



Arizona Medical Training Institute

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**VALLEY VOCATIONAL
ACADEMY**

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Student Handbook/Catalogue

Arizona Medical Training Institute

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The Arizona Medical Training Institute (AMTI)/ Valley Vocational Academy (VVA) are non-accredited, vocational training institutions. Courses offered lead to certification and/or licensure, allowing the student to seek vocational opportunities commensurate with the certificate or license achieved.

This Handbook/Catalogue prescribes policies and standards of conduct for students enrolled at Arizona Medical Training Institute/Valley Vocational Academy for the following courses: a) Nursing Assistant, b) Nursing Assistant Advanced Placement, c) Cardiographic Technician, d) Assisted Living Caregiver, e) Assisted Living Manager, f) Phlebotomy Technician. The Arizona Medical Training Institute & Valley Vocational Academy reserves the right to change any materials, information, policies, procedures, curriculum, requirements, and regulations in this publication that are in accordance with regulating agencies.

Please take the opportunity to review and understand the Student Handbook/Catalogue and the Program Enrollment Documents. AMTI's/VVA's policies, rules, terms, and conditions of attendance found within this Handbook govern many different situations arising when registering for and/or attending AMTI's/VVA's Programs. Feel free to contact AMTI/VVA about questions pertaining to the content of this Handbook.

EQUAL OPPORTUNITY

Equal educational opportunities are offered to everyone who meets entrance requirements, without regard to age, gender, race, creed, religion, color, marital status, familial status, physical or mental disability, national origin, sexual orientation, or political affiliation or belief. AMTI/VVA stands firm that no discrimination is present when accepting, providing services, providing access to, admission into, or treatment of a student, while participating in AMTI's/VVA's programs or activities.

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I. PHILOSOPHY, PURPOSE, MISSION, & PROGRAM GOALS

PHILOSOPHY

Education is a learning process which is enhanced by the active participation of the learner. In other words, you get out of education what you put into education. Arizona Medical Training Institute and Valley Vocational Academy are committed to hands-on involvement. Learning experiences in the classroom, laboratory, and clinical components are competency based and serve as the foundation for learning. Guidance, direction, facilitation, and evaluation are integral to this process. Students and faculty partner through a variety of approaches that enhance the quality of the student's experience. Our faculty recognizes that each student is unique and that the learning process for each varies. Our intentional and constant focus on process improvement in course design and educational outcomes, allows the faculty and staff to respond in effective ways to augment and improve learning at the student's pace.

Our core philosophy is student-centered in all our programs and support systems. Excellence is measured, at a minimum, passing board exams, informal and formal feedback from employers on student effectiveness in the workplace, and student input and feedback during and after program completion. Most importantly, it is defined by the seamlessness of their experience and the continuity of the relationship established with each student.

PURPOSE

The purpose of the Arizona Medical Training Institute and Valley Vocational Academy is to prepare learners to become Assisted Living Caregivers, Assisted Living Managers, Nursing Assistants, Cardiographic Technicians, and Phlebotomists, through a comprehensive course of study that combines theory with clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, aptitude, and skills which will enable them to become safe, competent, and professional practitioners within their chosen occupation.

MISSION

The mission of AMTI and VVA is to provide a productive, technically trained workforce that competently meets the market driven healthcare in a variety of healthcare settings.

PROGRAM GOALS

- To assist students in acquiring knowledge, skills, and abilities consistent with the scope of practice of the selected program.
- To prepare students to function both independently and as part of a team while employed in the health care system.
- To prepare students to be personally accountable and responsible within the legal and ethical framework of the selected program.

II. PROGRAM SPECIFIC INFORMATION

The Arizona Medical Training Institute and Valley Vocational Academy are non-accredited, private vocational schools which serve both high school and adult students. AMTI and VVA currently offer the following Programs:

Nursing Assistant Training Program
Cardiographic Technician Program
Phlebotomy Technician Program

Assisted Living Caregiver Program
Assisted Living Manager Program

Instructional methods utilized in all the programs are classroom-based, clinic-based, directed study and online eLearning. Classroom-based instruction involves attending lectures, which are augmented by videos, PowerPoint and internet presentations, as well as interactive hands-on skill development. Clinic-based instruction encompasses selected guided and unguided tasks in an actual clinical setting as if one were working in their future position. Directed study refers to homework assignments as well as other offsite preparation. eLearning involves online learning curriculum through AMTI's and VVA's websites. What follows are details corresponding to each of AMTI's and VVA's Programs to gain a broader understanding of what your training will involve:

Nursing Assistant Program

The Nursing Assistant Program at AMTI and VVA is approved by the Arizona State Board of Nursing. This program will provide students with the theory and skills required to practice as a nursing assistant in long-term care, intermediate care, and acute care settings. Upon registering, students must take and pass an Admissions Test. Students who do not pass either the primary or backup Admissions Test are automatically withdrawn from the program with the registration deposit refunded. A period of 30 days must elapse before re-registering.

The curriculum includes eLearning/classroom/lab/clinical instruction in physiology, psychological, and basic nursing care needs when caring for clients across the lifespan with a primary focus on long term care. Teaching methods encompass a variety of strategies including hands on practice, didactic, discussion, videos, computer-aided technology, as well as laboratory and clinic-based work experience. Students will learn about the Nursing Assistant's role, foundation of resident care, understanding resident and family needs, anatomy and physiology, personal care skills, basic nursing skills, nutrition and hydration, chronic and acute conditions, and rehabilitation and restorative services. To achieve optimal test results, graduates of the Nursing Assistant Program will be expected to take the Nursing Assistant Board exam at their first opportunity, a necessary step in pursuit of licensure from the Arizona State Board of Nursing.

Individuals who pass an approved nursing assistant training program, receive a certificate from the program and who satisfactorily pass the written and manual competency exam (State Board Exam), may choose to apply to the Board as a Licensed Nursing Assistant (LNA) or remain on the Registry of Nursing Assistants as a CNA. No fee is required by the Board to remain on the registry as a CNA. For the LNA, a \$50.00 initial application fee plus a \$50.00 fingerprint criminal history fee applies. Both CNA/LNA certificate/license requires renewal every two (2) years on the birth month. For the LNA, a \$50.00 renewal fee is required by the Board. As a note: CNAs who later decide to become an LNA, can pay an application fee to the Board as well as possibly a criminal history fee.

The State Board exam is administered at AMTI and VVA at various times listed on the syllabus; generally, within one week after graduation. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing and candidates are expected to be familiar with all the requirements for licensure.

PROGRAM OBJECTIVES:

1. Communicate effectively with clients, families, and members of the health care team.
2. While working with the professional nurse at the healthcare institution, provide basic nursing skills, adhering to correct policy and procedures of the institution.
3. Function as a member of a multidisciplinary health care team within the legal and ethical framework of a Nursing Assistant.
4. Under supervision of the RN, provide nursing services identified in the care plan to ensure, and safeguard, the client's health, and well-being.
5. Administer personal care, rehabilitation and restorative services to clients and collaborate with healthcare team members in the delivery and coordination of such care.
6. Demonstrate principles of leadership and client advocacy in the role of a CNA.

PROGRAM PREREQUISITES:

- Must be at least 16 years old.
- Pass a mandated CNA Admission Test covering English proficiency, reading comprehension, and math necessary to comprehend the course materials and perform the required duties safely.
- No active Felony (ARS 32-1606) in past 3 years or Unprofessional Conduct (ARS 32-1601).
- Proof of citizenship (Arizona Driver’s License or passport), or legal residency status.
- Must complete the AMTI/VVA Health Declaration. The Health Declaration is a document ensuring clearance for participation by a licensed health care provider. Prospective students must be able to meet all “essential functions”.
- Complete the Voluntary Assumption of Risk - Release of Liability Form.
- Ability to pass a Tuberculosis (TB) Skin Test, or provide prior TB results no older than 6 months from testing.
- Ability to pass a drug screen prior to clinical rotation.

COMPLETION REQUIREMENTS:

Students are expected to complete all course requirements to graduate and meet the following requirements to successfully complete the Nursing Assistant Program and be eligible to take the State Certification Exam.

