



30356 Old Dixie Highway, Homestead, FL. 33033
School Catalog
Volume 9, Effective July 2021

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Mission, Vision, Goals:

Mission

PiBerry Institute provides a unique educational training experience through superior student support services that focus on broadening a student's knowledge, competency, and skill levels to promote inclusiveness that inspire self-confidence for achieving success in their personal lives and professional careers. We are committed to graduating students that are successfully trained to meet the demands of their chosen career fields.

Vision

Piberry Institute will graduate capable and competent individuals who positively impact their work environments and communities in which they serve.

Goals

- To develop and deliver technical and degree programs to meet the demands of relevant job markets.
- To encourage a climate of true professionalism that is demonstrated through integrity, hard work, earned respect, teamwork, and accountability.
- To prepare students to competency levels that make them qualified professionals for employment or career advancement in their fields of study.

State Licensure By:

Commission for Independent Education, Florida Department of Education. License #4508. Further information may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL. 32399-0400, toll-free (888) 224-6684. If you have a complaint, please contact the Florida Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL. 32399-0400, toll-free (888) 224-6684. Students can submit their complaints to <http://www.fldoe.org/policy/cie/file-a-complaint.stml>

Accreditation By:

Council on Occupational Education. School #336100. 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA. 30350 and toll free at (800) 917-2081 or locally (770) 396-3898.
www.council.org

Approved By:

- Florida Department of Health, Division of Medical Quality Insurance, Florida Board of Nursing. 4052 Bald Cypress Way Bin C-02, Tallahassee, FL. 32399-3252, and at (850) 488-0595. The website is: <https://floridasnursing.gov/contact/>
- Veterans Commission for Veteran's Training for enrollment of those eligible to receive benefits under Section 3676, Chapters 31 or 33, Title 38. The determination for veterans training funds is made directly through the Veteran's Commission. Chapter 31 and 33 veterans may attend and participate in their scheduled courses and program without penalty pending the receipt of VA payments.

- Department of Homeland Security for the Student and Exchange Visitor Program.
- Piberry Institute, Inc. is authorized to participate in the Title IV federal programs for student financial aid assistance per the Higher Education Act of 1965, as amended, by the U.S. Department of Education. Financial aid is available to those who qualify. The Professional Nurse, Home Health Aid, Nursing Assistant and Patient Care Technician programs are ineligible for federal financial aid.

Facilities:

Piberry Institute, Inc., occupies a 4420 sq. ft. facility that is located at 30356 Old Dixie Hwy, Homestead Fl. 33033. The facility consists of classrooms, medical and nurse labs, school offices, financial aid offices and student services areas. The medical lab and classrooms contain equipment commonly found in the medical environment, such as, EKG machine, microscopes, phlebotomy equipment. The nurse lab has stethoscopes, sphygmomanometers, electronic thermometers, medical examination table, hospital bed, teaching mannequins, CPR mannequins, drug cart, crash cart, EKG machine, walkers, canes, bedside commode, simulated mannequins, and other miscellaneous equipment. All students have access to the campus learning resource center, which is equipped with computers, textbooks, and relevant reading materials. The facility is located convenient to public transportation, a variety of stores in the shopping center, and restaurants. The facility and restrooms are handicapped accessible.

Campus Hours of Operation:

Campus hours are from Monday through Thursday, 8:30am to 8:00pm and Fridays from 8:30am to 4:30pm. Practical nursing programs, the class schedule is Monday through Thursday, 8:30am to 11:30pm. Clinicals are from Monday to Sunday 6:30am to 11:00pm. Diploma program class schedule are from Mondays to Thursdays, 8:30am to 10:30pm, and Fridays and Saturdays from 8:30am to 4:30pm.

Admissions Policies:

Each prospective student upon inquiry is assigned to an Admissions representative who informs them about the admission process including but not limited to the curriculum, policies, procedures, costs of the program, any equipment and services required prior to enrollment. The admission representative also tries to ascertain and gives direction to the student regarding their academic history, career goals, and potential for successful completion of their field of study. A copy of the catalog is issued to students prior to signing of the enrollment and can be found on the institution's website at www.piberry.edu.

To qualify for general admissions to Piberry Institute, the applicant must meet the following requirements:

1. Be at least 18 years of age, possess a valid High School Diploma, or a High School Equivalency. Students under 18 years of age must have parental consent. The parent or legal guardian must sign the student's enrollment agreement.

