

INTREPID HEALTHCARE TRAINING

2460 India Hook Rd. Suite 201 A, B & C

Rock Hill, SC 29732

Phone: 803-366-1122

Email: iht@comporium.net

Website: www.intrepidhealthcaretraining.com



Intrepid Healthcare Training

Be Intrepid!

May 26, 2022

Program Catalog

Volume 5

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Mission Statement

Intrepid Healthcare Training (IHT) is committed to educating students who have the compassion and kindness to take care of others. Our qualified and well-trained staff is dedicated to teaching each student the skills and knowledge they need to succeed as a highly qualified healthcare professional. We believe that education empowers individuals to have a deep feeling of satisfaction as a result of one's own achievement. Therefore, becoming productive and reliable members of society.

Directory

Janet Baxter Primary Instructor RN, ASN, Bishop State Technical College, 2002 LPN, New Orleans Regional Technical College, 1994, RN Compact State (VA) License #0001181394

Romona Lynn Parris Sweatt Instructor, RN, University of South Carolina/York Technical College Associate Degree-Nursing Program RN Multistate License #38522

Maria Denise Mobley Instructor, RN, BSN, USC-Upstate, Greenville SC - Bachelors of Science-Nursing, August 2017

Robin Butler Clinical Instructor LPN, York Technical College, 2011, Pharmacy Technology- Midlands Tech 2005. Mrs. Butler has worked as a licensed practical nurse for 9+years.

Kimberly Streater Administrator, MOA, York Technical College, 2000. Intrepid Healthcare Training, 2022 CNA. Mrs. Streater has worked in Office Administration for 3.5 years, Caregiver for over 5 years/CNA-6 months.

Description of Facilities

Intrepid Healthcare Training is held in a 800+ sq.ft space located in Suites 201 A, B & C of 2460 India Hook Road, Rock Hill, SC 29732. A minimum of 3-day students and 3-evening class per 5-week sessions with a maximum of 8 students per instructor-per session. Room and board are not offered at Intrepid Healthcare Training. Students in the Nurse Assistant Training Program will use a whiteboard, videos, and lectures in compliance with the South Carolina Department of Health and Human Services curriculum. Students in the Patient Care Technician Program will use a whiteboard, student manuals

and lectures in compliance with the National HealthCareer Association's curriculum. Classroom portion of the program will be held at Intrepid Healthcare Training facility in Rock Hill, SC while clinicals for the Nurse Assistant Training Program will be held off site with approved clinical partners Rock Hill Post Acute, located at 159 Sedgewood Dr. Rock Hill, SC 29732 or Wellmore of Tega Cay, located at 111 Wellmore Dr., Tega Cay, SC 29708.

CHE Licensure Disclaimer

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia SC 29201; Phone number: 803-737-2260 and Website: www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by the accrediting agency recognized by the US Department of Education.

ADDITIONAL DISCLAIMERS 1,2,3,4&5

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

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

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

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

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

Job Placement Assistance

Intrepid Healthcare Training and Patient Care Technician Programs will provide assistance to all graduates with finding healthcare related employment. Assistance will be provided in the form of updated job postings that can be found with resource materials.

IHT will also coordinate networking events that will be posted on the IHT website when dates and locations are confirmed.

Completion of any course or certificate program, including passing of industry exams and obtaining industry certification, is not a guarantee of employment. Enrollment in the institution or completion of the program does not guarantee employment. A criminal record may prevent the student from obtaining employment. Nurse Assistant Programs prepare graduates for employment; credit for this training may not transfer to another institution. Graduates may expect to be employed at entry-level wages. Entry-level wages vary with employers; contact potential employers for specifics. Nurse Assistants are unlicensed nursing personnel and perform nursing tasks under the supervision of a registered nurse or selected licensed practical nurse. Tasks that licensed nursing personnel may delegate to unlicensed nursing personnel are restricted by law. Patient care technicians are allied health professionals who provide direct patient care within their regulated scope of practice. They perform basic nursing assistant tasks (as delegated by the nursing or medical staff) which may include obtaining patient vital signs and other data, communicating with the healthcare team and patients; assisting with activities of daily (ADL's), complying with confidentiality requirements, performing EKGs and phlebotomy tasks.

