

Student Catalog  
April 15, 2017  
Volume 4



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# Professional Development & Training Services, LLC

## Student Catalog

### **Purpose:**

PDTS will provide a basic level of knowledge including theory and competency skills demonstrated for students who will be providing Nurse Aide, Phlebotomy and EKG services to residents in various healthcare settings. Education will emphasize delivering excellent care, exemplifying professionalism in all that is done, showing respect and dignity to residents while helping them live a high quality of life.

### **Location/Description of Facilities:**

We are located in Kershaw County, named All-America City 2018. We are in a friendly environment with a classroom setting that is geared towards personalized, one-on-one learning. The classroom space and clinical lab are combined to foster hands on learning and promote engagement from all students. Restrooms are easily accessible to the learning space. Each student will receive tools necessary to succeed using their individualized learning skills to grasp material. We provide separate registration times so classroom and lab simulation experiences are not interrupted. The maximum class size for Nurse Aide will be 12 students at a time and for Phlebotomy and EKG, there will be a maximum of 12 students.

### **Licensing:**

Licensed by the South Carolina Commission on Higher Education  
1122 Lady Street, Suite 300, Columbia, SC 29201

Telephone (803) 737-2260; [www.che.sc.gov](http://www.che.sc.gov)

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

### **Admission Requirements:**

Registration takes place Tuesday and Thursday from 4p-6p or by calling to arrange an appointment.

Applicants will receive a catalog initially. The enrollment agreement and an admission application must be completed on site with full payment or with one of the payment plans. Payments are due based on the type of payment plan chosen. Please bring a valid ID along with a Social Security Card.

Citizenship/authorized alien/immigrant status documentation must be on hand during registration as well for verification.

Applicants must be:

- 17 years of age or older ( must be 18 years of age or older to take state exam for Nurse Aide)
- Must have High School Diploma or GED to take Phlebotomy and EKG
- Able to pass a SLED criminal background check (Felonies are considered if greater than 10 years old, but testing for the Nurse Aide exam is left up to the discretion of SC DHHS; admission in to

the program for misdemeanor/felony charges is left up to the discretion of the program director; a criminal record may prevent students employment in the field even after taking class and passing the state exam)

- Provide proof of SC Driver's License
- Show results of a negative Two-Step TB skin test within the last 3 months, or a negative chest x-ray within the last year
- A written statement or physical from a physician is needed showing that there are no pre-existing condition (s) that would restrict and/or limit their ability to perform strenuous tasks (pregnancy, lifting, etc.) and/or showing ability to lift 75 pounds

Failure to provide documentation or comply with the registration process will compromise enrollment.

Professional Development and Training Services, LLC does not discriminate and students are admitted providing they meet the above requirements without regard to race, color, religion, sex, age, national origin or handicap.

#### **Student Application Procedure:**

\*\*\*see admission requirements\*\*\*

#### **Nurse Aide Program Highlights:**

Upon successful completion of the program, students will receive a certificate from the nurse aide program and will be eligible to take the South Carolina nurse aide exam. A certificate of completion will not be granted unless fees are paid in its entirety.

Certificate of Completion will include name of student and that the student has successfully completed a SC DHHS approved nurse aide training program. It will have the name of the program along with the completion hours.

Our nurse aide program consists of 100 hours including clinical rotation. This encompasses comprehensive training which includes basic nursing concepts training in a classroom learning theory, lab simulation activities performed in our clinical area and hands-on clinical training at a local nursing home. We offer evening classes/clinical rotation according to the following times.

#### **Schedule Option: Evening**

Monday-Thursday, 4p-9p x 3 weeks = (60 Hours)-Theory/Lab Simulation

Monday-Thursday, 4p-9p x 2 weeks = (40 Hours)-Clinical Rotation

### **Nurse Aide Class Schedule 2018: (Eve) 5 weeks**

**April 23-June 2**

**June 11-July 21**

**July 30-August 30**

**September 10-October 11**

October 22-November 23 (Off on Thanksgiving)

December 3, 2018-January 3, 2019 (Off on Christmas Day/New Year's Day)

New classes begin after 5 week course rotation has been completed. New classes will be posted on website and listed during time of registration. Interested candidates may call at any time for class dates. Class dates are subject to change and students will be notified via phone regarding changes. A minimum of 3 people per class is required for class to be offered.