2. Meet with and have a personal interview with an Admissions Representative and tour the Facility.
3. Meet with a Financial Services Officer who will discuss the cost of the program and arrange for payment of tuition.
4. Complete and sign an Enrollment Agreement, and provide two proofs of identification, including photo identification such as a driver license or passport.
5. Applicants wishing to enter the Institute with a High School Diploma from a foreign country must provide an official original U.S. evaluation from a recognized evaluating agency. The cost of such evaluation is the responsibility of the applicant.

High School Diploma Validation

Applicants accepted to Piberry Institute's Title IV eligible programs must possess a recognized high school equivalent or high school diploma. The applicant must provide documentation that enables the school to check the validity of the student's U.S. high school completion status by providing a copy of the diploma and/or academic transcript. Students who have successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree is also accepted as an equivalent of a high school diploma. In some cases, a final transcript that shows all the high school courses the student took is required as proof of validation. Students that receive their high school diploma from a foreign country must provide an officially certified copy as the equivalent of high school completion in the United States.

Additional Admission Requirements for Nursing Program

1. Take the Health Education Systems, Inc (HESI) Admission Assessment exam and achieve a cumulative passing score for the English Language, including Grammar, Vocabulary and Reading and Mathematics of 55 percent prior to completion of the Basic Nursing course.

We highly encourage all applicants to invest additional time into preparing for the Admissions Entrance exams. The applicant will have three (3) attempts to take and pass the HESI Admissions test within a six-month period. After the first unsuccessful attempt, the applicant must remediate and test within two weeks of the unsuccessful attempt. If the applicant fails at the second attempt, he or she may not sit for the exam again until six months has elapsed. Students possessing a HESI test score that is within 12 months of the application date, and that meets the passing score requirements may be accepted to the program for which the score reflects a passing score.

2. Must have a personal interview with a designated Nurse Faculty/Director.
3. Complete a 300-word essay in English about the reason the student wants to be a Nurse. This essay must be typed, be grammatically correct and submitted with pride.
4. Provide required documentation for TB Test or/Chest C-Ray, Health Exam, current immunization as outlined in the Piberry Institute Health Assessment Form. Nurse students

are required to complete all required immunizations within the first three weeks of their first term that the student is admitted to the program. If a student's TB test result is positive, a chest X-ray test must be completed. The cost for the chest X-ray is the responsibility of the student. No student will be accepted to attend a clinical rotation without having all required immunizations. Applicants must be aware that all Nurse students must provide documentation of titers showing levels of immunity as a requirement for admittance to clinical rotations at various medical facilities where the student is required to complete clinical hours.

5. Complete and pass a 10 Panel Drug screening with no concerns.
6. Complete and pass a Level II Background screening with clean history (obtained and paid for by the student). Applicants must be aware that certain convictions and criminal offences may prevent the applicant from participating in clinical rotation training, obtaining employment, sitting for the NCLEX, and obtaining licensure from the Florida Board of Nursing. Any applicant whose background check has an adverse result is highly encouraged to contact the Florida Board of Nursing at 4052 Bald Cypress Way Bin C-02, Tallahassee, FL 32399-3252, or at (850) 488-0595, or visit their website at <https://floridasnursing.gov/> to obtain a pre-approval of eligibility for licensure and employment as a nurse in the state of Florida. Students are required to sign an Adverse Background Acknowledgement at the time of enrollment, and in which by signing, the student accepts full responsibility for any and all costs incurred while attending Piberry Institute Inc. nursing program. Student will not hold the school, or any member or employee, or affiliate of the school liable for not being accepted into the program, for not being allowed continuance in the program, for being denied access to clinical training for the program, for not being given approval for sitting for licensure, or for not being able to secure employment as a nurse. The student attends Piberry Institute Inc, Nurse program at will and has the right to discontinue their education at any time.

Acceptance to Piberry Institute's Nurse programs does not imply the candidate's readiness for employment or ability to participate in clinical training, or to sit for nurse licensure exam with the Florida Board of Nursing.