- Completion of all online activities and class assignments
- Classroom unit exam average of 80%
- Written final exam 80% or higher
- Skills final exam 80% or higher
- Completion of all classroom and clinical hours
- Pass the clinical experience

TUITION, COST AND FEES:

Course Tuition	\$1,400
Registration Fee	\$200
Supply Fee	\$50
Technology Fee	\$50
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Total program cost due to AMTI/VVA	\$1,700.00

Supply Fee Include: lab materials, TB Skin Test, fingerprinting, uniform top, stethoscope, use of textbook, use of B/P Cuff, and use of gait belt.

Additional costs not included and not payable to AMTI/ VVA (subject to change):

State Board Exam	\$130 (payable to D&S Diversified Technologies)
LNA Application Fee	\$50 (payable to the State Board of Nursing)
LNA Fingerprint Processing Fee	\$50 (payable to the State Board of Nursing)
Wristwatch w/second hand	\$20 (approx.)
Black Scrub Pants	\$15 (approx.)
Health Physical for Health Declaration	\$20 (approx.)
Drug Screen	\$29 (approx.)
CPR at Healthcare Provider Level	\$40 (approx.)
Optional Workbook	\$17

PAYMENT OPTIONS:

1. Pay tuition in full by the first day of class for a reduced rate. CNA students receive a \$200 tuition reduction. Fees remain unchanged. Total program cost \$1,500.
2. Balance of tuition options:

Option 1: 2 Payments. Down payment of \$850 with the balance of \$850 due by the midway point of class (when 50% of total class hours have elapsed). Total program cost \$1,700.

Option 2: 3 Monthly Payments. Down payment of \$650.00, followed by 3 monthly payments of \$350. Tuition obligations must be satisfied in full to receive certificate. Total program cost \$1,700.

TEXTBOOKS:

- Hartman’s Nursing Assistant Care, Long-Term Care ISBN: 978-1-60425-074-9
- (Optional) Workbook for Hartman’s Nursing Assistant Care, Long-Term Care ISBN: 978-1-60425-075-6

CLINICAL PRACTICUM:

Upon successful completion of the classroom phase of the CNA program, the clinical practicum must be completed at designated clinical sites assigned to you by AMTI/VVA. Students must be flexible about their assigned location, day(s) of the week and time. For Evening Students, AMTI/VVA reserves the right to assign students to either a Day or Weekend clinical assignment based on the needs of AMTI/VVA and clinical location.

POST GRADUATE OPPORTUNITIES AND REQUIREMENTS:

- Numerous vocational opportunities exist to work as a CNA in hospitals, skilled nursing facilities, hospice organizations, home health care agencies and nursing registries.
- Post graduate employment requires the candidate to be a CNA and at least 18 years old. However, employment opportunities for unlicensed nursing assistant graduates are based strictly upon the regulations and policies of prospective employers.

CALENDAR:

- Located in Appendix

Nursing Assistant - Advanced Placement Program

As an option for those who qualify, the Arizona Medical Training Institute and Valley Vocational Academy offer to students with prior healthcare training and/or experience a modified course schedule. The 'Advanced Placement Program' is **not** an accelerated course as the classroom hours are the same as the traditional class. The advantage for students that qualify for this class is having to complete 16 clinical hours instead of the traditional 40 clinical hours.

Prerequisites, objectives, completion requirements, tuition, fees, additional costs, and textbooks are all the same as the full Nursing Assistant Program (page 5) except the following additions:

PROGRAM PREREQUISITES:

- Payroll stubs, W2, or other similar proof of 2,080 hours of nursing assistant duties in the preceding five (5) years OR Certificate of NA Training within the past 2 years.

COMPLETION REQUIREMENTS:

- Complete all Didactic & Skill Demonstration requirements as well as 16 clinical hours.

Cardiographic Technician Program

Certified Cardiographic Technicians are allied health professionals who are trained to perform various diagnostic procedures as directed by a physician. The results of these procedures are used in the evaluation, diagnosis, and treatment of patients suffering from cardiac diseases. Cardiographic Technicians are also sometimes referred to as Cardiology or Cardiac Technicians, as well as EKG Technicians. A Cardiographic Technician's job requires taking EKGs, which traces electrical impulses

transmitted by the heart, attaching the required electrodes to the patient's chest, arms, and legs, and then manipulating switches on an EKG machine to obtain a reading. The program offered by the Arizona Medical Training Institute provides an advanced form of EKG Technician training. In addition to learning how to monitor EKG machines and interpret EKG/ECG readouts, the curriculum includes training in Holter Monitoring and Stress Testing. Through a combination of classroom instruction and hands-on training, students are provided with the knowledge and practical experience needed to enter this rapidly growing profession.

PROGRAM OBJECTIVES:

1. Learn how to efficiently perform rhythm and 12-lead EKG testing.
2. Be taught to evaluate and interpret the electrocardiograms. Holter Monitoring and Stress Testing techniques will also be introduced.
3. Learn Cardiovascular Anatomy and Physiology, Hypertrophy and Enlargement of the Heart, Arrhythmias, Conduction Blocks, and other key understandings pertinent to the CCT role.
4. Understand the business, marketing and legal issues associated with the profession.
5. Practice with EKG equipment and perform hands-on labs, including introduction to the function and proper use of the EKG machine and other clinical practices.
6. Learn to obtain and interpret manual blood pressures
7. Upon completion of the course, students will be eligible to sit for the National Examination through Cardiovascular Credentialing International Registry (CCI) to obtain their National Certification (CCT). Qualification to take the exam is the exclusive right of CCI, and AMTI maintains no involvement in the process.

PROGRAM PREREQUISITES:

- Must be at least 18 years old.
- Copy of High School Diploma, GED, or equivalent.
- Students must be willing to submit to a drug test and/or criminal background check, if requested. Note: Students should be aware that employers may require a drug test and/or criminal background check as part of their employment process. Should a student fail the drug test, criminal background check or fails to become immunized they may not become employed.

COMPLETION REQUIREMENTS:

- Complete 16 eLearning hours and 64 classroom hours for a total of 80 hours.
- Score 80% or higher on classroom exams, skills assessments, and the course final exam.
- Optional: Pass the CCI National Certification exam to become a CCT.

TUITION, COST AND FEES:

Course Tuition	\$900
Registration Fee	\$200
Technology Fee	\$50
Supply Fee	\$50
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Total program cost due to AMTI	\$1,200.00

Supply Fee includes: Calipers, use of textbook, and lab materials.

Additional costs not included and not payable to AMTI (subject to change):

National Certification Exam*	\$175 (payable to CCI)
Wristwatch w/second hand	\$20 (approx.)

**To qualify for the national certification exam, students must pass an exam offered by CCI (www.cci-online.org). Please check the website for certification qualifications, forms, registration, and renewal information.*

PAYMENT OPTIONS:

1. Pay cost in full by the first day of class for a reduced rate. CCT students receive a \$200 tuition reduction. Fees remain unchanged. Total program cost \$1,000.
2. Balance of tuition options:

Option 1: 2 Payments. Down payment of \$600 with the balance of \$600 due by the midway point of class (when 50% of total class hours have elapsed). Total program cost \$1,200.

REQUIRED TEXTBOOK:

- Fast and Easy ECGs: A Self-Paced Learning Program, 2nd Edition

POST GRADUATE OPPORTUNITIES AND REQUIREMENTS:

Due to the aging baby boomer population, the healthcare industry in general is expected to see a considerable increase in growth over the next decade. As the population continues to age, the rate of

heart disease will become more prevalent and the demand for Cardiographic Technicians is expected to grow. The best employment opportunities would be for technicians and technologists trained in several procedures and holding multiple certifications. Graduates of this program can seek employment in hospitals, physicians' offices, nursing homes, ambulatory care centers, and cardiologists' offices. Cardiographic techs can improve their job prospects by sitting for the Certified Cardiographic Technician (CCT) exam offered by Cardiovascular Credentialing International (CCI).

CALENDAR:

- Located in Appendix

Assisted Living Caregiver Program

The Assisted Living Caregiver Program, as approved by the Arizona State Board of Nursing Care Institution Administrators and Assisted Living Facility Managers (NCIA Board) is a 62-hour program which includes 20 hours of eLearning and 42 hours of classroom & skill/lab hours. This program complies with AAC R4-33-703 and will provide students with the theory and skills required by the NCIA Board to practice as an Assisted Living Caregiver in the assisted living setting, and in some cases, home health agencies.

