

A PLUS HEALTHCARE TRAINING



All about caring for the Community PLUS Learning

2024 *School Catalog*

A PLUS HEALTHCARE TRAINING

85 Woodbury St.
South Elgin, IL 60177

Administrator
Lyle Belcina, BSCS

Program Director
Jennelyn Belcina, MSN, APRN, FNP-C

Office Clerks
Jennefer Merza, MSN, RN

Welcome to A Plus Healthcare Training!

Dear Prospective Student,

I would like to take this opportunity to welcome you, on behalf of all our instructors, associates, and colleagues, to the A Plus HealthCare community! By enrolling in the Basic Nursing Assistant, EKG Technician, Phlebotomy Technician, Patient Care Technician, or Medical Assistant Program, you are taking the first step in not only developing valuable career skills which will make you an asset in your community, but also investing in your own growth as a person. Your decision would be greatly rewarded with the opportunities that are available in health care.

Health care is often a demanding field to work in, and we promise to equip you with the skills you need to meet these challenges.

Our instructional approach is guided by our mission to promote the following core values and goals:

- Ensure intellectual and competent skill development and career preparation
- Ensure preparation for further academic achievement and progress in healthcare
- Serve communities as patient care advocates and capable and compassionate caregivers
- Exercise leadership and take initiative in providing care

This catalog provides an overview of the various programs offered at A Plus Healthcare Training. Additional information on specific courses can be found in the program handbooks and through a visit to our web site www.aplushealthcaretraining.com, or by calling the school office at (630) 549-0577.

We at A Plus Healthcare Training welcome the people from our community to come and receive quality education that will increase their chances for job placement. Our staff is dedicated to the success of each and every student.

You will find your training at A Plus Healthcare Training a very enjoyable and intellectual learning experience because our program is designed with your success in mind.

Whatever challenges you may face in the program and eventual career, we hope you will persevere through them, because if you do, you will discover that the rewards of making a difference in someone's life are immeasurable.

Again, thank you for enrolling. We look forward to working with you!

Sincerely,

Jennelyn Belcina
Program Director

MISSION STATEMENT

A Plus HealthCare Training's mission is to create a positive change in our communities, by training competent, caring health care providers, through the use of hands-on experience, development of clinical knowledge and practical skills.

"A Plus HealthCare- All About caring for the community, PLUS learning!"

STATEMENT OF ACCREDITATION

A PLUS HEALTHCARE TRAINING is *not* an accredited institution by an U.S. Department of Education recognized accrediting body.

TABLE OF CONTENTS

Welcome Message.....	3
Mission Statement.....	4
Administration/Faculty.....	6
General Information.....	7
Non-discrimination & Harrassment.....	8
Admissions Information.....	10
Healthcare Background Check.....	10
Financial Information	11
Academic Information.....	12
Student Services.....	14
Student Grievance Procedure.....	16
Programs of Study.....	17
• BASIC NURSING ASSISTANT PROGRAM.....	18
• EKG TECHNICIAN Training Program.....	20
• PHLEBOTOMY TECHNICIAN Training Program	22
• PCT TECHNICIAN Training Program	25
• BLS / CPR Certification	28
• MEDICAL ASSISTANT PROGRAM.....	29
Appendix.....	30
IDPH-Healthcare Background Check.....	37
IBHE-Reporting Statistics Data Period.....	41

ADMINISTRATION/FACULTY

Location: 85 Woodbury St., South Elgin, IL 60177
admin@aplushealthcaretraining.com
www.aplushealthcaretraining.com

Administration:

Main Office..... (630) 549-0577
Fax number (630) 945-3398

List of Faculty and Administrators

Lyle Belcina, BSCS	Administrator	(630) 549-0577
Jennelyn Belcina, MSN, APRN, FNP-C	Program Director/Instructor	(630) 549-0577
Jannette Odeste, RN	Instructor	(630) 549-0577
Rebecca Dunski	Instructor	(630) 549-0577
Amy Jordan	Instructor	(630) 549-0577
Jennefer Merza, MSN	BLS/CPR Instructor	(630) 549-0577
Eileen Pirela	Instructor	(630) 549-0577

GENERAL INFORMATION

History

A Plus Healthcare Training (A+HT) is at South Elgin, Illinois-based career-oriented private-vocational training school, established in 2009 with the mission of contributing to society by providing individuals with the necessary training and skills for employment in a healthcare setting.

A Plus Healthcare Training provides training for individuals who are interested in working as Certified Nursing Assistants, EKG Technician, Phlebotomy Technicians, Patient Care Technician, and Medical Assisting in hospitals, clinics, long-term and home health care facilities.

Philosophy and Objectives

A Plus Healthcare Training is guided by its mission of training students to provide care in a diverse community. Our commitment is to advancing and promoting the healthcare profession by nurturing the capacity of our students to succeed in their academic and career goals, by equipping them with skills to become compassionate and competent care providers and patient care advocates who can effect change in their workplace and society as a whole.

To achieve these objectives, A Plus Healthcare Training's instructional approach is guided by the following goals to:

- Ensure intellectual and competent skill development and career preparation
- Ensure preparation for further academic achievement and progress in healthcare

- Serve communities as patient care advocates and capable and compassionate caregivers
- Exercise leadership and take initiative in providing care

Overall objective on each program are focused to provide the proficiency levels required, both theory and clinical performance, that meet the standards for employment of those individuals starting their careers in the health care setting.

Faculty

Instruction is pursuant to the School's basic teaching premise that each student is an individual. The faculty must apply their experience and knowledge to guide each student through specific procedures and assure the course of instruction bears a positive relationship to the working world. In teaching, the instructor will provide principle of adult education and will establish a series of criteria and constant evaluation in promoting an on-going success of the student to meet the highest level of achievement and competency.

A Plus Healthcare Training Faculty members must meet the standard of the Illinois Board of Higher Education and the certifying board at National Healthcareer Association.

Location and Facilities

A Plus Healthcare Training is conveniently located at 85 Woodbury St., South Elgin, IL., near downtown South Elgin, IL. Our facility offers a convenient learning atmosphere, equipped with overhead wide screen tv for instruction, a break room, and computer lab. The main classroom is set up with two hospital beds, wheel chairs and other clinical items so instructors can provide preclinical

training before students begin their actual clinical experience.

There are restrooms located on the floor of instruction. The location has ample parking space to accommodate all students.

NONDISCRIMINATION & HARASSMENT

It is the policy of **A Plus Healthcare Training** not to discriminate in admission to and participation in its educational programs or activities on the basis of:

- race
- color
- national origin
- religion
- sex
- disability*
- gender identity
- pregnancy¹
- physical or mental disability
- medical condition (cancer-related or genetic characteristics)
- genetic information (including family medical history)
- ancestry
- marital status
- age
- sexual orientation
- citizenship
- service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994)²
- status as a covered veteran³

¹ *Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy and childbirth.*

² *Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.*

³ *Covered Veterans includes veterans with disabilities, recently separated veterans,*

Vietnam era veterans, veterans who served on active duty in the U.S. Military Ground, Naval or Air Service during a war or in a campaign expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

*INDIVIDUALS WITH DISABILITIES

Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

SEXUAL HARASSMENT

Summary: Sexual harassment is inappropriate, unwelcome, and (typically) persistent behavior of a sexual nature.

A Plus Healthcare Training is committed to creating and maintaining a community in which all persons who participate in school programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Every member of the school community should be aware that the school is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by school policy. It is the intention of the school to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

School policy prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy, or against a person who assists someone with a complaint of discrimination or harassment, or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

If you feel that you have been subjected to discrimination or harassment by your supervisor, co-worker(s), or anyone in the

workplace, based on any of the protected categories list above, contact the school administration at the number below.

Campus Administration:

Email: admin@aplushealthcaretraining.com |
Phone: (630) 549-0577 | Fax: (630) 945-3398

Title IX and Affirmative Action

It is the policy of A Plus Healthcare Training, Inc. not to discriminate on the basis of race, color, religion, sex, national origin, age, socioeconomic status, political affiliation, marital status, or disability in admission to and participation in its educational programs or activities.

Information regarding compliance with state and federal nondiscrimination regulations may be directed to:

Attn: Affirmative Action
A Plus Healthcare Training
85 Woodbury St., South Elgin, IL. 60177

1. Illinois Department of Human Rights
100 W. Randolph, suite 10-100
Chicago, IL. 60601
(312) 814-6200
(312) 263- 1579 (TDD)
2. Equal Employment Opportunity Commission
1801 L. Street N.W.
Washington, D.C. 2005
Or
Chicago District Office
500 W. Madison, Suite 2800
Chicago, Illinois 60661
(312) 353-2713
(312) 353-2421 (TTY)
3. Office of Civil Rights
U.S. Department of Education
111 N. Canal, Ste. 1053
Chicago, Illinois 60606
(312) 866-8434

Business hours are from

Monday, Tuesday & Wednesday - 9 A.M. to 1 P.M.
Thursday, Friday, Saturday and Sunday- By Appointment only
Call to make a specific appointment after office hours.

School Hours

Monday through Friday – 8:00 AM to 10 PM
Saturdays – 8:00 AM to 4PM
Sunday- Varies

Approvals

- Division of Private Business & Vocational Schools of the Illinois Board of Higher Education (IBHE)
- Illinois Department of Public Health (IDPH)
- NHA Certifying Board Approved and Test site Approved
- WIA Training Provider Approved

State Licensure

The programs offered at A Plus Healthcare Training are approved and regulated by the Division of PBVS of the IL. Board of Higher Education (IBHE) and the Illinois Department of Public Health (IDPH).
Our courses are approved by the certifying Body of National Health career Association (NHA).

Organizational Structure

A Plus Healthcare Training Inc. is a Private Business and Vocational School and an Illinois Corporation.