7. Provide two letters of recommendation.
8. Provide current CPR/BLS card from American Heart Association.
9. As part of the Professional and practical nursing programs, students must complete clinical rotations in order to qualify for graduation from their program. Clinical rotations are off site at designated locations with whom Piberry Institute maintains signed affiliation agreements. Students clinicals are not always available locally and during the day. Students must be prepared to participate in assigned clinicals as required by the students' program

wherever clinical arrangements are made. Piberry Institute does not guarantee that clinicals will be available in the immediate vicinity. **Students must be able to travel to clinical sites that can be further than 50 miles away from the school.**

10. Students enrolling in a nursing Program at Piberry Institute are required to demonstrate the ability to read and write in standard English. Evidence of such level of English Proficiency may be established by transcripts of prior study from an English-speaking school; scores on the school entrance exams, personal interviews and/or by special demonstrations that are conducted orally and written.

11. Applicants who have attended another institution that wants to transfer core courses into Piberry Institute, must meet the HESI testing requirements for that core course. For instance, if a student wants to transfer course hours and/or credit hours for a Psychiatric Nursing course, that student must take the HESI Psychiatric Nursing exam administered by Piberry Institute and earn a passing score 850 or higher. The applicant has only one attempt to achieve a passing score. The applicant must also pay a \$50 HESI test fee and \$250 administrative fee for each course tested.

Additional Admission Requirements for Nursing Assistant and Home Health Aid

- Be at least 18 years of age.
- Must have parental or guardian consent and signature if less than 18 years old.
- Have a personal interview.
- Submit a signed enrollment agreement.
- No clock hours are transferable in the Nursing Assistant and Home Health Aid programs.

All requirements for admission and graduation to and from Piberry Institute programs shall be disclosed by issuance of the School Catalog upon enrollment. If the practice of a career has special requirements or limitations, such as certain physical or language capabilities or lack of a criminal record, such requirements or limitations shall be disclosed to prospective students interested in training for that career. Rule 6E-1.0032(6)(g).

Once all admissions requirements are met, the application is reviewed by the Director of Admissions and the Director of the Campus, then the student is notified as to their acceptance into the program that they applied to for enrollment. No applicant wishing to attend the Institute shall be excluded from participation regardless of sex, race, national origin, color, religion, or disability.

Availability of GED:

Piberry Institute does not offer a GED testing. For more information about the General Education Development testing, please go to www.acenet.edu or contact the local Board of Education.

Incarcerated Students:

Piberry Institute, Inc. does not enroll incarcerated students.

Reasonable Accommodations:

Reasonable requests for accommodations are considered. Please see the Campus President for additional information. Piberry Institute, Inc. adheres to the regulations of Section 504 of the Rehabilitation Act of 1973 and its implementing regulation at 34 Code of Federal Regulations C.F.R., Part 104. Section 504 prohibits discrimination on the basis of disability in programs and activities operated by recipients of Federal financial assistance. Covered entities must accommodate students with reasonable academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in its programs. Piberry Institute, Inc. is not required to make academic adjustments or provide auxiliary aids and services that would alter its programs or cause undue burden for the school.

Piberry Institute, Inc. prohibits all discrimination against “qualified individuals with disabilities”. No member of the Piberry Institute, Inc. staff should inquire of a current or prospective student or applicant whether he or she has a disability.

Admissions of Foreign non-US Citizens:

Persons with nonimmigrant visas including those with work visas, student visa, visitor visas, and foreign government officials, cannot receive FSA funds. Someone with a nonimmigrant visa is not eligible for FSA funds unless he or she has a Form I-94 with one of the endorsements given in the eligible document section. Piberry Institute Inc accepts foreign students to its Practical Nurse program and may issue I20 student visas to qualifying students for that program.

New Student Orientation:

New students are required to attend a New Student Orientation program intended to familiarize them with the policies, personnel, resources, and procedures of the Institute. Orientation consists of a meet and greet and informational sessions with the Campus President, Admissions Student Services Advisors, Financial Aid Advisor, Program Chairs, Deans, Faculty and Staff. Student Orientation. The academic department teams and student services coordinate the program.

Orientation is designed to make transition to higher education easier and more enjoyable. Areas given special attention include academic advisement and program education, school services and facilities, rights and responsibilities of students and opportunities for student involvement. Attendance to orientation is mandatory, and those who cannot attend due to emergencies must contact Student Services to arrange a make-up orientation.

Orientation to Distance Learning Education & Technology Policy:

Due to the national pandemic, Piberry Institute temporarily offers several the school’s programs in the distance-learning format. During emergencies that necessitate closing the physical campus, such as for national pandemics or disasters, the school may elect to continue delivering courses via Distance Education to keep students actively enrolled and progressing through his/her program.