The curriculum covers the required critical areas including the orientation and overview of Assisted Living, Legal and Ethical Issues, Communication and Interpersonal Skills, Service Plans, Infection Control, Nutrition and Food Preparation, Fire, Safety, and Emergency Procedures, Facility Environment and Maintenance, Basic Caregiver Skills, Mental Health and Social Services, Care of the Cognitively Impaired Resident, Skills for Basic Restorative Services, and Medication Management. The practical hands-on skill development that will occur throughout the course in the AMTI skill labs is key to the Program's success. Teaching methods encompass a variety of strategies, including hands-on practice, discussion, and videos, as well as computer-aided technology. AMTI's instructors work in Assisted Living and/or own Assisted Living Homes or Centers in the metro Phoenix area. Each instructor brings unmatched realism into the classroom and a deep understanding of requirements to provide excellence in assisted living care.

Graduates will receive a Certification of Completion after passing a State Mandated Final Exam.

For the currently licensed Arizona CNA student, the NCIA Board allows for a waiver of some classroom hours. Since CNA students must take and pass the Arizona State Written Exam to become an Assisted Living Caregiver, a CNA student's classroom experience is shortened, but you will cover the entire curriculum through competency exams and classroom instruction. This approach is called the CNA

Bridge. Bridge students will complete 16 hours of class on either a Daytime (Monday, Tuesday, Friday) or a Weekend (Saturday & Sunday) schedule.

PROGRAM OBJECTIVES:

- Communicate and provide caregiver services reflecting the resident’s rights, in a culturally sensitive manner, and in a supportive environment when providing care for adult residents.
- Demonstrate competency in providing basic care skills to adults required by the service plan.
- Apply knowledge regarding principles of drug dosages and calculations to safely observe, assist, and administer medications as ordered by the resident’s medical practitioner.
- Provide effective care to adult residents using established standards and practice guidelines reflecting changes in patient health brought on by chronic illness or age.
- Demonstrate an understanding of fire safety and infection control principles in resident care.

PROGRAM PREREQUISITES:

- Must be at least 18 years old.
- The ability to read, write, and communicate effectively in English.
- **CNA Bridge:** Successful completion of Nursing Assistant Program and Nursing Assistant Competency Exam (State Boards)

COMPLETION REQUIREMENTS:

- Complete 20 eLearning hours and 42 classroom hours for a total of 62 hours.
- **CNA Bridge:** Complete 16 classroom hours, and pass competency exams.
- **CNA Bridge:** Must have CNA or LNA to take caregiver board exam.
- Complete requirements for the Arizona Food Handlers Card.
- Score 80% or higher on all competency exams and the course final exam.
- Optional: Pass the NCIA Board Written Final Exam through D&S Diversified Technology.

TUITION, COST AND FEES:

Assisted Living Caregiver Program

Course Tuition	\$400
Registration Fee	\$200
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Total program cost due to AMTI	\$600.00

Tuition includes: lab materials and supplemental manual

CNA Bridge Program

Course Tuition	\$199
Registration Fee	\$100
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Total program cost due to AMTI	\$299.00

Additional costs not included and some not payable to AMTI (subject to change):

Textbook	\$45
State Written Final Exam	\$65 (payable to D&S Diversified Technologies)
DPS Fingerprint Clearance Card	\$67 (payable to Department of Public Safety)
Maricopa County Food Handlers Card	\$13 (approx.)
CPR/First Aid Training	\$50 (approx.)
TB Skin Test	\$30 (includes reading, available at AMTI)

PAYMENT OPTIONS:

Assisted Living Caregiver Program:

1. Pay cost in full upon registration. Total cost \$600.

CNA Bridge Program:

1. Pay cost in full upon registration. Total cost \$299.

TEXTBOOKS:

- Providing Home Care. A Textbook for Home Health Aides; 5th Ed. by Hartman.

POST GRADUATE OPPORTUNITIES AND REQUIREMENTS:

- Vocational opportunities consistently exist for Certified Assisted Living Caregivers to work in assisted living homes, centers, and home health care agencies throughout Arizona.
- The candidate must be 18 years old, licensed as an Assisted Living Caregiver, with current certification in CPR and First Aid, Department of Public Safety Fingerprint Background check, plus a negative TB test to solicit these employment opportunities.

CALENDAR:

- Located in Appendix

Assisted Living Manager Program

The Assisted Living Manager Program, as approved by the Arizona Board of Nursing Care Institution Administrators and Assisted Living Facility Managers (NCIA Board) is a 40-hour classroom-based program. This Program will provide students with the theory and skills required to practice as an Assisted Living Facility Manager for either an Assisted Living Home or Assisted Living Center.

The curriculum covers Resident Services Management, Personnel Management, Medication Management, Legal Aspects, Financial Management, Physical Environment Management, and Regulations. Teaching methods employ a variety of strategies covering discussion, videos, and computer-aided technology. Graduates of the Assisted Living Manager Program will be expected to take the Assisted Living Facility Manager Board Exam to obtain certification and should plan for the exam fee of \$300.00 (\$150.00 application & \$150.00 exam) not included in the program costs. Certification requirements are the exclusive responsibility of the Arizona Board of Examiners of Nursing Care Institution Administrators and Assisted Living Facility Managers (NCIA Board).

PROGRAM OBJECTIVES:

1. Demonstrates an understanding and comprehension of Title 9 Health Services Code, Chapter 10, Article 1 & 8, reflecting Health Services regulatory code requirements in Assisted Living.
2. Demonstrates an understanding and comprehension of Title 4, Chapter 33 of the NCIA Board requirements for Assisted Living Facility Managers' certification.
3. Acquire knowledge of financial and managerial principles of generally accepted accounting principles.
4. Provide correct resident care by learning established standards and practice guidelines as reflected by Title 8 and applied through effective policies and procedures.
5. Develop personnel approaches in concert with Title 8 as well as resident care requirements.

PROGRAM PREREQUISITES:

- Must be at least 18 years old.
- Copy of High School Diploma, GED, or equivalent.
- Must be able to meet application requirements of the NCIA Board. Of note is the requirement of 2,080 hours of health-related, verifiable experience in the past 5 years, a High School Diploma / GED, plus Certification of Training Completion as an Assisted Living Caregiver as noted below. You can download the application at <http://www.aznciboard.us>

- Must have a certification as a Caregiver dated after August 2013. This requirement is waived for currently licensed Arizona nurses, doctors, or administrators.

COMPLETION REQUIREMENTS:

- Complete 40 classroom hours.
- Score 80% or higher on all competency exams and the course final.
- Optional: Pass the NCIA Board Written Final Exam through D&S Diversified Technology.
- Optional: Pass the NCIA Board Certification Exam.

TUITION, COST AND FEES:

Course Tuition	\$400
Administrative Fee	\$200
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Total program cost due to AMTI	\$600.00

Tuition includes: textbook (digital version) and lab materials.

Additional costs not included and not payable to AMTI (subject to change):

State Written Final Exam	\$125 (payable to D&S Diversified Technologies)
NCIA Board Certification Exam	\$300 (payable to NCIA Board)
Facility Manager Exam Study Guide	\$35 (available through AMTI)

PAYMENT OPTIONS:

1. Pay cost in full upon registration. Total cost \$600.

REQUIRED TEXTBOOKS (Included in tuition):

- AMTI Assisted Living Facility Manager Manual (Digital Version)

POST GRADUATE OPPORTUNITIES AND REQUIREMENTS:

- Vocational opportunities to work as a Certified Assisted Living Facility Manager in assisted living homes and centers may be found throughout Arizona. The candidate must be 21 years old, a certified Arizona Assisted Living Facility Manager with current certification in CPR/First Aid, AZ DPS Fingerprint Clearance Card, and TB clearance to seek these opportunities.
- Some Assisted Living Employers may require additional criminal background checks and/or drug screens.

CALENDAR:

- Located in Appendix

Phlebotomy Technician Program

The Phlebotomy Technician Program is a 220-hour course that is comprised of two distinct phases. A blended 120-hour classroom phase and closes with a minimum 100-hour / 120 unaided collections externship at a CLIA approved clinical site. Successful completion of eLearning, classroom and clinical externship will result in a Certificate of Completion in a Phlebotomy Technician Program.