A Plus Healthcare Training Corp.
85 Woodbury St., South Elgin, IL. 60177

Officers:

Lyle Belcina, President
Jennelyn Belcina, Vice President

○ Institution is approved by the “Division of Private Business and Vocational Schools of the Illinois Board of Higher Education”

ADMISSIONS INFORMATION

General Admission/Enrollment Requirements

Prospective applicants to A Plus Healthcare Training must meet the following admission requirements. Specific program admissions requirement are noted in the respective programs of study.

- Applicants must be at least 16 years of age with a valid Social Security Number for *Basic Nursing Assistant course*.
- Must be 18 years of age and have a high school diploma or GED for *EKG, Phlebotomy, PCT, and Medical Assistant*.
- Applicants must have a personal interview with the Program Director or School Administrator.
- Applicants must take a Physical Exam and a Quantiferon-TB Gold (serum blood test for TB)
- Applicants should be able to read, write and speak English.
- Applicants must be free of any communicable disease.
- Applicants must show proof of immunization or immunity Mumps, Measles, and Rubella and Chickenpox.
- Must be able to lift at least 50 pounds.
- Completed all enrollment and financial agreement.
- Criminal Background check with no disqualifying convictions. **see index for list of disqualifying convictions*
- Signed Agreement of Disclosed Medical Information
- Signed A PLUS HEALTHCARE TRAINING Abide Policy Form

Registration

Registrations and admissions are accepted throughout the year. Please refer to the respective Program information pages for registration information. A Plus Healthcare Training reserves the right to cancel classes or change class start dates as necessary.

Enrollment Information

Prospective students may enroll at any time prior to the start of a new class. Detailed enrollment information and schedule of fees is available online at www.aplushealthcaretraining.com . You may also call the business office at (630) 549-0577 for enrollment information.

Orientation

The course orientation of the courses is provided either on or before the first day of class. The goal is to identify eligibility of the applicant into the program, notify the applicant of the course content, student responsibilities, tuition, expenses and program rules and responsibilities. Questions are encouraged to assure that the course chosen will meet student's certification and career training goal. Parent or legal guardian should be present during orientation session if applicant is below 18 years of age.

Healthcare Background Check

Applicant must agreed to submit for healthcare background check and these criminal background checks can only be done by any one of the contracted vendors listed by IDPH.

FINANCIAL INFORMATION

Tuition and Fees

Tuition and fees schedule are published by the business office and are subject to change without notice or obligation. Students should refer to the specific program for current tuition and fees, course duration and program specific information.

Tuition and fees schedule can be found in program specific section of this catalog.

Methods of Payment

An acceptable form of payment includes cash, personal check, money order, cashier's check, and credit card: Visa, MC, AMEX, Discover or Debit card. Checks are to be made to "A Plus Healthcare Training".

All tuition and fees and tuition payment plan agreement are expected to be made at time of registration. A down payment of \$100.00 (or more) for course enrolled is required before the start of the class. Student can choose the following form payment method for the tuition balance:

- Full tuition payment on day of enrollment
- Signed contract of installment payment plan on a weekly or biweekly schedule (between \$140-\$350 per week)

Tuition down payments are credited towards the full tuition. Registration fee is not refundable after the 1st day of the class.

Students are required to settle all financial obligations before completion of the program. Transcripts and certificates will not be released until all financial obligations due at A Plus Healthcare Training are paid in full.

A charge of \$35.00 will be added for all checks returned due to "non-sufficient funds". After one "NSF" checks returned, A Plus Healthcare Training will mandate the student on a "cash only" or "credit card" basis payment only on the remainder of the class.

Financial Aid

A Plus Healthcare Training does not provide any financial aid assistance but offer an installment payment plan. However, A Plus Healthcare is recognized as **WIOA** Training Approved Provider for those you are qualified. Inquiries must be done by eligible applicant directly through county unemployment office, or "Workforce Innovation and Opportunity Act" (**WIOA**) or the Illinois Department of Human Services office or Office Employment Training (Cook County, Kane County, Dupage County).

Students are encouraged to check with the program director on financial aid resources available in the local area.

Refund Policy

When students cancel enrollment, withdraw or are dismissed from A Plus Healthcare Training, refunds shall be issued based on Illinois Board of Higher Education Refund Policy guidelines.

Please refer to Appendix 4 in school catalog for entire content of Illinois Board of Higher Education refund policy.

ENROLLMENT AGREEMENT

Students who are accepted into a program at A Plus Healthcare Training are required to sign an enrollment agreement. By signing the enrollment agreement, enrolled students acknowledge receipt of the A Plus Healthcare Training's current school catalog and have agreed and understand all terms set forth by A Plus Healthcare Training, Inc.

Students acknowledge that they are not officially enrolled until all requirements have been submitted. **Refer to Appendix 3 of school catalog for Enrollment Agreement form.**

ACADEMIC INFORMATION

Attendance Policy

At A Plus Healthcare Training, attendance is taken very seriously. Students are expected to consistently attend all classes, both classroom theory and clinical sessions. This is essential for a student to gain the knowledge and skills required to perform successfully in a clinical setting.

To avoid being dropped from a course, students are required to follow the attendance guidelines below.

- A student who is absent for a total of 2 days of scheduled class both theory and clinical without an instructor's approval would be dropped from the program
- A PLUS HEALTHCARE TRAINING maintains an attendance record on each student. The school requires a hundred percent (100%) completion of class hours in order to receive a certificate of completion from the course. Students who fail to correct attendance problem will be dismissed from the program.
- If dismissed from the school, you will be required to request reinstatement which cannot be done for a minimum period of 30 days. You may be required to provide proof that the problem that caused your chronic absenteeism has been resolved.

Tardy

Tardiness is defined as showing up more than ten minutes late for the beginning of a class. Excessive tardiness and early departure from class without legitimate reason on more than three different occasions will be considered as one unexcused absence.

Make-Up Policy

Students with no more than (2) eight hours absence will be allowed to make-up hours at the convenience of the instructor and scheduling availability. It is the responsibility of the student to schedule all makeup classes. Students can make up missed class by arranging time with another instructor from another class. Students wishing to make-up clinical hours will have to pay out pocket to have an instructor supervise them one-on-one to perform missed clinical. **Emergency situations will be taken into consideration, but documentation must be provided.**

Probation

Students who are not able to meet standards of satisfactory academic progress as a result of poor performance or absence from class will be given written warning and put on probation. The student will also be offered extra assistance in an effort to reach the expected level of performance.

Academic Suspension or Termination

A student who fails to meet standards of academic progress at the end of probation will not be passed and advised not to take the state competency exam or national certification exam. The student has a right to appeal the decision to the Program Director of A Plus Healthcare Training (A+HT).

Student Conduct and Conditions for Dismissal

A Plus Healthcare Training maintains a strict code of conduct and will not tolerate any acts that will violate the rights of residents or fellow students. As such any student not conducting themselves in an orderly and professional manner will be dismissed from the program immediately on the following grounds and including other acts that create a hostile learning environment:

- Unsatisfactory academic performance
- Use of controlled substances during school hours
- Intentional dishonesty and disruption of classes
- Use of profanity, excessive tardiness and insubordination
- Violation of safety rules or not abiding school rules
- Theft of others' property on school premises
- Possession of fire arms on school premises
- Making threats to students, faculty or staff

Dismissal Appeal

Students may appeal a termination decision by writing to the School Administrator in writing and provide a detailed description of circumstances that influenced dismissal. The appeal has to be made within 3 days of student receiving notice of dismissal. If student's appeal is successful, the student will be allowed to continue in the enrolled class. If the student's appeal is not granted, the student will be dismissed. A student who is dismissed for attendance issues cannot enroll in a course until the start of the next program session.

Withdrawal Procedure:

- A student choosing to withdraw from a course after the commencement of classes is to provide a written notice to the Program Director of A+HT. The notice must include the reason for withdrawal and the expected last

date of attendance and be signed and dated by the student.

- A student will be determined to have withdrawn from a program if the student is absent without the consent of the instructor of the course.
- All refund must be in writing and must be submitted within 45 days of the determination of the withdrawal date.

Readmission Policy

A student, who withdraws from a program, may be readmitted into the program based on availability of seats. Students cannot rejoin a class that they have withdrawn from. Students would have to go through the normal registration process to be enrolled again in a program. Full tuition payment maybe required before re-admission based on Program Director decision. Additionally, students would have to complete a personal interview with the school's Program Director.

The Program Director will make the Final Decision for a student who wishes to retake the class due to unsatisfactory or financial difficulty or personal reason. **The student will not be allowed to repeat the course until previous tuition balances must be paid in full. Any make-up student only has 90 days from the last date class attended to be allowed to re-enter another class.** Student is expected to re-take the entire course upon readmission including retaking all exams, quizzes, clinical and lab rotation.

There is an additional re-admission tuition fee of \$200.00.

All admission requirements need to be resubmitted.

Grading System

Students will be evaluated on theory and clinical abilities. A final pass rate of 80% or higher is needed to be considered passed.

Grade	Range
-------	-------

A	93 - 100
B	87 - 92
C	80 - 86
Clinical and Lab Skills	Pass or Fail
Professional Evaluation	Pass or Fail

Student Records/Transcripts

Student evaluations and grades are maintained by the school for a period of seven years. Student transcripts are kept on file permanently.

Transcripts

The transcript is the academic evidence of student’s performance in a course of study. Upon written request a student may obtain a transcript provided at a fee of \$10 each. Students who have a financial hold on their student account will not be issued official transcripts or certificates until the money is paid.

To order a transcript please refer to Appendix 5 of catalog for transcript request procedure and order form.

Course Completion

Students are expected to complete the program and graduation requirements within the duration of the program in which they are enrolled.

Standard of Satisfactory Progress

To be successful in a program, students must attend all classes and pass the required tests, laboratory and clinical evaluations. One hundred percent attendance and completion of all tests at an 80% level and a Pass in clinical is required for satisfactory progress. Final grades and student evaluations are issued at the end of each program.