Piberry Institute offers Distance Education for some programs on a hybrid basis. As such, the following policies shall remain in force:

Upon enrolling into a program that has distance-learning components, students will have an online and technical orientation to acquaint them with the technical and usage requirements. The orientation provides the student with a full overview of the computer system and online learning environments used at Piberry Institute. Classes offered via distance learning will require the use of a computer or laptop. A Smartphone and iPad may not be sufficient to meet the computer needs of distance learning as all features from the Piberry Institute student learning platforms may not be accessible. Each student is assigned a Microsoft Office 365 suite account along with email. Students must have a computer and internet access that meets the technological requirements outlined below. Students must adhere to Piberry Institute Technology and Internet Usage policies while on campus and using the school's WIFI.

Graduation Requirements:

A diploma is issued to students upon successful completion of all academic requirements for their programs, earning a minimum of 2.0 CGPA. All externships and clinicals must also be successfully completed with a passing grade. All students must meet their financial obligations to the school and complete an exit workshop with Career Services and Financial Aid departments as part of their program's graduation requirements. Nurse students required to sit and NCLEX Examination must also complete a 20-hour Nurse Bootcamp and submit a complete nursing student portfolio. Failure to complete all graduation requirements may result in the student being withdrawn and no certification records, diploma, degree or transcripts will be issued.

Graduation Reporting to the Board of Nursing:

Upon successfully meeting all graduation requirements for the Practical Nursing program as published in the School Catalog, the student's transcript will be prepared and sent to the Florida Board of Nursing. The process of graduation clearance and sending the transcript to the Florida Board of Nursing may take up to 30 days from the date of program completion. Additional processing time by the Florida Board of Nursing should also be anticipated. Please see the Florida Board of Nursing's website for licensure and application processing information.

Nursing Licensure Statement:

Students must be aware that Piberry Institute does not guarantee eligibility for licensure even when a student has successfully completed their program. Applicants should review the Florida Board of Nursing's website to ensure they can meet the criteria and licensure requirements.

The Practical Nursing curriculum have been designed to meet the Florida Board of Nursing requirements. Please be aware that Piberry Institute does not guarantee that these requirements will be accepted by other states or territories of the United States. Applicants desiring licensure outside of the State of Florida should contact the appropriate state board of nursing for further information.

Cancellation and Refund Policy:

The following policies apply to diploma programs offered at Piberry Institute.

1. If for any reason an applicant is not accepted by Piberry Institute, a full refund will be made of all monies paid.
2. For applicants who have cancelled their enrollment within three business days after signing an enrollment agreement and who have made initial payment, all monies will be fully refunded except the application fee.
3. For applicants who enroll but who do not attend class, tuition and monies paid are fully refundable, except for the application fee.
4. Students who cancel, are terminated, or who withdraw after beginning instruction through 50% of the program completion, shall receive a prorated refund based upon the number of clock hours completed to the number of total program clock hours and the amount of monies paid minus the application fee. Withdrawing students receiving Federal Student Aid are entitled to refunds only after the Return of Title IV Funds Policy has been satisfied.
5. No refunds will be made after 50% of the program completed.
6. All refunds will be made within 30 days after the cancellation or termination.
7. Cancellation by the student should be in writing by certified mail or in person.
8. Official date of withdrawal from the program is the last date of attendance unless the school receives written notification indicating earlier withdrawal from the program.

Should Piberry Institute cancel a course, the student will have the opportunity to complete the course at a later date. If a program is cancelled while there are current students enrolled in that program, students will have the opportunity to fully complete the program through a teach out.

Diploma Programs Only:

Proportion of the Program Taught

Tuition Due for the Program

40% or Less

Pro-Rata

40.01 % up to and including 50%

50%

More than 50%

100% / No Tuition Refund

Return to Federal Title IV Aid:

The 1998 Higher Education Amendments, section 484B prescribes the amount of Title IV funds a student has earned at the time when a student stops attending and the amount of federal aid that has to be returned or disbursed. The amount earned is based on the amount of time the student has spent in attendance. It is based on a proportional calculation through 60 percent of the period of enrollment. The requirements for Title IV program funds when you withdraw are separate from any refund policy the Institute may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The Institute may also charge you for any Title IV program

funds that the school was required to return as a result of your withdrawal. Please check with the financial aid office prior to withdrawal to determine the impact to your account balance.