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

Transfer Credit

Intrepid Healthcare Training prepares graduates for employment.

Intrepid Healthcare Training makes no claim or guarantee that credit earned will transfer to another institution nor does IHT accept prior credits.

Program(s) Offered:

- Patient Care Technician (PCT)
- Nurse Assistant (NA)

Nurse Assistant Training

State Department of Health and Human Services (SCDHHS) (www.scdhhs.gov) approved schools must include at least 100 hours of training in limited and specific nurse aide skills. Completion of a Nurse Assistant Program does not guarantee a passing grade on the National Nurse Aide Assessment Program (NNAAP) Examination. Graduates of DHHS-approved programs are eligible to sit for this examination within two years of program completion and will be required to retake a 100-hour course before he/she may sit for the exam.

State Testing Information:

DHHS has contracted with **Credentia** at www.credentia.com/test-takers/sc for students to register for the exam. Credentia Contact # 1-866-751-5809.

The steps to register for the exam is listed below:

- Written Test (Online)
- Skills Test (At Facility)

Step 1-Complete nurse aide training program

Students must complete the state-approved nurse aide training program. If you did not complete a state-approved training, you may still register under a different eligibility route as listed in the Candidate Handbook.

Step 2-Review Candidate Handbook

Your Candidate Handbook is your handy guide to answer all the questions you have about submitting an application, scheduling, taking an exam, getting score results, and much more.

Step 3-Create Your CNA365 Account

Create an account with our online CNA365 system to register for testing by clicking the "Sign Up" link on the login page. You will need to submit an application for testing in order to register for exams.

We highly recommend that you read the Registration Quick Reference Guide with detailed instructions on how to register online for your exam BEFORE you begin the registration process.

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

South Carolina Nurse Aide Requirements:

A South Carolina Nurse Aide Training Program (NATP) must provide at least 100 hours of training to a student. The 100 hours must include:

- 60 hours of classroom and skills lab
- 40 hours of clinical training, which includes care of skilled nursing residents and has at least one program instructor for every 8 students.
- IHT offers 5 week and 2 week classes.

Overview/Objectives

Nurse Assistant Training

Intrepid Healthcare Training offers a 2 week and a 5 week Nurse Assistant Training Program. Both programs are designed to prepare you to take the South Carolina State Competency exam, to become a competent and skilled Certified Nurse Assistant.

NA classes cover basic patient care, infection control, nutrition, anatomy, communications and documentation, safety and emergency procedures, and patient rights.

The Skills Lab is designed to aide students in hands-on training in performing basic nursing tasks such as taking vital signs, moving patients, and providing personal care.

The Clinical Practicum is held at a local Nursing Home. Each student will care for skilled patients. Here, you will use the skills you have learned in class and the Skills Lab.

IHT's Nurse Assistant Training prepares the student to provide quality care to residents in Nursing Homes, at home and in hospitals.

Textbook: American Red Cross Nurse Assistant Training 4th Edition

Attire: Hunter Green Scrubs and White shoes

5 Week Nurse Assistant Training Starts Monday July 11th, 2022

Week 1	Monday 7-11-2022	Lecture Chapters 1-9
	Tuesday 7-12-2022	Quiz Chapter 1-9/Lecture Chapter 10-14
	Wednesday 7-13-2022	Quiz Chapter 10-14/Lecture 15-18
Week 2	Monday 7-18-2022	Quiz Chapter 15-18/Lecture Chapter 19-24/Medical Terminology Review
	Tuesday 7-19-2022	Quiz Medical Terminology/Midterm Exam Review
	Wednesday 7-20-2022	Midterm Exam