SCHOOL CALENDAR

A Plus Healthcare Training operates on a non-traditional academic calendar and programs have different durations. The following holidays are observed and no classes are held:

- New Year’s Eve
- New Year’s Day
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Eve
- Christmas Day

A Plus Healthcare Training reserves the right to make minor changes such as a temporary change in class time due to inclement weather or instructor illness to the school calendar. The course hours vary depending on whether it is a theory or clinical. ***Please refer to the program specific schedule for details.***

SCHOOL CLOSING DUE TO WEATHER

- Classes may be cancelled due to severe weather. Announcements regarding closings will be communicated to students at least 2 hours before the start of the class by telephone, email and text messages and also posted on the school’s website www.aplushealthcaretraining.com
- Classes cancelled due to weather are made up before the end of the program

STUDENT SERVICES

Requirements for Graduation

To be considered for graduation, students must meet the following requirements:

- Successfully complete requirements of program
- Pass the course with a satisfactory Final Grade

of at least 80%.

- Demonstrated competency of Skills Assessment test for program course enrolled
- Completion of required clinical experience
- Proof of Cardiopulmonary Resuscitation Certification, if required
- Additionally, students must ensure that they've met all financial obligations due A Plus Healthcare Training.

Students who meet the above requirements will be issued a certificate of completion by A Plus Healthcare Training. The certificate indicates that the student has completed a course of study at A Plus Healthcare Training and now eligible to take the required state or national certification exam for licensure.

Graduation Ceremony

Students participating in graduation ceremony are required to wear their A Plus Healthcare Training uniform. Students who choose not to participate in graduation ceremony must make arrangements to pick up their certificate of completion. All certificates will be given only to the actual students. The certificates will be available for pick at the school offices until 2 weeks after the last day of class.

STATE/ COMPETENCY EXAMINATION

Students who successfully complete the course and awarded a Certificate of Completion does not qualify students as Certified Nursing Assistants. State law requires that all students who successfully complete a program must take and pass the State of Illinois Nurse Aide Competency Exam to become Certified Nursing Assistants. The Program Director will assist students in registering for the examination. Students may visit the Nurse Aide Testing website: www.nurseaidetesting.com for practice test at no charge.

National Certification Exam

Students who successfully complete the EKG, PCT and Phlebotomy programs will receive a Certificate of Completion and will be eligible to take the National Healthcareer Association Certification exam. A 70% pass rate is required on the national certification exam to be obtained official title as a Certified Phlebotomy Technician (CPCT), Certified EKG Technician (CET) or Certified Patient Care Technician (CPCT).

Placement Assistance

Job opportunities and openings will be posted for students to review. A Plus Healthcare Training does not guarantee job placements or make any expressed statement of providing jobs. As an integral part of the training, A PLUS HEALTHCARE TRAINING will help students in their job search by offering at no additional cost:

- Resume preparation class
- Career Counseling and job search skills
- Interview preparation skills

STUDENT GRIEVANCE PROCEDURE

A Plus Healthcare Training strives to create a comfortable learning environment for all students by maintaining an open door policy to address all students' needs and concerns. Any student who has a grievance with the school or an instructor is encouraged to first discuss the problem with the instructor or Program Director. If attempts to find a resolution are not successful, the student should submit a formal written complaint and submit it to the School Administrator asking for a written response.

If the student believes no satisfactory resolution of the problem has been obtained, the student may contact:

Illinois Board of Higher Education

(Division of Private Business & Vocational Schools)
1 N. Old State Capitol Plaza, Suite 333, Springfield, IL
62701

or at

www.complaints.ibhe.org.

A Plus Healthcare Training shall resolve student complaints in compliance with Illinois Board of Higher Education rules and regulations.

- a) A Plus Healthcare Training shall resolve student complaints promptly and fairly and shall not subject a student to punitive action because of written grievances having been filed with A Plus Healthcare Training or the with the school administrator.
- b) A Plus Healthcare Training shall maintain a written record of its handling of all student complaints.

To file a complaint, refer to APPENDIX 6 of school catalog for details of Student Complaint Policy and Procedures and complaint form.

PROGRAMS OF STUDY

- Institution is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"

- **BASIC NURSING ASSISTANT PROGRAM**
- **ELECTROCARDIOGRAPHY TECHNICIAN PROGRAM (EKG TECH)**
- **PHLEBOTOMY TECHNICIAN PROGRAM**
- **PATIENT CARE TECHNICIAN PROGRAM**
- **MEDICAL ASSISTANT**
- **BLS/CPR CERTIFICATION COURSE**

BASIC NURSING ASSISTANT TRAINING PROGRAM (BNATP)

DESCRIPTION

The A Plus Healthcare Training (A+HT) Basic Nursing Assistant Training Program is intended for individuals who wish to join the nursing community or change careers. The Basic Nursing Assistant Program (also known as CNA) at A Plus A Plus Healthcare Training is a 130 clock hour course comprised of 90 hours of theory/lab and 40 hours of hands-on clinical experience designed to prepare students to provide patient care in hospitals, long-term care facilities and home health under the supervision of a registered nurse. To accurately measure mastery of clinical skills, students will be evaluated on the IDPH recommended 21 Performance Skills to determine how well they can efficiently provide care to patients and residents in an effective and compassionate manner while following safety procedures.

Upon successful completion of the program at A+HT, students are awarded a Certificate of Completion and are eligible to take the written test/skills test and state certification exam to qualify to become a Certified Nursing Assistant (CNA).

Mission Statement

The mission of the Basic Nursing assistant program is to train nursing assistants with the knowledge and employable skills to provide care in a diverse nursing community.

Objective Statement

- To introduce the student to the health care field of nursing assistant under the supervision of a Professional Registered Nurse
- To train individuals to be able to provide safe and knowledgeable nursing assistant level of care to people in different care setting.

Course Location:

85 Woodbury St., South Elgin, IL. 60177.

Clinical Location: ManorCare Health Services, long-term care and rehabilitation facilities located in Elk Grove Village, Illinois or at Alden Poplar Creek, Hoffman Estates, Illinois (*Clinical site subject to change based on facility availability*)

Class Size: The class size is limited to 20 students to 1 instructor in Theory and a ratio of 1 instructor to 10 students for clinical sessions.

Course Schedule: Classes are offered morning, afternoon and weekend. Updated course schedules can be found on our website at www.aplushealthcaretraining.com or contact the Program Director for details.

BNATP PROGRAM ADMISSION REQUIREMENTS

- Applicant must be at least 16 years of age with a valid Social Security Number
- Applicants must have a personal interview with a school personnel
- Applicants must take a Physical Exam and a Quantiferon-TB Gold (serum blood test) dated current within 12 months.
- Applicants should be able to read, write and speak English.
- Applicants must be free of any communicable disease.
- Applicants must show proof of any immunization or immunity Mumps, Measles, and Rubella and Chickenpox.
- Must be able to lift at least 50 pounds.
- Completed all enrollment agreements and financial agreement
- Completed **Healthcare Worker Criminal Background** check with no disqualifying convictions. (*Refer to appendix of the list of Disqualifying Conviction and refer to the Form on How to file A Waiver if applicable*)
- Signed Agreement of Disclosed Medical Information

Additional Requirements:

To ensure an applicant's success in the program, A

PLUS HEALTHCARE TRAINING requires applicants to be able to meet the following prerequisites:

- Ability to read, write and speak English proficiently.
- The applicant must be able to engage in patient care and meet their needs physically, emotionally, and socially and view residents in a holistic approach to improve quality of life.
- Demonstrate understanding of basic medical terminology and knowledge of human anatomy and physiology. Prospective students are encouraged to familiarize themselves with these before the starting the course.

APPLICATION FORMS

Application forms can be found in the appendix section of this catalog or obtained from the school’s website at www.aplushealthcaretraining.com. You may also email us at admin@aplushealthcaretraining.com or by calling (630) 549-0577.

TUITION AND FEES

Official information regarding tuition and fees is published periodically. The Business Office will make every effort to inform students about charges and fees. Students are also encouraged to check with the business office about their financial information and obligations.

Tuition	\$1050.00
Registration Fee	\$50
Tuition Deposit (Due upon enrollment)	\$200
CPR	\$85
State Competency Exam	\$75.00

*tax not included

*Subject to change

Payments must be made before the start of the first day of class.

COURSE MATERIALS

Textbook and Workbook : [Mosby’s Essentials for Nursing Assistants, 6th Edition by Leighann Remmert MS RN and Sheila A. Sorrentino PhD RN](#)

Students will need to purchase the following supplies from any outside vendor of their choice:

BNATP: (Textbook, Workbook, Uniform (Scrubs), Gait Belt, Stethoscope, BP cuff)

Below is a complete listing of materials needed:

Theory Class	Laboratory setting	Clinical
<ul style="list-style-type: none"> • Textbook • Workbook • Wear Top Uniform • Pen • Notebook 	<ul style="list-style-type: none"> • Gait belt • Stethoscope • Skills checklist form 	<ul style="list-style-type: none"> • Wear uniform • ID • Pen and paper • Stethoscope • Gait belt • Skills Checklist

Methodology

The course is delivered in a classroom setting with an outside clinical experience at a designated state-approved long-term care facility. The program promotes interaction and collaboration among students and uses interactive lecture, role-playing, audio-visuals, presentations and team projects to help students develop interpersonal communication, team work, and patient care and advocacy skills. Content is taught, managed and facilitated by experienced nursing professionals.

Program Objectives

The objective of the CNA program is to prepare students to be able to provide care to patients in various clinical settings while preparing them for the state licensing exam.