The curriculum captures current phlebotomy techniques to prepare students for certification exams and success in their future practice. With the latest information on safety, instrumentation, laboratory information systems, legal issues, and diagnostic tests, students can handle the full range of issues and contingencies that this field demands. The program begins with an introduction to the healthcare setting, including infection control and quality assurance. It then instills an understanding of medical terminology and body systems with their associated disorders and diagnostic tests, setting the foundation for detailed descriptions/application of common blood collection procedures. Students close out the classroom phase of the program by learning about special procedures, including non-blood specimen collection, point-of-care tests, and arterial puncture procedures. Most importantly, students always practice what they have learned in the AMTI skill labs. Critical real-world experience is gained at each student's assigned clinical externship. Students, however, must be willing and flexible to comply with the schedule associated with or identified by the externship site.

Students should plan in advance for the exam fee of \$135.00 which is required by the American Society for Clinical Pathologists (ASCP) to obtain the national phlebotomy certification of PBT(ASCP). As a graduate of this program, the student is then a candidate, who may apply to obtain the PBT(ASCP) if qualified. By obtaining a designation of PBT(ASCP), you will demonstrate to employers that you are competent to carry out your responsibilities in this critical profession. There are other certifications for Phlebotomy Technicians in the industry; however, ASCP's certification, long considered the "gold standard," is sought out by seven times more lab professionals than any other professional healthcare industry credentialing organization. As such, the ASCP states that lab professionals holding an ASCP certification enjoy better job prospects, higher salaries and the respect of colleagues.

PROGRAM OBJECTIVES:

1. Develop knowledge of basic science concepts applicable to phlebotomy procedures.
2. Demonstrate knowledge of the health care delivery system and medical terminology.

3. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
4. Demonstrate basic understanding of age-specific or psycho-social considerations involved in the performance of phlebotomy procedures on various age groups of patients.
5. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
6. Demonstrate understanding of quality assurance and quality control in phlebotomy.
7. Communicate (verbally and nonverbally) effectively and appropriately in the workplace.
8. Develop critical thinking and psychomotor skills sufficient to perform phlebotomy techniques and procedures such as specimen collecting, processing, handling, and transportation efficiently and accurately with minimum supervision.
9. Knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents and computer applications.
10. Active awareness of potential laboratory hazards, infection control, and safety concerns.

PROGRAM PREREQUISITES:

- Must be at least 18 years of age.
- Copy of High School Diploma, GED, or equivalent.
- Must complete the AMTI Health Declaration and have all required immunizations. The Health Declaration is a document ensuring clearance for participation by a licensed health care provider. Prospective students must be able to meet all “essential functions”.
- The student must provide documentation of both health and accident insurance.
- Must have CPR at the Health Care Provider level and First Aid.
- Must be willing to submit to a criminal background check and/or drug screen if required.
- Failure to provide all required documents will result in written notification of non-compliance with an additional deadline imposed on the Friday of the first week of class. Failure to meet all documentation requirements prior to the new deadline may result in course suspension up to and including administrative withdrawal from the program.

COMPLETION REQUIREMENTS:

- Complete 120-hours classroom attendance with a minimum of 60 collections with an 80% success rate prior to the clinical phase
- Successfully complete 100 hours of a clinical externship to include 120 unaided collections.
- Score 80% or higher on chapter competency exams, skills assessments, and final classroom exam. Summary preceptor evaluation of clinical phlebotomy practicum must be at 85% or higher.

- Optional: Pass the optional ASCP National Certification Exam.

TUITION, COST AND FEES:

Course Tuition	\$2,000
Registration Fee	\$200
Supply Fee	\$300
Technology Fee	\$100
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Total program cost due to AMTI	\$2,600.00

Supply Fee includes: use of textbook, lab materials and supplies, TB Skin Test, uniform top.

Additional costs not included and not payable to AMTI (subject to change):

Workbook for Phlebotomy Essentials	\$42.00
My Clinical Exchange Orientation Fee*	\$36.50 (payable to My Clinical Exchange)
ASCP National Certification Exam	\$135 (payable to ASCP)
AMT National Certification Exam	\$120 (payable to AMT)
DPS Fingerprint Clearance Card**	\$67 (payable to Department of Public Safety)
Health Physical for Health Declaration	\$20 (approx.)
CPR/FA	\$50 (approx.)
Black Scrub Pants	\$15 (approx.)
Immunizations (if not up-to-date)	Costs will vary. Consult a healthcare professional.

**My Clinical Exchange Orientation is required and must be complete prior to the start of classroom phase.*

*** Many employers require fingerprint clearance prior to employment. Some externship sites may require you to obtain clearance before approval of your externship.*

PAYMENT OPTIONS:

1. Pay cost in full by the first day of class for a reduced rate. Phlebotomy students receive a \$200 tuition reduction. Fees remain unchanged. Total program cost \$2,400.
2. Balance of tuition options:

Option 1: 2 Payments. Down payment of \$1,300 with the balance of \$1,300 due by the midway point of class (when 50% of total class hours have elapsed). Total program cost \$2,600.

Option 2: 3 Monthly Payments. Down payment of \$950.00, followed by 3 monthly payments of \$550. Tuition obligations must be satisfied in full to receive certificate. Total cost \$2,600.

Option 3: 6 Monthly Payments. Down payment of \$950.00, followed by 6 monthly payments of \$275. Tuition obligations must be satisfied in full to receive certificate. Total cost \$2,600.

REQUIRED TEXTBOOKS:

- Phlebotomy Essentials, 7th Edition, by R. E. McCall and C. M. Tankersley
- Student Workbook for Phlebotomy, 7th Edition, by R. E. McCall and C. M. Tankersley

POST GRADUATE OPPORTUNITIES AND REQUIREMENTS:

- Vocational opportunities as a phlebotomist are within almost any healthcare setting, such as hospitals, independent laboratories, blood banks, plasma centers, physicians' offices, home health care agencies, health clinics, and even outside a healthcare setting, such as working for a life insurance company. According to the Bureau of Labor and Statistics employment of phlebotomists is projected to grow 25 percent from 2014 to 2024, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork. Blood analysis remains an essential function in medical laboratories and hospitals. Demand for phlebotomists will remain high as doctors, and other healthcare professionals require bloodwork for analysis and diagnosis. The number of individuals who have access to health insurance is expected to continue to increase because of federal health insurance reform. There will be greater demand for blood tests and other bloodwork-related services, increasing the need for phlebotomists.

CALENDAR:

- Located in Appendix

III. LEGAL LIMITATIONS

No guarantee of future transfer credit - Admission or graduation from the Nursing Assistant Program, Cardiographic Technician Program, Assisted Living Caregiver Program, Assisted Living Manager Program, and/or Phlebotomy Technician Program, does not guarantee obtaining a license or certification to practice. Licensure/Certification requirements and the subsequent procedures are the exclusive right and responsibility of the respective Boards or entities noted within Section II.

Employment after graduation may require that you qualify for and obtain a license - The healthcare industry has considerable regulations, and many positions in healthcare require a potential employee to have and maintain a license in good standing. Some positions in healthcare simply benefit from having and maintaining a certification. Most licenses have some character or fitness restrictions requiring a person be qualified to have the license. Some certifications have character or experience restrictions that require qualifying for the certification.

AMTI does not run a background check to determine whether you will or will not qualify under A.R.S. §§ 32-1606 and 1646, or any other statute or requirement by a governing body overseeing the professionals within the healthcare area in which you seek to be trained. Additionally, admission to any AMTI Program and passing the Institute's criteria for graduation from an AMTI Program is not, and should not be an assessment, comment or an opinion by AMTI, regarding whether a student would meet the qualifications required for a license or certification by such governing body. All students desiring employment in a program area after graduation, who will require a license or wish to obtain a certification are responsible for knowing or understanding the qualifications and how they apply to the student's particular situation, and the student must make the determination whether their situation will have any adverse effect when applying for a license in the chosen field of practice. AMTI does not conduct background investigations, or make any assessments related to qualifications; however, anyone who is discovered to be an excluded individual in the List of Excluded Individuals/Entities (LEIE) database will be deemed to have misrepresented their eligibility, and their program will be terminated.

