984
CPC Study Guide, AAPC 2026, ISBN: 979-8-892581-066
CPT® Professional Edition code book, AMA 2026, ISBN: 978-1-64016-322-5
HCPCS Level II Expert, AAPC 2026, ISBN: 979-8-892580-991

Medical Coding II / MED 003

ICD-10 CM Expert: The Official CMS Code Set: Diagnosis Codes for Providers & Facilities, AAPC 2026, ISBN: 979-8-892580-984
CPC Study Guide, AAPC 2026, ISBN: 979-8-892581-066
CPT® Professional Edition code book, AMA 2026, ISBN: 978-1-64016-322-5
HCPCS Level II Expert, AAPC 2026, ISBN: 979-8-892580-991
CPMA Study Guide, AAPC 2026, ISBN: 979-8-892581-615

Medical Coding III / MED 023

ICD-10 CM Expert: The Official CMS Code Set: Diagnosis Codes for Providers & Facilities, AAPC 2026, ISBN: 979-8-892580-984
CPC Study Guide, AAPC 2026, ISBN: 979-8-892581-066

CPT® Professional Edition code book, AMA 2026, ISBN: 978-1-64016-322-5
HCPCS Level II Expert, AAPC 2026, ISBN: 979-8-892580-991
CPMA Study Guide, AAPC 2026, ISBN: 979-8-892581-615
CRC Study Guide, AAPC 2026, ISBN: 979-8-892580-724

Anatomy and Physiology / MED 006

Anatomy & Physiology, 1st Edition, by Elizabeth Co, Cengage 2022, ISBN 9780357807248

Electronic Health Records / MED 030

Essentials of Health Information Management: Principles and Practices, by Mary Jo Bowie, 5th Edition, Cengage Learning 2022, ISBN-10: 357624254 / ISBN-13: 978-0357624258

Medical Office Management / MEA 1303

Medical Assisting: Administrative & Clinical Competencies, 9th edition, by Michelle Blessi, Cengage Learning 2022, eText ISBN: 978-0-357-50281-5

Career & Professional Development / SLS 1401

Your Career: How to Make It Happen, 10th Edition, by Owens, Kadakia, Harwood, Cengage Learning 2022, ISBN 978-0-357-36135-1

Medical Insurance / MED 004

Understanding Health Insurance: A Guide to Billing and Reimbursement, 19th edition, by Green, Cengage 2024, ISBN: 978-0-357-93206-3

Medical Billing Software and Reimbursement / MED 009

Understanding Health Insurance: A Guide to Billing and Reimbursement, 19th edition, by Green, Cengage 2024, ISBN: 978-0-357-93206-3

Auditing for Billers & Coders / MED 022

CPT® Professional Edition code book, AMA 2026, ISBN: 978-1-64016-322-5
ICD-10 CM Expert: The Official CMS Code Set: Diagnosis Codes for Providers & Facilities, AAPC 2026, ISBN: 979-8-892580-984
HCPCS Level II Expert, AAPC 2026, ISBN: 979-8-892580-991
CPMA Study Guide, AAPC 2026, ISBN: 979-8-892581-615

Risk Compliance / MED 021

ICD-10 CM Expert: The Official CMS Code Set: Diagnosis Codes for Providers & Facilities, AAPC 2026, ISBN: 979-8-892580-984
CRC Study Guide, AAPC 2026, ISBN: 979-8-892580-724

9.07 PHARMACY TECHNICIAN

Program Objective: This program is designed to provide the students with the basics for an entry-level position in the pharmaceutical industry as a **Pharmacy Technician**. The curriculum provides the student with a general knowledge of the principles of pharmacology and pharmacy law. The student will learn the foundation of drug therapy, administration, preparation, and distribution in retail and institutional pharmacy operations. This program is approved by the Florida Department of Health, Board of Pharmacy number # RTTP344.

Program Description: This program is designed to provide students with a foundation in **Pharmacy Technician**. It consists of a hands-on approach to the most widely used training in pharmaceutical facilities throughout America. All the Pharmacy courses including Pharmacy Insurance, Pharmacology Calculations, Foundations of Hospital & Pharmacy, Drug Therapy & Administration, Retail Pharmacy & Pharmacology, Pharmacy Practice for Technicians, Review for National Certification Exam, and Pharmacy Operations & Management are considered the backbone of the program. Other courses like Medical Terminology, Anatomy & Physiology, Principles of Pharmacology, Pharmacy Law, and Mental health & Alternative Medicine places emphasis as a support role. The Career and Professional Development course enables the students to focus their attention on resume writing and job interview techniques.

This program is taught in the following manner:

1. **Languages:** This program is offered in English.
2. **Modality:** This program is offered in an online Interactive Distance Learning – IDL modality. Lab simulations are conducted in-house and the Externship is the only course that must be taken in a retail pharmaceutical facility where pharmaceutical tasks are performed under the supervision of a certified Pharmacist.

Total Number of Quarter Credit Hours: 55.5
Total Number of Clock Hours: 840
Total Number of Quarters / Weeks / Months: 3 / 30 / 7
Credential awarded: **Diploma**

		Clock Hours	Credit Hours	Lecture / Lab / Externship
MED 001	Medical Terminology	30	3	3 / 0
MED 006	Anatomy and Physiology	30	3	3 / 0
MED 051	Pharmacy Insurance	40	3	2 / 1
MED 054	Pharmacology Calculations	50	3	1 / 2
MED 056	Principles of Pharmacology	50	5	5 / 0
MED 057	Pharmacy Law	40	4	4 / 0
		240	**21**	**18 / 3**
MED 052	Foundations of Hospital and Pharmacy	40	3	2 / 1
MED 053	Drug Therapy and Administration	50	3	1 / 2
MED 055	Retail Pharmacy and Pharmacology	50	3	1 / 2

MED 059	Mental Health and Alternative Medicine	40	4	4 / 0
MED 060	Pharmacy Practice for Technicians	60	3.5	1 / 2.5
		240	**16.5**	**9 / 7.5**
MED 061	Review for National Certification Exam	80	5	2 / 3
PTN1730	Pharmacy Operations and Management	50	3	1 / 2
SLS1401	Career and Professional Development	50	4	3 / 1
PHT EXT	Pharmacy Technician Externship	180	6	0 / 0 / 6
		360	**18**	**6 / 6 / 6**

Quarter Credit hour conversion:
10 Lecture hours = 1 credit, 20 Lab hours = 1 credit, and 30 Externship hours = 1 credit

Program Cost: $15,635. (Includes Non-refundable Registration, Technology Fee, Tuition and three Scrubs)

2025 GRADUATES

MEDIAN LOAN DEBT:	$8,240.
ON TIME COMPLETION RATE:	71.43%
JOB PLACEMENT RATE:	77.78%

The student in this program is considered as a Full-Time since they shall take 24 25-hours of instruction per week for 30-weeks. An additional 10 weeks is provided to finish the Externship hours as required for graduation.

ONET: 29-2052.00 **-** Pharmacy Technician
National Center for Education Statistics CIP 51.0805 - Pharmacy Technician/Assistant
Bureau of Labor Statistics: 29-2052.00 **-** Pharmacy Technician

New Professions Technical Institute (NPTI) has moved from hard-copy textbooks and workbooks to E-books. During the Admissions process the student receives a tablet with access code. The access code lasts the 7-months of training and provides the student with the E-books needed to complete the program. The access code upload has a one-year time limit. After that time the tablet is the students to keep. The student pays a Technology Fee (see OTHER CHANGES) for this service. The Technology Fee covers the use of software via the access code, hardware via the tablet provided after being admitted to a program, and the use of **Humboldt Group (HG)** E-library Resource Center.

HG E-library Resource Center with its collection of databases that is available to all students and faculty, at any time and from practically any location where an Internet connection is available. The electronic library provides students with the required resources necessary to succeed in their class work.

The virtual library provides an outstanding collection of selected resources, such as e-books, journal databases, full-text and peer-reviewed articles, theses, dissertations, financial data, industry reports, and learning objects, all of them oriented to support learning, teaching, and research. Many

of the resources are also available in Spanish language.
All subjects taught at **NPTI** are comprehended in the e-library:

- Business Administration / Management
- Computer & Information Technology
- Education
- Health Sciences
- History / Social Sciences / Government Documents
- Multidisciplinary
- Science, Technology & Engineering

Humboldt Group has partnered with the *Aquinas Online Library,* an online collection of library resources to accommodate distance learning students and faculty needs. Custom collections by programs are created with other relevant publishers such as: McGraw Hill, Cengage Learning, EBSCO Services, Springer, E-Library and OCEANO.

Below is a list of E-books for the **Pharmacy Technician** program. The list of books used for each program may change at any time based on faculty recommendations and new editions.

Medical Terminology / MED 001
Medical Terminology for Healthcare Professionals, 9th Edition, by Ann Ehrlich, Carol L. Schroeder, Laura Ehrlich, and Katrina Schroeder Smith, Cengage 2022, ISBN-13: 978-0-357-71060-9
Anatomy and Physiology / MED 006
Anatomy & Physiology, 1st Edition, by Elizabeth Co, Cengage 2022, ISBN 9780357807248
Pharmacy Insurance / MED 051
Mosby's Pharmacy Technician: Principles and Practice: Principles and Practice 7th Edition / Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice 7th Edition, Elsevier 2025, Textbook: ISBN-10: 443124884 / ISBN-13: 978-0443124884 | Workbook: ISBN-10: 443124841 / ISBN-13: 978-0443124846
The Pharmacy Technician: A Comprehensive Approach, 5th Edition, by Jahangir Moini, Cengage 2025, ISBN-13: 978-8214113730
Pharmacology Calculations / MED 054
Pharmaceutical Calculations for Pharmacy Technicians, 3rd Edition, by Jahangir Moini, Cengage 2024, ISBN: 978-0357765975
Mosby's Pharmacy Technician: Principles and Practice: Principles and Practice 7th Edition / Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice 7th Edition, Elsevier 2025, Textbook: ISBN-10: 443124884 / ISBN-13: 978-0443124884 | Workbook: ISBN-10: 443124841 / ISBN-13: 978-0443124846
Principles of Pharmacology / MED 056
Mosby's Pharmacy Technician: Principles and Practice: Principles and Practice 7th Edition / Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice 7th Edition, Elsevier 2025, Textbook: ISBN-10: 443124884 / ISBN-13: 978-0443124884 | Workbook: ISBN-10: 443124841 / ISBN-13: 978-0443124846

Pharmacy Law / MED 057
Mosby's Pharmacy Technician: Principles and Practice: Principles and Practice 7th Edition / Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice 7th Edition, Elsevier 2025, Textbook: ISBN-10: 443124884 / ISBN-13: 978-0443124884 | Workbook: ISBN-10: 443124841 / ISBN-13: 978-0443124846

Foundations of Hospital and Pharmacy / MED 052
Mosby's Pharmacy Technician: Principles and Practice: Principles and Practice 7th Edition / Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice 7th Edition, Elsevier 2025, Textbook: ISBN-10: 443124884 / ISBN-13: 978-0443124884 | Workbook: ISBN-10: 443124841 / ISBN-13: 978-0443124846

Drug Therapy and Administration / MED 053
Mosby's Pharmacy Technician: Principles and Practice: Principles and Practice 7th Edition / Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice 7th Edition, Elsevier 2025, Textbook: ISBN-10: 443124884 / ISBN-13: 978-0443124884 | Workbook: ISBN-10: 443124841 / ISBN-13: 978-0443124846

Retail Pharmacy and Pharmacology / MED 055
Mosby's Pharmacy Technician: Principles and Practice: Principles and Practice 7th Edition / Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice 7th Edition, Elsevier 2025, Textbook: ISBN-10: 443124884 / ISBN-13: 978-0443124884 | Workbook: ISBN-10: 443124841 / ISBN-13: 978-0443124846

Mental Health and Alternative Medicine / MED 059
Mosby's Pharmacy Technician: Principles and Practice: Principles and Practice 7th Edition / Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice 7th Edition, Elsevier 2025, Textbook: ISBN-10: 443124884 / ISBN-13: 978-0443124884 | Workbook: ISBN-10: 443124841 / ISBN-13: 978-0443124846

Pharmacy Practice for Technicians / MED 060
Mosby's Pharmacy Technician: Principles and Practice: Principles and Practice 7th Edition / Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice 7th Edition, Elsevier 2025, Textbook: ISBN-10: 443124884 / ISBN-13: 978-0443124884 | Workbook: ISBN-10: 443124841 / ISBN-13: 978-0443124846

Review for National Certification Exam / MED 061
PTCE: Pharmacy Technician Certification Exam Premium: 4 Practice Tests + Comprehensive Review + Online Practice (Barron's Test Prep) By Sacha Koborsi-Tadros PharmD, Barron's Educational Series 2022, ISBN-10: 1506280420; ISBN-13: 978-1506280424

Pharmacy Operations and Management / PTN 1730
Mosby's Pharmacy Technician: Principles and Practice: Principles and Practice 7th Edition / Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice 7th Edition, Elsevier 2025, Textbook: ISBN-10: 443124884 / ISBN-13: 978-0443124884 | Workbook: ISBN-10: 443124841 / ISBN-13: 978-0443124846

Career & Professional Development / SLS 1401
Your Career: How to Make It Happen, 10th Edition, by Owens, Kadakia, Harwood, Cengage Learning 2022, ISBN 978-0-357-36135-1

9.08 ENGLISH AS A SECOND LANGUAGE - ESL (Vocational)

Program Objective: This program is designed for non-native speakers living in the United States that desire to improve their English skills. The objective of this academic program is to provide practical training of the English Language to individuals who already possess a knowledge, training, and skill set to obtain gainful employment. The students will develop the skills necessary to achieve appropriate competence in speaking, listening, reading, and writing. Upon completion, the student should have a basic understanding of the language and be proficient in engaging in communication activities that may arise in everyday situations.

Program Description: This program is designed to provide students with the ability to communicate in English for gainful employment. The **English as a Second Language** program is a vocational program that covers the 4 basic forms of communications: Reading, Writing, Listening and Speaking. There are daily assessments in the form of homework and class participation in reading, writing, listening, and speaking. Some classes will be taught using Google Classroom and other social media applications. The program goal is to have the student competent to be gainfully employed in a fulfilling occupation where English is spoken.

This program is taught in two modalities: Face-to-Face, and/or 100% online (Interactive Distance Learning – IDL)**.** No Externship hours are performed in this program.

Total Number of Quarter Credit Hours: 48
Total Number of Clock Hours: 720
Total Number of Quarters / Weeks / Months: 3 / 30 / 7
Credential awarded: **Diploma**

	Clock Hours	Credit Hours
ESL 001 Beginners	240	16
ESL 002 Intermediate	240	16
ESL 003 Advance	240	16

Quarter Credit hour conversion: 10 Lecture hours = 1 credit / 20 Lab hours = 1 credit

Program Cost: $7,445.00 (includes Non-refundable Registration fee, Tuition, and books.)

2025 GRADUATES

MEDIAN LOAN DEBT: N/A
ON TIME COMPLETION RATE: 86%
JOB PLACEMENT RATE: 75.89%

The student in this program is considered as a Full-Time since they shall take 24 - 25-hours of instruction per week for 30-weeks.