**Cost of Tuition/Fees: (Updated and subject to change at any time; notice posted on website and appropriate literature; will not change after current students have already signed enrollment agreement)**

Cost of tuition is \$850.00 which includes:

1. Name Badge (worn as a part of uniform during clinical rotation)
2. Nurse Aide book Rental (must be returned at the end of program; \$90.00 to purchase new/\$75.00 to purchase used)
3. Administrative fees
4. Classroom theory/on site lab simulation/clinical rotation experience

Separate fees include:

5. State Exam Fee (currently \$101.00)
6. SLED Background Check \$25.00
7. CPR Certification \$45.00

Students will purchase their own uniforms to include black scrubs, shoes and a second-hand watch. Nurse Aide book lost, stolen or damaged will consist of a replacement fee of \$90.00 for new/\$75.00 for used.

**Nurse Aide Book:** Nursing Assistant: A Nursing Approach Basics, By: Hegner, Acello and Caldwell (ISBN-13: 978-1-4283-1746-8)

**Payment Options: (does not include SLED background check, CPR and state/national exam fee) -late payments will result in a \$35 additional fee. Credit Card and Debit Card payments will be charged a 2.75% fee.**

**Half & Half Plan:** This plan allows students to pay half tuition down at registration (**\$425.00**) and pay the remaining balance (**\$425.00**) by the third Monday of class.

**Delay Your Pay Plan:** This plan allows students to have their name on our waiting list. The student can delay their class start date by paying a **\$250.00 down** and making **4 additional schedule payments of \$150.00** until full tuition paid.

**Reimbursement:** If student is currently employed by a Medicaid-certified nursing facility in South Carolina you are eligible for reimbursement of tuition after one (1) year of employment. A written offer of employment qualifies you for reimbursement.

**Sponsorships:** Private funds from agencies are accepted. No financial aid is permitted. PDTS is currently supported by SC Works (WIOA funding) for those who meet WIOA qualifications, Wateree Community Actions, SC Vocational Rehabilitation Department, Palmetto Youth Connections and DSS Pathways Scholarship Program. To find out eligibility requirements please visit their respective offices.

**Refund Policy:**

Full tuition refunds will be issued to students if a student withdraws in writing within 72 hours after signing the enrollment agreement. After the third day, but before classes begin, the school may retain \$100. After classes begin, for the first 60 percent of the course, school may retain \$100 plus a pro-rata tuition charge based on the last date attended, rounded downward to the nearest 10 percent of that period. Any time after this, a refund up to 60 percent on a prorated basis minus \$100 application processing fee will be granted to the student. The school has up to 40 days to issue this refund to the student.

**Phlebotomy/EKG Program Highlights:**

**Student Application Procedure:**

\*\*\*see admission requirements\*\*\*

**Objectives:**

As the demand for phlebotomists and monitor technicians grow, PDTS will offer basic concepts of Phlebotomy and EKG. Phlebotomy concepts will range from human anatomy to phlebotomy clinical. Students will be taught how collection and preparation of the blood is done and the techniques to safely handle blood. Students will also learn all the medical tools that are involved with phlebotomy. Students will learn medical terminology, communication skills, lab safety procedures and experience time in an onsite clinical setting allowing them to have hands-on training taking blood draws under direct supervision.

Basic Arrhythmia and EKG will focus on Anatomy and Physiology, Cardiac Electrical System, Cardiac Monitoring and 12-Lead Basics and EKG changes. Lab simulation will be conducted to give students hands-on experience on an in-house simulator and EKG machine.

Upon meeting all requirements for graduation, students will receive a certificate and be able to apply for National Testing. A certificate of completion will not be granted unless fees are paid in its entirety.

Certificate of Completion will include name of student and that the student has successfully completed

the specific training program. It will have the name of the program along with the completion hours.

Our Phlebotomy program consists of 52 hours including didactic and lab simulation. Our EKG program consists of 48 hours including classroom theory and lab simulation. These programs include comprehensive, fast-paced training in a classroom learning theory, lab simulation activities performed in our clinical area and hands-on clinical training on up to date equipment to enhance learning of skills. The following schedules are listed below:

**Phlebotomy Schedule:**

Tuesday and Thursday, 6p-10p x 5 weeks = (40 Hours)

Tuesday, Wednesday, and Thursday, 6p-10p x 1 week=(12 Hours)

Total Program=52 Hours

**Phlebotomy Class Dates 2018:**

May 2-May 31

July 10-August 16

August 21-September 27

October 9-November 15

November 27, 2018-January 3, 2019 (off Christmas Day/New Year's Day)

**EKG Schedule:**

Tuesday and Wednesday, 9a-5p x 3 Weeks = (48 Hours)

Total Program=48 Hours

**EKG Class Dates 2018:**

June 5, 6, 12, 13, 16

June 19, 20, 26, 27, 30

July 31-August 15

August 28-September 12

September 25-October 10

October 23-November 7

November 20-December 5

New classes will be posted on website and listed during time of registration. Interested candidates may call at any time for class dates. Class dates are subject to change and students will be notified via phone regarding changes. A minimum of 3 people per class is required for class to be offered.