Week 3	Monday 7-25-2022	Skills Lab
	Tuesday 7-26-2022	Skills Lab
	Wednesday 7-27-2022	Skills Lab
Week 4	Monday 8-1-2022	Skills Lab
	Tuesday 8-2-2022	Skills Lab
	Wednesday 8-3-2022	Final Exam/Skills Exam/ Last Day to Drop
Week 5	Monday 8-8-2022	Clinical
	Tuesday 8-9-2022	Clinical
	Wednesday 8-10-2022	Clinical
	Thursday 8-11-2022	Clinical
	Friday 8-12-2022	Clinical/Graduation/ Final Payment Due

5 Week Nurse Assistant Training Starts Monday August 22nd, 2022

Week 1	Monday 8- 22, 2022	Lecture Chapters 1-9
	Tuesday 8-23, 2022	Quiz Chapter 1-9/Lecture Chapter 10-14
	Wednesday 8-24, 2022	Quiz Chapter 10-14/Lecture 15-18
Week 2	Monday 8-29, 2022	Quiz Chapter 15-18/Lecture Chapter 19-24/Medical Terminology Review
	Tuesday 8-30, 2022	Quiz Medical Terminology Midterm Exam Review
	Wednesday 8-31, 2022	Midterm Exam
Week 3	Monday 9-5, 2022	Skills Lab
	Tuesday 9-6, 2022	Skills Lab
	Wednesday 9-7, 2022	Skills Lab

Week 4	Monday September 12, 2022	Skills Lab
	Tuesday September 13, 2022	Skills Lab
	Wednesday September 14, 2022	Final Exam/Skills Exam/ Last Day to Drop

Week 5	Monday 9-19, 2022	Clinical
	Tuesday 9-20, 2022	Clinical
	Wednesday 9-21, 2022	Clinical
	Thursday 9-22, 2022	Clinical
	Friday 9-23, 2022	Clinical/Graduation/ Final Payment Due

**5 Week Nurse Assistant Training
Starts Monday October 3rd, 2022**

Week 1	Monday October 3, 2022	Lecture Chapters 1-9
	Tuesday October 4, 2022	Quiz Chapter 1-9/Lecture Chapter 10-14
	Wednesday October 5, 2022	Quiz Chapter 10-14/Lecture 15-18

Week 2	Monday October 10, 2022	Quiz Chapter 15-18/Lecture Chapter 19-24/Medical Terminology Review
	Tuesday October 11, 2022	Quiz Medical Terminology Midterm Exam Review
	Wednesday October 12, 2022	Midterm Exam

Week 3	Monday October 17, 2022	Skills Lab
	Tuesday October 18, 2022	Skills Lab
	Wednesday October 19, 2022	Skills Lab

Week 4	Monday October 24, 2022	Skills Lab
	Tuesday October 25, 2022	Skills Lab
	Wednesday October 26, 2022	Final Exam/Skills Exam/ Last Day to Drop

Week 5	Monday October 31, 2022	Clinical
	Tuesday November 1, 2022	Clinical
	Wednesday November 2, 2022	Clinical
	Thursday November 3, 2022	Clinical
	Friday November 4, 2022	Clinical/Graduation// Final Payment Due

5 Week Nurse Assistant Training Starts Monday November 14, 2022

Week 1	Monday November 14, 2022	Lecture Chapters 1-9
	Tuesday November 15, 2022	Quiz Chapter 1-9/ Lecture Chapter 10-14
	Wednesday November 16, 2022	Quiz Chapter 10-14/ Lecture 15-18

Week 2	Monday November 21, 2022	Quiz Chapter 15-18/ Lecture Chapter 19-24/ Medical Terminology Review
	Tuesday November 22, 2022	Quiz Medical Terminology/Midterm Exam Review
	Wednesday November 23, 2022	Midterm Exam

Week 3	Monday November 28, 2022	Skills Lab
	Tuesday November 29, 2022	Skills Lab

	Wednesday November 30, 2022	Skills Lab
Week 4	Monday December 5, 2022	Skills Lab
	Tuesday December 6, 2022	Skills Lab
	Wednesday December 7, 2022	Final Exam/Skills Exam/ Last Day to Drop
Week 5	Monday December 12, 2022	Clinical
	Tuesday December 13, 2022	Clinical
	Wednesday December 14, 2022	Clinical
	Thursday December 15, 2022	Clinical
	Friday December 16, 2022	Clinical/Graduation/ Final Payment Due