ONET: 25-1123.00 English Language and Literature Teachers, Postsecondary
National Center for Education Statistics CIP Code 23-0101 – English Language & Literature, General

Bureau of Labor Statistics: 25-1123.00 English Language and Literature Teachers, Postsecondary

Books and Handouts are a separate cost and not part of the Tuition. Below is a list of books for the **English as a Second Language** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up-to-date Book List is available on the website.

Beginners / ESL 001

Ventures 1 Student's Book, 4th edition, by Bitterlin, Johnson, Price, Ramirez, Cambridge University Press. 2026, ISBN-13# 978-100-981205-4

Ventures 1 Workbook, 4th edition, by Bitterlin, Johnson, Price, Ramirez, Cambridge University Press. 2026, ISBN-13# 978-100-981218-4

Intermediate / ESL 002

Ventures 2 Student's Book, 4th edition, by Bitterlin, Johnson, Price, Ramirez, Cambridge University Press. 2026, ISBN-13# 978-100-981210-8

Ventures 2 Workbook, 4th edition, by Bitterlin, Johnson, Price, Ramirez, Cambridge University Press. 2026, ISBN-13# 978-100-981219-1

Advanced / ESL 003

Ventures 3 Student's Book, 4th edition, by Bitterlin, Johnson, Price, Ramirez, Cambridge University Press. 2026, ISBN-13# 978-100-981211-5

Ventures 3 Workbook, 4th edition, by Bitterlin, Johnson, Price, Ramirez, Cambridge University Press. 2026, ISBN-13# 978-100-981220-7

9.09 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) (A-vocational)

Program Objective: The ESOL program is designed for speakers of other languages with limited or no English knowledge. The objective of this program is aimed at developing the student's skills in listening, speaking, reading, and writing. After completing this program, the students should have achieved the appropriate language competence to communicate in everyday situations, as well as in discussions that require more complex language constructions. This is for I-20 SEVP students only with F-1 / M-1 Visas.

Program Description: This program is designed to provide students with the ability to communicate in English as another language. The **English for Speakers of Other Languages (ESOL)** program is an avocational program that covers the 4 basic forms of communications: Reading, Writing, Listening and Speaking. There are daily assessments in the form of homework and class participation in reading, writing, listening, and speaking. Some classes will be taught using Google Classroom and other social media applications. The program goal is to have the student competent in learning the basics of the English language for personal and professional experience.

This program is taught in one modality: Face-to-Face, No Externship hours are performed in this program.

Total number of clock hours:	600
Total number of quarters / weeks / months:	3 / 30 / 7

Credential awarded: **Certificate.**

	Clock Hours
ESOL 001 Beginners	200
ESOL 002 Intermediate	200
ESOL 003 Advanced	200

Quarter credit hour conversion: 10 lecture hours = 1 credit / 20 Lab hours = 1 credit

Program cost: $3,150.00 (includes Non-refundable Registration fee, Tuition, and books.)

The student in this program is considered as a Part-Time since they shall take 20-hours of instruction per week for 30-weeks.

ONET: No ONET Code
National Center for Education Statistics CIP Code 32.0109 – Second Language Learning
Bureau of Labor Statistics: No BLS Code

Books and Handouts are a separate cost and not part of the Tuition. Below is a list of books for the **English for Speakers of Other Language** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up-to-date Book List is available on the website.

Beginning / ESOL 001
Ventures 1 Student's Book, 4th edition, by Bitterlin, Johnson, Price, Ramirez, Cambridge University Press. 2026, ISBN-13# 978-100-981205-4
Ventures 1 Workbook, 4th edition, by Bitterlin, Johnson, Price, Ramirez, Cambridge University Press. 2026, ISBN-13# 978-100-981218-4

Intermediate / ESOL 002
Ventures 2 Student's Book, 4th edition, by Bitterlin, Johnson, Price, Ramirez, Cambridge University Press. 2026, ISBN-13# 978-100-981210-8
Ventures 2 Workbook, 4th edition, by Bitterlin, Johnson, Price, Ramirez, Cambridge University Press. 2026, ISBN-13# 978-100-981219-1

Advanced / ESOL 003
Ventures 3 Student's Book, 4th edition, by Bitterlin, Johnson, Price, Ramirez, Cambridge University Press. 2026, ISBN-13# 978-100-981211-5
Ventures 3 Workbook, 4th edition, by Bitterlin, Johnson, Price, Ramirez, Cambridge University Press. 2026, ISBN-13# 978-100-981220-7

9.10 COURSE DESCRIPTIONS

AFM 005 ACCOUNTING FOR MANAGERS Credits 4 60 Hours

Introduction to the principles of accounting as it relates to business organizations. The course takes up discussions as to financial reports (income statements, balance sheets, and statements of cash flows). Students will learn to interpret and solve problems related to accounting for managers in a business environment. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

AFM 006 MANAGERIAL ACCOUNTING Credits 4 60 Hours
Managerial Accounting provides internal management with essential accounting information. Internal responsibility is directed at three major areas of management responsibility: cost determination, planning and control, and long-term decision-making. Students will learn to interpret and solve problems related to the managerial accounting field. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

AFM 007 FINANCIAL ACCOUNTING Credits 4 60 Hours
An introduction to financial accounting concepts and analysis with emphasis on corporate financial statements and determination of income. Students will learn to interpret and solve problems related to the financial field. Additional support will be provided to the students to achieve the objectives via the use of laboratory time for practice and assessment.

AFM 008 AUDITING Credits 4 60 Hours
Fundamental principles of audit practice and procedure include the verification of balance sheets and income statement items, the preparation of audit working papers, and the compilation of audit reports. The course includes short problems and auditing accounting records. Students will learn to interpret and solve problems related to the auditing field. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

AFM 009 COST ACCOUNTING Credits 4 60 Hours
A consideration of the accumulation, interpretation, and control of costs by the job order and the process cost systems. Includes the study of break even analysis, budgeting, and other cost control techniques. Students will learn to interpret and solve problems related to cost accounting. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

AFM EXT ACCOUNTING & FINANCIAL EXTERNSHIP Credits 6 180 Hours
Students will participate in an externship program to gain work experience. Each student will be placed in a real work environment under the supervision of an accounting specialist who will evaluate and report on his/her performance.
Prerequisite: to participate in the "Accounting & Financial Management" externship program, students must have earned passing grades in every course in quarters one and two.

CMD 005 HUMAN RESOURCES MANAGEMENT Credits 4 50 Hours
The student will learn the functions of Human Resource Management including human resource planning, strategic development of human resources, recruitment techniques, selection and hiring

processes, compensation systems, development of policy and procedures for effective and ethical human resource management, performance review and evaluation systems, working effectively with organized labor, retention of employees, and current issues in human resource management. The course will also include an exploration of human resources within the global business environment of a boundless organization. Students will learn to interpret and solve problems related to human resources management. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

CMD 006 BUSINESS ETHICS Credits 4 50 Hours

In this course the student will learn how personal values and ethics influence the decision-making capacity of the manager within an organization. The students will learn about ethical theories and the roles they play in the social and corporate behavior of an organization. Issues such as diversity in the workplace, intuition, technology, and the global environment of business will be included in case examples. Students will learn to interpret and solve problems related to Business Ethics. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

CMD 007 INTRODUCTION TO ENTREPRENEURSHIP Credits 4 50 Hours

Introduction to how to start and run a new enterprise. How to write business plans. How to obtain loans; deal with copyrights, permits, and other resources are analyzed. Students will learn to interpret and solve problems related to business economics used in the field today. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

CMD 008 MARKETING & SALES Credits 3 50 Hours

Students will learn how managers implement the marketing elements within a strategic planning framework. Emphasis is on decision-making, and the development and execution of marketing strategies related to product and brand development, channels of distribution, pricing, and promotional efforts under varying marketplace conditions. The nature and requirements of selling, including a consideration of buyer motivations and selling theories in relation to various buyer seller situations. Students will learn to interpret and solve problems related to marketing & sales techniques. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

CMD 009 FINANCIAL MANAGEMENT Credits 4 50 Hours

Students will learn the sources and uses of funds as they relate to financial decision making in the corporate form of enterprise. Emphasis is placed on working capital management, capital budgeting techniques, short and long-term financing, and capital structure and the value of the firm. Students will learn to interpret and solve problems related to financial management in today's business environment. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

CMD 010 ORGANIZATIONAL LEADERSHIP Credits 5 80 Hours

Organizations need strong leadership for optimum effectiveness. Leadership, as we know, is a trait which is both inbuilt and can be acquired also. Organizational leadership deals with both human

psychology as well as expert tactics. Organizational leadership emphasizes developing leadership skills and abilities that are relevant across the organizations. Students will learn to interpret and solve problems related to financial management in today's business environment. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

CMD 011 PRINCIPLES OF PROJECT MANAGEMENT Credits 3 40 Hours
Introducing participants in Principles of Project Management as a business tool, developing skills and abilities to solve problems, organizing and present projects, ensuring that the proposal relates to an idea based on entrepreneurship.

CMD EXT CORPORATE MANAGEMENT EXTERNSHIP Credits 6 180 Hours
Students will participate in an externship program to gain work experience. Each student will be placed in a real work environment under the supervision of an accounting specialist who will evaluate and report on his/her performance.
Prerequisite: to participate in the "Corporate Management" externship program, students must have earned passing grades in every course in quarters one and two.

CPT 050 INCOME TAX PREPARATION Credits 3.5 60 Hours
This course introduces students to the US Federal Government's individual and corporate income tax system. Students will learn how to file, calculate taxes, filing status, exemptions, and the interaction of itemized deduction on a standard deduction. The course illustrates all the steps required to prepare U.S. Individual Income and Corporation Income Tax Forms.

CPT 051 ACCOUNTING INFORMATION SYSTEMS Credit 4 70 Hours
Accounting applications of electronic data processing includes the preparation, interpretation and use of computer information in financial decision making. The use of computerized accounting will be stressed. Students will learn to interpret and solve problems related to the accounting information systems used in the field today. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

CPT 060 ADVANCED WORD PROCESSING Credits 3.5 60 Hours
This course is a continuation of Google Docs. Students will learn how to make Newsletters based on management needs. They will set and create specialized information which is permanently updated for customers and associates. This shall be applied in different contexts, like for example, Marketing, Profits, new products, updating the work schedule, etc. There are several topics which can be absorbed and executed within that option. Students will also learn how to utilize links and bookmarks inside documents. These are active in any type of document that is published on the Internet. It is also important for students to learn how to revise and edit File History, in which modifications can be made as well as recovering previous tasks in a very secure way. Another topic is creating a flyer to promote a specific product which can be sent and permanently updated.

Advanced editing activities include printing documents and photos, word counting, adding fonts, changing the print size, printing online and offline, etc. In addition, using specific comments for assignments that are clear for all the people who are sharing a specific document. Finally, students

will acquire knowledge regarding designing and publishing websites in an advanced way.

CPT 061 ADVANCED ELECTRONIC SPREADSHEETS Credits 3 50 Hours
This course is a continuation of Google Sheets. In this advanced course, students shall see concepts, features, and commands of the most popular commercial Google Sheets software. Students will learn to create, format, edit, link, and print spreadsheets using basic capabilities of Electronic Spreadsheets software. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. Basic computer training or experience is required. Laboratory is required.

CPT 062 ADVANCED ELECTRONIC PRESENTATION DESIGN Credits 3 50 Hours
This course is a continuation of Google Slides. In this advanced course, Students will acquire the necessary skills to create professional presentations to convey ideas to others. Topics include, but are not limited to, establishing the design of a presentation; display desired information on slides, display slides using an electronic slide show as well as editing the slides. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. Basic computer training or experience is required. Laboratory is required.

ECO 001 BUSINESS ECONOMICS Credits 4 50 Hours
Business Economics is a combination of micro and macroeconomics. Students will be taught economics as seen from the business point of view. Students will learn economy of scale, SWOT analysis, inflation, and deflation of a business, as well as the effects of the deficit, unemployment, and growth. Students will learn to interpret and solve problems related to business economics used in the field today. Additional support will be provided to students to achieve the objectives via the use of laboratory time for practice and assessments.

ENC 1201 BUSINESS ENGLISH Credits 3 40 Hours
This course is an introduction to the field of Business English. Students will learn the basic grammar structures to be able to convey information and ideas in clear, comprehensive language, as well as interpret and utilize the information communicated by others. In addition, this course will provide students with practice in business correspondence, including letters, memos, and e-mail.

GEB 1001 INTRODUCTION TO BUSINESS Credits 3 40 Hours
This course is an introduction to the field of Business Management. Students will learn how to design the formal structure of an organization, to communicate effectively in the workplace, and to apply technology in the process of managing information. From legal business structures to market analysis, from official documentation and procedures to time management, the students are exposed to many aspects of business management.

HHA 101 HOME HEALTH AIDE Credits 6.5 75 Hours
This course is designed to train students in all relevant aspects of long-term patient care under the supervision of a Registered Nurse. Students will undergo 55 lecture hours and demonstrate their

skills in a 20-hour Laboratory environment. Upon completion of this program, graduates will be able to seek entry-level employment as Home Health Aides.

MAD EXT MEDICAL ASSISTANT EXTERNSHIP Credits 7 210 Hours
Students will participate in an externship program to gain work experience. Each student will be placed in a real work environment under the supervision of a specialist who will evaluate and report his/her performance.
Prerequisite: to participate in the "Medical Assistant" externship program, students must have earned passing grades in every course in quarters one and two.

MEA 1303 MEDICAL OFFICE MANAGEMENT Credits 3 40 Hours
This course is an introduction to basic medical office procedures. Topics covered include legal and ethical issues, commonly used office equipment, the handling of patient records, filing, telephone skills, and scheduling appointments. Electronic medical records software will be used for hands-on training.

MEA 1542 ELECTROCARDIOGRAM Credits 3 50 Hours
This course is an introduction to the field of electrocardiogram techniques (EKG). Students will learn how to prepare the EKG instruments for examinations, to apply the electrons on to a patient, and to read the diagnostic printout.

MED 001 MEDICAL TERMINOLOGY Credits 3 30 Hours
This course is an introduction to medical terminology. Students will learn the current medical nomenclature as well as the Latin prefixes, roots, and suffixes that translate their medical meaning. In addition, students will learn to use medical references and resources for research and practice.

MED 002 MEDICAL CODING I Credits 3 40 Hours
This course is an introduction to medical coding. Students will learn the complex coding principles applied in today's medical insurance industry using the CPT and ICD10 coding manuals to correctly bill the party responsible.

MED 003 MEDICAL CODING II Credits 6 90 Hours
This course is a continuation of Medical Coding I. The students will learn to apply the more advanced concepts of code diagnostics for billing and insurance verification. To achieve this objective, students will learn how to use the latest coding software in the industry. No previous computer training or experience is required. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. Laboratory is required.
Prerequisite MED 002

MED 004 MEDICAL INSURANCE Credits 3 40 Hours
This course is designed to help students become familiar with the insurance claim forms for the different providers, such as AETNA, Prudential, HMO's, Medicaid, Medicare, and Workman's Compensation.