Course Objectives

Upon successful completion of the program, student should be able to:

- Understand the workings of the healthcare environment
- Administer and safely provide care and meet basic personal needs of residents
- Take vital signs and other health measurements.
- Recognize and report resident behavior that reflects unmet human needs
- Demonstrate effective communication skills
- Demonstrate medical asepsis in caring for residents

- Practice safe body mechanics according to the required standards and principles
- State the CNA’s role in restorative care
- Demonstrate and perform CPR and the Heimlich maneuver
- Perform 21 Performance Skills
- Accurately document observations and care given
- Demonstrate reliability and responsibility in the CNA role

SCOPE AND SEQUENCE

Program Duration: 5 OR 8 weeks (130 Clock Hours)

(Theory -90 Hours, Clinical – 40 Hours)

Clinical Site: assigned by Program Director
Contracted clinical sites for A Plus Healthcare are:

- ManorCare, Elk Grove Village
- Marian Joy Hospital, Wheaton, IL

**Students attending clinical are monitored by CNA Approved Evaluator- Staff Faculty by A Plus Healthcare. Students are NOT to enter site without a Clinical Instructor nor arranged any dates for make-up clinical without approval with Program Director.*

Method of Course Presentation:

1. Classroom theory instruction (lecture, role-playing, workbook, group discussions, project, PowerPoint presentation)
2. Laboratory skills practice (demonstration of skills and return demonstration)
3. Clinical externship (at least 40 hours)

Method of Evaluation:

1. Classroom performance (quizzes, mid-term, final exam, homework, workbook, class participation, attendance)
2. Laboratory and Clinical Practice (competency return demonstration and critical thinking)
3. Professional Evaluation (clinical experience)

(EKG Technician PROGRAM)

DESCRIPTION

The Electrocardiograph (EKG) Technician Program at A Plus Healthcare Training is a certification program designed to prepare the student for the role and responsibility of the EKG technician. Students will learn EKG procedures such as patient preparation, performing and mounting of 12 lead and how to monitor telemetry units among other procedures.

Upon successful completion at A Plus Healthcare Training, students will be awarded a Certificate of Completion and will be eligible to sit for the National Certificate Exam given by the approved certifying Board National Healthcareer Association.

As an EKG Technician, the student will be able to apply employment in hospitals, medical clinics, rehabilitation centers, diagnostic centers, or major Cardiology Physician offices.

COURSE OBJECTIVES

Upon successful completion of the program, student will be able to:

- Demonstrate knowledge of the anatomy and physiology of the Cardiovascular System
- Demonstrate knowledge of medical terminology related to EKG.
- Identify the phases of the cardiac cycle.
- Demonstrate basic understanding of EKG interpretations
- Demonstrate the ability to recognize normal and abnormal EKG’s rhythms.
- Utilize a 5 steps systemic approach in rhythm strip interpretation.
- Properly set up ECG equipment.
- Become familiar with the Patient’s Bill of Rights.
- List the important information that must be included on the ECG report.
- The student will demonstrate basic understanding of cardiac disorders and emergencies.

ELECTROCARDIOGRAPHY TECHNICIAN PROGRAM

- The student will have a basic understanding of the pharmacology of drugs commonly used in the treatment of cardiac disorders.
- The student will demonstrate proficiency in Cardiopulmonary Resuscitation.
- The student will demonstrate proficiency in Electrocardiography (ECG's).
- The student will demonstrate understanding of the theory of EKG by scoring a minimum of 70% on the National Certification written exam.

Certification Exam (CET)	(payable to NHA)
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*Taxes not included

*Subject to change

Payments must be made before the start of the first day of class.

COURSE MATERIALS

Textbook: Hartman's Complete Guide for the EKG Technician by Wilma Lynn Clarke, EdD, RN

* call the office for the updated textbook being adopted.

EKG ADMISSION REQUIREMENTS

To be admitted into the EKG Technician program, prospective students must meet the following admission requirements:

- Must be at least 18 years of age with a valid Social Security card
- Must have a high school diploma or GED
- Registration fee of \$100 (applied towards tuition)
- Be able to read, write and speak English proficiently.
- Must be able to lift 50 lbs.
- Completed Physical forms must be on file
- Submit to a Criminal Background check
- Sign an agreement to disclose medical information
- Completed and signed enrollment forms and payment of tuition

TUITION AND FEES

Official information regarding tuition and fees is published periodically. The Business Office will make every effort to inform students about charges and fees. Students are also encouraged to check with the business office about their financial information and obligations.

Tuition	\$950.00
Registration Fee	\$50
Tuition Deposit (Due upon enrollment)	\$200
EKG NHA	\$117.00*(+tax)

○ Institution is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"

Students will need to purchase the following supplies from any outside vendor of their choice:

EKG: (Textbook, Uniform Scrubs, EKG Caliper)

METHOD OF INSTRUCTION:

This course utilizes a combination of the following interactive approaches to deliver instruction:

- Lectures and Discussions
- Demonstration and role playing
- Audiovisual materials
- Laboratory practice

COURSE CONTACT HOURS:

- 60 contact hours (Classroom/lab)

COMPLETION REQUIREMENTS:

- Passing grade of at least "C"
- Competently performed 10 successful EKG to a live individual and successfully correctly identify EKG Strips arrhythmias.
- Submitted BLS/CPR Healthcare Provider Certification
- All balance dues paid to A Plus healthcare Training

CRITERIA FOR CERTIFICATION:

- Students must achieve a score of 390 pts on the National Certification exam.

SCOPE AND SEQUENCE

Program Duration: 8 weeks

Clock Hours: 60 Hours

Prerequisites: 18 years of age, High School Diploma

or GED and active BLS/CPR certification.

Course Description

- Function of the EKG Department in a various settings such as hospital, clinic, office, mobile services
- Role of the EKG Technician
- Medical terminology related to electrocardiography
- Care and safety of patients, medical and legal aspects
- Anatomy of the heart, conduction system and circulation of the heart and blood vessels
- Cardiac cycle
- EKG strips analysis (P, Q, R, S, T wave form interpretation)
- Identify normal rhythms
- Basic Interpretation of different cardiac rhythms
- Recognizing artifacts, troubleshooting and tracing problems
- Practice EKG strips and EKG rhythms
- Preparing a patient for EKG
- 12 Lead EKGs (interpretation and troubleshooting)
- 12 lead placement
- Other role of EKG technician

PHLEBOTOMY TECHNICIAN PROGRAM

DESCRIPTION

The Phlebotomy training program at A Plus Healthcare Training is a 90 hour course prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. The course is designed to provide students preparation for entry level competencies in the field of phlebotomy in hospital, blood bank, clinics and other healthcare setting. Students enrolled in this certification program will be involve in classroom work that includes terminology, anatomy and physiology, blood collection procedures, specimen hand-on practice and clinical lab training in skills and techniques to perform puncture methods. The program also includes live blood draws, work with training arm and other exercises intended to prepare students to function as an entry level Phlebotomy Technician.

Students who successfully complete the program will be eligible to take the Certification Exam through the National Healthcareer Association.

EXTERNSHIP (optional)

Externship will be based on the availability of the contracted clinical externship site. Dates are pre-arranged by the A Plus –Program Director. Exact hours are dependent on site availability. Externship hours typically run during office hours 8 AM-4 PM Monday to Friday with occasional Sunday. Externship site includes Family Medicine Clinic/s, OB/Gyne Clinics, Westlake Hospital Outpatient Lab, and West Suburban Outpatient Lab.

Student needs to speak with Program Director to schedule externship dates.

Student will only be allowed to go for phlebotomy externship after passing 10 unaided successful live venipuncture, 3 unaided capillary live draws in lab setting and with a passing grade of “C”. Also, an Externship Clearance Letter from Phlebotomy Instructor needs to be submitted to A Plus Healthcare Training Program Director to schedule externship hour.

Phlebotomy Technician Training:

ADMISSION/ELIGIBILITY REQUIREMENTS

To be admitted into the Phlebotomy program, prospective students must meet the following admission requirements:

- Must be at least 18 years of age with a valid Social Security card
- Must have a high school diploma or GED
- Registration fee of \$100 (applied towards tuition)
- Be able to read, write and speak English proficiently.
- Must be able to lift 50 lbs.
- Completed current Physical forms (within 12 months) must be on file
- Proof of Immunity or titer to Hepatitis B
- Free of any communicable disease.
- Submit to a Criminal Background check
- Sign an agreement to disclose medical

information

- Completed and signed enrollment forms and payment of tuition

COURSE OBJECTIVES

Upon successful completion of this program the student will be able to:

- Demonstrate knowledge of the health care delivery system and medical terminology.
- Demonstrate knowledge of infection control and safety.
- Demonstrate basic understanding of the anatomy and physiology of body systems.
- Associate the major areas / departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient’s pathologic condition / illness.
- Demonstrate understanding of the importance of specimen collection in the overall patient care system.
- Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary substances and pre-analytical variables that can adversely affect the blood sample and/or interfere in clinical analysis of blood constituents.
- Demonstrate proper techniques to perform venipuncture and capillary puncture.
- Demonstrate knowledge of pre-analytical errors that can significantly alter results.
- Demonstrate understanding of requisitioning, specimen transport and specimen processing.
- Demonstrate understanding of quality assurance in phlebotomy.
- Demonstrate understanding of the basic concepts of communications, personal and patient interaction, stress management, professional behavior and legal implications of the work environment.

TUITION AND FEES

Official information regarding tuition and fees is published periodically. The Business Office will make every effort to inform students about charges and fees. Students are also encouraged to check with the

business office about their financial information and obligations.

Tuition	\$1200.00
Registration Fee	\$50
Tuition Deposit (Due upon enrollment)	\$200
CPR	\$85
Lab Kit Fee	\$150.00*
Competency Certification Exam	\$115.00*(+Tax) (payable to NHA)

*Taxes not included

*Subject to change

Payments must be made before the start of the first day of class.

COURSE MATERIALS

Textbook: Phlebotomy Worktext and Procedures Manual, 4th edition by Robin S. Warekois, Robin & Robinson, Richard (subject to change if applicable)

** call the office for the updated textbook being adopted.*

Students will need to purchase the following supplies from any outside vendor of their choice:

PHLEBOTOMY: (Textbook, Workbook, Uniform Scrubs, Lab Coat)

METHODS OF INSTRUCTION:

This course utilizes a lecture, clinical, laboratory and demonstration methodology. Clinical externships (optional) are held in doctor’s office clinic scheduled by Program Director.

COURSE CONTACT HOURS:

90 contact hours (Classroom/lab/Clinical rotation)

CRITERIA FOR CERTIFICATION:

Students must achieve a minimum of 30 successful live venipunctures and 10 capillary sticks. Students must achieve a passing grade of 70% or a total points of 390 or more on the National Certification exam.