**Introduction to Phlebotomy- \$850.00** includes administrative fees/learning materials/classroom theory/lab simulation)

**Basic Arrhythmia and EKG- \$560.00** includes administrative fees/learning materials/classroom

theory/lab simulation)

This course will provide criteria needed to prepare for the National Test through the American Allied Health. **\*\*National Certification information can be found at the following website:**

<https://www.americanalliedhealth.com> (National Testing Exam Fee is \$105.00)

**Payment plans will be divided according to previous payment plans listed above for the cost of the respective courses and same late fee applies as above. (Program Director will notify student of options at registration) No national exam fee included, additional fees include CPR-\$45.00 and SLED background-\$25.00.**

Students will purchase their own uniforms to include black scrubs, shoes and a second-hand watch. Phlebotomy/EKG materials lost, stolen or damaged will consist of a replacement fee of **\$95.00** dollars. **(EKG Book \$20/Phlebotomy Book \$75)**

**Learning Materials Used:** Phlebotomy Essentials 6<sup>th</sup> Edition-Ruth McCall and EKG Interpretation Made Easy-Eva Regan.

**Attendance Policy:**

No absence is allowed in the classroom.

No absence is allowed during clinical time.

Tardiness is reporting more than 5 minutes after the scheduled time. More than 3 occurrences of tardiness will result in an absence and the student will be dismissed from the program.

All students are encouraged to show up on time and to not miss any days in the classroom, lab or clinical setting. Time sheets will be kept in each student's file for record of attendance.

**Grading Policy:**

Students will be given a final examination. They may be given unscheduled or intermittent quizzes at the discretion of the instructor. Scores will be provided to the student 24 hours after testing occurs. Scores will be added and there should be an average of 85 percent or higher to move to the clinical rotation experience. The clinical portion is a pass/fail grade. Academic records will be kept in a locked cabinet for a period of 6 years. Grading scale listed below.

**Purpose:** To clearly establish the testing process for students promoting progression in theory and skills demonstration.

**Procedure:**

1. Students are expected to focus only on their own examinations; these tests are NOT to be taken as a collaborative effort. Sharing answers or information will be considered cheating.
2. If a student is observed cheating by the instructor, the student will be directed to leave the test area without completing the test. The student will receive a zero on the test.
3. The final examination will be given on the last day of the classroom/laboratory portion of the class.
4. Students must maintain at least an 85 percent average in order to proceed to the clinical experience.
5. If a student fails the final examination, they will be given the opportunity for tutoring and receive one more opportunity to take another examination covering the same material. There is no cost for tutoring.
6. Failure to pass the final examination on the second attempt will require that the student restart the course from the beginning and pay half the cost of the regular rate of tuition.
7. The instructor or program director will attempt to schedule time for the student to re-take the final examination prior to the start of the clinical experience.
8. If a time cannot be found that is convenient for both the student and the instructor or program director, the student may re-take the final exam on the first scheduled day of clinical experience; but they will not be allowed to work in the clinical environment until the test has been graded and it is determined that a passing score has been achieved. Any time missed in the clinical setting while the student is taking the examination will have to be made up.
9. The teaching/learning of manual skills is an integral part of this program and, as such, requires that skills be demonstrated by students for the instructor. The instructor will observe each student performing each skill and, by checking off the skill as having been successfully demonstrated, document that the student has passed this requirement.
10. Failure to demonstrate a skill to the satisfaction of the instructor will necessitate that the skill be practiced and performed for the instructor until she/he believes that the student can perform safely in the clinical setting. If, after multiple attempts, the instructor determines that the student still cannot perform safely in the clinical setting, the student will have to retake the course.
11. There will be a refund according to the refund policy for failure to pass the skills demonstration portion of the course as well as the final examination.

### **Grading Guidelines:**

A=93-100

B=85-92

C=77-84

D=70-76

F=69 & Below



**Academic Probation/Suspension:**

Academic probation is violation of any of the following procedure guidelines listed above and suspension is failing 3 or more quizzes including the final exam or not having an 85 percent average after taking the final exam. If this occurs, the student will have to take the course over and will enter the program at half of the regular tuition cost.