MED 006 ANATOMY AND PHYSIOLOGY Credits 3 30 Hours

This course is designed to introduce students to the basic anatomy of the human body as well as the individual functions of the organs. Classes are structured starting from the elemental atom and progressing in complexity until the organism is fully integrated as a functional unit.

MED 009 MEDICAL BILLING SOFTWARE & REIMBURSEMENT Credits 5 60 Hours
This course is designed to provide students with a comprehensive understanding of medical billing procedures and the insurance claims process. Students will learn how insurance companies review, process, and reimburse medical claims, as well as the procedures involved in claim submission, payment posting, follow-up, and appeals. The course emphasizes the accurate completion and interpretation of the Form CMS-1500, determination of patient financial responsibility, and proper adjustment of payments and account balances. Instruction is delivered online through lectures, assigned textbook readings, guided discussions, instructional videos, and practical exercises utilizing the Form CMS-1500, EOBs and related billing documentation. Students will develop the knowledge and skills necessary to analyze insurance payments, identify discrepancies, and initiate appropriate follow-up actions to ensure accurate reimbursement. No prior experience is required.

MED 011 MEDICAL PROCEDURES I Credits 3 50 Hours
This course is designed to teach the students the different clinical concepts and competencies necessary to meet certification standards in the field of medical assistance. This course will cover such areas as asepsis, common infections, interviews and examinations, history, and vitals, and assisting in specialized examinations.

MED 012 MEDICAL PROCEDURES II Credits 5 90 Hours
This course is designed to teach the students the different clinical concepts and competencies necessary to meet certification standards in the field of medical assistance. This course will cover such areas as assisting in hot and cold therapy, lab procedure, collecting specimens, microbiology, nutrition, and pharmacology and drug administration.
Prerequisite MED 011

MED 015 EMERGENCY MEDICAL CARE Credits 4 60 Hours
This course is designed to provide students with a basic knowledge of emergency medicine.
Students will learn to provide treatment of several medical emergencies such as wounds, hemorrhages, shock, heat exhaustion, poisoning, lacerations, dislocations, fractures, electrical burns, and others. This training is given in lectures and hands-on demonstrations.

MED 016 THE MEDICAL ASSISTANT PROFESSIONAL Credits 5 80 Hours
This course is designed to support and enhance the Medical Assistant externship practice. In a class that simulates a real-life work environment, students will reinforce the practice of the essential tasks that define the scope of the medical assistant program such as preparing patients for procedures and treatment, taking vitals, performing capillaries and vein-punctures, and assisting physicians with patient care. Students must be in their final quarter and be in satisfactory progress to take this class.
MED 017 PHLEBOTOMY AND HEMATOLOGY Credits 3 50 Hours
This course is an introduction to the field of phlebotomy and hematology. Students will learn how to draw and process blood, prepare blood donors, and do routine blood tests used in today's

laboratories. Other competencies include the study of blood cells, sedimentation rate, blood smears, bleeding time and urinalysis.

MED 020 RADIOLOGY Credits 3 50 Hours
Radiology is the medical specialty concerned with radiation for the diagnosis and treatment of disease, including both ionizing radiation such as X-Rays and nonionizing radiation such as ultrasound. This introductory course allows the student to broaden their scope in the Medical Assisting field.

MED 021 RISK COMPLIANCE Credits 3.5 60 Hours
Risk Compliance in healthcare comprises the clinical and administrative systems, processes, and reports employed to detect, monitor, assess, mitigate, and prevent risks. By employing risk compliance, healthcare organizations proactively and systematically safeguard patient safety as well as the organization's assets, market share, accreditation, reimbursement levels, brand value, and community standing.

MED 022 AUDITING FOR BILLERS & CODERS Credits 4 60 Hours
This course introduces the student to the practice of auditing a submitted claim performed by a Biller and/or a Coder to ensure compliance. Upon completion of this course, you will be able to use your proven knowledge of coding and documentation guidelines to improve the revenue cycle of nearly all healthcare practices.

MED 023 MEDICAL CODING III Credits 3 60 Hours
This course is a continuation of Medical Coding II. Students will learn to apply the more advanced concepts of code diagnostics to real life scenarios. Using the coding manuals and the industry's Coding Software, students will prepare billing and insurance statements. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. Laboratory is required.
Prerequisite MED 001 AND 003

MED 030 ELECTRONIC HEALTH RECORDS Credits 3 50 Hours
This course is designed to enable students to understand the way the Electronic Health Records are implemented in medical offices and general health services. Students will learn how to use the electronic systems in the basic aspects of medical practice.

MED 051 PHARMACY INSURANCE Credits 3 40 Hours
This course is designed to help students become familiar with the insurance claim forms for the different providers such as private insurance plans, government plans, retirement benefits, workers compensation, and military insurance programs.

MED 052 FOUNDATIONS OF HOSPITAL AND PHARMACY Credits 3 40 Hours
This course is designed to provide the student with an overall understanding of common tasks performed by a pharmacy technician in a hospital setting. Tasks include policies and procedures,

responsibilities of the patient, and outpatient procedures. Students will familiarize themselves with intravenous flow rates of large volume and a small volume of IV, infusion of IV are discussed and calculated. Hands-on skills in the laboratory practice setting are performed.

MED 053 DRUG THERAPY AND ADMINISTRATION Credits 3 50 Hours
This course is designed to give the student a working knowledge of the right drug administration and delivery. Students will also become familiar with the aspects of pharmacokinetics, pharmacodynamics, pharmacotherapeutics and toxicology.

MED 054 PHARMACOLOGY CALCULATIONS Credits 3 50 Hours
This course is designed to enable students to understand the importance of the accuracy in the drugs dosages, compounds, and mixtures as well as the prevention of medication errors such as overdosing or under-dosing.

MED 055 RETAIL PHARMACY AND PHARMACOLOGY Credits 3 50 Hours
This course provides students with the skills required to process prescription orders, production, repacking, labels, charges, and payments. Students will practice extemporaneous compounding and non- sterile preparation.

MED 056 PRINCIPLES OF PHARMACOLOGY Credits 5 50 Hours
This course is designed to introduce the students to an overview of drug interactions, side effects and toxicology. It is also an opportunity to acquire knowledge about the anti-microbial and the patient's adjustment to the drug regimen, including their adverse effects.

MED 057 PHARMACY LAW Credits 4 40 Hours
This course is designed to introduce the student to the legal and ethical aspects of pharmacy law. Students will become acquainted with Federal and State laws which regulate pharmacy practices.

MED 059 MENTAL HEALTH AND ALTERNATIVE MEDICINE Credits 4 40 Hours
This course emphasizes mental disorders include a wide range of problems, including Anxiety, panic, obsessive-compulsive disorders as well as post-traumatic medications. Students will learn the most common medication errors, alternative medication, and Food & Drug Interactions.

MED 060 PHARMACY PRACTICE FOR TECHNICIANS Credits 3.5 60 Hours
This course is designed to study therapeutic agents, properties, actions and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy as practiced in the retail setting. Upon completion of this course, students will be able to define various disease processes, patterns, and pathogenic organisms.

MOS EXT MEDICAL OFFICE SPECIALIST EXTERNSHIP Credits 6 180 Hours
Students will participate in an externship program to gain work experience. Each student will be placed in a real work environment under the supervision of a specialist who will evaluate and report his/her performance.
Prerequisite: to participate in the "Medical Office Specialist" externship program, students must have earned passing grades in every course in quarters one and two.

PHT EXT PHARMACY TECHNICIAN EXTERNSHIP Credits 6 180 Hours
This 180-hour externship is designed to provide the student with supervised, practical hands-on and observational experience in a working pharmacy. Students will be expected to gain experience in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to on-the-job experience and training in a pharmacy setting. Learning skills will be put to the test daily. The student will gain experience in all aspects of drug preparation and distribution utilization.
Prerequisite: to participate in the "Pharmacy Technician" externship program, students must have earned passing grades in every course in quarters one and two.

PTN 1730 PHARMACY OPERATIONS AND MANAGEMENT Credits 3 50 Hours
This course is designed to provide the students with hands-on training and help them master the information and skills necessary to be successful pharmacy technicians. The various activities will challenge their knowledge, help further key concepts, and allow students to gauge their understanding of the subject matter studied in the program.

SLS1401 CAREER AND PROFESSIONAL DEVELOPMENT Credits 4 50 Hours
This course is designed to help the student develop the necessary skills and knowledge needed to enter the current job market. This preparation will be accomplished by helping students improve their communication skills in a business environment, their resume writing skills as well as their job searching and job interviewing techniques.

10 ADDITIONAL INFORMATION

10.01 CONSUMER INFORMATION

Federal Regulations required schools to provide consumer information to its students on an annual basis. This information will help students to make informed decisions and be aware of their choices, their rights, and their responsibilities. Please review this catalog to find information that will be valuable in assessing your expectations regarding your career decision both regarding the potential benefits and your financial responsibilities. Each program information page provides the median loan debt, the on-time completion rate, and the job placement rate. You can research the websites cited to obtain additional information.

The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences. http://nces.ed.gov/collegenavigator

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation. Information from this database forms the heart of O*NET Online, an interactive application for exploring and searching occupations. The database also provides the basis for our Career Exploration Tools, a set of valuable assessment instruments for workers and students looking to find or change careers. The Occupational Information Network (O*NET) is being developed under the sponsorship of the **US Department of Labor/Employment and Training Administration** (USDOL/ETA) through a grant to the North Carolina Employment Security Commission. http://www.onetonline.org

Bureau of Labor Statistics: http://www.bls.gov/oco

Visit our website www.npti.edu for additional information.

10.02 INSTITUTE ORGANIZATION

ADMINISTRATIVE PERSONNEL

German L. Prieto	***President***
Jose Vazquez	***Vice-President***
Carlos Montes de Oca	***Executive Director***
Dariena B. Perez	***Administrative & Financial Aid Director***
Lucia Lara	*Financial Aid Officer*
Jessica Leon	***Director of Operations***
Yeraldine Alonso	*Registrar*
Joao Nunez	*Information Technology Representative*
Jose Andux	*Ecosystem Technology Coordinator*
Alberto Jimenez	*Facility Maintenance*
Christian Pereda	*Facility Maintenance*
Daniela Rodriguez	*Facility Maintenance*
Maria Tardio	***Admissions Director***
Yinnelys Leon	*Admissions Representative*
Yessy Ramirez	*Admissions Representative*
Heidy Ramos Reynaldo	*Receptionist Evening*
Anna Tabares	*Receptionist Morning*
(Vacant)	***Job Placement Director***
Mayling Garcia	*Job Placement Officer*
Arianna Chacon	*Job Placement Officer*
John Nolan	***DOE & Compliance***
Eliana Bigai	*Instructional Design Coordinator*
María Del Pilar Mora	*Librarian*
Luis Travino, BS, MD	*Laboratory Coordinator*
Nilet Pereda, MSN, FNP	***Nursing Program Director***
Stephanie N. Amador, BS in Psychology	*Nursing Counselor*

10.03 INSTITUTE ORGANIZATION

FACULTY

Accounting & Financial Management & Corporate Management:

Castillo, Enrique BA in Accounting from Florida International University, Miami, FL
Madera, Veleska
Diaz, Francisco DBA from Humboldt International University, Miami, FL
Bosch, Mabelin *BBA in Accounting from University of Phoenix, AZ*
Colina, Noelia
Nolan, John BA., Universidad Industrial de Santander, Colombia
MOL from Humboldt International University, Miami, FL

ESL

Calero, Jeffrey Masters in English from Miami Regional University, Miami, Florida
BA in Bilingual Education from Universidad de Santiago, Santiago, Chile
Eyssallene, Ileana BA in English from José A. Echevarría, Instituto Superior Politécnico, Habana, Cuba
Fontrodona, Jorge BA in English from Instituto Pedagogico de Matanzas, Cuba

Home Health Aide, Medical Assistant, & Medical Office:

Diaz Mesa, Alexis American Academy of Professional Coders (AAPC) from Gainesville, Florida
Medical Doctor from Superior Institute of medical Science, Villa Clara, Cuba
Roman, Yipsy American Academy of Professional Coders (AAPC), Excelsior Technical Institute, Doral, FL
Alvarez, Yamile RMA and Doctor of Medicine
Audia, Yania CPC, CPMA, and CRC

Pharmacy Technician:

Sarlabous, Rina Masters in Medicine, Instituto Superior de Ciencias Médicas, Santiago de Cuba, Cuba
Regalado, Denet Pharmacy Technician from NPTI

Nursing General Education

Hurtado, Percy MBA from Humboldt International University, Miami, FL
Travino, Luis BS, and MD

10.04 ADVISORY BOARD

School Members

Jose Vazquez, Vice-President
Carlos Montes de Oca, Executive Director
Jessica Leon, Director of Operations
Dariena Perez, Administrative Director
John Nolan, Director of Education

Industry Members

Victor Wotzkow, ESL Consultant
Claudia Alvarez / Suncoast Research
William Arenas / New World Trading
Arturo Abreu, MD / ALAV Services Agency
Ariel Gil / Curriculum Specialist
Claudia Gonzalez / Topps
Susana Jiron / Miami Beach Health Center
Dan Kremen / Intermark Industries
Zunilda Mederos / Hospital Management Consultant
Gabriel Ruz / Magaya Logistics
Gilda Santalla / Educational Advisor
Carlos Sieveking / Sky World Net
Odalys Tarride / Morales & Esserman
Robin Thompson / Medigo
Maria Tovar / Ocean Bank
Raul Vergara / Tognum America

10.05 ACADEMIC CALENDAR FOR ALL PROGRAMS

BEGINNING OF PROGRAM	January 5, 2026
LAST DAY TO ADD/DROP	January 12, 2026
BEGINNING OF PROGRAM	March 16, 2026
LAST DAY TO ADD/DROP	March 23, 2026
BEGINNING OF PROGRAM	May 25, 2026
LAST DAY TO ADD/DROP	June 1, 2026
BEGINNING OF PROGRAM	August 3, 2026
LAST DAY TO ADD/DROP	August 10, 2026
BEGINNING OF PROGRAM	October 12, 2026
LAST DAY TO ADD/DROP	October 19, 2026
BEGINNING OF PROGRAM	January 4, 2027
LAST DAY TO ADD/DROP	January 11, 2027
BEGINNING OF PROGRAM	March 15, 2027
LAST DAY TO ADD/DROP	March 22, 2027
BEGINNING OF PROGRAM	May 24, 2027
LAST DAY TO ADD/DROP	May 31, 2027
BEGINNING OF PROGRAM	August 2, 2027
LAST DAY TO ADD/DROP	August 9, 2027
BEGINNING OF PROGRAM	October 11, 2027
LAST DAY TO ADD/DROP	October 18, 2027

10.06 DEPARTMENT OF HOMELAND SECURITY POLICIES

I-20 STUDENT VISA (F-1 / M-1)

New Professions Technical Institute (NPTI) is Authorized under Federal Law to enroll nonimmigrant alien students.

An F-1 visa allows a *prospective student* to enter the United States or its territories to complete the *English for Speakers of Other Languages (ESOL)* program of study certified by the Student Exchange Visitor Program (SEVP).