2 Week Nurse Assistant Training

Class Starts Monday June 27th, 2022

This class is completed in 2 weeks and is very fast paced. It is intended that the student participates and completes all assignments in a timely manner. There are no make-up days in this course, so it is imperative that each student comes to each class. We know that circumstances arise where it is impossible to attend. We will make arrangements for the student to make-up missed hours in a future available class.

Week 1	Monday	June 27-2022	Chapter 1-9/Medical Terminology Review/Skills Lab
	Tuesday	June 28, 2022	Quiz Chapter 1-9/Lecture Chapter 10-14/Medical Terminology Review/Skills Lab
	Wednesday	June 29, 2022	Quiz Chapter 10-14/Skills Lab
	Thursday	June 30, 2022	Clinical Practicum/Medical Terminology Quiz
	Friday	July 1, 2022	Clinical Practicum/Midterm Test review

Week 2	Monday	July, 4, 2022	Chapter 14-21/Skills Practice Midterm Exam/Last Day to Drop
	Tuesday	July 5,2022	Quiz Chapter 14-21/Skills Lab
	Wednesday	July 6, 2022	Clinical Practicum/Quiz Chapter 14-21
	Thursday	July 7, 2022	Clinical Practicum/Final Exam Review
	Friday	July 8, 2022	Final Exam /Clinical Practicum Graduation//Final PaymentDue

The Certified Nursing Assistant exam is made of two sections. Section One is the written examination and Section two is the clinical skills test. Intrepid Healthcare Training NA Program helps students learn skills that will enable nursing assistants to provide quality care for residents in nursing homes, as well as supplemental information and skills that will enable graduates to provide quality health care for clients at home and patients in hospitals.

Maximum Class Size: 15 students per cohort

Course Components

Lecture: Note taking and pre-reading are mandatory and add to the learning process.

Hybrid Online Lecture: Enrollees are unable to skip or fast forward through the course. Assessments must be completed successfully before progressing to the next section.

Activities: Activities are designed to involve students in the experiential learning process.

Video: Videos and instructor demonstrations are used to provide a standardized method for all nursing skills to help ensure standardization of quality and to present real life scenarios of the student.

Lab Sessions: Lab sessions allow students to demonstrate competency in each skill prior to the clinical experience. Lab includes all required equipment by DHHS to train NA students. Including beds, manikin, wheel chairs, walkers, hygiene products, urinals, bed pans, gloves, gowns etc..

Clinical Experience: The clinical component of the program will provide students a real world and hands-on learning in a long-term healthcare facility.

Clock Hours = 100/5 weeks

Course Materials-Red Cross Manual, Uniform/Shoes, notebooks, pens

Prerequisite-None

Upon meeting all requirements for graduation, a certificate of completion from Intrepid Healthcare Training (A Proud Provider of American Red Cross Nurse Assistant Training) is awarded.

Patient Care Technician (PCT)

Overview/Objectives

Patient Care Technician Training

A Patient Care Technician is a healthcare technician working under the supervision of a nurse, doctor, or other health professional to administer basic care to patients. This position involves interacting with patients face-to-face and providing assistance with daily tasks (e.g. bathing, bed making, ADL's, vital signs, and positioning). Compliance and Safety is also the professional responsibility of the PCT. This includes but is not limited to: Infection Control, Phlebotomy Skills and EKG skills

IHT will provide a seamless education in the areas of patient care, phlebotomy and EKG knowledge and will graduate as competent enrollees to enter the healthcare field as an entry level Patient Care Technician-PCT.

Upon completion the student will be qualified to take the National Healthcareer Association Certification Exam (NHA).