CURRICULUM

○ Institution is approved by the “Division of Private Business and Vocational Schools of the Illinois Board of Higher Education”

The Phlebotomy curriculum at A PLUS HEALTHCARE TRAINING includes the following instruction/experiences:

1. A total of 90 hours of applied experiences;
2. Performance of a minimum of 30 successful live unaided venipuncture collections. These venipunctures must be performed on live individuals
3. Performance of a minimum of 10 successful unaided capillary collections. These venipunctures must be performed on live individuals.
4. Instruction in a variety of collection techniques, including vacuum collection devices, syringe and capillary/skin-puncture methods.
5. Successful completion of Certification exam:

SCOPE of Phlebotomy Technician Training

Program Duration:

- **Varies based on Schedule. Approximately around 8-12 weeks based on assigned schedule. Clock Hours: 90 Hours (Theory, Lab and clinical)**

Prerequisites:

- **At least 18 years old**
- **High School Diploma or Equivalent**
- **Active Healthcare Provider CPR Certification**
- **Healthcare Worker Criminal Background Check**

Phlebotomy Training Course Description

- Anatomy and Physiology of the circulatory system
- Medical terminology and laboratory theory

Certified Phlebotomy Technician, CPT as administered by the National Healthcareer Association.

- Lab. Law, ethics, and regulatory issues
- Specimen documentation and transportation
Pediatric and geriatric blood collection
- Phlebotomy theory and simulated lab
- Laboratory operations (safety, quality control)
- Anatomy of hand, leg and foot- arteries and veins
- CBC/DIFF, hematological lab tests, disease and disorders, order of draw
- Blood and blood composition, blood tubes and additives
- Venipuncture protocol
- Universal Precaution
- Non-Blood Specimen Collection
- Blood collection systems, review of medical asepsis and handwashing and PPE
- Heel puncture, protocol, practice, syringe draws
- Quality, competency and performance assessment

PATIENT CARE TECHNICIAN PROGRAM

(PCT COURSE)

DESCRIPTION

The PCT training program at A Plus Healthcare Training is a 290 hour course designed to provide students with the requisite skills to function as PCT technician in a healthcare setting. Students enrolled in this certification program will learn through lecture, demonstration, clinical and laboratory experience among other procedures:

- Basic Nursing Assistant Skills
 - IDPH 21 Performance Skills
 - Basic Anatomy and Physiology
- Basic EKG Skills
 - Rhythms Interpretation
 - 12 Lead, 5 leads, Holter Monitoring, etc
 - Diagnostic EKG
 - Understanding Pacemakers
 - Etc.
- Basic Phlebotomy Technician Skills
 - Use of laboratory test equipment and laboratory test requirements and policies.
 - Venipunctures and Capillary Skills
 - Order of Draws
 - Specimen collection and handling
 - Etc.

Students who successfully complete the program will be eligible to sit for national certification through the National Healthcareer Association. Upon success, the student will be issued a Certificate of Completion and will obtain a certificate from NHA as Certified Patient Care Technician (CPCT or CPCA).

PCT Technician Training:

ADMISSION/ELIGIBILITY REQUIREMENTS

To be admitted into the Patient Care Technician program, prospective students must meet the following admission requirements:

- Must be at least 18 years of age with a valid Social Security card
- Must have a high school diploma or equivalent
- Registration fee of \$300 (applied towards tuition)

- Be able to read, write and speak English proficiently.
- Must be able to lift 50 lbs.
- Completed current Physical forms (within 12 months) must be on file
- Proof of Immunity or titer to Hepatitis B
- Free of any communicable disease.
- Must be able to multi-task and have critical thinking method skills.
- **Healthcare Worker Criminal Background check**
- Sign an agreement to disclose medical information
- Completed and signed enrollment forms and payment of tuition

COURSE OBJECTIVES

Upon successful completion of this program the student will be able to:

- Demonstrate knowledge of the health care delivery system and medical terminology.
- Demonstrate knowledge of infection control and safety.
- Demonstrate the role and responsibilities of advance nursing assistant care.
- Perform competency in demonstrating basic nursing assistant, basic EKG technician skills and basic phlebotomy technician skills.
- Demonstrate professionalism and dependability in performing nursing task under supervision of registered nurse.
- Demonstrate basic understanding of the anatomy and physiology of body systems.
- Associate the major areas / departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathologic condition / illness.
- Demonstrate understanding of the importance of specimen collection in the overall patient care system.
- Demonstrate knowledge of collection equipment, various types of additives used, and special precautions necessary in handling body fluids.

Upon completion and passing the certification exam, the student can apply to the following health

career fields: hospitals, clinical, medical offices, laboratory departments, blood banks, homecare agencies, diagnostics departments, skilled nursing facilities, rehabilitation centers or cardiology medical offices.

TUITION AND FEES

Official information regarding tuition and fees is published periodically. The Business Office will make every effort to inform students about charges and fees. Students are also encouraged to check with the business office about their financial information and obligations.

Tuition	\$3500.00 (CPR Training included)
Registration Fee	\$50
Tuition Deposit (Due upon enrollment)	\$300
Lab Kit Fee	\$150.00*
NHA Certification Certification Exam (CPCT)	\$155.00 (payable to NHA)
BNATP Competency Exam-State of Illinois	\$75.00* (payable to SIUC)

*Taxes not included *Prices subject to change
Tuition Payments must be made before the start of the first day of class.

COURSE MATERIALS Textbook/s: **subject to change*

** call the office for the updated textbook being adopted.*

- Phlebotomy Worktext and Procedures Manual, 4th edition by Warekois, Robin & Robinson, Richard
- Textbook and Workbook: Mosby’s Essentials for Nursing Assistants, 6th Edition by Leighann Remmert MS RN and Sheila A. Sorrentino PhD RN
- Hartman’s Complete Guide for the EKG Technician by Wilma Lynn Clarke, EdD, RN

Students will need to purchase the following supplies from any outside vendor of their choice:

PCT: (Textbooks, Workbook, Uniform Scrubs, Gait Belt, Stethoscope, BP cuff, EKG Caliper, Lab Coat)

METHODS OF INSTRUCTION:

This course utilizes a lecture, clinical, laboratory, and clinical externship and demonstration methodology.

Clinical externships are held in doctor’s office, skilled nursing facility, clinic, and Outpatient lab based on site approval and availability. Externship schedules are scheduled by Program Director with instructor clearance to attend externship and by maintaining a passing grade of “C”.

COURSE CONTACT HOURS:

290 contact hours (Classroom/lab/Clinical rotation)

CURRICULUM

The PCT curriculum at A PLUS HEALTHCARE TRAINING includes the following instruction/experiences:

1. A total of 290 hours of applied instructions/experiences
2. Mandatory of 40 hours of BNATP clinical externship in a skilled nursing facility under supervision of CNA clinical evaluator.
3. Performance of a minimum of 30 successful live unaided venipuncture collections;
4. Performance of a minimum of 10 successful unaided capillary collections
5. Performance of correct EKG lead placements to at least 10 live people
6. Application and Interpretation of various EKG Strips

CRITERIA FOR CERTIFICATION:

1. Students must achieve a minimum of 30 successful live venipunctures and 10 capillary sticks.
2. Students must achieve a passing grade of 70% on the National Certification exam.
3. Pass the 40 hours BNATP clinical rotation in a Skilled nursing facility
4. Completed training and must include

performing a minimum of 10 successful EKGs. These EKG's must be performed on live individuals.

Clinical/externship Grading system: Pass or Fail

Students have 3 attempts to demonstrate competency of these skills to qualify for the NHA certification exam and BNATP Competency Exam.

SCOPE AND SEQUENCE

Program Duration: 18 Weeks plus clinical externship

Clock Hours: 290 Hours (Theory, lab, clinical)

Prerequisites: At least 18 years of age with High School Diploma or GED

The Following Performance skills should be successfully performed with competency to successfully fulfill the lab and clinical training completion portion of the PCT course:

Course	Description		
BNATP	Nursing Assistant course		
Basic EKG Technique	12 Lead EKG EKG Interpretation Lead Placement Pacemaker Rhythms Diagnostic EKG		
Phlebotomy Technique	Venipuncture Order of Draw Circulatory System		
	Certification Exam Review		
	TOTAL CLOCK HOURS	290 HOURS	

MEDICAL ASSISTANT PROGRAM

DESCRIPTION

The **Medical Assistant Program (CIP Code 51.3902)** at **A Plus Healthcare Training** is a 610-hour competency-based program designed to prepare the student for an entry-level position as a medical assistant. Medical Assistants perform routine administrative and clinical tasks within a medical office setting. Medical assistants perform administrative duties such as answer telephones, greet patients, escort patients to exam rooms, updating medical records, scheduling appointments and handling insurance and billing procedures among others.

Clinical duties performed by medical assistants vary depending on the medical facility. Generally, medical assistants may provide the following clinical tasks: check and record vital signs, prepare laboratory specimens, collect blood specimens by both capillary and/or venipuncture technique, prepare patients for medical exam, disposing of contaminated supplies, sterilize used equipment and instruments, explain treatment and medication to patients and performing EKGs among other clinical tasks.

At **A Plus Healthcare Training**, emphasis is placed on clinical and administrative skills necessary to perform personal care to complex patients with needs of

CLINICAL SKILLS EVALUATIONS:

- Institution is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"

respiratory services, rehabilitation services, EKG and phlebotomy services.

Upon successful completion of this program at A Plus Healthcare Training, students will receive a certificate of completion and will be eligible for National Certification through the National Healthcareer Association (NHA). Students who successfully complete the Basic Nursing Assistant portion of the program will be eligible to take the state exam in addition to the NHA exam.

The Medical Assistant training program will provide the necessary training and skills required to pass the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. This program requires completion of 600 course hours. Students with prior Basic Nursing Assistant certificate may complete 480 hours. All course hours are inclusive of clinical internship or externship.