An M-1 visa allows a *prospective student* to enter the United States or its territories to complete *any Career* program of study certified by the Student Exchange Visitor Program (SEVP).
New Professions Technical Institute is an SEVP-approved school.

This policy and procedure cover all aspects of the F-1/M-1 VISA program. It covers procedures for:

1. Application for a F-1/M-1 Student Visa,
2. Prospective students that desire to transfer to NPTI,
3. Leave of Absence and Vacation Policy,
4. Compliance Checklist

1. <u>Application for a F-1/M-1 Student Visa</u>

Any person 17 years old or older, regardless of race, religion, or nationality may apply. US immigration Form I-20 will be provided to the *prospective student* who applies to NPTI for one full-time program and who meets the financial requirement. The *prospective student* will take their passport and the Form I-20 to an American Embassy or Consulate outside the United States to request an F-1/M-1 Student Visa.

2. <u>Prospective student desiring to Transfer into NPTI</u>

If the *prospective student* is transferring to NPTI from another school, they already have an F-1 or M-1 visa. If the *prospective student is* in the United States on another type of visa or if the *prospective student* is still in their home country, they must follow the same process to obtain an F-1 or M-1 visa regardless of which school they wish to attend. The steps listed below assume that an individual is planning to attend NPTI.

Step One: is to apply to and be accepted by NPTI as a full-time student. NPTI's Designated School Official (DSO) designated will help the individual with their application.

Step Two: is to prove to NPTI that you can pay for the cost of schooling and living expenses while in the United States. Funding can come from individual resources or another person. International students have limited work opportunities, so the individual should not expect to work to pay expenses.

Step Three: Submit all requested documentation to NPTI's Admissions Office to determine if the *prospective student* has met the requirements. NPTI will provide the *prospective student* with a document called the Certificate of Eligibility for Nonimmigrant Student Status or Form I-20.

Form I-20 is a paper record of prospective student information in a government database called the Student and Exchange Visitor Information System (SEVIS). If the *prospective student* would like to attend NPTI, they must apply for their visa using the I-20 that we provide the *prospective student*.

If the *prospective student is* already in the United States, they or one of their friends or family members may pick up the form. Due to federal laws protecting a student's right to privacy, if a friend or family member picks up the *prospective student* I-20, that person will need to present a photo ID. We can also mail Form I-20 to their home. If the *prospective student* would like us to send it by Express Mail, they must pay for the express delivery.

Step Four: Once the *prospective student* has received their I-20 from NPTI, they are required to verify the document for accuracy. They are responsible for ensuring that the name and date of birth (DOB) are correctly listed and spelled. They should exactly match the information on their passport. If the information is not correct, they are to contact the NPTI Admissions representative.

Step Five: If the *prospective student is* already in the United States and applying for a change of status, they will need to complete an application to Extend/Change Nonimmigrant Status (Form I-539).

Step Six: The final step is processing the payment of the SEVIS I-901 fee. This fee helps support the SEVIS system. Attach the receipt of payment to the *prospective student* I-20. The *prospective student* is now ready to apply for their F-1 or M-1 visa.

If the *prospective student* is outside the United States, they must obtain the visa through a U.S. embassy or Consulate in their home country. The website of the embassy or consulate in their country provides specific instructions on how to apply for a student visa. After obtaining the F-1 visa, the *prospective student* may apply for entry into the United States through a port-of-entry no earlier than 30 days before the program start date listed on their Form I-20. We suggest that the *prospective student* contacts NPTI as soon as they enter the country so that there is no question as to their arrival date.

If a *prospective student* is denied an I-20 visa, all applicable refunds will be made within 30 days of the first scheduled day (start date) **except** for the One-Time Non-Refundable Registration Fee of $150.00 (See OTHER FEES)

Regardless of whether the *prospective student is* coming from their country or changing their visa status, they must report to NPTI by the *prospective student's desired* program start date or they will be out of status, a serious situation that can result in the *prospective student* being asked to leave the United States. For extensive, easy-to-understand information on F-1 or M-1 visa procedures and regulations, please visit the Student Visa of the U.S. Department of State website.

3. <u>Leave of Absence and Vacation Policy</u>

A leave of absence (LOA) is a temporary break in study during which time an international F-1 or M-1 student must be out of the United States but considered to be continuously enrolled. The leave of absence must not exceed five months, consistent with federal requirements.

NPTI must assess the student's language proficiency upon the student's reentry to the language program. See the DSO for more information regarding Leave of Absence. To obtain a LOA, the student must submit a request in writing to the Director of Education (PDSO). The request must specify the reason for the absence, the effective date and the student expects to return to the Institute and attests to an understanding of the procedures and implications for returning or failing to return to his/her course of study. The LOA will become valid when approved by the Director of Education (PDSO)

Students who are approved for a LOA are permitted a 15-day grace period to depart the United States. If the student later wishes to return to the United States to continue their studies, the student must contact his/her DSO to receive an updated Form I-20.

Depending on how long the student was outside of the United States or out of status, some students may need to repay the I-901 SEVIS fee and obtain a new SEVIS ID. If a student leaves the Institute without the approval of the Director of Education or does not return to the Institute on the expected date, the student will be dismissed from the Institute as of the last date of attendance. A change of enrollment status will be reported to the US Homeland Security immediately.

An F-1 or M-1 student may be granted an annual vacation after completing one full academic year, which for language training students (ESOL) is defined as twenty-six (26) weeks of study. For this reason, no F-1 or M-1 student can request a vacation once the program begins.

4. Compliance Checklist

New Professions Technical Institute (NPTI) is certified by the U.S. Department of Homeland Security (DHS), through the Student and Exchange Visitor Program (SEVP), to enroll eligible international students in F-1 and M-1 nonimmigrant student status.

As an SEVP-certified institution, NPTI complies with all applicable federal laws, regulations, and official SEVP guidance governing the admission, enrollment, recordkeeping, and reporting of international students. The institution maintains student records through the Student and Exchange Visitor Information System (SEVIS) and reports required information to DHS in accordance with federal regulations.

Students admitted to the United States in F-1 or M-1 nonimmigrant status are responsible for maintaining their lawful status by complying with all applicable immigration laws, federal regulations, and institutional policies throughout their enrollment at NPTI.

Institutional Reporting Requirements

Federal regulations require NPTI to report certain events affecting an international student's SEVIS record, including, but not limited to:

- Failure to enroll by the program start date.
- Failure to maintain a full course of study, unless otherwise authorized by the Principal Designated School Official (PDSO).
- Unauthorized withdrawal or termination from the institution.
- Authorized leave of absence.
- Program completion or graduation.
- Transfers to or from another SEVP-certified institution.
- Changes in the student's academic program, education level, or expected program completion date.
- Other changes required by DHS and SEVP regulations.

Students are responsible for promptly notifying the PDSO or Designated School Official (DSO) of any changes that may affect their immigration status.

Student Visa Information

Admission to NPTI does not guarantee the issuance of an F-1 or M-1 student visa. Visa issuance is determined solely by the U.S. Department of State through the appropriate U.S. Embassy or Consulate.

Applicants are strongly advised not to make irreversible travel arrangements until their student visa has been approved and issued.

Eligible dependents (spouse and unmarried children under 21 years of age) may apply for F-2 or M-2 dependent status in accordance with applicable federal regulations.

Transfer Eligibility for International Students

Students transferring to NPTI from another SEVP-certified institution within the United States must complete NPTI's International Student Transfer Eligibility Form.

The student must request that the Designated School Official (DSO) at the current institution provide the required transfer information to NPTI to facilitate the transfer of the student's SEVIS record and ensure continuity of lawful immigration status.

International Student Compliance

Students maintaining F-1 or M-1 nonimmigrant status are required to comply with all applicable U.S. immigration laws and regulations throughout their enrollment at NPTI. Failure to maintain lawful status may result in termination of the student's SEVIS record and loss of F-1 or M-1 status.

All international students are required to review, sign, and return the International Student Compliance Form acknowledging their understanding of these responsibilities.

Institutional Responsibilities

As an SEVP-certified institution, NPTI is responsible for:

- Maintaining compliance with all applicable DHS and SEVP regulations.
- Maintaining accurate institutional and student records in SEVIS.
- Issuing Forms I-20 only to eligible students admitted to approved programs.
- Reporting required student information and changes through SEVIS within federally established timeframes.
- Providing international students with accurate information regarding immigration requirements and institutional policies affecting maintenance of status.

To fulfill these responsibilities, NPTI maintains written policies and procedures governing international

student compliance and communicates these policies to students during the admissions process and throughout enrollment.

Principal Designated School Official (PDSO)

NPTI has designated **Jessica Leon, Director of Operations**, as the institution's **Principal Designated School Official (PDSO)**.

The PDSO is the institutional official with primary responsibility for administering NPTI's SEVP certification and ensuring compliance with all applicable federal immigration regulations governing F-1 and M-1 students. Responsibilities include maintaining the institution's SEVIS records, overseeing compliance with DHS and SEVP reporting requirements, maintaining the institution's Form I-17, and ensuring the proper issuance of Forms I-20.

NPTI has also designated **Jose Vazquez, Vice President**, as a **Designated School Official (DSO)**. The DSO is authorized to assist the PDSO in maintaining SEVIS records, issuing Forms I-20 as authorized, and carrying out SEVP reporting responsibilities in accordance with federal regulations.

SEVIS Administration

NPTI maintains its certification through **Form I-17, Petition for Approval of School for Attendance by Nonimmigrant Students**, as required by the Student and Exchange Visitor Program (SEVP).

The PDSO is responsible for ensuring that Form I-17 accurately reflects the institution's ownership, campus locations, approved educational programs, designated school officials, and other information required by SEVP.

The PDSO and DSO are responsible for ensuring that Forms I-20 are issued only to eligible students and that all required updates to student records are reported through SEVIS in accordance with applicable federal regulations.

International Student Responsibilities

International students are responsible for maintaining their lawful F-1 or M-1 status by complying with all applicable federal regulations. Students must:

- Maintain a valid passport at all times.
- Maintain a valid Form I-20.
- Enroll full-time each academic term unless prior written authorization for a reduced course load has been granted by the PDSO.
- Maintain satisfactory academic progress and attendance in accordance with institutional policies.
- Notify the PDSO or DSO within ten (10) days of any change to their U.S. residential address, telephone number, or email address.
- Obtain authorization before accepting any employment.

- Obtain approval before transferring to another SEVP-certified institution.
- Request an extension of the Form I-20 before the program end date if additional time is required to complete the program.
- Notify the PDSO or DSO of any change in academic program, education level, legal name, or immigration status.
- Obtain a travel endorsement on the Form I-20 before departing the United States when required.
- Depart the United States or otherwise maintain lawful status upon completion, withdrawal, or termination of the academic program.

Failure to comply with these responsibilities may result in termination of the student's SEVIS record and loss of lawful F-1 or M-1 status.

International Student Service Fees

I-20 Application Service Fee — $100

This non-refundable administrative fee applies to international applicants requesting issuance of an initial Form I-20.

The fee covers:

- Review of admission eligibility.
- Verification of financial documentation.
- Administrative processing of immigration documents.
- Preparation and issuance of the Form I-20.
- SEVIS administrative compliance.

Payment of this fee does **not** guarantee issuance of a Form I-20 or approval of an F-1 or M-1 visa by the U.S. Department of State.

I-20 Deferment Fee — $50

This non-refundable administrative fee applies when a student requests a deferral of the program start date after the Form I-20 has been issued.The fee covers the administrative processing required to update the student's SEVIS record and issue revised immigration documentation, when applicable.

Student Acknowledgment

All prospective and enrolled international students are required to review these policies and acknowledge their understanding by signing the **International Student Compliance Form** before the issuance of the Form I-20 and upon request thereafter.

By signing the form, the student acknowledges that they understand their responsibilities for maintaining lawful F-1 or M-1 status and agree to comply with all applicable U.S. immigration laws, SEVP regulations, and NPTI institutional policies.

1 NPTI "SCHOOL OF NURSING"

11.01 GENERAL INFORMATION

NPTI "SCHOOL OF NURSING" had its humble beginning in early 2015. Senior Management decided that the need to expand into the Allied Health field would be a major contribution to the South Florida community. The decision was given by the Institute President, Mr. German L. Prieto to begin researching and commit resources to open a "SCHOOL OF NURSING" by the year 2021.

On April 10, 2020, the Florida Board of Health under the recommendation of the Florida Board of Nursing FLBON) granted **New Professions Technical Institute (NPTI)** the approval to open NPTI "School of Nursing" designating the NCLEX code of **US70417900.**

On October 21, 2020, the Florida Department of Education / Commission for Independent Education awarded **New Professions Technical Institute (NPTI)** a Provisional License to teach the Registered Nursing Program.

On May 12, 2021, the Accrediting Council for Continuing Education & Training (ACCET) awarded **New Professions Technical Institute (NPTI)** an Interim Approval to teach the Registered Nursing Program. With this final approval **NPTI** began a marketing campaign to recruit candidates for the challenge of becoming a Registered Nurse.

On May 31st, 2021, our first class started and on May 27, 2022, they graduated.

NPTI "School of Nursing" is in the second phase of the accreditation process with the Accreditation Commission for Education in Nursing (ACEN), which is the Candidacy Presentation phase until April 2024. This indicates that the program is seeking accreditation from ACEN, but it has not yet achieved full accreditation status. Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000

On February 5th, 2025, the Florida Board of Nursing placed NPTI's School of Nursing" on a "Probationary Status" due to the graduates' inability to achieve an 80% passing rate on the NCLEX exam. The Administration is working hard to correct this temporary status.

Additional information regarding the Nursing Program's policies and procedures can be found in the Nursing Student Handbook, which is provided to all nursing students during the admissions process.

SCHOOL OF NURSING MISSION STATEMENT - The mission of NPTI Nursing School is to educate nurses to practice professional nursing that meets individuals, families, and organizations' effective health care needs. Faculty facilitates students' education in the art and science of nursing to provide decent, holistic, culturally competent, and population-based collaborative care.

SCHOOL OF NURSING PHILOSOPHY CONCEPTS - The philosophy of NPTI Nursing School flows from the school's mission. It supports the concepts of clinical competence, excellence in education, holistic care, professionalism, evidence-based practice, and enduring learning. The philosophy includes the conceptual framework developed by faculty to provide direction for selecting and organizing learning

experiences to achieve program outcomes. The conceptual framework serves to unite these three essential concepts:

a. **Nursing Profession -** Nursing is a profession of art and science that identifies, mobilizes, and develops the client's strengths through acquired ability, professionalism, knowledge, and competence supported by evidence-based practice.
b. **Human Being -** A human being is a unique, culturally valued, spiritual, psychosocial being and holistic individual or community with value, dignity, and worth possessing the capacity for growth, change, and choices for which they bear responsibility.
c. **Health -** Health does not prevent illness; health and disease exist on parallel continuums. Even people with chronic or debilitating diseases may experience optimal health levels through adaptation. From newborns to the elderly, all individuals can adapt to health and illness challenges, whether they arise from the environment or are hereditary. Nursing's role is to assess, support adaptation, or intervene when the appropriate ability does not exist within the individual or community. We believe that high-quality health care is a human being's right.