Citizenship/Nationality/Lawful Presence are required for a license – In accordance with A.R.S. § 1-502, any applicant who is required to obtain a license from either the Arizona Board of Nursing, or the Arizona Board of Nursing Care Institution Administrators and Assisted Living Facility Managers, will be required to provide proof that the applicant is a US citizen, a US national, or is lawfully present in the United States. If the applicant cannot demonstrate they are a citizen, national or are legally present in the United States, they will not be eligible for a license or certification.

IV. GENERAL INFORMATION

REGISTRATION

To register as a new student at AMTI/VVA, you need to select and register for your program, pay the program cost for your selected program and complete a Program Enrollment Agreement Packet.

1. Selecting a program and registration - There are three easy ways to register:

- **In-Person:** Call (480) 835-7679 or (480) 247-9388 for an appointment or come in during business hours and complete the registration forms for your selected program right at the school.
- **Online:** Visit the www.azmti.com or www.valleyvocational.com and follow the prompts to complete the registration process.
- **By Phone:** Call AMTI at (480) 835-7679 or VVA at (480) 247-9388. A Student Services representative will provide information on how easy enrolling by phone can be. You will need either access to the internet and email to complete registration by phone.

1. Paying the course tuition

- Paying tuition has never been more convenient and flexible, and there are a variety of payment options available. Students can pay their tuition in full prior to the first day of class, split up the cost in payments for some programs, or even obtain a loan. See details in the subsequent section “PAYING PROGRAM COSTS - OPTIONS”

2. Complete the registration process

- Students begin registration by making a tuition payment either in-person, online, or by phone.
- Students must complete the requirements of the enrollment process by reading all documents in the Enrollment Agreement Packet provided at AMTI/VVA or sent via email. The Enrollment Agreement Packet typically includes: Enrollment Agreement, Acknowledgment and Agreement, AMTI/VVA Student Handbook/Catalogue, Voluntary Assumption of Risk and Liability Release, Safety and Infection Control Policy, HIPAA Release, and Externship Agreement. If required for the specific program, other documents could be included such as the Health Declaration. If an appointment is required to obtain completion of the Health Declaration, AMTI/VVA recommends making an appointment immediately after registration with a Physician, Physician Assistant, or Nurse Practitioner.
- For Nursing Assistant students only, upon registration, students must take and pass an Admissions Test at the school. Students who do not pass either the primary or backup Admissions Test are automatically withdrawn from the program with the registration deposit refunded. A period of 30 days must elapse before re-registering.
- Student admissions are based on a “first to register” basis until the class is filled. Once filled, a Class Waiting List is available for students who wish to be in a filled class should another seat

become available. To be placed on the waiting list, students must be fully enrolled in a future class. Contact AMTI/VVA if you would like to be added to a Class Waiting List.

- Every new student must complete, sign and submit an Enrollment Agreement. Students who enroll online or by phone will receive an electronic enrollment packet allowing for text inputting and digital signatures. You may complete and submit the Enrollment Agreement electronically, or in-person at AMTI/VVA. You will not be able to attend any class, lab, or other form of training unless you have submitted your completed Enrollment Agreement Packet.

PAYING PROGRAM COSTS - OPTIONS

There are various ways to pay for your training at AMTI/VVA. The best way is to pay the full tuition up front, if possible. Paying tuition in full before the first day of class may reduce the tuition cost for some programs. Some programs allow you to pay the cost in two payments with the first at registration and the second due before the midway point of class, which is when 50% of the total class hours have elapsed. The 3-month and 6-month payment options are not available for every program. There are also grants offered through various Arizona public and private Agencies.

AMTI/VVA reserves the right to retain graduation documents and/or certificates of completion and all other forms of course completion verification until the student's tuition obligations are satisfied in full.

In-Full – All programs can be paid in-full at the time of registration.

Two Payments - For the Nursing Assistant, Cardiographic Technician, and Phlebotomy Programs only. Students can select a two-payment option where an initial down payment of the course tuition is paid at registration and the balance of the tuition is paid before the midway point of class, which is when 50% of the total class hours have elapsed.

Other Loan Options: Options exist that might allow for bundling of outstanding student balances with your AMTI tuition requirements potentially resulting in a lower overall monthly payment. Co-signers encouraged. Please see Student Services for additional information.

CHANGE OF STUDENT STATUS

There are several events which can trigger a change in student status. For example, students can request a leave of absence for medical and non-medical reasons, choose to reschedule their class, AMTI/VVA could cancel the class, students could decide to withdraw, or AMTI/VVA could administratively

withdraw the student or terminate their program for cause. The following details both the student role and AMTI's/VVA's role in the requirements for and responding to such circumstances.

LEAVE OF ABSENCE OR RESCHEDULING

Sometimes students experience events in their lives that can prevent them from continuing their studies or from starting the course when they intended. Instead of being forced to withdraw from a Program, AMTI/VVA allows students to request a Leave of Absence for up to three months in length, or if the Program has not yet started, to request to reschedule to a future class.

Leave of Absence - A Leave of Absence can be for both medical and non-medical reasons, but the request must be made to AMTI/VVA in writing, setting forth the circumstances behind the request and any documentation the student believes is helpful or requested by AMTI/VVA, such as a doctor's note. Based on all the circumstances, and at AMTI's/VVA's sole discretion, a leave of absence may be granted, but it cannot exceed a 3-month period. If the request is granted, the student's status will be converted to "Incomplete." If the request is denied, the student will be responsible for completing the course or submitting a Voluntary Withdrawal.

"Incomplete" students who re-enter the program within the three-month period are subject to available seating and clinical availability in the desired class as determined by AMTI/VVA. These students are still accountable for the clock hours from their original course should they decide to withdraw.

"Incomplete" students are responsible for communicating with AMTI/VVA regarding their status during the Leave of Absence and their desire to re-enter the program. If a student does not call in, or does not come into AMTI/VVA during the Leave of Absence to provide a status and provide an update regarding the intention to re-enter, at the end of three months, the student's status will be changed from "Incomplete" due to a Leave of Absence, to a "Voluntary Withdrawal." See Voluntary Withdrawal in the Course Cancellation section below to understand student obligations in such cases.

Rescheduling your Class Start Date - Students may reschedule their start date if their class has not already begun and they submit the request in writing at least five business days prior to their scheduled class start date, subject to available seating in their desired future class. No fee for rescheduling more than 5 business days before class start date. If the student's class has begun, rescheduling their class must be requested in writing, subject to available seating, and with the understanding that the clock hours from their current class are included in the cost of switching or in the event of withdrawal. Rescheduling a class start date will result in a \$50.00 rescheduling fee if done less than 5 days before the scheduled start date or after class has begun.

CANCELLATION/WITHDRAWAL/TERMINATION & REFUND POLICY

There are 6 ways that a student's individual program can be discontinued after registration for a program. The categorization of the student's discontinuance has effects on the student and the responsible party's obligations after the student's program has been discontinued. The 6 categories are:

1. AMTI/VVA Initiated Withdrawal
2. AMTI/VVA Cancels the Course
3. 3 Business Day Cancellation Provision
4. Voluntary Withdrawal
5. Administrative Withdrawal
6. Termination

1. **AMTI/VVA Initiated Withdrawal:** A student who is withdrawn at AMTI's/VVA's discretion for any reason other than a code of conduct violation is entitled to a refund of all monies paid to AMTI/VVA. Any refund must be in accordance with the Tuition Refund Policy noted below.

2. **AMTI/VVA Cancels the Course:** If AMTI/VVA cancels a course for which the student has registered, the student can select the same course scheduled for a future date as a replacement. In lieu of a replacement course, the student will receive a full tuition refund.

3. **Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, AMTI/VVA shall provide the 100% refund.

4. **Voluntary Withdrawal:** If a student decides not to begin and/or withdrawal from a program, the student must submit in writing a Voluntary Withdrawal. Requesting and obtaining a Voluntary Withdrawal has different effects whether the withdrawal is sought before classes begin, or after classes have begun.

Before class begins: A student requesting a withdrawal after the 3 Business Day Cancellation Period, but before classes begin, is entitled to a refund of 100% of all monies paid, less the registration fee. The withdrawal date is the date the student notifies AMTI/VVA in writing. Any refund must be in accordance with the Tuition Refund Policy noted below.