This comprehensive Clinical Medical Assistant program provides training in the following areas among others:

- function of the clinical medical assistant in a medical office
- introduction to health care facilities
- medical terminology
- anatomy of each of the body systems to include the heart, conduction system, circulation of the heart and blood vessels
- care & safety of patients, medical & legal aspects and work ethics
- effective verbal and non-verbal communication
- interpersonal skills and human behavior
- phone in prescriptions to various pharmacies
- confidentiality and HIPAA
 - take patient medical histories
 - update patient medical files
 - instruct patients on proper usage of medications • vital signs and documentation
 - phlebotomy including venipuncture and capillary sampling
 - collecting non-blood specimens and point of care testing
 - performing 12 lead EKGs, EKG strip analysis (P,Q,R,S,T wave form)
 - prepare and assist with medical examinations
 - take blood pressure and body temperatures
 - apply sterile dressings
 - prepare patients for x-rays

- Institution is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"

- perform various injections
- perform peripheral IVs
- administer oral medications
- aseptic technique and infection prevention

Medical Assistant

ADMISSION/ELIGIBILITY REQUIREMENTS

- Must have a high school diploma/GED equivalent or higher education
- Must have a valid government-issued Identification
- Registration fee of \$150
- Be able to read, write and speak English proficiently.
- Must be able to lift 50 lbs.
- Completed current Physical forms (within 12 months) must be on file
- Proof of Immunity or titer to Hepatitis B
- Free of any communicable disease.
- Must be able to multi-task and have critical thinking method skills.
- Submit to a Healthcare Background check
- Sign an agreement to disclose medical information
- Complete and sign enrollment forms
- Take applicable placement tests

COURSE OBJECTIVES

Upon successful completion of this program the student will be able to:

- Function as a Clinical Medical Assistant in a medical office
- Be proficient in Medical Terminologies
- Demonstrate knowledge of anatomy of each of the body systems to include the heart, conduction system, circulation of the heart and blood vessels
- Demonstrate care & safety of patients, medical & legal aspects and work ethics
- Demonstrate effective verbal and non-verbal communication
- Possess interpersonal skills and human behavior
- Have ability and proficiency to phone in prescriptions to various pharmacies
- Proficient in Confidentiality and HIPAA
 - Proficient in taking patient medical histories
 - Proficient in updating patient medical files
 - Proficient in instructing patients on proper usage of medications
 - Demonstrate knowledge of vital signs and documentation
 - Perform duties of a Phlebotomist including venipuncture and capillary sampling

- Demonstrate collecting non-blood specimens and point of care testing
- Perform 12 lead EKGs, EKG strip analysis (P,Q,R,S,T wave form)
- Proficient in preparation and assisting with medical examinations
- Proficient in taking blood pressure and body temperatures
- Demonstrate how to apply sterile dressings
- Demonstrate how to prepare patients for x-rays
- Demonstrate how to perform various injections
- Demonstrate how to perform peripheral IVs
- Demonstrate how to administer oral medications
- Demonstrate aseptic technique and infection prevention.

- Bonwit-West.*
- *SimChart for the Medical Office: Learning the Medical Office Workflow – 2019 Edition*
 - *Quick and Easy Medical Terminology, 9th edition by Peggy Leonard*

Students will need to purchase the following supplies from any outside vendor of their choice:

MEDICAL ASSISTANT: (Textbooks, Workbook, Uniform Scrubs, Gait Belt, Stethoscope, BP cuff, EKG Caliper, Lab Coat)

TUITION AND FEES

Tuition:	\$9,860
Registration Fee (Non-refundable):	\$75.00
Tuition Deposit (Due upon enrollment)	\$500
Lab Kit	\$150
CPR	\$85
NHA Certification Exam:	\$155
State Competency Exam:	\$75

COURSE CONTACT HOURS:

610 contact hours (Classroom/lab/Clinical rotation)

CURRICULUM

CLASS	DESCRIPTION	CLOCK HOURS
Module 1	Basic Nursing Assistant	90
Module 2	The Administrative Medical Assistant	50
Module 3	Medical Insurance Billing and Coding	100
Module 4	Electrocardiogram (EKG)	60
Module 5	Phlebotomy Technician	90
Module 6	Clinical Laboratory Procedures	80
Module 7	BNATP (CNA) Clinical	40
Module 8	Medical Assistant Externship	100
	PROGRAM TOTAL	610

COURSE MATERIALS Textbook/s:

- *Phlebotomy Worktext and Procedures Manual, 4th edition by Warekois, Robin & Robinson, Richard*
- *Textbook and Workbook: Mosby’s Essentials for Nursing Assistants, 6th Edition by Leighann Remmert MS RN and Sheila A. Sorrentino PhD RN*
- *Hartman’s Complete Guide for the EKG Technician by Wilma Lynn Clarke, EdD, RN*
- *Today’s Medical Asstant, Clinical & Administrative Procedures, 3rd Edition by Kathy Bonwit-West.*
- *Study Guide for Today’s Medical Asstant, Clinical & Administrative Procedures, 3rd Edition by Kathy*

Healthcare Provider CPR Certification

○ Institution is approved by the “Division of Private Business and Vocational Schools of the Illinois Board of Higher Education”

DESCRIPTION

Healthcare Provider CPR (also known as BLS CPR training)

Basic Life Support training reinforces healthcare professionals' understanding of the importance of early CPR and defibrillation, basic steps of performing CPR, relieving choking, and using an AED; and the role of each link in the Chain of Survival.

Prerequisite: None

Course length: Initial=4 hours
Renewal=2 hours

To schedule a class: Call Office to set up a date.

We offer morning, evening and weekend class.

Study guide	\$10.00
Replacement CPR Card (if lost) <i>* will be dated from the date class attended</i>	\$ 20.00

Fee	
• Initial Certification	\$65.00
• Renewal (need to show active CPR card)	\$45.00

APPENDIX

- Institution is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"

APPENDIX 2: Enrollment Checklist



A PLUS HEALTHCARE TRAINING
85 Woodbury St., South Elgin, IL 60177 ♦ Tel:(630)549-0577 ♦ Fax:(630)945-3398
admin@aplushealthcaretraining.com ♦ www.aplushealthcaretraining.com

Enrollment Checklist

Please complete the Enrollment forms for admission to A Plus Healthcare Training
Print clearly with blue or black ink.

***NOTE: Students are not officially enrolled until all forms have been completed and submitted.
Please check the box for each item on the list below as you complete/include it. This checklist is for your records only.***

There are no Home Study courses or lessons available.

Contact us if you have any questions.

Enrollment Form

Medical Health Form

- Health forms are required by A Plus Healthcare Training
- Part 1: Completed by the Student upon enrollment
- Part 2: Completed by the Medical Physician (to be submitted within 1st week of the class starts)

Copy of Immunization Record

Students must provide proof of immunization **BEFORE ADMISSION TO CLINICAL PRACTICE**

- Diphtheria/Tetanus immunization (booster)
- Measles, Mumps, Rubella (MMR) titer
- PPD(Tuberculin Skin test) and appropriate follow-up or alternative chest x-ray

Criminal Background Check (If applicable, Consent Form as required by Illinois Department of Public Health)

Agreement to disclose medical information

Agreement to abide by Policy (Academic and Clinical Policies)

Signed Student Acknowledgement Form

Appendix 4: Refund Policy

Refund Policy

Rules and Regulations

1. School shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment, but prior to the first day of class, tuition, and any other charges (excluding supplies) shall be refunded to the student.
 - b. When notice of cancellation is given after midnight of the fifth business day following acceptance, but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application/registration fee which may not exceed \$100.00 or 50% of the tuition, whichever is less.
 - c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.
 - d. When a student has completed in excess of 5% of the course of instruction, the school may retain the application-registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following.
 - i. The school may retain an amount computed prorata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course. When the student has completed in excess of 60% of the course of instruction, the school may retain the application-registration fee and the entire tuition and other charges.
2. A student, who on personal initiative and without solicitation enrolls, start, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provision of this Section.
3. Applicants not accepted by the school shall receive a refund of all tuition and fee after the determination of non-acceptance is made.
4. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
5. Deposits or down payments shall become part of the tuition.

6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
7. If school cancels or discontinues a course, the student shall have tuition, fees, and other charges refunded.
8. All student refunds shall be made by the school within 30 calendar days from the receipt of the student's cancellation.
9. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
10. A school may make refunds which exceed those prescribed in this section.
11. A school shall refund all monies paid to it in any of the following circumstances:
 - a. The school did not provide the prospective student with a copy of the student's valid enrollment agreement and current catalog or bulletin.
 - b. The school cancels or discontinues the course of instruction in which the student has enrolled.
 - c. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
12. A school must refund any book and materials fees when:
 - a. The book and materials are refunded to the school unmarked
 - b. The student has provided the school with a notice of cancellation.

Complaints against the school may be registered at one of the addresses listed below:

Illinois Board of Higher Education

Division of
Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 300, Springfield, IL 62701
or at
www.ibhe.org.

APPENDIX 5:

Transcript/Certificate Request



A PLUS HEALTHCARE TRAINING
85 Woodbury St., South Elgin, IL 60177 ♦ Tel:(630)549-0577 ♦ Fax:(630)945-3398
admin@aplushealthcaretraining.com ♦ www.aplushealthcaretraining.com

Transcript/Certificate Request

For privacy and security purposes a signature is required for the release of a transcript or certificate. All A Plus Healthcare Training transcripts are official, and the cost for in-person and by mail requests is \$10.00.

Normal processing of transcripts takes three to five business days. Please allow additional time for mail service.

You have several options for requesting your official transcript:

In Person

Transcripts may be obtained in-person at the campus located at 85 Woodbury St., South Elgin, IL. 60177, Monday through Wednesday 9:00 a.m. to 1:00 p.m.

1. Fill-out a transcript request form with signature and payment fee of \$10.00 per transcript copy.
2. Students official transcript will be mailed via U.S. Mail.