Textbook: Hartman's Complete Guide for the Phlebotomy Technician

Hartman's Complete Guide for the EKG Technician

Attire: Uniform is not required

Week 1	Thursday August 11, 2022	1st Day of Class/Lecture - Patient Care
	Friday August 12, 2022	Compliance, Safety, Professional Responsibility, Infection Control
Week 2	Thursday August 18, 2022	Quiz Patient Care
	Friday August 19, 2022	Lecture Anatomy and Physiology
Week 3	Thursday August 25, 2022	Phlebotomy Basics

	Friday	August 26, 2022	Phlebotomy Continued/Last Day to Drop
Week 4	Thursday	September 1, 2022	Phlebotomy Skills Lab
	Friday	September 2, 2022	Quiz. Phlebotomy/ EKG Basics
Week 5	Thursday	September 8, 2022	Lecture EKG Continued
	Friday	September 9, 2022	EKG Skills
Week 6	Thursday	September 15, 2022	Quiz EKG
	Friday	September 16, 2022	Final Exam and NHA State review/Final Payment Due

IHT will provide a seamless education in the areas of patient care, phlebotomy and EKG knowledge and will graduate as competent enrollees to enter the healthcare field as an entry level Patient Care Technician-PCT.

Upon completion the student will be qualified to take the National Healthcareer Association Certification Exam (NHA).

Course Components

Maximum Class Size: 15 Students per cohort

Lecture: Note taking and pre-reading are mandatory and add to the learning process. Discuss the cardiac cycle and how it relates to an EKG. Identify normal and abnormal EKG wave patterns.

Activities: Perform basic patient care skills. Perform basic infection control practices. Use safety measures and proper body mechanics. Explain basic 12-lead EKG techniques and interpretation. Perform and explain basic phlebotomy skills.

Lab Sessions: Lab sessions allow students to demonstrate competency in each skill.

Clock Hours = 60 /6 weeks

Course Materials- notebooks, pens

Textbooks: **Hartman's Complete Guide for the Phlebotomy Technician and Hartman's Complete Guide for the EKG Technician**

Patient Care Technician Program

Patient care technicians are responsible for helping patients in hospitals, medical offices, and long-term care facilities. What this entails depends on the patient as well as the technician's workplace. Some of the essential duties that may be expected of patient care technician include:

- Helping patients with mobility problems
- Helping patients in/out of bed
- Tracking a patient's progress during care; including physical therapy.
- Listening to and taking notes of a patient's concerns
- Checking vital signs
- Collecting samples such as blood or urine
- Delivering samples to the appropriate laboratory
- Act as a companion for the patients and provide comfort
- Serve as a liaison during family visits
- Offer support to patients and their families during stressful or emotional times

Prerequisite: Current CNA certification

*Upon meeting all requirements for graduation; a certificate of completion from Intrepid Healthcare Training -Patient Care Technician Training is awarded. *

Admission Policy

- Enrollee must be 18 years of age to attend IHT NA and PCT Programs
- Enrollee must have completed the enrollment form
- A sled background check
- A negative and current TB/PPD test or Chest X-ray to rule out TB.

The minimum number of students in a program/classroom is three. If the course needs to be rescheduled due to low enrollment; students will be notified by phone and email on the earliest day known. Students will have the choice of a full refund or attend the next scheduled class. A written confirmation from each student is required to request to withdraw from the program.

A criminal record may prevent the student from obtaining employment as a Nurse Assistant or a PCT. Also, citizenship/authorized alien/immigrant status is now a prerequisite for a professional license by an agency of a state or local government under Title 8, US Code Section 1621.

Documents Required Upon Registration

1. IHT Enrollment Agreement
2. IHT Enrollment Fee (\$75 - Non Refundable)
3. SLED Background check with no Barrier Crimes (\$25 additional cost)
4. Negative TB test or Chest X-ray to rule out TB (\$30 additional cost)

The Following are additional Cost - NOT included with Tuition:

\$75 Non-Refundable Enrollment Fee

\$25 SLED Background Check

\$30 PPD or Chest X-Ray

\$35 Hartman's Complete Guide for the Phlebotomy Technician (PCT ONLY)

\$35 Hartman's Complete Guide for the EKG Technician (PCT ONLY)

\$70 American Red Cross Nurse Assistant Training 4th Edition (Nurse Assistant ONLY)

No Uniform is required for the PCT Class.