11.02 ADMISSIONS REQUIREMENTS

1. Educational Qualification - Applicants must have a High School Diploma (domestic or international) or GED equivalent.

2. Age Requirement - Applicants must be 17 years of age or older at the time of application.

3. Enrollment Agreement - Applicants must submit a completed Enrollment Agreement within the registration period. Applicants under 18 must obtain a parent/guardian signature.

4. Background Check & Fingerprints - All applicants must complete a Level II background check and fingerprinting before participating in clinical activities.

5. Vaccines, Tests & Physical Exam (Vaccination Form and Health Examination Form)
Applicants must provide documentation of:

- Vaccines: Hepatitis B, TDAP, Varicella, Influenza, MMR
- Test: Tuberculin Skin Test (PPD or equivalent)
- Physical Exam confirming physical and mental fitness for nursing duties

All costs are the applicant's responsibility. Missing documentation will result in ineligibility to start the program.

6. Admissions Interview - Applicants must complete an interview with the Nursing Program Student Counselor to assess readiness, commitment, and ability to succeed in the 17-month program.

7. Academic Proficiency Requirement - Applicants must demonstrate academic readiness through one of the following Direct Admission testing pathways. Applicants who do not meet the Direct Admission thresholds may be considered under the Holistic Admission pathway, as outlined below.

A. Direct Admission Pathways (Testing-Based) - Applicants may qualify for Direct Admission by meeting the minimum required score in any one of the following assessments:

1. TEAS Exam (ATI TEAS)

- Minimum required score: 55% overall
- Applicants are permitted up to three (3) attempts within a 12-month period, with a minimum interval of two (2) weeks between attempts
- The exam is administered on campus upon registration
- All testing is proctored by the NPTI Academic Department to ensure the integrity and security of the assessment process

2. HESI Assessment (Equivalent Exam)

NPTI accepts the HESI Admission Assessment (HESI A2) as an equivalent entrance exam.

- Minimum required score: 65% overall
- Exam must have been completed within the last two (2) years
- NPTI does not administer the HESI exam on campus
- Applicants are responsible for completing the exam through an approved external provider

3. NPTI Entrance Exam (Institutional Exam)

- Consists of 150 multiple-choice questions
- Administered on campus under supervised conditions

Minimum Score Requirement:

- Direct Admission: ≥ 55%

Preparation Resources:

- A review session and/or study materials are available for purchase
- Participation is optional and does not guarantee a passing score

B. Holistic Admission Pathway - Applicants who do not meet Direct Admission requirements but demonstrate potential for success may be considered through a holistic review process.

Eligibility Criteria:

- Score between 42%–54% on:
  - TEAS Exam, or
  - NPTI Entrance Exam
- Scores below 42% do not meet the minimum academic requirement for admission

Holistic Evaluation Components:

Component	Description	Weight
1. Entrance Exam Score	Minimum overall score of 42% on TEAS Entrance Exam or Minimum overall score of 42% on NPTI Entrance Exam or Minimum overall score of 50% on HESI A2	25%
2. Academic Background	Prior college/university coursework in science or healthcare-related fields; foreign medical, nursing, or allied health education	25%
3. Experience in the Field	Documented professional or volunteer healthcare experience supported by three (3) reference letters	25%
4. Personal Statement (Essay)	Handwritten in English during the admissions interview addressing motivation, challenges, preparation, and career goals	10%

Component	Description	Weig ht
5. English Proficiency / Readiness Plan	Completion of NPTI's Conversational English for Healthcare Professionals	15%

Minimum Score for Admission: Applicants must achieve a minimum combined holistic score of 90% to qualify for admission under this pathway.

Testing Administration and Integrity Disclaimer (Applicable to All Admission Exams)

All admission exams accepted by NPTI, including the TEAS, HESI Admission Assessment (HESI A2), and the NPTI Entrance Exam, must be completed under conditions that ensure the integrity and validity of the assessment process.

- Exams administered by NPTI are conducted on campus and proctored by the Academic Department
- Exams completed through external providers must be official, verifiable, and subject to validation
- NPTI reserves the right to verify all submitted scores and may require additional documentation or retesting if necessary
- Any evidence of academic dishonesty or testing irregularities may result in disqualification from the admissions process

8. Detailed Personal Statement Requirement (Holistic Admission Only) - Applicants must complete a handwritten essay in English during the admissions interview addressing motivation, challenges, prior experiences, and professional goals.

9. Conversational English for Healthcare Professionals (Holistic Admission Only) - Applicants admitted conditionally due to English proficiency must complete NPTI's required English training before starting core nursing courses.

10. Admission Decision Timeline
Applicants will receive a decision within 1–3 business days after submitting all required documentation.
Possible outcomes:

- Accepted
- Conditionally Accepted
- Deferred/Denied (with explanation)

11. Non-Discrimination Policy - NPTI complies with Title IX and does not discriminate based on sex, race, ethnicity, national origin, religion, disability, or age.

11.03 TRANSFER AND QUALIFIED STUDENTS
Applicants who have been accepted at **NPTI "SCHOOL OF NURSING"** and who have taken courses at other accredited Institutions and who have special qualifications or developed skills may apply for a transfer or credit hour(s) and/or evaluation of skills.

Credit(s) may be accepted and granted toward the student's academic program. A course appropriate for the

transfer of credit is one that is equivalent to the course content offered at NPTI. The transfer of credit may be awarded if the prospective student is from another institution that is accredited by an agency that is recognized by the United States Department of Education.

The transferring student must first see the Admissions department and meet all Admissions criteria.
All requests for transfer credit (TC) must be submitted to the Admissions Department and accompanied by a transcript and/or international transcript evaluation from a recognized institution/organization, course catalog, and course syllabi from the originating institution for coursework taken within the past three (3) years.

It is the student's responsibility to arrange for NPTI to receive an "official" transcript of his/her previous course transcripts within 30 days of the program start. Exceptions are reviewed by the Registrar and approved by the Director of Education. Students requesting credit (s) from other institutions should make an appointment with the Registrar or Director of Education for evaluation of the records.

A maximum of 25% of the courses required for the program will be accepted as transferred credits. For more information see "11.05 - Credit for Previous Training and Experience."

11.04 NURSING - TRANSFERABILITY OF NPTI CREDITS

Students enrolling at NPTI, "School of Nursing" who intend to continue their education at another institution after graduating or withdrawing from NPTI should be aware that other institutions have full discretion as to which credits will be accepted for transfer. It is up to the receiving institution to accept credits earned at our institute. NPTI will provide all necessary official documents including transcripts, syllabi, and detailed course outline. The Director of Education and Executive Director are available to offer guidance to students transferring out.

11.05 NURSING - CREDIT (S) FOR PREVIOUS TRAINING & EXPERIENCE

Credits earned from previous education at an accredited Institution may be transferred to the permanent record of students registered at **NPTI "SCHOOL OF NURSING"**. A student must request that the Institution forward an official transcript to the Registrar's Office which will be evaluated by the Director of Education or designer. Approval will be given for the number of credit hours already completed, based on the equivalency with the course associated with the student's academic program.

A Non-Refundable Processing Fee for evaluation of transcripts of twenty dollars ($20.00) per credit (see OTHER FEES). In the event of special qualifications or developed skills, credit(s) may be granted upon evaluation of job credentials, or any other proof of experience and the results of appropriate tests administered by the Institute.

A Non-Refundable Processing Fee for each examination administered by NPTI of twenty dollars ($20.00) per credit (see OTHER FEES). To evaluate credit course transferability and credit hours granted due to experience, the student must first submit a written request, and the supporting documents mentioned above.

This request should be submitted to the Registrar at any time during the registration process and before starting the first class. The student is expected to take the academic course under evaluation. The student will

receive a written notice of the credit(s) allowed and the adjusted tuition and program length within five (5) days. The maximum number of credits that may be accepted and granted will be no greater than 25% of the total number of credits hours corresponding to the student's academic program.

The acceptance of transfer credit may affect the amount of financial aid available during one's program of study. If transfer credit is granted, the tuition will be proportionally reduced to ensure a pro-rated tuition reduction for transfer credit awarded.

The Institute neither guarantees nor implies that other Institutions will accept the credits earned at **NPTI, "SCHOOL OF NURSING"**. Each Institution has its policies, which rule the acceptance of credits from other Institutions. The acceptance or denial of credit is recommended by the Registrar and the final decision is made by the Director of Education. The student is informed of the decision by the Registrar. Appeals may be made in writing to the Director of Education who will respond within seven (7) days. The decision of the Director of Education is considered final.

New Professions Technical Institute assists students who request to transfer to other institutions by providing them with the catalog, official transcript, and/or course syllabi/outlines for the training program that they have attended. To be eligible for graduation and receive a degree or a certificate of completion, a student with transferred credits must meet the graduation requirements outlined in the catalog.

11.06 NURSING - TRANSFER CREDITS FROM OTHER INSTITUTIONS

NPTI, "SCHOOL OF NURSING" shall not accept any academic courses that have received a grade lower than a **"C".** If credits are not accepted, the student has the right to appeal in writing to the Director of Education within one week of denial. The Director of Education shall review the transcript (s) and make a final determination within five (5) days. Transferred credits will not be counted towards the cumulative GPA. Financial Aid awards might be affected by the number of credits granted. Students who receive credits for previous courses must review their financial aid package with a financial aid officer to ensure a pro-rated tuition reduction for transfer credit is awarded.

11.07 TRANSFERRING WITHIN A PROGRAM

Transferring within a course/program can be requested by a student for a variety of reasons. Regardless of the reason, the following procedures must be followed:

a. Desire to move from AM to PM (or vice versa) within a course,
    1. seek approval from the instructor,
    2. seek approval from the Nursing Program Coordinator,
    3. visit the Registrar and sign the following documentation.
        i. Student Request for change of Learning Modality or Schedule
        ii. Addendum to Student Enrollment Agreement,
    4. Once approved the Registrar makes the change official.

b. Desire to move from Face-to-Face to Online modality.
    1. seek approval from the instructor,
    2. seek approval from the Nursing Program Coordinator,
    3. visit the Registrar and sign the following documentation.
        i. Student Request for change of Learning Modality or Schedule

ii. Addendum to Student Enrollment Agreement,

4. Once approved the Registrar makes the change official.

If at any point the action is disapproved of the student cannot change.

11.08 NURSING - CLINICAL INFORMATION

The clinical is required for the **Associate of Science in Nursing** program. The clinical hours vary by course and are a mandatory requirement for completion of the program. A student will not be considered a graduate until this requirement has been met. During the second quarter, the student will be scheduled for clinical hours in addition to class time. They must complete their clinical hours with a satisfactory grade to advance to the next quarter. If a student fails the clinical portion of their training, they will need to repeat the course before advancing to the next quarter.

11.09 NURSING - ASSOCIATE OF SCIENCE IN NURSING PROGRAM

Program Objective: Upon Completion of the **Associate of Science in Nursing (ASN),** graduates will: Exhibit critical thinking, clinical reasoning, and decision making using the nursing process and evidence-based practice in promoting optimal health outcomes across the lifespan and in the delivery of care to culturally diverse individuals, their families and community. Utilize the nursing process to provide culturally competent individualized care to clients, significant others, and family throughout the lifespan. Participate in lifelong learning and maintain competencies in nursing. Model professional nursing behaviors provide safe, effective, and holistic patient care, and demonstrate quality, skills, and knowledge for successful employment within the profession. Communicate using therapeutic communication skills when interacting with clients, family, and other interdisciplinary health care team members. Advocate health promotion and disease prevention through active participation in community organizations. Utilize various forms of technologies and nursing informatics for the delivery of quality, safety and effectiveness, and client care.

Program Description: Upon completion of the **Associate of Science in Nursing (ASN)** the graduates will have acquired the essential skills to care for patients across their life span. Each student will first complete a series of General Education courses like: Anatomy & Physiology I and II, Chemistry, English Composition I, Human Growth & Development, College Algebra, and Microbiology. These courses are taught in one modality – Face-to-Face.

The following are Core courses in Nursing like: Fundamentals of Nursing (with Lab & Clinical), Health Assessment (with lab), Pharmacology I, Medical Surgical Nursing I (with Lab & Clinical), Pharmacology II (with Lab & Clinical), Medical Surgical Nursing II (with Lab & Clinical), Medical Surgical Nursing II (with Lab & Clinical), Maternal/Infant Nursing (with Lab & Clinical), Pediatric Nursing (with Lab & Clinical), Psychiatric Nursing (with Lab & Clinical), Leadership Management (with Lab & Clinical), Graduate Integration: Nursing Practicum and the NCLEX Review.

Graduates will have developed, implemented, and evaluated learning outcomes for individual clients with accountability and commitment to the practice of nursing in accordance with standards of practice,

ethical, legal guidelines and within the scope of operation for a registered nurse. The Nursing program will prepare you for entry-level positions working in a hospital, a long-term care facility, home health or a variety of other health care facilities. Admission into the **Associate of Science in Nursing (ASN**) program option

begins every January, March, May, August, and October. Quarters are ten weeks in length.

The **Associate of Science in Nursing (ASN)** program length is 17 months.

Total Number of **Quarter Credit Hours**:	**92**
Total Number of **Clock Hours**:	**1530**
Total Number of Quarters / Weeks / Months:	**7 / 70 / 17**
Credential awarded:	**Associate of Science.**

		Clock Hours	Credit Clinical	Lecture / Lab / Hours
General Education Courses (*)				
BSC1085	Anatomy & Physiology I*	50	4	3 / 1
BSC1086	Anatomy & Physiology II*	50	4	3 / 1
CHM1025	Chemistry*	50	4	3 / 1
ENG1101	English Composition *	30	3	3 / 0
DEP2004	Human Growth & Development *	30	3	3 / 0
MAC1105	College Algebra *	30	3	3 / 0
MCB2010	Microbiology*	50	4	3 / 1
	General Education Sub-Total	**290**	**25**	**21 / 4**
Core Nursing Courses				
NUR1023	Fundamentals of Nursing + Lab + Clinical	120	6	2 /2 /2
NUR3065	Health Assessment	50	4	3 /1
NUR1139	Pharmacology I	60	6	6/
NUR1211	Medical Surgical Nursing I + Lab + Clinical	120	6	2 /2 /2
NUR1140	Pharmacology II + Lab + Clinical	120	6	2 /2 /2
NUR2212	Medical Surgical Nursing II + Lab + Clinical	120	6	2 /2 /2
NUR2420	Maternal/Infant Nursing + Lab + Clinical	120	6	2 /2 /2
NUR2310	Pediatric Nursing + Lab + Clinical	120	6	2 /2 /2
NUR2520	Psychiatric Nursing + Lab + Clinical	120	6	2 /2 /2
NUR2810	Leadership & Management + Lab + Clinical	120	6	2 /2 /2
NUR2300	Graduate Integration: Nursing Practicum	120	6	2 /2 /2
NUR2960	NCLEX Review	50	3	1 /2
	Nursing Courses Sub-Total	**1240**	**67**	**28/21/18**
	Program Total	**1530**	**92**	**49/25/18**

The courses shown above may or may not be offered in the same order in which they are listed.