The Institute will calculate the percentage and amount of awarded Federal student financial assistance for students through the students last date of attendance in their program. If the student withdraws after the 60 percent point of the payment period, then the student earns 100 percent of the Federal student financial assistance. If a recipient of Title IV grant or loan funds withdraws from the institute after beginning attendance but before the 60 percent point of the payment period, the institute must determine the amount of Title IV funds earned by the student. If the amount of Title IV grant or loan funds the student was disbursed is greater than the amount the student earned, unearned funds must be returned to the federal programs. If the amount the student was disbursed is less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement in the amount of the earned aid that the student has not received but was otherwise eligible for. The percentage of the period completed is the number of calendar days completed in the payment period divided by the total number of calendar days in the same period.

Post-Withdrawal Disbursements:

As a result of the Return to Title IV calculation, if more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The Institute will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS Loans, must provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the school may automatically disburse all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and, with the student's authorization, the school may automatically use the grant funds for other educationally related charges.

Refunds:

Refunds are made within 45 days of the date the school determined the student withdrew, or for a Student who fails to return from an authorized Leave of Absence (LOA) Refunds are distributed in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loan
4. Federal Pell Grant
5. FSEOG Grant
6. Other Title IV Aid
7. Private sources of aid
8. The student or parent

Refunds for state aid programs and applicable third-party funding agencies (e.g., Veterans Administration, WIA) will be calculated as stated in the Cancellation and Refund Provisions published in this catalog and in the student's Enrollment Agreement. Note, any state or third-party funding agency refund due will be calculated in proportion to the amount of the benefits received in accordance with the prescribed policy.

Student Overpayments:

Within thirty (30) days of the date the school determined the student withdrew, they will be notified in writing if they are required to return any federal grant aid (Federal Pell or Federal SEOG). The student is considered in overpayment status. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of thirty (30) days from the earlier of the date the school sends a notification to the student of the overpayment or the date the school was required to notify the student of the overpayment. If during the thirty (30) day period the student repays the overpayment to the school or signs a repayment agreement with the U.S. Department of Education, the student will remain eligible for further Title IV funds. If during the thirty (30) day period the student fails to repay the overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered in an overpayment status and thus ineligible for any additional Title IV aid until that amount is repaid.

Any balance of grant funds that may be available will be offered to the student. If Federal student financial assistance funds need to be returned, the Institute must return a portion or all of the unearned funds equal to the lesser of:

- a. The Institutional charges multiplied by the percentage of the unearned Federal student
- b. financial assistance funds; or
- c. The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. Should this occur, the school will notify the student as to the amount owed and how and where it should be returned.

Student Financial Aid:

A student must be one of the following to be eligible to receive Federal Student Aid (FSA) Title IV eligibility funds:

- a U.S. citizen or national
- a U.S. permanent resident or other eligible noncitizen; or
- a citizen of the Freely Associated States: The Federated States of Micronesia and the Republics of Palau and the Marshall Islands.

Student Financial Aid is assistance which helps pay the cost of education. Funds included in this aid may be provided from several sources, including federal, state and private agencies. Most financial aid recipients receive a combination "package" comprised of more than one type of assistance program.

How to Apply

To begin the process of applying for most aid programs, including grants and loans, students must first complete the Free Application for Federal Student Aid (FAFSA). This document is considered the primary resource for establishing eligibility for need-based aid at this institution. Grant aid is money that does not have to be repaid. Loan assistance includes borrowed money that must be repaid by the applicant.

Financial Aid Programs

The school participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. Any student interested in obtaining Federal Aid should visit or call the Financial Aid Office and request a Student Financial Aid Guide or visit www.studentaid.ed.gov to view online federal assistance publications. All consumer information that is required to be disclosed pursuant to applicable financial aid programs is provided.

Title IV assistance may include grant aid from the Federal PELL Program and/or self-help aid in the form of Direct Loans. Federal Student Loans are required by law to provide a range of flexible repayment options, including but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

Verification

Students who apply for federal financial aid may be selected for a process called verification and required to provide certain documentation to support information reported on their FAFSA. When Piberry Institute receives the student's Institutional Student Information Report (ISIR) through our internal processing system, we can begin the process of verification. If a student is selected for verification, we must collect all necessary documentation within a timely manner in order to disburse federal student aid. If we do not receive the requested verification items for a student within a timely manner, we cannot begin the process of awarding aid and the student may be required to pay their account balance from other sources. If the student's documentation requires changes to be made to the ISIR there may be changes to the original estimated award. Student will be notified of any changes to awards by the financial aid representative when they occur. For more detailed information regarding Student Verification, please contact the federal student aid department for the complete verification policy.