○ Institution is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"

By Mail

Students may also request transcripts by mail. The signed letter must include the following information:

- Student's name.
- The name under which student attended.
- Student's social security number or ID number.
- Dates of attendance.
- If student is a graduate, date(s) of graduation.
- Student's return address, daytime telephone number, signature.
- Include address of organization where you would like transcript to be sent.

A check or money order made payable to A Plus Healthcare Training(\$5.00 per transcript)

Mail the transcript request to:

Attn: Transcript Request
A Plus Healthcare Training
85 Woodbury St., South Elgin, IL. 60177

○

By Telephone

- Call admission office (630) 549-0577 and request a copy of the transcript request form to be mailed to you (student).
- Include your name, address, date of birth, phone #, social security number etc.
Return the completed transcript request form either by mail or drop form to **A Plus Healthcare Training office at 85 Woodbury St., South Elgin, IL. 60177.**
- A Check or money order made payable to A Plus Healthcare Training (\$10.00 per transcript)

If a student designates someone other than student to pick up the transcript, the student must send a written request authorizing that person to pick-up the transcript for them. The authorized person picking up the transcript must show a valid Photo ID and appropriate fee of \$10.00 before the transcript will be released to the authorized party.



A PLUS HEALTHCARE TRAINING
85 Woodbury St., South Elgin, IL 60177 ♦ Tel:(630)549-0577 ♦ Fax:(630)945-3398
admin@aplushealthcaretraining.com ♦ www.aplushealthcaretraining.com

REQUEST FOR TRANSCRIPT

Social Security Number: _____ / _____ / _____

Date of Birth: _____ / _____ / _____

Student ID: _____

Dates of attendance _____ **to** _____

Course

Month

Year

Print Name (Last, First, Middle Initial)

Street Address

○ Institution is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"

City State Zip Code

Day Phone

Evening Phone

Cell Phone #

Student Signature (Required)

Date

If the transcript is to be mailed, please complete the following:

(Make sure the transcript is sent to the correct address. Please note that once the envelope for the transcript has been opened, it is NO LONGER considered "OFFICIAL", so it is best to have it sent directly to the institution.)

*Transcript Service by mail = \$10.00

Organization and/or Individual

Attention

Address

City State Zip Code

Any Questions? Please Call: A Plus Healthcare Training (630) 549-0577

APPENDIX 6: Student Complaint Policy and Procedures



A PLUS HEALTHCARE TRAINING
85 Woodbury St., South Elgin, IL 60177 ♦ Tel:(630)549-0577 ♦ Fax:(630)945-3398
admin@aplushealthcaretraining.com ♦ www.aplushealthcaretraining.com

Student Complaint Procedures

A Plus Healthcare Training promotes an open educational environment, with values and designed to protect the integrity of teaching and learning. Faculty offers an open door policy to address all students' needs and concerns. The school encourages all students who have a grievance with the school or an instructor to first discuss the problem with the faculty member involved, staff or Program Director. The school believes that many complaints could be resolved through an open, honest dialogue between the parties involved. However, if attempts to find a resolution are not successful, the student should submit a formal written complaint and submit it to the School Administrator asking for a written response.

Other than a grade appeal or a claim of sexual harassment, a complaint that challenges the decisions or actions of school personnel will be considered using the following procedures:

Complaints should be filed at the office of the School Administrator in writing to: **Attn: School Administrator. A Plus Healthcare Training, 85 Woodbury St., South Elgin, IL. 60177**

○ Institution is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"

- Complete and sign the complaint form.
- Forms are available in the main office and should be submitted within 30 business days of the incident.
- Complaints will normally receive a response within 10 business days (excluding school holidays/closings) from the time it is received.
- Unresolved complaints or appeals of resolutions for non-academic matters shall be directed to the Administrator of A Plus Healthcare Training : Mr. Lyle Belcina
- Complaint of an academic nature shall be directed to the Program Director: Mrs. Jennelyn Belcina.
- Other complaints shall be directed to Mr. Lyle Belcina (Administrator).
- The personnel reviewing the complaint will respond formally and in writing to the complainant.
- For complaints involving grade appeals and sexual harassment policies, please see the school catalog.
- Complaints involving matters of a criminal nature, such as theft, battery, etc., should be directed to the South Elgin Police Department.

A Plus Healthcare Training shall resolve student complaints in compliance with IBHE (Illinois Board of Higher Education) rules and regulations.

- a) A Plus Healthcare Training shall resolve student complaints promptly and fairly and shall not subject a student to punitive action because of written grievances having been filed with the school or the school **Administrator**.
- b) A Plus Healthcare Training shall maintain a written record of its handling of all student complaints.
- c) ANY STUDENT OR EMPLOYEE OF A SCHOOL APPROVED BY THIS ACT WHO BELIEVES HE HAS BEEN AGGRIEVED BY A VIOLATION OF THIS ACT SHALL HAVE THE RIGHT TO FILE A WRITTEN COMPLAINT OF THE ALLEGED VIOLATION. THE SCHOOL ADMINISTRATOR SHALL ACKNOWLEDGE WITHIN 20 DAYS RECEIPT OF SUCH WRITTEN COMPLAINT. THE SCHOOL ADMINISTRATOR SHALL ISSUE A WRITTEN FINDING AS TO WHETHER THERE IS GOOD CAUSE TO INITIATE DISCIPLINARY PROCEEDINGS IN ACCORDANCE WITH THE PROVISIONS OF THIS ACT. THE SCHOOL ADMINISTRATOR SHALL FURNISH SUCH FINDINGS TO THE PERSON WHO FILED THE COMPLAINT AND TO THE CHIEF OPERATING OFFICER OF THE SCHOOL CITED IN THE COMPLAINT (Section 17 of the Private Business and Vocational Schools Act; Ill. Rev. Stat. 1988 Supp., Ch. 144, par.152)

Complaints against the school can be filed with:

Illinois Board of Higher Education
(Division of Private Business & Vocational Schools)
1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701

or at

www.complaints.ibhe.org



A PLUS HEALTHCARE TRAINING

85 Woodbury St., South Elgin, IL 60177 ♦ Tel:(630)549-0577 ♦ Fax:(630)945-3398
admin@aplushealthcaretraining.com ♦ www.aplushealthcaretraining.com

<h3>Student Complaint Form</h3>

(Please Print or Type)

Student I.D. # _____ **Date** _____

Name of Complainant _____
Last Name **First Name** **M.I.**

Program Enrolled In _____

Provide at least one preferable method by which you can be contacted:

Email address _____ **Telephone** _____

Home address _____

Person(s) named in complaint _____ **Date of Incident** _____

○ Institution is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"

Have you attempted to resolve this matter with the person(s) named in the complaint? Yes_ No __

Description of complaint: (be specific) _____

Resolution sought as a result of the complaint:

My signature below affirms the above statements are true and correct. (Photo ID is required at the time of submission).

Student Signature**Date****Print Name**

When complete, please return to the Office of the School Administrator.

Students must initiate the complaint procedure within 30 business days of the occurrence of the action being grieved. A business day is defined as any day excluding Saturdays, Sundays, breaks in the school year, or any holiday recognized by the school.

Healthcare Background Check List of Disqualifying Convictions

In Accordance with the
Health Care Worker Background Check Act [[225 ILCS 46](#)]
And 77 Ill Adm. Code 955 Section [955.160](#)

- [Disqualifying Offenses that May Be Considered for a Waiver by the Submission of a Waiver Application](#)
- [Disqualifying Offenses that May Be Considered for a Rehabilitation Waiver](#)
- [Offenses that Are Always Disqualifying Except Through the Appeal Process](#)

Disqualifying Offenses that May Be Considered for a Waiver by the Submission of a Waiver Application		
Illinois Compiled Statutes Citation	Offense	Additional Offense Added To Act Effective
[720 ILCS 5/10-3]	Unlawful Restraint	
[720 ILCS 5/10-3.1]	Aggravated Unlawful Restraint	
[720 ILCS 5/10-4]	Forcible Detention	
[720 ILCS 5/10-5]	Child Abduction	
[720 ILCS 5/10-7]	Aiding and Abetting Child Abduction	
[720 ILCS 5/12-1]	Assault	

○ Institution is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"

[720 ILCS 5/12-2]	Aggravated Assault	
[720 ILCS 5/12-3]	Battery	
[720 ILCS 5/12-3.1]	Battery of an Unborn Child	
[720 ILCS 5/12-3.2]	Domestic Battery	
[720 ILCS 5/12-4.5]	Tampering with Food, Drugs or Cosmetics	1/1/1998
[720 ILCS 5/12-7.4]	Aggravated Stalking	1/1/1998
[720 ILCS 5/12-11]	Home Invasion	1/1/1998
[720 ILCS 5/12-21.6]	Endangering the Life or Health of a Child	1/1/1998
[720 ILCS 5/12-32]	Ritual Mutilation	1/1/1998
[720 ILCS 5/12-33]	Ritual Abuse of a Child	1/1/1998
[720 ILCS 5/16-1]	Theft	
[720 ILCS 5/16-2]	Theft of Lost or Mislaid Property	1/1/2004
[720 ILCS 5/16A-3]	Retail Theft	
[720 ILCS 5/16G-15]	Identity Theft	1/1/2004
[720 ILCS 5/16G-20]	Aggravated Identity Theft	1/1/2004
[720 ILCS 5/17-3]	Forgery	1/1/1998
[720 ILCS 5/18-1]	Robbery	
[720 ILCS 5/18-3]	Vehicular Hijacking	1/1/1998
[720 ILCS 5/19-1]	Burglary	1/1/1998
[720 ILCS 5/19-3]	Residential Burglary	
[720 ILCS 5/19-4]	Criminal Trespass to Residence	
[720 ILCS 5/20-1]	Arson	
[720 ILCS 5/20-1.1]	Aggravated Arson	
[720 ILCS 5/20-1.2]	Residential Arson	1/1/2004
[720 ILCS 5/24-1]	Unlawful Use of a Weapon	
[720 ILCS 5/24-1.1]	Unlawful Use or Possession of Weapons by Felons or Persons in the Custody of the Department of Corrections Facilities	1/1/2004
[720 ILCS 5/24-1.2]	Aggravated Discharge of a Firearm	
[720 ILCS 5/24-1.2-5]	Aggravated Discharge of a Machine Gun or a Firearm Equipped with a Device Designed or Used for Silencing the Report of a Firearm	
[720 ILCS 5/24-1.5]	Reckless Discharge of a Firearm	1/1/1998
[720 ILCS 5/24-1.6]	Aggravated Unlawful Use of a Weapon	1/1/2004
[720 ILCS 5/24-3.2]	Unlawful Discharge of Firearm Projectiles	1/1/2004
[720 ILCS 5/24-3.3]	Unlawful Sale or Delivery of Firearms on the Premises of Any School	1/1/2004
[720 ILCS 5/33A-2]	Armed Violence	1/1/1998
[225 ILCS 65/10-5]	Practice of Nursing without a License	1/1/2004
[720 ILCS 150/4]	Endangering Life or Health of a Child	1/1/1998
[720 ILCS 150/5.1]	Permitting Sexual Abuse of a Child	1/1/2004
[720 ILCS 115/53]	Cruelty to Children	1/1/1998
[720 ILCS 250/4]	Receiving Stolen Credit Card or Debit Card	1/1/2004