Quarter Credit hour conversion:
10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Clinical hours = 1 credits

Program Cost: $39,147.00 (Includes Non-refundable Registration, Technology Fee, tuition and one Scrubs)
ONET: 29-1141.00 Registered Nurse
National Center for Education Statistics CIP Code 51.3803 Registered Nurse
Bureau of Labor Statistics: 29-1141.00 Registered Nurse

2025 GRADUATES

MEDIAN LOAN DEBT:	$18,805.
ON TIME COMPLETION RATE:	63%
JOB PLACEMENT RATE:	38.84%

Humboldt Group E-library Resource Center with its collection of databases that is available to all students and faculty, at any time and from practically any location where an Internet connection is available. The electronic library provides students with the required resources necessary to succeed in their class work. The virtual library provides an outstanding collection of selected resources, such as e-books, journal databases, full-text and peer-reviewed articles, theses, dissertations, financial data, industry reports, and learning objects, all of them oriented to support learning, teaching, and research.

Many of the resources are also available in the Spanish language. All subjects taught at **NPTI** are in English and the resources obtained from the HG E-Library Resource center are comprehended in nature. They include:

- Business Administration / Management
- Computer & Information Technology
- Education
- Health Sciences
- History / Social Sciences / Government Documents
- Multidisciplinary
- Science, Technology & Engineering
- Allied Health - Nursing

Humboldt Group has partnered with the *Aquinas Online Library,* an online collection of library resources to accommodate distance learning students and faculty needs. Custom collections by programs are created with other relevant publishers such as: McGraw Hill, Cengage Learning, EBSCO Services, Springer, E-Library and OCEANO. Below is a list of E-books for the **Associate of Science in Nursing** program. The list of books used for each program may change at any time based on faculty recommendations and new editions.

Textbook / Learning Resources: Publication Manual of the American Psychological Association, 8th Edition by American Psychological Association, 2019. ISBN 13-978-1433805615

BSC1085 Anatomy & Physiology I*:
BSC1086 Anatomy & Physiology II*: Patton, K. T. (2022). Anatomy and Physiology, 11th Edition. Elsevier. ISBN-9780323875820

CHM1025 Chemistry*:Cracolice, M. S., & Peters, E. I. (2021). Introductory Chemistry: An Active Learning Approach, 7th Edition. Cengage Learning. ISBN - 0-357-36366-3

ENG1101 English Composition I*: Mauk, J., Metz, J. (2025). The Composition of Everyday Life: A Guide to Writing, 7th Edition. Cengage Learning. ISBN: 978-0-357-94583-4

DEP2004 Human Growth and Development*: Kail, R. V., & Cavanaugh, J. C. (2023). Human Development: A Life-Span View 9th edition Cengage Learning. ISBN: 978-0-357-65795-9

MAC1105 College Algebra*: Larson , R. (2022). College Algebra with CalcChat and CalcView, 11th Edition. Cengage Learning. e-book ISBN: 9780357711507; textbook ISBN: 9780357454091

MCB2010 Microbiology*: VanMeter, K. C., & Hubert, R. J. (2021). Resources for Microbiology for the Healthcare Professional, 3rd Edition. Elsevier. ISBN: 9780323834803; ISBN: 978-0-323-75704-1
(*) indicate General Education Courses and Textbooks.

NUR1023 Fundamentals of Nursing + Lab + Clinical: ATI/ Ascend Learning, LLC. Engage fundamentals. ATI.
https://www.atitesting.com/educator/all-solutions/all-product-solutions/ati-engage-series/engage-fundamentals#! Assessment Learning Institute. (2023). Fundamentals of Nursing: Review module (11th ed.). Assessment Technologies Institute.

NUR3065 Health Assessment: Health Assessment does not have a textbook on ATI. However, we utilize a crosswalk of the topics that Health Assess has, compared to the topics of the textbook. Health Assess 3.0.

NUR1211 Medical Surgical Nursing I + Lab + Clinical: ATI/ Ascend Learning, LLC. Engage fundamentals. ATI.
https://www.atitesting.com/educator/all-solutions/all-product-solutions/ati-engage-series/engage-fundamentals#! Assessment Learning Institute. (2023). Fundamentals of Nursing: Review module (11th ed.). Assessment Technologies Institute.

NUR2212 Medical Surgical Nursing II + Lab + Clinical: ATI Engage:
https://www.atitesting.com/educator/solutions/ati-engage-series/adult-medical-surgical;
RN Adult Medical Surgical Nursing - Review Module Edition 12.0 (2023) Assessment Technologies Institute, LLC. ISBN# 9781565332515
The ATI RN Review books will be utilized as the main resources to enhance understanding of key medical-surgical nursing concepts. Students are expected to refer to these materials for guided review, practice assessments, and reinforcement of critical content throughout the course.

NUR1139 Pharmacology I:
ATI/ Ascend Learning, LLC. (n.d.). Engage pharmacology. ATI
https://www.atitesting.com/educator/solutions/ati-engage-series/engage-pharmacology
Assessment Learning Institute. (2023). Pharmacology for Nursing: Review module (9th ed.). Assessment Technologies Institute.

NUR1140 Pharmacology II + Lab + Clinical: *Assessment Learning Institute. (2023). Pharmacology for Nursing: Review module (9th ed.). Assessment Technologies Institute. Assessment Learning Institute. (2024)*

Pharmacology Made Easy 5.0

NUR2420 Maternal/Infant Nursing + Lab + Clinical: Assessment Learning Institute. (2023). Maternal Newborn Nursing: Review module (12th ed.). Assessment Technologies Institute. ATI/ Ascend Learning, LLC. (2025). Engage Maternal-Newborn. ATI. https://www.atitesting.com/educator/solutions/ati-engage-series/maternal-newborn

NUR2310 Pediatric Nursing + Lab + Clinical: ATI RN Pediatric Nursing, Review Module - Content Mastery Series, Edition 12.0 by Assessment Technologies Institute. Copyright: 2023
ISBN: 978-1-56533-258-4 ATI/ Ascend Learning, LLC. (2025). Engage Pediatrics. ATI. https://www.atitesting.com/educator/solutions/ati-engage-series/pediatrics

NUR2520 Psychiatric Nursing + Lab + Clinical: ATI/ Ascend Learning, LLC. Engage Mental Health. (2025) ATI. https://www.atitesting.com/educator/solutions/ati-engage-series/mental-health
ISBN: 978-1-56533-256-0 RN Mental Health Nursing: Content Mastery Series Review Module - Edition 12.0 – ATI. 2023. Assessment Technology Institute LLC

NUR2810 Leadership & Management in Nursing + Lab + Clinical: Assessment Technologies Institute. (n.d.). Nurse's Touch: The Leader. ATI Nursing Education. Retrieved from the ATI student learning platform.Assessment Technologies Institute. (n.d.). RN Capstone Content Review. ATI Nursing Education. Retrieved from the ATI student learning platform.
Assessment Technologies Institute. (n.d.). Comprehensive predictor assessment. ATI Nursing Education. Retrieved from the ATI student learning platform. Silvestri, L. A., & Silvestri, A. E. (2023). Saunders comprehensive review for the NCLEX-RN® examination (9th ed.). Elsevier.

NUR2300 Graduate Integration: Nursing Practicum: Assessment Technologies Institute. (n.d.). Nurse's Touch: The leader. ATI Nursing Education. Retrieved from the ATI student learning platform. Assessment Technologies Institute. (n.d.). RN Capstone Content Review. ATI Nursing Education. Retrieved from the ATI student learning platform. Assessment Technologies Institute. (n.d.). Comprehensive predictor assessment. ATI Nursing Education. Retrieved from the ATI student learning platform. Silvestri, L. A., & Silvestri, A. E. (2023). Saunders comprehensive review for the NCLEX-RN® examination (9th ed.). Elsevier.

NUR2960 NCLEX Review: UWorld NCLEX-RN Preparation Platform (Online Educational Resources) ; ELSEVIER (2023). Saunders Comprehensive Review for the NCLEX-RN Examination (9th Ed.). Silvestri, L. & Silvestri, A., ISBN- 978-0-323-79530-2. The Comprehensive NCLEX- RN Review, 9th edition. ATI (2023) - ISBN: 9780323795302 - ATI Live Review

11.10 NURSING – COURSE DESCRIPTIONS

BSC1085 ANATOMY & PHYSIOLOGY I* Credit 4 Clock 50

This course is designed to introduce students to the basic anatomy of the human body as well as the individual functions of the organs. Classes are structured starting from the elemental atom and progressing in complexity until the organism is fully integrated as a functional unit. The course provides basic structure, function and chemistry for the human body. Topics include terminology, chemistry; cell biology; tissues; cellular respiration and body systems including skeletal, nervous, muscular, and integumentary. (2)

BSC1086 ANATOMY & PHYSIOLOGY II* Credit 4 Clock 50
This course is a continuation of Anatomy and Physiology I and focuses on the normal structure and function of the human body as a living organism and the relationships of its parts. The course progresses through the following selected body systems: endocrine, blood, circulatory, lymph, immune, respiratory, digestive, urinary and reproductive. Emphasis is based on medical terminology, a structured laboratory, out of class work, projects, practice, and practical application.
Prerequisites: BSC1085

CHM1025 CHEMISTRY* Credit 4 Clock 50
This course presents the basic principles of chemistry including the concepts of the structure of atoms and molecules, chemical bonding, and properties of solutions. This course includes Lab. (2)

ENG1101 ENGLISH COMPOSITION I* Credits 3 Clock 30
This course is an introduction to college level writing, offering freshmen students training in the techniques and skills required to write unified, coherent paragraphs and essays and in the use of library and electronic formats as a source of reference. Students receive instruction on the principles, practice and skills of argumentation and critical reading and thinking. (2)

DEP2004 HUMAN GROWTH & DEVELOPMENT* Credits 3 Clock 30
This course examines the physical, cognitive, social, and emotional development of human beings from conception to death. Students will learn about theories of development, key issues in the field and apply research in developmental psychology throughout the prenatal, infancy, childhood, adolescence, and adulthood periods of the lifespan. (2)

MAC1105 COLLEGE ALGEBRA* Credits 3 Clock 30
The following topics are included in this course; functions; domain and range of a function; graphs of functions and relations; algebra of functions; composite and inverse functions; linear, quadratic, and rational functions; absolute value and radical functions and equations; exponential and logarithmic properties, and equations; systems of equations and inequalities; mathematical modeling; and applications involving the able listed topics. (2)

MCB2010 MICROBIOLOGY * Credit 4 Clock 50
This course is an introduction to the classification of microorganisms, transmission of infections, culturing techniques, isolation techniques, equipment decontamination, personal hygiene, and their applications to patient care and sterilization and disinfection methods. (2)
(*) Indicate General Education courses.

NUR1023 FUNDAMENTALS OF NURSING + LAB + CLINICAL Credits 6 Clock 120
A. This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards of nursing practice. This course will introduce the student to different cultures and how their beliefs affect health beliefs and behavior which impacts nursing care. The student is introduced to the ethical and legal principles involving nursing practice. This course will review the nurse's role as a teacher, counselor, and leader. Basic skills such as vital signs and interpretation thereof, asepsis and infection control will be introduced and discussed. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation,

nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. Theoretical knowledge and principles are integrated and applied in the skills laboratory and clinical setting. Normal functional health patterns are explored in the context of the physical, biological, and social sciences. (2)
Lectures will be taught in collaboration with the (ATI-RN) Review Books and Curriculum.

B. This course introduces the beginning nursing student to the fundamental nursing skills required to provide basic patient care in the clinical environment. Students will learn the basics of documentation, teaching/learning, critical thinking, communication, and the nursing process to provide safe and competent nursing care. Throughout this course students will gain experience in caring for patients in the healthcare environment and will practice simulation scenarios in the nursing simulation lab. Emphasis placed on skills ability demonstration in the clinical environment. Focus placed on the practice of safe, culturally competent, ethical care of patients in the long term or acute care environment.
50% of the Clinical Labs hours will be taught on campus in the Nursing Lab.
50% of the Clinical Labs hours will be taught using the ATI "Real Life Scenarios" Lesson Plan.

C. This course introduces the beginning nursing student to the fundamental nursing skills required to provide basic patient care. Students will learn the basics of documentation, teaching/learning, critical thinking, communication, and the nursing process to provide safe and competent nursing care. Foundation of nursing courses provides students with the knowledge required to provide basic care to the patient. Emphasis placed on skills ability demonstration in the Laboratory environment.
Students will be required to complete a Clinical Worksheet per week and a Care Plan at the end of the course.

NUR3065 HEALTH ASSESSMENT Credits 4 Clock 50
A. This course is designed to equip nursing students with the skills and knowledge needed to perform holistic health assessments. Emphasizing the vital role of the nurse as a diagnostician, collaborator, communicator, and educator, this course provides a solid foundation for nursing practice. Throughout this course, the student will develop a deep understanding of health assessment techniques and their application to adult patients.
Lectures will be taught in collaboration with the (ATI-RN) Review Books and Curriculum.

B. Students will engage in hands-on practice, case studies, and simulated assessments to enhance their clinical reasoning and assessment abilities. They will also delve into ethical considerations, documentation, and evidence-based practice in health assessment. By the end of Health Assessment in Nursing, you will be well-prepared to perform thorough assessments, make informed clinical decisions, and provide high-quality care to individuals across lifespan.
50% of the Clinical Labs hours will be taught on campus in the Nursing Lab.
50% of the Clinical Labs hours will be taught using the ATI "Real Life Scenarios" Lesson Plan.

NUR1139 PHARMACOLOGY I Credits 6 Clock 60
A. This course provides students with an overview of the pharmacotherapeutic agents used in the treatment of illness and the promotion, maintenance, and restoration of wellness in diverse individuals across the lifespan. The course further explores indications, side effects, contraindication, interactions, and modes of action of various drugs. The focus is on concepts of safe administration and monitoring the effects of

pharmacotherapeutic agents.
Lectures will be taught in collaboration with the (ATI-RN) Review Books and Curriculum.

NUR1211 MEDICAL SURGICAL NURSING I + LAB + CLINICAL Credits 6 Clock 120

A. This course explores the medical surgical nursing care of clients with complex alterations in health. Students will learn advanced concepts in medical surgical nursing which is discussed within a body systems framework focusing on the nurse's role in meeting the needs of the client, family, and community. This course provides students with the opportunity to apply advanced concepts of medical surgical nursing. Students will learn to provide health care delivery in both in-patient and community settings. Students will focus on the nurse's role in meeting the needs of the client, family, and community. Students are encouraged to actively participate in projects assisting clients in preventive care and maintenance of health. (1)
Lectures will be taught in collaboration with the (ATI-RN) Review Books and Curriculum.

B. This course provides students with the knowledge base of appropriate nursing interventions employed when providing care for adults exhibiting a human response to actual or potential health problems in a variety of clinical settings. Students will practice caring for patients with a variety of medical-surgical conditions along the health-illness continuum. Application of the nursing process for the delivery of care and nursing interventions will be the focus throughout the course and in the clinical setting. Emphasis placed on providing culturally competent evidence-based care and on the practice of maintaining patient confidentiality.
50% of the Clinical Labs hours will be taught on campus in the Nursing Lab.
50% of the Clinical Labs hours will be taught using the ATI "Real Life Scenarios" Lesson Plan.