**Conduct Policy:**

All students are expected to act professionally during lectures, in the lab and clinical areas. Respect is to be shown at all times for instructors, fellow students and staff. **Disruptive, disrespectful or unprofessional behavior may result in dismissal. Students who are dismissed for misconduct will not be readmitted.**

**There will be NO cellular phones permitted in the classroom or clinical areas. Failure to comply with this rule will result in DISMISSAL from the course.**

**Examples of disruptive behavior includes but not limited to the following: ABUSE, THREATS, INTIMIDATION, ASSAULT OR BATTERY ON A PDTS EMPLOYEE**

Regardless of intent, a student shall not:

Make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, undermining, or provoking nature to or about a PDTS employee or in the presence of a PDTS employee. This includes, but is not limited to, disrespectful conduct, insult, use of profanity, ethnic, racial, sexual, disability, or religious slur, or harassment and includes the development of a "hit list", "people to kill", "people to shoot", or a statement about bringing a weapon to school and injuring people.

The prohibited behaviors include, but are not limited to, the following:

- Oral threat/verbal assault;
- Written threat;
- Rude and/or disrespectful conduct including but not limited to symbolic gestures and insults;
- Use of profanity;
- Ethnic, racial, sexual, religious, or disability slur;
- Harassment - Repeated words (verbal or written), conduct, or action that annoys, alarms, or causes distress and serves no legitimate purpose;
- Any expression (oral, written, or gesture) which has the effect of undermining the authority of the PDTS employee or distracting staff and/or students from the learning environment, including writings of a threatening or provoking nature;
- Terroristic threats (threatening to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building);
- Posturing to inflict physical harm. Any action or gesture directed toward a PDTS employee that places the PDTS employee in reasonable fear of immediate physical harm;

A student shall not:

Cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury or make physical contact of a threatening or provoking nature to a PDTS employee.

The prohibited behaviors include, but are not limited to, the following:

- Behavior that could cause physical injury;
- Behavior that unintentionally caused physical injury to employee;
- Intentional physical contact of an insulting or provoking nature to employee;
- Aggravated battery (maliciously causing bodily harm to another by depriving him or her of a member of his or her body, or by rendering a member of his or her body useless, or by seriously disfiguring his or her body or a member thereof);
- Homicide/murder;
- Kidnapping (seizure, transportation, and/or detention of a person against his/her will);
- Voluntary manslaughter;
- Enter without permission the private property of a PDTS employee and/or deface/damage/vandalize such property;
- Intentional physical contact that caused physical harm to an employee;

Disciplinary Action Guidelines:

1<sup>st</sup> Offense- Verbal Warning

2<sup>nd</sup> Offense-Written Suspension

3<sup>rd</sup> Offense-Dismissal

Program Director reserves the right to dismiss a student immediately if the offense is of a nature that causes physical harm to a student or a PDTS employee.

**Smoking Policy:**

Smoking shall be prohibited in the classroom or on the premises of the building. If a student/employee/visitor, etc. wishes to smoke, he/she should do so off campus.

**Dress Code:**

<p><b><u>Policy Statement</u></b></p> <p>Professionalism in dress reinforces PDTS' quality reputation. Our appearance communicates how we feel about our organization and the work we do. Students are expected to maintain an appearance that is neat, clean and professional in the classroom and clinical rotation setting.</p>
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## **GUIDANCE: Clinical Rotation**

### 1. GENERAL GUIDELINES:

1.1. **FRAGRANCES** (perfumes, colognes, after-shaves, etc.): Fragrances will not be worn while on duty as it may cause potentially harmful allergic reactions to patients or co-workers.

1.2. **JEWELRY/MAKE-UP:** Jewelry and make-up should be worn conservatively and appropriately. Any visible piercing is limited to ears only.

1.3. **FINGERNAILS:**

1.3.1. Generally, fingernails should be kept clean and well manicured.

In clinical care areas as determined by each campus: Natural fingernails are to be kept less than ¼ inch in length, and nail polish must not be chipped or cracked. Artificial fingernails and extensions, including nail wraps, overlays, and nail jewelry, are also not to be worn in those clinical areas.

1.4. **HAIR:** The length, cleanliness and styling of student's hair, including facial hair, shall conform to generally accepted business and professional standards. Students involved in patient care must wear their hair off their shoulders, pulled back away from their face and secured.

1.5. **STUDENT ID BADGE:** The ID Badge is part of each student's official attire and must be worn at all times. **The ID Badge should be clearly visible and worn above the waist,** preferably on the lapel area of the student's uniform. ID Badge will be issued on the first day of clinical rotation.