After class has begun: Students who decide to withdraw after their scheduled class begins must submit in writing their request to withdraw, which will constitute the effective date of withdrawal.

This is an active withdrawal. Students who are a No Call-No Show (NCNS) for three (3) consecutive class days are considered to have Voluntarily Withdrawn with an effective date and time of the conclusion of the 3rd NCNS class and this is a passive withdrawal. On the effective date of withdrawal as noted, the student will be entitled to a refund of paid tuition, less the registration fee and according to the following refund policy:

% of the clock hours attempted	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of clock hours is calculated by including the end of the regular day of class as of the effective date of withdrawal. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the start date to the student's last day of withdrawal, by the total number of clock hours in the program.

Program	Registration Fee
Nursing Assistant Program	\$200
Advanced Placement Program	\$200
Cardiographic Technician Program	\$200
Assisted Living Caregiver Program	\$200
Caregiver Bridge Program	\$100
Assisted Living Manager Program	\$200
Phlebotomy Technician Program	\$200

Supply Fees: For programs that include a supply fee, the supply fee is refundable if all included items are returned in new, unopened/unused (as applicable) condition.

Additional costs to be incurred by the student that are not payable to AMTI/VVA are not refundable by AMTI/VVA. Consult the individual vendors for their refund policy.

5. **Administrative Withdrawal:** AMTI/VVA expects students to actively engage in the learning process in their courses, defined as attending each class session and diligently completing all learning activities (daily assignments, quizzes, papers, problem-sets, etc.) for each enrolled course. The administrative withdrawal policy was created to assist students in establishing good academic engagement, attendance habits and responsible behavior. An administrative withdrawal is a way for AMTI/VVA to remove the student from a Program administratively when the catalyst is not due to

grievous misconduct warranting a termination, but something administrative, such as an attendance issue, academic insufficiency and non-payment of tuition or fees/costs.

Students who do not fulfill their obligations through appropriate academic engagement risk being administratively withdrawn from any, or all, courses in which this failure to engage occurs. Withdrawals will not occur without sufficient warning and due notice to students. Typical examples that could lead to an Administrative Withdrawal include but are not limited to:

- **Excessive Tardiness, Absenteeism:** Students with tardiness/absenteeism accounting for 10% of the total classroom/clinical hours are subject to a counseling session and action plan to remediate the missed hours as well as resolve the issue going forward. If tardiness/absenteeism continues and once comprising up to 25% of the total classroom/clinical clock hours, students would be subject to a second counseling session. At this session, possible steps to remedy or resolve the issue, could range from academic probation with a corresponding action plan up to and including administrative withdrawal from the program.
- **Demonstrating Unsatisfactory Course Engagement:** Examples include: sleeping in class, inappropriate socializing during class, inappropriate use of electronic devices, disappearing from class, etc.
- **Academic Failure:** Students who academically fail to meet the minimum course requirements for graduation will be either given a status of “Incomplete” or will be administratively withdrawn from the Program as not meeting academic requirements. If an academic deficient student has been subject to an administrative withdrawal but feel they should have been given an “Incomplete” status instead, the student may institute the grievance procedure at Step 2 by submitting their reasoning in writing to the Director of the Academic Program of record. See the “Policy Guidelines for Student Grievances” section below. The withdrawal date is the date AMTI/VVA notifies the student of the withdrawal.
- **Default Payment:** If a student defaults on their payment plan or tuition obligation, or if a student’s account is referred to collections, the student may be administratively withdrawn. If this occurs, the student is not eligible for re-entry to the Program, but the student and the Responsible party are still responsible for tuition, tuition balance and all associated fees/costs. Note: Change of student status does not change the terms or conditions with the tuition obligation associated with the student’s original enrollment. AMTI/VVA in its sole discretion can remove an administrative withdrawal status, but not while the student’s account is in default or has been submitted to collections. The withdrawal date is the date AMTI/VVA notifies the student of the withdrawal.

6. **Termination:** There are a few different reasons why a student may be terminated from an AMTI/VVA Program, but they are mainly due to serious misconduct in some form or another, such as cheating, fighting and other such types of behavior, and are generally “terminations for cause.” Such conduct is more fully described starting with Section V. of this Handbook/Catalogue. Whether a student is terminated is within the sole discretion of AMTI/VVA. If a student is terminated, that student will still have the right to the Grievance Procedure but will not be allowed on AMTI/VVA premises, nor allowed at any clinical sites which are part of AMTI’s/VVA’s clinical/externship programs, without express permission from AMTI/VVA. Tuition and fees are a continued responsibility of the terminated student and their Responsible Party and if the reasons for the termination are criminal, then AMTI/VVA reserves the right to, but likely will, assist in the criminal prosecution of the student and/or report the incident to the appropriate governing bodies, such as the Nursing Board (for example) in the case of a CNA student. Under circumstances where the behavior causing the termination is the subject of felony charges or the student is discovered to be listed as an excluded individual in the LEIE database, the student agrees to waive any right they may have to a refund of any tuition or fees/costs and continues to be obligated for all tuition costs/fees for the program as a result of enrollment in an AMTI/VVA program. The termination date is the date AMTI/VVA issues its official written notice to the student conveying termination status.

BALANCE DUE PROCEDURE

A Balance Due Condition could exist due to any one of the circumstances noted under Cancellation/Withdrawal/Termination. Additionally, a Balance Due Condition could exist, but is not limited to other conditions, such as: unpaid tuition, Promissory Note defaults, NSF check, and reversal of a credit card transaction. All Balance Due Conditions will be communicated to the student in writing and will be handled as described below.

If a balance is due to AMTI/VVA (Balance Due Condition), said amount is due and payable to AMTI/VVA and must be received within 30 days from either the effective date of notice to the Student/Responsible Party of a default (, et al.)** or withdrawal/termination date to avoid collection activity.

1. **Defaults & Owed Tuition:** As per above, balances for Defaults & Owed Tuition to AMTI/VVA by the student, after default or withdrawal/termination calculation, are due and payable within 30 days of mail/email date by the Arizona Medical Training Institute/Valley Vocational Academy. After 30 days, unpaid balances of Defaults & Owed Tuition will be subject to interest charges at the rate of 1.5% per month and incur a late payment handling and administrative fee of \$25.00 per month until paid in full (principal, interest and late fees combine every month creating one single balance subject to the 1.5% interest rate). AMTI/VVA will make every effort to collect the unpaid tuition,

interest and fees due within a 60-day period. After 60 days, the overdue balance plus a 50% charge for collection fees and expenses associated with your account may be turned over to a collections agency.

2. **Collections and Legal Action:** If unable to resolve the outstanding debt on your account, along with submittal to the various Credit Reporting Bureaus, it may be determined your past due account would benefit from legal action. If legal action is instituted, in addition to the unpaid balance, you agree that attorneys' fees and any legal action costs will be added to your overdue account, and included in any claim made, or judgment sought, by a law firm assigned to your account.

Holder in Due Course Statement:

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

ATTENDANCE GUIDELINES

Students must fully register and have an Enrollment Agreement on file with AMTI/VVA to attend.

1. Students must complete the eLearning component of the selected program according to the course syllabus.
2. Students are expected to attend all classes and clinical sessions. Students are expected to notify their instructor at least one hour before the class or clinical session is scheduled to begin if they will be absent. It is the student's responsibility to obtain any missed class assignments. Failure to adhere to attendance policy may result in administrative withdrawal from the program.
3. Students are expected to arrive on time to class and clinical. Each instance of tardiness will require makeup hours through a commensurate make-up at the direction of the instructor. All replacement hours must be completed prior to graduation and are subject to Voluntary Withdrawal if not completed within 2 months.
4. Provisions exist to make-up clinical tardiness/absences. Makeup clinical for the CNA program will be offered to the student on a first available basis. If three offers have been made and turned down or not responded to, and are still within 2 months of the end of the classroom phase of the program, students have a choice to pay \$50.00 hourly for a make-up clinical day (one on one with an AMTI/VVA RN) – this is subject to availability of an RN instructor. After 2 months from the end

of the classroom phase if a student has uncompleted clinical hours, the student will be voluntarily withdrawn from the program.