C. This course introduces the nursing student to the medical surgical nursing skills required to provide care for the patient. Students will learn documentation, teaching/learning, critical thinking, communication, and the nursing process to provide safe and competent nursing care. Medical surgical nursing courses provide students with the knowledge required to provide care for the patients. Emphasis placed on skills ability demonstration in the Laboratory environment.
Students will be required to complete a Clinical Worksheet per week and a Care Plan at the end of the course.

NUR1140 PHARMACOLOGY II + LAB + CLINICAL Credits 6 Clock 120

A. This course is a continuation of NUR1139 – Pharmacology I. It provides students with an overview of the pharmacotherapeutic agents used in the treatment of illness and the promotion, maintenance, and restoration of wellness in diverse individuals across the lifespan.
The course further explores indications, side effects, contraindication, interactions, and modes of action of various drugs. The focus is on concepts of safe administration and monitoring the effects of pharmacotherapeutic agents.
Lectures will be taught in collaboration with the (ATI-RN) Review Books and Curriculum.

B. This course begins with the nursing student's education on medication administration and understanding the concepts of human functioning emphasizing pathophysiology structured on the steps of the nursing process. Students will utilize the nursing process and the five concepts of human functioning to assess appropriate and inappropriate response to therapy.
50% of the Clinical Labs hours will be taught on campus in the Nursing Lab.
50% of the Clinical Labs hours will be taught using the ATI "Real Life Scenarios" Lesson Plan.

C. This course provides students hands-on experience and the ability to identify the roles of the professional nurse in relation to medication administration and education in both acute and community health settings.
Students will be required to complete a Clinical Worksheet per week and a Care Plan at the end of the course.
Prerequisites: NUR1139

NUR2420 MATERNAL/INFANT NURSING + LAB + CLINICAL Credits 6 Clock 120
A. This course focuses on the role of the professional nurse as a provider of care to the child-bearing family. The needs of the client during the antenatal, intra-partial, post-partial, and neonatal periods are covered, and course content is presented within the framework of the wellness/illness continuum, including nutrition and human growth and development during the reproductive and post-reproductive years. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provides the framework for clinical application and evaluation in childbearing settings. (2)
Lectures will be taught in collaboration with the (ATI-RN) Review Books and Curriculum.

B. This course focuses on maternal-newborn nursing as a normal life process with family members as co-participants in care in the clinical setting. Students will be introduced to all key aspects of maternal-newborn nursing. The nursing process will be utilized to delineate nurse's roles throughout the process of labor, prenatal, postnatal, and newborn period of care. Emphasis placed on using critical thinking skills to conduct thorough assessments and clinical decision making along with caring for mothers and newborns during complications that may arise in the clinical setting. Cultural competence, complementary alternative therapies and health promotion will be explored. Focus on care of the mother-child couplet in various clinical settings.
50% of the Clinical Labs hours will be taught on campus in the Nursing Lab.
50% of the Clinical Labs hours will be taught using the ATI "Real Life Scenarios" Lesson Plan.

C. This course introduces the nursing student to the maternal / newborn nursing skills required to provide care for the women throughout the process of labor, prenatal, postnatal, and newborn period of care. Students will learn documentation, teaching/learning, critical thinking, communication, and the nursing process to provide safe and competent nursing care. Maternal/Infant Nursing course provides students with the knowledge required to provide care for the patients with clinical application in personal, family, and community health concepts. Emphasis placed on skills ability demonstration in the Laboratory environment.
Students will be required to complete a Clinical Worksheet per week and a Care Plan at the end of the course.

NUR2310 PEDIATRIC NURSING + LAB + CLINICAL Credits 6 Clock 120
A. This course focuses on the role of the professional nurse as a provider of care in a variety of settings involving children and their families. Course content includes physiological, psychological, developmental, and socio-cultural needs of children and families presented within the framework of the wellness/illness continuum, including nutrition and human growth and development of the client from birth through adolescence.

Emphasis is placed on the application of the nursing process utilizing critical thinking skills and a holistic plan of care for children and families from diverse cultures and environments. The role of the

nurse as a provider of care, communicator, teacher, manager, and member of a profession provides the framework for clinical application and evaluation in pediatric settings. (2)
Lectures will be taught in collaboration with the (ATI-RN) Review Books and Curriculum.

B. This course concentrates on critical concepts related to pediatric nursing and the care of children in various settings. Emphasis placed on principles of nursing care of children and the ability to think critically within various healthcare environments. Broad scope of topics related to common issues of pediatrics and pediatric specific content, including normal growth and development will be explored. The nursing process will be explored in guiding the nursing practice for children and their families. Cultural and ethical implications related to providing care for the child will also be explored.
50% of the Clinical Labs hours will be taught on campus in the Nursing Lab.
50% of the Clinical Labs hours will be taught using the ATI "Real Life Scenarios" Lesson Plan.

C. This course introduces the nursing student to the pediatric nursing skills required to provide care for the pediatric patient. Students will learn documentation, teaching/learning, critical thinking, communication, and the nursing process to provide safe and competent nursing care. Pediatric nursing courses provide students with the knowledge required to provide care for the patients with clinical application in personal, family, and community health concepts. Emphasis placed on skills ability demonstration in the Laboratory environment.
Students will be required to complete a Clinical Worksheet per week and a Care Plan at the end of the course.

NUR2520 PSYCHIATRIC NURSING + LAB + CLINICAL Credits 6 Clock 120
A. This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in acute, chronic, and community-based psychiatric and mental health settings. Basic mental health concepts will be examined with emphasis on needs and disorders across the lifespan. Emphasis is placed on client advocacy and continuity of care with the mental healthcare team. Supervised clinical experiences at community and acute and chronic care facilities provide opportunities for the application of learned theory and integration of therapeutic communication skills in all interactions with clients, families, peers, and mental health team members. (2)
Lectures will be taught in collaboration with the (ATI-RN) Review Books and Curriculum.

B. The course introduces the nursing student to the fundamental concepts of psychiatric-mental health nursing and how to provide care to this client population in the clinical setting. Students will experience caring for patients diagnosed with a variety of psychiatric disorders and will explore the treatments utilized in psychiatric-mental health nursing practice. Students will use the nursing process to guide the care of each of the mental health disorders explored throughout the course. The course focuses on care in the clinical setting. Ethical and legal issues will be discussed as well as the various therapies provided in the clinical setting.
50% of the Clinical Labs hours will be taught on campus in the Nursing Lab.
50% of the Clinical Labs hours will be taught using the ATI "Real Life Scenarios" Lesson Plan.

C. This course introduces the nursing student to the mental health nursing skills required to provide care for those with psychiatric disorders. Students will learn documentation, teaching/learning, critical thinking, communication, and the nursing process to provide safe and competent mental health care. This course provides students with the knowledge required to provide care for patients. Emphasis is

placed on skills ability demonstration in the Laboratory environment.
Students will be required to complete a Clinical Worksheet per week and a Care Plan at the end of the course.

NUR2212 MEDICAL SURGICAL NURSING II + LAB + CLINICAL Credits 6 Clock 120

A. The focus of this adult-health nursing course is on the care of adults with altered health states in acute care settings. In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health, and emphasis is placed on knowledge and skills relating to advanced adult health care in medical-surgical settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. (1)
Lectures will be taught in collaboration with the (ATI-RN) Review Books and Curriculum.

B. This course is a continuation of Medical-Surgical Nursing I and builds on student learning of caring for adults with various diagnosis and disease processes in various settings. Advanced-medical surgical nursing focuses on more complex body systems with emphasis on intensive and critical disease processes affecting adults. Application of the nursing process for the delivery of care and nursing interventions will be the focus throughout the course. Emphasis placed on providing culturally competent evidence-based care. Students will experience providing care to patients in the clinical setting.
50% of the Clinical Labs hours will be taught on campus in the Nursing Lab.
50% of the Clinical Labs hours will be taught using the ATI "Real Life Scenarios" Lesson Plan.

C. This course introduces the nursing student to the advanced medical surgical nursing skills required to provide care for adults. Students will learn documentation, teaching/learning, critical thinking, communication, and the nursing process to provide safe and competent nursing care. The Medical Surgical Nursing II course provides students with the knowledge required to provide care for patients. Emphasis is placed on skills ability demonstration in the Laboratory environment.
Students will be required to complete a Clinical Worksheet per week and a Care Plan at the end of the course.
Pre-requisites: NUR1211

NUR2810 LEADERSHIP MANAGEMENT + LAB + CLINICAL Credits 6 Clock 120

A. This course is designed to assist the graduating student in the transition to the role of professional nurse. Management concepts, leadership skills, and the legal, ethical, and professional responsibilities of the registered nurse are stressed in the didactic component. The clinical experience in an acute care setting promotes the student's transition to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision-making, caring interventions, teaching, and learning, collaboration, and managing care activities in a broad, in-depth application of the nursing process in the clinical management of groups of patients. (2)
Lectures will be taught in collaboration with the (ATI-RN) Review Books and Curriculum.

B. This course emphasizes the nursing student leadership and management nursing skills required to provide care for the patient within and outside of the clinical environment. Students will learn the skills of documentation, teaching/learning, critical thinking, communication, and the nursing process to provide safe and competent nursing care throughout the lifespan. Throughout this course students will

gain experience in caring for patients in the healthcare environment and will practice simulation scenarios in the nursing simulation lab. Emphasis placed on skills ability demonstration in the clinical environment. Focus placed on the practice of safe, culturally competent, ethical care of patients in the long term or acute care environment.
50% of the Clinical Labs hours will be taught on campus in the Nursing Lab.
50% of the Clinical Labs hours will be taught using the ATI "Real Life Scenarios" Lesson Plan.

C. This course focuses on the nursing skills required to provide patient care throughout the lifespan. Students will learn leadership management, documentation, teaching/learning, critical thinking, communication, and the nursing process to provide safe and competent nursing care. Leadership management nursing course provides students with the knowledge required to provide nursing care at a leadership managerial position, interpersonal relationship skills, legal aspects of nursing, professional role and function and health teaching and counseling skills. Emphasis placed on skills ability demonstration in the Laboratory environment.
Students will be required to complete a Clinical Worksheet per week and a Care Plan at the end of the course.

NUR2300 GRADUATE INTEGRATION: NURSING PRACTICUM Credit 6 Clock 120
A. Graduate integration provides students with the ability to demonstrate achieved clinical skills, knowledge, health promotion, critical thinking, and patient education using therapeutic communication. Students will practice in various clinical settings and will work closely with one nurse to integrate all acquired skills in the care of patients across the continuum. Emphasis is placed on the student's ability to synthesize and integrate knowledge from humanities, leadership, behavioral, informatics, and nursing sciences in developing the professional role as the students prepare to enter professional practice.
Lectures will be taught in collaboration with the (ATI-RN) Review Books and Curriculum.

B. This course focuses on refinement of critical thinking skills important to the entry-level role of the professional nurse as a member of the profession, provider of patient-centered care, patient advocate, and member of the healthcare team. Emphasis is placed on the utilization of evidence-based practice and informatics to promote safety and quality in healthcare. This course also provides additional instruction to assist students in career planning and development as well as preparing for NCLEX success and licensure. The student demonstrates competence in a simulation experience and comprehension of nursing concepts through case study activities.
50% of the Clinical Labs hours will be taught on campus in the Nursing Lab.
50% of the Clinical Labs hours will be taught using the ATI "Real Life Scenarios" Lesson Plan.

C. This course supports the importance of clinical learning and helps to integrate the nursing education and practice and provides opportunities to develop nursing skills in the care of individuals, groups, communities, or care-systems. Individually arranged with faculty members for application of theory and principles to direct care, assessment, diagnosis, planning, implementation, and evaluation.
Students will be required to complete a Clinical Worksheet per week and a Care Plan at the end of the course.
Pre-requisites: BSC1085, BSC1086, CHM1025, DEP2004, ENC1101, MAC1105, MCB2010, NUR1023, NUR3065, NUR1139, NUR1211, NUR1140, NUR2420, NUR2310, NUR2520, NUR2212, NUR2810.

NUR2960 NCLEX REVIEW Credits 4 Clock 50

A. This course is designed to review the concepts required for licensure. It also provides information on the examination and entry into the practice of professional nursing. Includes assessment of knowledge, deficient areas, remediation, test plan, and application of national council licensure examination for registered nurses. (2)

Lectures will be taught in collaboration with the (ATI-RN) Review Books and Curriculum.

B. This course in the final semester of the nursing program gives students the opportunity to strengthen clinical knowledge and skills in preparation for entry into practice. Students will polish exam-taking techniques and critical thinking during lab and simulation.

50% of the Clinical Labs hours will be taught on campus in the Nursing Lab.

50% of the Clinical Labs hours will be taught using the ATI "Real Life Scenarios" Lesson Plan.

***Pre-requisites**: BSC1085, BSC1086, CHM1025, DEP2004, ENC1101, MAC1105, MCB2010, NUR1023, NUR3065, NUR1139, NUR1211, NUR1139, NUR1140, NUR2420, NUR2310, NUR2520, NUR2212, NUR2810.*

11.11 GRADUATION REQUIREMENTS

Completion of Program Requirements: To be eligible for graduation from the Associate of Science in Nursing (ASN) program at NPTI, students must successfully complete a total of 92 credits. These credits will include a combination of core nursing courses, general education courses, skills labs, and clinical experiences. The specific courses and credit distribution may vary by semester or academic year, as outlined in the program curriculum.

Passing the Comprehensive Exit Exam:

In addition to completing the required credits, students must pass the Comprehensive Exit Exam. This exam is designed to assess the student's overall knowledge and competence in nursing practice, theory, and clinical skills. The Comprehensive Exit Exam will be administered only to students who have completed the program requirements (92 credits).

To ensure the security of the Comprehensive Exit Exam, NPTI School of Nursing reserves the right to modify the platform used for administering the test. Additionally, NPTI School of Nursing reserves the right to adjust the passing score of the Comprehensive Exit Exam to any percentage deemed necessary to ensure a passing grade in the NCLEX Exam.

Each exam attempt includes one complimentary retake. Students are allowed a maximum of three total attempts to pass the Exit Exam in the ASN program at NPTI. The first attempt and its retake are provided at no cost, while the second and third attempts, including their retakes, will be at the student's expense. Please refer to the Catalog under "Other Fees" for further details.

Remediation and Additional Attempts:

Students who do not pass both the initial attempt and the retake will be provided with a complimentary NCLEX Review Bootcamp before their second attempt. This Bootcamp is designed to strengthen critical thinking, reasoning, and test-taking skills. Upon completion of the remediation, students may retake the exam on the next available date. If the student fails the second attempt and its retake, they can choose either to repeat the Bootcamp at their own expense or study independently before proceeding with the third and final attempt, along with its retake. Please refer to the Catalog under "Other Fees" for

further details. Failure of the third and final attempt, including its retake, will result in dismissal from the ASN Program.