1.6. **INAPPROPRIATE APPAREL:** **Shorts, denim jeans and t-shirts are prohibited for all students.** Exceptions to this rule may be made by the program director only for special occasions.

1.7. **SOCKS/HOSIERY:** Hosiery or socks should be worn as appropriate.

1.8. **SHOES:** Shoes should be clean and polished. Excessively high heels and open toed shoes are not permitted where safety or health is a concern. Beach sandals or thongs are inappropriate in a professional setting and shall not be worn.

1.9. DRESSES/SKIRTS: Dress, skirt, and pants hemlines must be maintained at an appropriate length.

1.10. LAB COATS: Lab coats may be worn when authorized by the program director.

## 2. STUDENTS REQUIRED TO WEAR UNIFORMS

2.1. All students who are required to wear uniforms are responsible for the purchase and maintenance of such uniforms as a condition of class assignment. Uniforms in clinical setting will be scrubs and color assigned by discretion of program director.

2.1.1. Uniforms should be clean, neatly pressed, in good condition and appropriate for the patient care setting.

## 3. RESPONSIBILITY

Appropriateness of grooming and dress is a highly subjective matter; therefore, instructors and program directors are responsible for ensuring compliance with the dress code. Any student who is in violation of the standards above may be sent home without completing clinical rotation causing them to have an incomplete in the class.

### **Confidentiality:**

As a student of Professional Development and Training Services, you agree to keep all information confidential. This may include patient health information, employee information and any other item related to the care provided in a nursing home and information you may review in the class or clinical setting.

### **Complaint Procedure:**

If at any time a student has a complaint, please contact the instructor immediately. A meeting will be scheduled to sit down with the student to hear the complaint. What is discussed and the resolution if any will be documented where the instructor and the student signs agreeing to the meeting and resolution. If resolution cannot be made with the instructor, or if the complaint is about a general school policy over which the instructor has no jurisdiction, then the students may contact the school director for mediation. If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South

Carolina Commission on Higher Education. The school director will provide the students with the necessary form. The contact information for South Carolina Commission on Higher Education is the following: 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260 and Fax (803) 737-2297.

**Job Placement:**

*Enrollment in the program or completion of the program does not guarantee employment.*

Our program has great networking connections with many agencies that look for individuals who have obtained a nurse aide training certificate and going on to take the SC nurse aide exam. Upon successful completion of the course if a student request, his/her name will be recommended to the preferred agency of the student's choice for possible candidacy at their company. A list of these agencies will be provided to the students after they receive their certificates. We will also offer job fairs on site at announced days and times.

**Credits:**

Our program makes no claim or guarantee that credit earned will transfer to another institution or that we accept credit earned from an institution that a student has attended prior to or while attending our nurse aide program.

**Hold Harmless Agreement:**

Professional Development and Training Services, LLC and student acknowledge that there is some risk of accident or injury associated with use of equipment and other aspects of the course of study, including but not limited to direct care and contact of other students, clients, patients, or residents at the clinical or training facility site. Student does hereby waive, release and discharge Professional Development and Training Services, LLC of any and all liability and all claims for damages of death, personal injury, or property damage which I may have or which hereafter accrue to me as a result of participation in the program whether or not caused by negligence or fault of Professional Development and Training Services, LLC.

This release is intended to discharge the school, and its officers, employees, representatives, students, volunteers, and agents from and against any and all liability arising out of or connected in any way with my participation in the training, internship/externship, hands-on activities, practice, or other activities.

Knowing risks exist, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all persons or agencies mentioned above that might otherwise be liable to me or my heirs or assigns for damages. I further understand and agree that this waiver, release, and assumption of risk is to be binding on my heirs and assigns.

In addition, I give permission to receive, if necessary, emergency medical services by authorized personnel, and that any cost incurred as a result of such medical treatment will be my responsibility.

**IMPORTANT: See below**

State Department of Health and Human Services (SCDHHS) <http://www.dhhs.state.sc.us> approved schools must include at least 100 hours of training in limited and specific nurse aide skills. Completion of a nurse aide training program does not guarantee a passing grade on the National Nurse Aide Assessment Program (NNAAP) Examination. Graduates of DHHS approved programs are eligible to sit for the exam which leads to CNA certification and must sit for the examination within two years of completion of training. Students who do not sit for the NNAAP exam within two years of program completion will be required to retake a 100-hour course before he/she may sit for the exam. DHHS has contracted with Pearson VUE <http://www.asisvcs.com/indhome.asp?CPCat=0741NURSE> to develop, score and report the results of the NNAAP exam for the South Carolina Nurse Aide Registry. To register for the exam, call NACES at 1 (800) 273-3517 and follow the prompts or visit their website at [www.nacesplus.org](http://www.nacesplus.org)

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

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

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

Nurse aide programs prepare graduates for employment; credit for this training may not transfer to another institution.