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[720 ILCS 250/5]	Receiving a Credit or Debit Card with Intent to Use, Sell, or Transfer	1/1/2004
[720 ILCS 250/6]	Selling a Credit Card or Debit Card, without the Consent of the Issuer	1/1/2004
[720 ILCS 250/8]	Using a Credit or Debit Card with the Intent to Defraud	1/1/2004
[720 ILCS 250/17.02]	Fraudulent Use of Electronic Transmission	1/1/2004
[720 ILCS 550/5]	Manufacture, Delivery, or Possession with Intent to Deliver, or Manufacture, Cannabis	
[720 ILCS 550/5.1]	Cannabis Trafficking	
[720 ILCS 550/5.2]	Delivery of Cannabis on School Grounds	1/1/1998
[720 ILCS 550/7]	Delivering Cannabis to a Person under 18	1/1/1998
[720 ILCS 550/9]	Calculated Criminal Cannabis Conspiracy	
[720 ILCS 570/401]	Manufacture or Delivery, or Possession with Intent to Manufacture or Deliver, a Controlled Substance Other than Methamphetamine, a Counterfeit Substance, or a Controlled Substance Analog	
[720 ILCS 570/401.1]	Controlled Substance Trafficking	
[720 ILCS 570/404]	Distribution, Advertisement, or Possession with Intent to Manufacture or Distribute a Look-alike Substance	
[720 ILCS 570/405]	Calculated Criminal Drug Conspiracy	
[720 ILCS 570/405.1]	Criminal Drug Conspiracy	
[720 ILCS 570/407]	Delivering a Controlled, Counterfeit or Look-alike Substance to a Person under 18	
[720 ILCS 570/407.1]	Engaging or Employing Person under 18 to Deliver a Controlled, Counterfeit or Look-alike Substance	
[720 ILCS 646]	Violations under the Methamphetamine Control and Community Protection Act	9/11/2005

Disqualifying Offenses that May Be Considered for a Rehabilitation Waiver		
Illinois Compiled Statutes Citation	Offense	Additional Offense Added Effective
[720 ILCS 5/16-1]	Theft (as a misdemeanor)	
[720 ILCS 5/16-2]	Theft of Lost or Mislaid Property	1/1/2004
[720 ILCS 5/16A-3]	Retail Theft (as a misdemeanor)	
[720 ILCS 5/19-4]	Criminal Trespass to Residence	
[720 ILCS 5/24-1.5]	Reckless Discharge of a Firearm	1/1/1998
[225 ILCS 65/10-5]	Practice of Nursing without a License	1/1/2004
[720 ILCS 115/53]	Cruelty to Children	1/1/1998
[720 ILCS 250/4]	Receiving Stolen Credit Card or Debit Card	1/1/2004
[720 ILCS 250/5]	Receiving a Credit or Debit Card with Intent to Use, Sell, or Transfer	1/1/2004
[720 ILCS 250/6]	Selling a Credit Card or Debit Card, without the Consent of the Issuer	1/1/2004
[720 ILCS 250/8]	Using a Credit or Debit Card with the Intent to Defraud	1/1/2004
[720 ILCS 250/17.02]	Fraudulent Use of Electronic Transmission	1/1/2004

○ Institution is approved by the “Division of Private Business and Vocational Schools of the Illinois Board of Higher Education”

Offenses that Are Always Disqualifying Except Through the Appeal Process		
Illinois Compiled Statutes Citation	Offense	Additional Offense Added Effective
[720 ILCS 5/8-1.1]	Solicitation of Murder	1/1/1998
[720 ILCS 5/8-1.2]	Solicitation of Murder for Hire	1/1/1998
[720 ILCS 5/9-1]	First Degree Murder	
[720 ILCS 5/9-1.2]	Intentional Homicide of an Unborn Child	
[720 ILCS 5/9-2]	Second Degree Murder	
[720 ILCS 5/9-2.1]	Voluntary Manslaughter of an Unborn Child	
[720 ILCS 5/9-3]	Involuntary Manslaughter and Reckless Homicide	
[720 ILCS 5/9-3.1]	Concealment of Homicidal Death	
[720 ILCS 5/9-3.2]	Involuntary Manslaughter and Reckless Homicide of an Unborn Child	
[720 ILCS 5/9-3.3]	Drug Induced Homicide	
[720 ILCS 5/10-1]	Kidnapping	
[720 ILCS 5/10-2]	Aggravated Kidnapping	
[720 ILCS 5/11-6]	Indecent Solicitation of a Child	1/1/1998
[720 ILCS 5/11-9.1]	Sexual Exploitation of a Child	1/1/1998
[720 ILCS 5/11-9.5]	Sexual Misconduct with a Person with a Disability	7/24/2006
[720 ILCS 5/11-19.2]	Exploitation of a Child	1/1/1998
[720 ILCS 5/11-20.1]	Child Pornography	1/1/1998
[720 ILCS 5/12-3.3]	Aggravated Domestic Battery	1/1/2004
[720 ILCS 5/12-4]	Aggravated Battery	1/1/1998
[720 ILCS 5/12-4.1]	Heinous Battery	
[720 ILCS 5/12-4.2]	Aggravated Battery with a Firearm	
[720 ILCS 5/12-4.2-5]	Aggravated Battery with a Machine Gun or a Firearm Equipped with Any Device or Attachment Designed or Used for Silencing the Report of a Firearm	1/1/2004
[720 ILCS 5/12-4.3]	Aggravated Battery of a Child	
[720 ILCS 5/12-4.4]	Aggravated Battery of an Unborn Child	
[720 ILCS 5/12-4.6]	Aggravated Battery of a Senior Citizen	
[720 ILCS 5/12-4.7]	Drug Induced Infliction of Great Bodily Harm	
[720 ILCS 5/12-13]	Criminal Sexual Assault	
[720 ILCS 5/12-14]	Aggravated Criminal Sexual Assault	
[720 ILCS 5/12-14.1]	Predatory Criminal Sexual Assault of a Child	
[720 ILCS 5/12-15]	Criminal Sexual Abuse	
[720 ILCS 5/12-16]	Aggravated Criminal Sexual Abuse	
[720 ILCS 5/12-19]	Abuse and Criminal Neglect of a LTC Facility Resident	
[720 ILCS 5/12-21]	Criminal Abuse or Neglect of an Elderly Person or Person with a Disability	
[720 ILCS 5/16-1.3]	Financial Exploitation of an Elderly Person or a Person with a Disability	
[720 ILCS 5/18-2]	Armed Robbery	

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[720 ILCS 5/18-4]	Aggravated Vehicular Hijacking	1/1/1998
[720 ILCS 5/18-5]	Aggravated Robbery	1/1/1998

- Institution is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"

Institutional Disclosures Reporting Table

July 1, 2021 through June 30, 2022

Per Section 1095.200 of 23 ILL. Adm. Code 1095:

Institution Name:	APlus Healthcare Training
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The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

Disclosure Reporting Category	Program Name	PCT	CNA	PHLEB	EKG	MA
	CID*	51.3902	51.3902	51.1009	51.0902	51.0710
	SOC*	31-1014	31-1014	31-9097	29-2031	31-9092
A. For Each Program of Study, report:						
1.) Number of students who were admitted in the program or course of instruction "as of July 1 of this reporting period."		6	2	0	1	1
2.) Number of students admitted into the program or course of instruction during the 12 month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2):						
a) New Starts		0	37	48	23	12
b) Re-enrollments		0	0	0	0	0
c) Transfers into the program from other programs of the school		0	0	0	0	0
3.) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		6	39	48	24	13
4.) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
a) Transferred out of the program or course and into another program or course at the school.		0	0	0	0	0
b) Completed or graduated from a program or course of instruction.		3	33	42	19	10
c) Withdrew from the school.		0	3	4	3	2
d) Are still enrolled.		0	0	0	0	0
5.) The number of students enrolled in the program or course of instruction who were:						
a) Placed in their field of study.		n/a	n/a	n/a	n/a	n/a
b) Placed in their related field.		n/a	n/a	n/a	n/a	n/a
c) Placed out of the field.		n/a	n/a	n/a	n/a	n/a
d) Not available or placement due to personal reasons.		n/a	n/a	n/a	n/a	n/a
e) Not employed.		n/a	n/a	n/a	n/a	n/a
B1) The number of students who took a State Licensing examination or professional certification examination, if any, during the reporting period.						
		3	33	42	19	10
B2) The number of students who took and passed a State Licensing examination or professional certification examination, if any, during the reporting period.						
		0	33	40	17	9
C) The number of graduates obtained employment in the field who did not use the school's placement assistance during the reporting period: such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		n/a	n/a	n/a	n/a	7
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		35k	27k	32k	31k	31k

END OF CATALOG