Academic Performance Standard: To meet the graduation criteria, students must maintain a minimum Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale. Course-specific grading expectations are outlined in each course syllabus.

Compliance with Ethical and Professional Standards: Students must adhere to the ethical and professional standards of the nursing program and the nursing profession. This includes maintaining patient confidentiality, demonstrating integrity, and exhibiting professionalism in all academic and clinical interactions.

1.Financial Aid Exit Interview and Financial Obligations: Students who receive financial aid must complete a Financial Aid Exit Interview with the Financial Aid Department to review terms and post-graduation financial obligations. All students must also meet financial responsibilities to the institution, including payment of tuition, fees, and any outstanding balances. Graduation clearance will not be granted until all accounts are settled, and the Financial Aid Exit Interview is completed.

2.Student Services Exit Interview: All graduating students must complete the Job Placement Exit Interview with the Student Services Department. This meeting verifies employment goals, updates placement information, and provides guidance on available career and alumni services.

3.Academic Exit Interview (NCLEX Readiness Evaluation: Each student must meet with the Nursing Program Coordinator for an Academic Exit Interview to assess readiness for the NCLEX-RN examination. During this session, the Coordinator will:

- Review academic and clinical performance, including Exit Exam results.
- Evaluate participation in NCLEX preparation activities.
- Develop a personalized NCLEX Readiness Plan outlining next steps and study recommendations.

Course Failure Policy

Nursing Concentration Course Failure - Only one repeat of the same Nursing (NUR) course is permitted. A second failure of the same course will result in dismissal from the nursing program. Failing three NUR courses of any combination, including repeats, will also result in dismissal from the program.

General Education Course Failure - Only one repeat of the same general education course is permitted. A second failure of the same course will result in dismissal from the nursing program. Failing three general education courses of any combination, including repeats, will also result in dismissal from the program.

11.12 NURSING - TUITION AND OTHER FEES

Tuition is charged on a quarterly basis. The student is liable for only the current and prior quarter charges. The tuition fee for the Academic Programs offered at **New Professions Technical Institute,** Inc. is as follows:

Associate of Science in Nursing **$37,478.00**

One-time Registration Fee **$150.00** **(Non-Refundable)**
For the Nursing program and courses taught individually.

Re-Enrollment Fee **$150.00** **(Non-Refundable)**
For the Nursing program and courses taught individually.

Technology Fee for Nursing Program **$1,519.00**
Access to Software, Hardware, Codes and Research Center

Background Check Fee **$ 85.00** **(subject to change by agency)**
(Nursing students prior to enrollment)

Additional Scrubs **$ 50.00**

TEAS Entrance Exam Package **$100.00**
Includes Exam Attempt & Study Guide

TEAS Entrance Exam Re-Take **$75.00**

Comprehensive Exit Exam Explanation:

- 1st Attempt at Comprehensive Exit Exam: **Free of charge (first-time, includes retake)**
- 2nd and 3rd Attempt at Comprehensive Exit Exam & retake **$250.00**
- Bootcamp for NPTI Students – Recommended after Q7 **Free of charge (first-time)**
- Bootcamp for Non-NPTI Students - Recommended for students that have already completed the ASN Credits - **$900.00**
- Bootcamp Retake for NPTI Students **$500.00**

The Institute reserves the right to modify its tuition and fees without previous notification. However, any change in the tuition cost will only affect new students and any student that has been readmitted to the Institute after such changes occur.

11.13 SCRUBS

Scrubs are part of the Tuition and are mandatory uniforms for the Nursing program. Each student in the Nursing program shall receive one scrub free of charge. If a student desires more scrubs, it will be at their expense. The use of "scrubs" and student ID are mandatory for all nursing students.

11.14 NURSING - GRADING SYSTEM

Students will be provided with progress/grade reports at the end of each quarter. A copy of the report will be placed in the student's permanent file maintained by the Institute. Students are graded according to the following Grade Point Average (GPA) system:

Letter Grade	Percentage	Grade Point
A	95%-100%	4.0
A-	90% - 94%	3.7
B+	87% - 89%	3.3
B	83% - 86%	3.0
B-	80% - 82%	2.7
C+	77% - 79%	2.3
C	73% - 76%	2.0
C-	70% - 72%	1.7
D+	67% - 69%	1.3
D	60% - 66%	1.0
F	0 - 59%	0.0

General Education Courses:

1. Students must achieve a final grade of **"C-"** (70%-72%) or better.
2. All exams and evaluations must be completed with a minimum grade of 70%.
3. A grade below 70% is considered failing.

Core Courses:

1. Students must achieve a final grade of **"C+"** (77%-79%) or better.
2. All exams and evaluations must be completed with a minimum grade of 77%.
3. A grade below 77% is considered failing.

Repeating Courses:

If a student receives a grade below **"C"** in any Nursing General Education course or below "C+" in any Core course, they must repeat the course. Both attempts will be shown on the transcript, but the cumulative GPA will be recalculated to include only the most recent attempt.

General Education Course Failure:

1. Only one repeat of the same general education course is permitted.
2. A second failure of the same general education course will result in dismissal from the nursing program.
3. Failing three general education courses in any combination, including repeated courses, will result in dismissal from the nursing program.

Nursing Concentration Course Failure:

1. Only one repeat of the same nursing concentration course (NUR) is permitted.
2. A second failure of the same nursing concentration course (NUR) will result in dismissal from the nursing program.
3. Failing three nursing concentration courses (NUR) in any combination, including repeated courses, will result in dismissal from the nursing program.

11.15 NURSING - INSTRUCTOR/STUDENT RATIO

The Institution's Instructor/Student ratio for the Nursing program will not exceed 1 to 20. In the Nursing Labs, the Student/Equipment ratio is 1 to 1.

11.16 NURSING - FACULTY

Staff

Nilet Pereda	Interim Director of Nursing – RN, MSN
Stephanie Amador	Nursing Counselor - Bachelor in Psychology
Luz Torres	Nursing Clinical Coordinator - RN, MSN

Nursing Faculty

Zaida Ruiz	RN, BSN, MSN
Pavel Hernandez	RN, BSN, MSN
Idolis Pineda	RN, BSN, and Doctor of Medicine
Oswaldo Herra	RN and ASN
Jorge Tase	RN, BSN, MSN and FNP certified.

11.17 CHEATING AND PLAGIARISM

Cheating

Any form of dishonest conduct aimed at gaining an unfair academic advantage is considered cheating. This includes, but is not limited to, copying another student's work, using unauthorized materials during exams, or fabricating data. Like plagiarism, cheating undermines the integrity of the academic environment and will result in disciplinary action.

Consequences

1. **First Offense**: A student found guilty of plagiarism or cheating will receive an **"F"** for the assignment.

2. **Second Offense**: A student found guilty of plagiarism or cheating a second time will receive an **"F"** for the course.

3. **Third Offense**: A student found guilty of plagiarism or cheating for a third time will be expelled from the institution, with the student's transcript reflecting the expulsion status.

This policy aims to uphold the highest standards of academic integrity and ensure a fair and honest educational experience for all students.

Plagiarism

Students are expected to produce their original work on each assignment in each class unless otherwise authorized by the instructor. Recycling one's coursework from one class to another is also considered academic dishonesty. In cases where an instructor suspects plagiarism, they are required to take appropriate action, including issuing a "penalty grade" for academic dishonesty (see *Consequences* below). Instructors monitor plagiarism using specialized software that detects potential academic integrity violations, including correctly cited content. If citations are properly formatted and attributed, instructors may permit up to 35-40% similarity as reported by the software. However, at least 60% of the students' submission must be original content.

Addendum for the Associate of Science in Nursing Program

The Associate of Science in Nursing program is dedicated to upholding high standards of academic integrity and professionalism. The following addendum outlines additional expectations and consequences specifically for nursing students:

1. **Prohibited Use of Unauthorized Test Bank Study Guides:** Students are prohibited from seeking, using, or purchasing any test bank study guide questions or resources found on unauthorized websites. These materials are considered unauthorized by the Nursing Program as they are intended for instructor use only. Any student found to be using or sharing these resources will be immediately dismissed from the Nursing Program for academic dishonesty.

2. **Cheating Policy:** All students are expected to adhere to the highest standards of academic honesty, particularly on tests and written assignments:
    a. First Offense: Cheating will result in failure of the test or written assignment. A Record of Infraction will be completed by the instructor.
    b. Second Offense: Any repetition of cheating will result in immediate referral to the faculty committee for disciplinary action, which may include dismissal from the program.
    c. Collaborative Work: While students may collaborate on assignments, the final work must be the student's own and should not resemble another student's work. If two assignments bear resemblance, both students will receive a zero.
    d. Sharing of Work: Students who give their work or answers to others during a test, or who engage in talking during an exam, will be considered to have cheated. A zero will be issued to all students involved.

Exam Integrity and Retesting Policy

In our commitment to ensuring academic integrity and fairness, we utilize data forensics to analyze exams and assess potential anomalies in test performance. This includes reviewing exam items and overall scores for aberrant patterns.

Aberrant Score Detection: We reserve the right to reissue an exam if aberrant scores or irregularities are detected through data forensic analysis. This process ensures that all students are fairly evaluated on their understanding of the material.

Significant Score Increases: If a student's score increases significantly compared to their previous testing, we may require them to retest using a different version of the exam. This is to ensure that the student can sufficiently demonstrate content mastery in a consistent manner.

This addendum reinforces the integrity of the nursing profession and ensures that nursing students are held to the highest standards of ethical and professional behavior. Violations will result in immediate and significant consequences, including potential dismissal from the program.

11.18 EXIT EXAM PROCEDURES

Purpose - The purpose of this policy is to outline the terms, conditions, and procedures for the NPTI Nursing Program Exit Exam, a requirement for graduating from the Associate of Science in Nursing (ASN) program and being eligible for the NCLEX-RN licensure examination. This policy ensures that all students demonstrate the necessary knowledge and skills to enter the nursing profession.

Exam Details
Any of the following will be utilized:

Exam Type	NPTI's Required Passing Score
RN ATI Exit Custom	80%
RN ATI Comprehensive Exit	80%
HESI RN Exit	900 points
HESI RN Exit CAT	Acceptable (16.61 – 30.00)
UWorld NCLEX RN Faculty Assessment	80%

Eligibility Criteria
To be eligible to take the Exit Exam, students must:

1. Complete the NUR2300 - Graduate Integration: Nursing Practicum and NUR2960 - NCLEX Review courses.
2. Fulfill all financial obligations to NPTI; students with outstanding balance will not be permitted to take the exam.

Retake Policy - Each exam attempt includes one complimentary retake. Students are allowed a maximum of three total attempts to pass the Exit Exam in the ASN program at NPTI. The first attempt and its retake are provided at no cost, while the second and third attempts, including their retakes, will be at the student's expense. Please refer to the Catalog under "Other Fees" for further details. Remediation: Students who do not pass both the initial attempt and the retake will be provided with a complimentary NCLEX Review Bootcamp (6 weeks) before their second attempt. This Bootcamp is

designed to enhance critical thinking, reasoning, and test-taking skills.

Additional Attempt: Upon completion of the remediation, students may retake the exam on the next available date. If the student fails the second attempt and its retake, they can choose either to repeat the Bootcamp at their own expense or study independently before proceeding with the third and final attempt, along with its retake.
Please refer to the Catalog under "Other Fees" for further details. If the student fails the third and final attempt, along with its retake, the student will be dropped from the ASN Program.

Makeup Exam Policy

1. There is no makeup exam for the first attempt of the Exit Exam. If a student misses the scheduled exam, it will be considered a failure, and the student will automatically proceed to the retake.
2. Exceptions may apply for critical situations, which must be approved by the Nursing Program Coordinator.

Day of the Exam: Rules and Regulations

1. Arrival Time: Students must arrive at NPTI by 8:30 A.M.
2. Exam Start Time: 9:00 A.M.
3. Electronic Devices: All electronic devices, including phones, smartwatches, smart glasses, camera glasses, tablets, and earphones, are strictly prohibited. Anyone wearing glasses should expect for those glasses to be examined for any recording or streaming capability.
4. Food and Beverages: Not allowed in the exam room.
5. Bathroom Breaks: Only one 5-minute bathroom break is allowed during the exam.
6. Exam Materials: Students are permitted to take only one blank sheet of paper and a pencil, provided by NPTI.
7. Login Credentials: Students must have their credentials ready to access the exam.
8. Technical Issues: In case of platform issues, students will be temporarily removed from the exam room until the problem is resolved by support. These cases will be handled on a 1-to-1 basis, and arrangements of time and make-up dates will be provided if necessary.

Proctor Policy

1. Proctors are not allowed to answer any questions related to the content of the exam.
2. Proctors are responsible for ensuring adherence to all rules and maintaining the integrity of the exam process.

Consequences of Non-Compliance

1. Students found violating any rules, such as using unauthorized devices or engaging in misconduct, will be disqualified from the exam.
2. Disqualification will prevent the student from graduating from the nursing program.
3. Refer to the Cheating and Plagiarism Policies and Procedures for more information.

Successful Completion - Upon successful completion of the Exit Exam, students will be eligible to graduate from the ASN program, all other requirements being met, and apply for the NCLEX-RN

Examination.

11.19 INTERNATIONAL HEALTHCARE PROFESSIONAL SCHOLARSHIP

At New Professions Technical Institute (NPTI), we are committed to supporting internationally trained healthcare professionals in their journey toward becoming registered nurses in the United States. To assist in this transition,

NPTI offers the International Healthcare Professional Scholarship to eligible Foreign Medical Doctors and individuals holding a foreign bachelor's degree in nursing.

Scholarship Benefits

- Eligible recipients will receive a 7% scholarship toward the total tuition of the Associate of Science in Nursing (ASN) program at NPTI.
- This scholarship is a tuition reduction only and does not represent a cash award, refund, or stipend.
- The scholarship amount will be applied to the student's tuition upon successful graduation from the ASN program.
- If the student does not successfully graduate from the ASN program, the scholarship will not be applied.

Eligibility Criteria

To qualify for the International Healthcare Professional Scholarship, applicants must:

1. Provide official documentation verifying one of the following credentials earned outside the United States:
    - A Medical Doctor (MD) degree from a foreign institution, or
    - A Bachelor of Science in Nursing (BSN) degree from a foreign institution
2. Meet all admission requirements for the Associate of Science in Nursing (ASN) program at NPTI
3. Maintain good academic standing throughout the entire program

Application Process

- No separate scholarship application is required.
- Eligible students will be automatically considered for the scholarship upon acceptance into the ASN program.

For additional information, please contact the Admissions Office at admissions@npti.edu

11.20 SCHOLARSHIP APPLICATION & COURSE REPETITION DISCLOSURE

All institutional scholarships awarded by New Professions Technical Institute (NPTI) are **applied only to the first attempt of each course** included in the student's program of study.

If a student fails a course and is required to repeat it, **the scholarship will not be applied to the tuition of the repeated course**. Any tuition charges associated with repeated coursework are the **sole financial responsibility of the student**.

This policy applies to **all institutional scholarships**, unless otherwise explicitly stated in writing.