## **Application for Admission**

### **Qualifications:**

Registration takes place Tuesday and Thursday from 4p-6p or by calling to arrange an appointment.

Applicants will receive a catalog initially. The enrollment agreement and an admission application must be completed on site with full payment or with one of the payment plans. Payments are due based on the type of payment plan chosen. Please bring a valid ID along with a Social Security Card. Citizenship/authorized alien/immigrant status documentation must be on hand during registration as well for verification.

Applicants must be:

- 17 years of age or older ( must be 18 years of age or older to take state exam for Nurse Aide)
- Must have High School Diploma or GED to take Phlebotomy and EKG
- Able to pass a SLED criminal background check (Felonies are considered if greater than 10 years old, but testing for the Nurse Aide exam is left up to the discretion of SC DHHS; admission in to the program for misdemeanor/felony charges is left up to the discretion of the program director; a criminal record may prevent students employment in the field even after taking class and passing the state exam)
- Provide proof of SC Driver's License
- Show results of a negative Two-Step TB skin test within the last 3 months, or a negative chest x-ray within the last year
- A written statement or physical from a physician is needed showing that there are no pre-existing condition (s) that would restrict and/or limit their ability to perform strenuous tasks (pregnancy, lifting, etc.) and/or showing ability to lift 75 pounds

Failure to provide documentation or comply with the registration process will compromise enrollment.

Professional Development and Training Services, LLC does not discriminate and students are admitted providing they meet the above requirements without regard to race, color, religion, sex, age, national origin or handicap.

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Please Print

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

Address: \_\_\_\_\_  
                    Number & Street                      Town/City                      State                      Zip

Date of Birth: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ (Criminal Background Check)

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Occupation or Current Job Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Telephone Number of Employer: \_\_\_\_\_

Emergency Contact Name and Number:

\_\_\_\_\_

**Three References:**

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

**(Administrative use only)**

**Criminal Background Check:** Pass: \_\_\_\_\_ Fail: \_\_\_\_\_

**Two-Step TB test** (negative within 3 months or negative chest x-ray in the last year): Yes: \_\_\_\_\_

No: \_\_\_\_\_

**Please note:**

**Letter from Physician:** A written statement or physical from a physician is needed showing that there are no pre-existing condition (s) that would restrict and/or limit their ability to perform strenuous tasks (pregnancy, lifting, etc.) and/or showing ability to lift 75 pounds





## Student Enrollment Agreement

Please Print

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

Address: \_\_\_\_\_  
Number & Street                      Town/City                      State                      Zip

Telephone Number: \_\_\_\_\_

### Program of Study Information:

#### Nurse Aide Program Highlights:

**Objectives:** Students will cover medical terminology and basic anatomy and physiology.

Our nurse aide program consists of 100 hours including clinical rotation. This encompasses comprehensive training which includes basic nursing concepts training in a classroom learning theory, lab simulation activities performed in our clinical area and hands-on clinical training at a local nursing home. We offer evening classes/clinical rotation according to the following times.

#### Schedule Option: Evening

Monday-Thursday, 4p-9p x 3 weeks = (60 Hours)-Theory/Lab Simulation

Monday-Thursday, 4p-9p x 2 weeks = (40 Hours)-Clinical Rotation

### Nurse Aide Class Schedule 2018: (Eve) 5 weeks

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September 10-October 11

October 22-November 23 (Off on Thanksgiving)

December 3-January 3, 2019 (Off on Christmas Day/New Year's Day)

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1. Name Badge (worn as a part of uniform during clinical rotation)
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**Payment Options: (does not include SLED background check, CPR and state/national exam fee) -late payments will result in a \$35 additional fee. Credit Card and Debit Card payments will be charged a 2.75% fee.**

**Half & Half Plan:** This plan allows students to pay half tuition down at registration (**\$425.00**) and pay the remaining balance (**\$425.00**) by the third Monday of class.

**Delay Your Pay Plan:** This plan allows students to have their name on our waiting list. The student can delay their class start date by paying a **\$250.00 down** and making **4 additional schedule payments of \$150.00** until full tuition paid.

**Reimbursement:** If student is currently employed by a Medicaid-certified nursing facility in South Carolina you are eligible for reimbursement of tuition after one (1) year of employment. A written offer of employment qualifies you for reimbursement.