\$40 Hunter Green Scrubs and White shoes (Nurse Assistant ONLY)

Class registration is done on a first come, first serve basis.

National Healthcare Career Association's Requirements to obtain a CPCT certificate

Successfully completed a Patient Care Technician/Assistant training program within the last 5 years?

Have a high school diploma or GED/high school equivalency?

Upon Completion of the PCT Training Program, students will be eligible to take the National Healthcareer Association Exam for National Certification for Patient Care Technician (CPCT exam).

CPCT Exam Registration Instructions:

Step 1 -Log into your Candidate account at NHANOW.com.

Step 2 -Apply on the left side of your page under Applications.

Step 3 -Under **Choose an exam** select the certification type and making sure correct Institution is shown next to Current Institution.

• If the wrong institution is listed, click [Update Institution](#) to edit your account.

Step 4 -Read the **Attestation** and if applicable **Agree** to the terms at the bottom of the page.

• If you cannot agree to the terms you may not be eligible to sit for the exam.

Step 5 -Choose exam section by clicking the exam date from the list of dates available and then click **Continue**.

Step 6 -Answer Prerequisite Questions then choose **Register for Another Exam** or **Checkout**.

Step 7 -On the Checkout page verify your Basic/Billing information and then click the **Continue Checkout** tab at the bottom of the page.

Step 8 -Provide payment type as needed and click **Purchase Items**.

- A confirmation email will be sent to the email address associated with this account.

Holidays Observed

New Year Day - Martin Luther King Day - Easter - Memorial Day - Independence Day - Labor Day - Thanksgiving Day - Christmas Eve - Christmas Day

Attendance Policy & Class Participation

Attendance will be taken at the start of each class and will remain a permanent part of the students records. Attendance process listed below:

- Recording student's name
- Date/Time
- Arrival/Departure
- Attendance hours recorded

Attendance sign in sheet provided daily for students

Participation will be evaluated and based on the following:

1. Student Engagements
2. Completion of all written and oral instructor assignments
3. Evidence of having completed the training materials

Students are expected to attend all class meetings, arrive on time, and stay the entire session. Full credit will be earned for complete attendance and participation.

Students should make every effort to attend every class meeting. In the case of an excused absence with proper documentation, extended deadlines or alternate activities

will be provided for any graded activities. However, these accommodations do not always provide equivalent learning opportunities. An acceptable excuse is a doctor's excuse or a catastrophic emergency resulting in unavoidable absence. Arrangements to complete alternate activities, such as another version of an exam, must be made within 2-3 days of returning to class; otherwise, a zero will be recorded.

*5-week courses are allowed 2 absences

*2-week courses are allowed 0 absences

Attendance Scale for Students

P=Perfect Attendance (no absences)

A=Average Attendance (2 or less absences)

W=Withdrawn (due to academic/attendance challenges-student choice)

NA=Not Able to Attend (didn't start the program w/o notification)

All students should call the Administration Office to report any absences at 803-366-1122.

Tardiness

Three instances of tardiness or early leave will count as one absence. Tardy will be counted after 10 minutes after class starts. Early leave will be counted before the last 10 minutes of class. Students will need to speak with the instructor to make-up missed hours..

Make-Up Work

In the event of an absence, it is the student's responsibility to meet with the Administrator to request arrangement options to make up the hours and assignments that were missed. Students will have the opportunity to make up one classroom day and one clinical if permitted. IHT informs students of days that cannot be missed in advance. Make-up work must be submitted to the instructor within 48 hours. Students who do not meet the required 60 hours of classroom hours and 40 clinical hours will need to enroll in the next available session to complete the missed hours and then take the final exam. An additional \$75 enrollment fee will be charged to attend the next class and the student will be responsible for any other required fees to meet enrollment requirements.