5. Students are expected to complete all course requirements to graduate. Course exams must be completed according to the syllabus schedule. After such time and at AMTI's/VVA's sole discretion, students may receive a "0" grade score and possibly be classified as "academically ineligible to continue" and subject to retaking the entire course if such has not already occurred. Guidelines for retaking a course are noted below. Work not completed during the course, eLearning not completed, tests (primary/backup) not taken as noted herein, homework not turned in per the syllabus schedule, and other uncompleted course elements not noted here, will result in a grade of "0" being entered in the grade book on the final day for the course.

METHOD OF EVALUATION - GRADES

The minimum passing grade for each exam or graded evaluation is 80%. A grade of 79% or less will be given a backup exam, which addresses the same competencies, yet with different questions than those on the original exam. Note: Each program will employ its own grading system; however, unless otherwise indicated, AMTI/VVA utilizes the following grading scale:

80 – 100 =	Pass
00 – 79 =	Fail

Course grades are maintained in the AMTI/VVA eClassroom and can be viewed at any time during the course by using the student's login id and secured password.

Unsatisfactory Performance Resulting in Course Failure:

Students with a primary and backup graded exam below 80% will be subject to an academic counseling session with their instructor. Students who receive an unsatisfactory assessment by their instructor on classroom skill performance will not be able to continue to the clinical/externship phase of the program, if applicable. During the clinical/externship phase, an unsatisfactory assessment by your clinical instructor or externship site supervisor below 80% (85% for Phlebotomy Students) will result in course failure. Removal from the clinical site will result in course failure and you will not be entitled to repeat the clinical/externship portion. Failure to achieve an 80% or higher on the written final exam/backup will result in course failure. Course failure may lead to Administrative Withdrawal.

MECHANISM FOR STUDENT INPUT

We earnestly want your feedback. From your Instructor to the Program Director, we are eager to receive your feedback on ways that your learning experience could be improved. In addition, at the end of each program, you will be encouraged to complete a confidential and anonymous evaluation of the Program. Staff and faculty review the evaluations in a formal setting, discussing, and implementing changes to the program based on your feedback.

STUDENT GRIEVANCE POLICY GUIDELINES

1. Students are encouraged to begin with the instructor because it will likely result in immediate resolution.
2. Unresolved problems previously discussed with the instructor, need to be explained in writing and submitted to the Director of Education. After receipt of the letter, the student and the instructor will meet with the Director to discuss the concern at a mutually convenient time for all parties. After the meeting, the Director shall respond to the student in writing within 3 business days regarding the issues discussed during the meeting and how the student's concerns will be addressed.
3. Continued unresolved concerns of the student will be addressed with AMTI's/VVA's Dean of Operations. The Dean of Operations will review the concern, investigate as necessary and issue a final written decision within 15 business days.
4. If the student's complaint cannot be resolved after exhausting the AMTI's/VVA's grievance procedure, the student may file a complaint with the following regulating agencies for the corresponding program:

Program	Regulating Agency	Maintenance of Student Records & Academic Files
Phlebotomy Technician Cardiographic Technician	Arizona State Board for Private Postsecondary Education 1740 W Adams Street, # 3008 Phoenix, AZ 85007 Phone: 602-542-5709 Website: ppse.az.gov	Maintained in Perpetuity
Nursing Assistant Advance Placement	Arizona State Board of Nursing 1740 W Adams Street, Suite 2000 Phoenix, AZ 85007 Phone: 602-771-7800	3 years

	Website: www.azbn.gov	
Assisted Living Caregiver CNA to Caregiver Bridge Assisted Living Manager	Nursing Care Institution Administrators & Assisted Living Facility Managers 1740 W Adams Street, Suite 2490 Phoenix, AZ 85007 Phone: 602-364-2374 Website: www.aznciaboard.us	3 years

The student must contact the specific state regulatory agency for further details about their internal policies, procedures, and regulations.

STUDENT RECORDS

Mandated files will be maintained in a secure area and in accordance with the timeframe specified by the regulating agency noted in the table under “Student Grievance Policy Guidelines”. Student records contained within the files may be accessed via written request from the student and viewed on campus with an AMTI/VVA representative present. Records cannot be copied or photographed by the students in any manner. Students, as required by FERPA guidelines, must show proper identification prior to AMTI’s/VVA’s release of specific pre-approved records. A student may request release of student records to other parties by providing AMTI/VVA a dated written consent with the party’s name.

One official copy of graduation documents, certificates, proof of course participation or letter of authenticity will be provided to the student at no charge; additional copies will be provided for \$10.

STUDENT SERVICES

ADVISEMENT: Faculty, the Director of Education, and Student Services are available for academic counseling.

EXAMINATION: CNA State Board Exam, the Assisted Living State Written Final Exam, and the Assisted Living Facility Manager Exam may be taken onsite.

TUTORING: Tutoring can be arranged upon request through Student Services and is subject to availability as well as an hourly cost.

DISABILITY SERVICES: Services are provided to meet the student's specific needs where practical, and a reasonable accommodation can be made. Any concern may be brought to the attention of AMTI's/VVA's administration or Student Services.

EMPLOYMENT ASSISTANCE: Arizona Medical Training Institute/Valley Vocational Academy neither promises nor guarantees a student's employment after graduation and licensure. Employment information is available on AMTI's/VVA's job board and "Area Employers" tab on AMTI's home page. AMTI/VVA has no investigative process to verify whether a student is qualified under the license's governing rules and regulations, and admission to, or completion of, any AMTI/VVA program is not an opinion related to a student's licensure. AMTI/VVA has no opinion whatsoever regarding the fitness or qualification of an individual to obtain a license regulated by a state agency or governing body.

V. PROFESSIONAL APPEARANCE (DRESS CODE)

Students are encouraged to dress comfortably and respectfully for learning. Clinical/Externship appearance requires extreme professionalism. Suitability of individual attire for all environments is strictly at the instructor's sole discretion. Students are expected to respond to the instructor's direction. Students enrolled in the Nursing Assistant and Phlebotomy Programs are subject to an expanded dress code identified during the beginning of the course, in the syllabus, and as follows:

1. During all clinical sessions, the student is required to wear the scrub top supplied through the program, and their own black scrub bottoms.
2. Uniforms must be clean and wrinkle free. All jewelry must be removed, except for one pair of stud type earrings, wedding bands and a secondhand watch.
3. No visible body or any facial piercings, cartilage piercings, or tongue piercings as they are not allowed during the entire course. Students should plan on removing these and replacing them with a clear piercing retainer. Also, flesh-colored plugs must be worn in stretched piercings while attending an AMTI/VVA class, lab, function, or clinical/externship.
4. A name badge is provided and must be worn always in class and at clinical.
5. Hair must be clean, professional, a conventional color, off the collar, and back away from the face for both males and females.
6. Fingernails must be clean, short with no polish. Artificial nails are not permitted.

7. Tattoos must be covered if not permitted in the clinical setting.
8. Students will maintain personal hygiene. Students will bathe daily and use deodorant or antiperspirant. No offensive body odor or cigarette smell will be allowed.

VI. STANDARDS OF PROFESSIONAL CONDUCT

AMTI/VVA believes that standards of conduct are an inherent part of the healthcare profession. Policies and procedures of professional conduct will be addressed at the start of each class and in some cases as part of the enrollment process. All students are expected to adhere to the general standards briefly described below:

RESPECT: towards self, classmates, clinical/externship affiliates, patients/residents/customers, faculty, and AMTI/VVA staff.

SAFETY: Be safety minded always, minimizing any risk of physical, psychological, or emotional injury to yourself and/or others.

ACCOUNTABILITY: You are responsible for your own actions. Take responsibility.

CONFIDENTIALITY: Respect the legal and ethical privacy of others. Adhere to HIPAA.

HONESTY: Be honest in all your actions. Plagiarism or cheating is cause for removal from and failure of the program.

LEGAL: Operate only within your scope of practice. When in doubt, stop and ask.

PROFESSIONALISM: Unprofessional actions include but are not limited to acting independently or outside of the chain of command in resolving disputes or issues, inappropriate language, gossip, hearsay, and negativism.

ETHICAL CONDUCT: Show respect for others. Maintaining self-control when dealing with others is an important ethical attribute.

Social Media Policy

AMTI and VVA recognize that access to technology in school gives students and instructors greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work and life. We are committed to helping students develop 21st century technology and communication skills. To that end, this Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school premises.