**Sponsorships:** Private funds from agencies are accepted. No financial aid is permitted. PDTS is currently supported by SC Works (WIOA funding) for those who meet WIOA qualifications, Wateree Community Actions, SC Vocational Rehabilitation Department, Palmetto Youth Connections and DSS Pathways Scholarship Program. To find out eligibility requirements please visit their respective offices.

**Refund Policy:**

Full tuition refunds will be issued to students if a student withdraws in writing within 72 hours after signing the enrollment agreement. After the third day, but before classes begin, the school may retain \$100. After classes begin, for the first 60 percent of the course, school may retain \$100 plus a pro-rata tuition charge based on the last date attended, rounded downward to the nearest 10 percent of that period. Any time after this, a refund up to 60 percent on a prorated basis minus \$100 application processing fee will be granted to the student. The school has up to 40 days to issue this refund to the student.

**Phlebotomy/EKG Program Highlights:**

**Student Application Procedure:**

\*\*\*see admission requirements\*\*\*

**Objectives:**

As the demand for phlebotomists and monitor technicians grow, PDTS will offer basic concepts of Phlebotomy and EKG. Phlebotomy concepts will range from human anatomy to phlebotomy clinical. Students will be taught how collection and preparation of the blood is done and the techniques to safely handle blood. Students will also learn all the medical tools that are involved with phlebotomy. Students will learn medical terminology, communication skills, lab safety procedures and experience time in an onsite clinical setting allowing them to have hands-on training taking blood draws under direct supervision.

Basic Arrhythmia and EKG will focus on Anatomy and Physiology, Cardiac Electrical System, Cardiac Monitoring and 12-Lead Basics and EKG changes. Lab simulation will be conducted to give students hands-on experience on an in-house simulator and EKG machine.

Upon meeting all requirements for graduation, students will receive a certificate and be able to apply for National Testing. A certificate of completion will not be granted unless fees are paid in its entirety.

Certificate of Completion will include name of student and that the student has successfully completed the specific training program. It will have the name of the program along with the completion hours.

Our Phlebotomy program consists of 52 hours including didactic and lab simulation. Our EKG program consists of 48 hours including classroom theory and lab simulation. These programs include comprehensive, fast-paced training in a classroom learning theory, lab simulation activities performed in our clinical area and hands-on clinical training on up to date equipment to enhance learning of skills. The

following schedules are listed below:

**Phlebotomy Schedule:**

Tuesday and Thursday, 6p-10p x 5 weeks = (40 Hours)

Tuesday, Wednesday, and Thursday, 6p-10p x 1 week=(12 Hours)

Total Program=52 Hours

**Phlebotomy Class Dates 2018:**

May 2-May 31

July 10-August 16

August 21-September 27

October 9-November 15

November 27, 2018-January 3, 2019 (off Christmas Day/New Year's Day)

**EKG Schedule:**

Tuesday and Wednesday, 9a-5p x 3 Weeks = (48 Hours)

Total Program=48 Hours

**EKG Class Dates 2018:**

June 5, 6, 12, 13, 16

June 19, 20, 26, 27, 30

July 31-August 15

August 28-September 12

September 25-October 10

October 23-November 7

November 20-December 5

New classes will be posted on website and listed during time of registration. Interested candidates may call at any time for class dates. Class dates are subject to change and students will be notified via phone regarding changes. A minimum of 3 people per class is required for class to be offered.

**Introduction to Phlebotomy- \$850.00** includes administrative fees/learning materials/classroom theory/lab simulation)

**Basic Arrhythmia and EKG- \$560.00** includes administrative fees/learning materials/classroom theory/lab simulation)

This course will provide criteria needed to prepare for the National Test through the American Allied Health. **\*\*National Certification information can be found at the following website:**

<https://www.americanalliedhealth.com/> (National Testing Exam Fee is \$105.00)

**Payment plans will be divided according to previous payment plans listed above for the cost of the respective courses and same late fee applies as above. (Program Director will notify student of options at registration) **No national exam fee included, additional fees include CPR-\$45.00 and SLED background-\$25.00.****

Students will purchase their own uniforms to include black scrubs, shoes and a second-hand watch. Phlebotomy/EKG materials lost, stolen or damaged will consist of a replacement fee of **\$95.00** dollars. (EKG Book \$20/Phlebotomy Book \$75)

**Learning Materials Used:** Phlebotomy Essentials 6<sup>th</sup> Edition-Ruth McCall and EKG Interpretation Made Easy-Eva Regan.