Conduct and Re-admission Policy

Professional behavior is required at all times while enrolled with Intrepid Healthcare Training. Failure to comply with the classroom conduct guidelines will result in expulsion from the program. The following guidelines must be followed:

- Students will arrive on time and be seated at the start of class
- Respect the rights, privacy, and property of others
- Vandalism/theft are immediate cause for expulsion and legal action
- Students will be respectful towards all staff and students
- Cell phones will remain silent and must not be a distraction during instructional time
- Hunter Green scrubs and all white shoes are required
- Smoking is not allowed on school premises

Students may be terminated or suspended from Intrepid Healthcare Training due to misconduct and/or academic failure. A request for re-entry must be in writing and submitted to the administrator. Students may be subject to an interview with the administrator and re-enrollment into the program. The administrator will make the final decision.

Academic Performance & Completion Requirements

Maintenance of Student Records

All records of students' academic progress will be kept on file electronically for 6 years. Transcripts will be maintained for 50 years from graduation of program or termination of enrollment. Student academic records are stored in a fireproof cabinet at IHT and duplicated in a different building.

Adequate security software is used to protect and backup computer generated stored records.

Graduation Requirements

Upon successful completion of the course students will qualify to take the State Competency Test to become a Certified Nurse Assistant (CNA). The course prepares students to seek employment in various health care settings, including skilled nursing facilities, hospice care, homecare, retirement facilities, rehabilitation hospitals, psychiatric hospitals, and daycare facilities for the elderly.

To receive a certificate of completion from Intrepid Healthcare Training, each student must:

- Successfully completed 100 hours of the program. Consisting of 60 hours of classroom time and 40 hours of clinical.
- Pass each class with a minimum grade of 80%.
- Pay all tuition and associated fees in full by the last day of class.
- Have no more than two absences. This includes one class absence to successfully graduate. Missed hours must be made up to successfully graduate.

- Must complete 40 hours of clinical hours.

Progress Report & Academic Probation and Suspension Policy

Students will receive progress reports during the midpoint of the program through a brief one-on-one meeting with the instructor. During this meeting academic performance will be discussed. If a student's average is below an 80 then an academic contract will be established with the student, specifying deadline dates for academic improvement to a minimum grade of 80%. If the student is unable to meet the contractual agreement, then he or she will be dismissed from the program and a refund will be provided in accordance with the institution's refund policy. If the student wishes to re-enroll, he or she must adhere to the Conduct & Re-Admission policy. The institution does not provide academic tutoring; however, students are encouraged to seek assistance from peers and/or meet with the instructor for counsel prior to the midpoint of the program and/or clinical.

Information Systems Guidelines

Misuse of information systems is prohibited. Misuse includes the following:

- Attempting to modify or remove computer equipment, software, or peripherals.
- Accessing, without proper authorization, computers, software, information or networks, regardless of whether the resource accessed is owned by the school.
- Taking actions, without authorization, which interfere with the access of others to information systems.
- Circumventing logon or other security measures.

- Using information systems for any illegal or unauthorized purpose.
- Violating any software license or copyright, including copying or redistributing copyrighted software.
- Using electronic communications to violate the property rights of authors and copyright owners.
- Using electronic communications to harass or threaten users.
- Using electronic communications to disclose proprietary information.
- Reading other users' information or files without permission
- Launching a computer worm, computer virus, or other rogue program.
- Downloading or posting illegal, proprietary or damaging material to a computer or any portion of the network that belongs to the school.
- Transporting illegal, proprietary or damaging material. Violating any state or federal law or regulation in connection with use of any information system.