We encourage instructors, students, staff, and other school community members to use social networking/media (Twitter, Facebook, WhatsApp etc.) to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools.

Users should remember not to post anything online that they would not want parents, instructors, or future colleges or employers to see. Once something is online, it is out there and can sometimes be shared and spread in ways you never intended.

Please do the following when using social media:

- Use good judgement.
- Be respectful
- Be responsible and ethical
- Be a good listener

Do not share the following information:

- Confidential information
- Private and personal information
- Information about residents or clinical facilities

Cyberbullying: Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

VII. HEALTH AND SAFETY GUIDELINES

Health Declaration

It is essential that all students be able to perform numerous physical activities in the conduct of their program. For programs that contain a clinical/externship component, AMTI/VVA requires completion of the Health Declaration at time of enrollment and prior to proceeding to clinicals/externship. The completion of a Health Declaration by a health care professional (i.e. MD, PA, Nurse Practitioner) is at the expense of the student and not included in the program costs.

Both Section 504 of the Rehabilitation Act 29 U.S.C.A. Sect. 794 and the new Americans with Disabilities Act prohibit discrimination against ‘otherwise qualified’ persons with a disability. If an applicant can perform those ‘essential functions’, he or she is ‘otherwise qualified’ under the law and must be treated the same as people without a disability.

Because of the unique responsibilities inherent within all Health Science professions, AMTI/VVA reserves the right to require a student who appears to be unsuited for a program subsequently withdraw from the program and be placed into another program of study at AMTI/VVA. An individual who poses a direct threat to the health or safety of themselves or others may be denied admission, progression, or graduation. AMTI’s/VVA’s determination that a person poses a direct threat to him/herself, or others will be based on an individualized assessment that relies on current medical evidence or on the best available evidence (i.e. instructor/program director assessments /evaluations) to assess the nature, duration, and severity of the risk, and the probability that the potential injury would occur.

AMTI/VVA reserves the right to request a doctor’s note or release in making said determination, at student expense. A positive assessment may result in temporary course suspension. In these circumstances, AMTI/VVA reserves the right to require a medical release from an appropriate medical specialist, at student expense, or other items it deems necessary, as evidence of the ability to progress, prior to allowing the student re-entry into their program. Such a release or other requested medical evidence must be provided in a timely manner and may be connected to a Leave of Absence (see “Change in Student Status” in Section IV). Failure to provide a requested release or other requested evidence within a timely manner will result in the student’s course status being converted from suspension to termination.

Release of Liability

At enrollment for the Certified Nursing Assistant and Phlebotomy Technician programs, students must sign a “Release of Liability” releasing AMTI/VVA and the Extern/Clinical site from all liability arising from both identified and unidentified risks associated with their course externship and/or clinical assignment.

Health and Safety Requirements

1. Students must have, or will obtain, prior to the clinical/extern phase of their training, a negative TB test within 6 months, or a negative chest x-ray. Some course tuitions cover a new TB skin test. A 2-step TB Skin test may be a course requirement. It is the student’s responsibility to pay and provide for a TB test by x-ray.

2. Expectant students are required to obtain a release from their OB/GYN, and barring a medical condition, emergency or unexpected delivery, expectant students are generally ineligible for a leave of absence.
3. Students are responsible for their own health and safety. Health Care insurance is the student's responsibility. As part of the registration and enrollment process, students will sign a Release of Liability holding AMTI/VVA and their clinical/externship site harmless regarding any injury during the program.
4. In certain circumstances and as required by the clinic's policy, students will be required to complete a release to allow a state criminal record check or drug test to be performed. A drug test or criminal background release is for the externship or clinic's use and will not be used as an assessment of eligibility for license qualification by AMTI/VVA or any individual/entity.

Medical Marijuana Policy

Negative urine drug screens are required for students to be able to attend their clinical and externship phases of certain programs at AMTI.

Medical marijuana is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana or medical marijuana card are not exempt from urine drug screening. You must have a negative drug screen to proceed to the clinical phase.

Arizona Revised Statutes § 15-108, prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college, or post-secondary education institution.

VIII. ACTIONS RELATED TO STUDENT CONDUCT

Actions related to student misconduct are implemented when a student is in violation of any standard, policy or procedure contained within this handbook, any other agreement executed during the enrollment process, covered during a classroom or clinical phase of the program, by AMTI/VVA staff/instructors and/or the clinic/externship personnel, all of which are incorporated herein by this reference, or at the direction of AMTI/VVA staff and instructors in their discretion. Arizona Medical Training Institute/Valley Vocational Academy reserves the right to amend this Handbook and/or policies and procedures at its sole discretion at any time.

GENERAL & ACADEMIC MISCONDUCT

Conduct that could result in potential or actual physical or emotional injury to others, or to the property of others, Arizona Medical Training Institute/Valley Vocational Academy and/or its partners' facilities, or in violation of local, state, or federal law, could result in immediate removal from the program, in some cases prosecution by authorities, and/or other consequences deemed appropriate by AMTI/VVA. Although not inclusive of all standards, what follows are typical examples of code of conduct standards that each student should be guided by and in the case of those stated, the possible penalties if violating those standards:

- Cheating on an examination or during your lab work, or plagiarism found within your written work, could result in program removal and termination.
- Copying answers from another student's test.
- Using a "cheat sheet" or concealed approaches to transcribe answers.
- Communicating with another student during a test or using electronic devices.
- Photographing a test and/or answer sheet.
- Receiving or providing unauthorized copies of a test and/or test answers in advance.
- Recording false information and/or signing off on a procedure when not actually conducted according to AMTI/VVA and/or clinic/externship procedure.
- Intentionally, recklessly, or negligently engaging in behavior that causes or can cause physical or emotional harm to others, physical damage to the property of others, AMTI/VVA, or the clinical/externship locations.
- Concealment or use of any type of threatening device.
- Possession of drugs (prescription or otherwise), alcohol or firearms on school property is not permitted. Should a student need to take prescription medications while at school the Program Director should be notified prior to the student coming on campus.
- Consuming or being impaired by drugs or alcohol on school property, at a practicum site, while on break from a class, lab or practicum or while participating in school related activities is not permitted. If a student is suspected of consuming drugs or alcohol, or is exhibiting signs of impairment, arrangements will be made to take the student home and an investigation will be conducted. If the investigation finds that the student is guilty of consuming or being impaired by drugs or alcohol, the student will be dismissed from the program.
- Behavior that could be construed as demeaning or biased towards others, based on gender, ethnicity, sexual orientation, disability, or other factors whether federally protected classifications or not. Be socially conscious and politically correct.
- Failure to timely correct, or adhere to reasonable requests, made in accordance with the provisions of Section V - Professional Appearance, could result in disciplinary action up to and including termination from the program.

- Creating a disruptive classroom environment such as talking, sleeping, frequent breaks, entering and exiting the classroom at non-directed times, as well as both positive and negative behavior that detracts from the learning environment of the classroom. The discretion of the instructor will be the basis of response on these issues.
- Clinical events, language, or behaviors that could place residents/patients, staff, or classmates at risk or that the facility, staff, or instructor deems unacceptable.

STUDENT DISCIPLINARY PROCESS

AMTI/VVA uses a progressive disciplinary process when responding to code of conduct violations and/or other behavioral problems, as defined in this Handbook or if determined at the discretion of AMTI/VVA. The progressive disciplinary process is not concrete in its application and a student is not automatically entitled to any step of the process before a more serious response can be implemented. Sometimes, a student may receive a few verbal warnings prior to being written up, but regardless of what may or may not be implemented from the process, the discretion of what will be used to discipline the inappropriate conduct belongs solely to AMTI/VVA and will typically correspond at a level appropriate to the type of violation and/or the resulting effect it causes. In reviewing the standard progressive disciplinary process implemented on a typical violation of the code of conduct, the process typically:

- Begins with a verbal warning to the student, identifying the violation and informing the student of the corrective action needed to avoid a future violation;
- Followed by a written warning, placing the student on a defined probationary period;
- Culminating in suspension and/or removal from the program.

Specific more serious code of conduct violations according to their nature and/or in the sole discretion of AMTI/VVA, may simply bypass the progressive disciplinary process, resulting in immediate removal from the program and a termination status.