**Method of payments:** Cash, Cashier Checks, Credit Cards and Debit Cards accepted. **Credit Card and Debit Card payments will be charged a 2.75% fee.**

***Items are subject to cost change without notice.***

**Third Party Loans:**

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

**Refund Policy:**

Full tuition refunds will be issued to students if a student withdraws in writing within 72 hours after signing the enrollment agreement. After the third day, but before classes begin, the school may retain \$100. After classes begin, for the first 60 percent of the course, school may retain \$100 plus a pro-rata tuition charge based on the last date attended, rounded downward to the nearest 10 percent of that period. Any time after this, a refund up to 60 percent on a prorated basis minus \$100 application processing fee will be granted to the student. The school has up to 40 days to issue this refund to the student.

**Job Placement:**

Enrollment in the program or completion of the program does not guarantee employment.

**Credits:**

The institution makes no claim or guarantee that credit earned will transfer to another institution.

**Hold Harmless Agreement:**

Professional Development and Training Services, LLC and student acknowledge that there is some risk of accident or injury associated with use of equipment and other aspects of the course of study, including

but not limited to direct care and contact of other students, clients, patients, or residents at the clinical or training facility site. Student does hereby waive, release and discharge Professional Development and Training Services, LLC of any and all liability and all claims for damages of death, personal injury, or property damage which I may have or which hereafter accrue to me as a result of participation in the program whether or not caused by negligence or fault of Professional Development and Training Services, LLC.

This release is intended to discharge the school, and its officers, employees, representatives, students, volunteers, and agents from and against any and all liability arising out of or connected in any way with my participation in the training, internship/externship, hands-on activities, practice, or other activities.

Knowing risks exist, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all persons or agencies mentioned above that might otherwise be liable to me or my heirs or assigns for damages. I further understand and agree that this waiver, release, and assumption of risk is to be binding on my heirs and assigns.

In addition, I give permission to receive, if necessary, emergency medical services by authorized personnel, and that any cost incurred as a result of such medical treatment will be my responsibility.

**Consumer Credit Contract:**

Any holder (lender) of a consumer credit contract (promissory note) resulting from the enrollment of the student at the institution is subject to all claims and defenses which the debtor/student could assert against the institution. Recovery shall not exceed the amounts paid by or on the behalf of the debtor/student.

**Student:** Please sign below that you have acknowledged receipt of or access to a copy of our catalog and student enrollment agreement. This is a legally binding instrument.

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

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

# Professional Development and Training Services, LLC

## Universal Precautions

Name \_\_\_\_\_ Date \_\_\_\_\_

I understand that universal precautions will be implemented at all times in any lab or clinical setting. I understand this is a requirement for my participation in classes and that I must adhere to these guidelines. I will use hand sanitation and gloves as instructed and understand that any deviation from these guidelines will not be tolerated. I understand that I must utilize proper technique and safe handling of equipment, safety devices, and appropriate PPE as indicated.

In some training activities, (doing venipunctures or capillary sticks) there is a risk of accidental needle/sharps injury. If such were to occur, I understand and give consent for the following protocol.

- a. First aid will be provided consisted of washing exposed area with soap and water and follow up with a health care provider as needed.
- b. An assessment of Blood Borne Pathogen Exposure would be completed and given to both the injured student and CEO of PDTs, LLC.
- c. Appropriate follow up guidelines will be instructed to the injured person.
- d. PDTs, LLC assumes no liability for any injuries or harm. Any medical treatment costs required will be the responsibility of the student.

I have been counseled and understand the Universal Precautions Policy and I agree to adhere to this policy.

Sign \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**Professional Development and Training Services, LLC**

**Waiver of Liability**

Name \_\_\_\_\_ Date \_\_\_\_\_

I agree to serve as a volunteer allowing PDTS, LLC students to perform procedures on me for training purposes. These procedures include procedures required for training regarding our CNA, Phlebotomy or EKG classes. Specific procedures include CNA duties such as vital signs or assisting with ADL's, venipunctures and capillary sticks for Phlebotomy and performing EKG and lead placement for EKG classes.

I understand that there is:

No compensation

I release PDTS, LLC, instructors and students of all liability with respect to any bodily harm, injury, death, or any damages that could result from volunteering. This also includes any first aid or medical treatment that may be rendered in connection with injury or harm during my tenure as a volunteer.

I assume all cost for any medical treatment that may be required as a result of injury or harm.

I understand that volunteering for these procedures to be performed may be hazardous to me. I assume all risk of harm or injury from this experience and release PDTS, LLC instructors and students from all liability of any injury, harm or death resulting from volunteering. By signing below, I express my understanding and willingly volunteer for these activities.

Sign \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_