Grading Scale

Intrepid Healthcare Training uses a ten-point grading scale. An averaged minimum overall grade of 80% is required to pass each course. Assignments, quizzes, and tests will be graded according to scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Tuition

Program	Total Hours	Tuition	Program Length	Circle Session
<u>Nurse Assistant Training</u>	Lecture & Skills Lab 60 Clock Hours	\$1895.00	2-weeks	<u>DAY</u> 9am-2:30pm Mon-Wed
<u>Traditional</u>	Clinical -40 clock hours Total= 100 Clock Hours	\$1595.00	5-weeks	<u>Clinical</u> Mon-Friday
<u>Patient Care Technician</u>	Classroom & Skills Lab -60 Clock Hours Total= 60 Clock Hours	\$1595.00	4-6 weeks	<u>DAY</u> Thurs & Fri or Sat & Sun 9am-2:30pm
<u>NAT & PCT Registration Fee</u>		\$75.00		

Costs for the Nurse Assistant Enrollment (Tuition: \$1895)

Student Additional Fees

*Red Cross Student Handbook-\$70

*TB/PPD test-\$30

*SLED Background-\$25

* Uniform: Hunter Green Scrubs-\$40/All White Tennis shoes-Nurse shoes-\$30

*Small Pocket Notebook-\$5

Cost for Patient Care Technician Enrollment (Tuition: \$1595)

Student Additional Fees

*TB /PPD \$35

*SLED Background-\$25

*Textbook: Hartman’s Complete Guide for the EKG Technician \$35

Hartman’s Complete Guide for the Phlebotomy Technician \$35

Cancellation and Refund Policy

Rejection:

An enrollment rejected by the institution is entitled to a refund of all monies paid.

Three-Day Cancellation:

An applicant may cancel this agreement without penalty by notifying the institution within three business days after signing the enrollment agreement, excluding weekends and holidays. After the third day, but before classes begin, the institution may retain up to the \$75 (non-refundable) registration fee.

Other Cancellations:

The minimum number of students in the program/class is three. If the course is rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of a refund or attend the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid.

Withdrawal: Student(s) who wish to withdraw from this institution after classes begin will be subject to the below refund policy. The institution may retain up to the \$75 registration fee after the three-day cancellation or after classes begin. Refunds are computed in ten-percent increments, rounded downward to the nearest ten percent of that period. After sixty percent of attendance, the institution may charge for the entire course. Refunds are issued within 40 days after the effective date of cancellation or last date attended. Student(s) who wish to withdraw must notify the school in writing expressing their desire to withdraw from the program with the effective date.

Refund Chart (100-hour Program)

Hours Attended	Tuition Refund
1-12	90%

13-24	80%
25-36	70%
37-48	60%
49-60	50%
61-72	40%
73-100	0%

Refund Chart (60-hour Program)

Hours Attended	Tuition Refund
1-6	90%
7-12	80%
13-18	70%
19-24	60%
25-30	50%
31-36	40%
37-60	0%

Student Complaints

If students encounter any problems concerning the education or administration of this program, students should contact their instructor within one business day of the incident and state their grievance in writing to for assistance. Grievances will be

addressed by IHT staff no later than the next business day of being received by IHT staff. After contacting IHT staff and no resolution is met within 72 hours, the student is encouraged to move to the next level of Grievance Process.

The student may contact the Commission of Higher Education, only after all above processes are exhausted. The issue will not be addressed until a written grievance has been submitted to the following Intrepid Healthcare Training staff:

1st Level: Administrator

If students are not satisfied with Intrepid Healthcare Training assistance plan and have exhausted all staff levels of the grievance procedure, students may appeal in writing to the South Carolina Commission on Higher Education:

South Carolina Commission on Higher Education

1122 Lady Street, Suite 300

Columbia, South Carolina 29201

843-737-2260

www.che.sc.gov

The complaint form is available at the following link: http://www.che.sc.gov/CHE Docs/AcademicAffairs/LicenseComplaint_procedures and form.pdf

Affiliations



Job Placement Sponsors/Partners

- **BrightStar Care**
- **Nurse Next Door**
- **First Light Homecare**
- **Homewatch Caregivers**
- **PruittHealth-Rock Hill**
- **Visiting Angels**
- **Rock Hill Post Acute Center**
- **Wellmore of Tega**
- **Pathways Community Center**