Other Finance Programs

TFC arrangements are considered a private plan you have selected and do not include interest charges. This program does not determine eligibility based on credit rating. The plan only includes the principal amount you owe for charges incurred at PiBerry Institute. Students have the right to research and secure additional loan options. Private loans can offer variable rates that can increase or decrease over time, depending on market conditions. Students should determine the interest rate and associated fees of a private loan prior to accepting the terms of the loan.

In some cases, the interest rate on a Private Loan may depend on the borrower's credit rating. Students should contact the lender of the private student loan or the campus Financial Aid Office with any questions or concerns regarding student loan debt. The information provided above and in referenced materials is not a guarantee of financial assistance. Individual need and circumstance must be evaluated to determine aid program eligibility. This need will be determined with and comply with all applicable federal, state and accreditation regulations.

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

PBI Nursing Scholarship:

In keeping with PiBerry Institute, Inc.'s (PBI) vision to graduate capable and competent individuals who positively impact their work environments and communities in which they serve PiBerry Institute, Inc offers a \$2500.00 scholarship to eight students per year. The scholarship may be granted to a currently enrolled student in the Practical Nurse program. Please see your financial aid officer for details about application deadlines. General requirements include the following:

- Must be currently enrolled or accepted for enrollment in an eligible program at PiBerry Institute, Inc.
- Must have an overall G.P.A. of 2.0
- Submit a short essay that demonstrate an interest in the nursing field. Essay should be limited to 500 words.
- Submit most recent transcript (does not need to be official copy)
- Submit scholarship application
- Complete and submit the FAFSA listing PBI in the school code section
- Must not be eligible to receive Title IV Federal Pell Grant funds. Recipient may be eligible and receive Direct Loan funds.

Credit Balances:

Students who have a credit balance on their account are eligible to receive a refund. The type of credit on a students' account will determine the method of initiating the refund and the length of time for a student to receive their refund. If a student has a Title IV credit on their account then

the credit balances related to Title IV federal aid funds, per federal regulations, must be refunded no later than 14 days. If a student's change of enrollment results in a withdrawal from the school, the level of Federal Student Aid awarded may need to be recalculated by the school's financial aid office, along with any aid earned or not earned by the student and returned to the federal source or refunded to the student, depending on the specifics of the situation. The amount of federal aid that may need to be adjusted and the pro-ration of the tuition, if any, are based on the date of withdrawal.

Students who have had a change in enrollment or who are withdrawing from the school must consult their school's financial aid office to determine a refund. Credit balances may be related to payments from several sources, including from personal funds; Title IV Federal Student Aid; and non-federal aid funds, such as private loans and grants, and other external awards.

The School policies and procedures for handling student account credit balances adhere strictly to federal and other regulatory requirements, as applicable, and vary depending on whether a credit balance is related to federal aid funds or not. Credit balances may also be related to and affected by changes in a student's enrollment status during a term; changes to expected enrollments status prior to a term, including non-enrollment; changes to academic workload that affect federal or other aid eligibility; leaves of absence; or withdrawal. If a student's enrollment status changes as a result of withdrawal, the student's federal aid award may need to be adjusted and this may affect the amount of any refunds.

Depending on the specifics of the situation, students who have a credit balance and are recipients of Title IV federal aid, the level of aid awarded may need to be recalculated by the school's financial aid office. If a student or parent overpays the student's account, related credit balances will be refunded to the student, regardless of the source of the payment. For students who did not enroll during the term for which a credit balance exists in the student's account, the credit balance will be refunded to the student. If a credit balance on a student's account is related to other, non-Title IV Federal Student Aid funds (for example, external awards, such as scholarships, grants, or private loans) the credit balance in the account may be reduced, may be returned to the source, or may be refunded to the student, depending on the specifics of the situation and the conditions of the award.

Piberry Institute monitors student credit balances daily and reviews student accounts for accuracy of charges and funds posted, as well as possible pending charges, and will automatically issue refunds for eligible credit balances related to Title IV Federal Student Aid funds. Credit balances related to Title IV federal aid funds, per federal regulations, must be refunded by either:

- Within 14 days of the date the credit balance occurred on the student's account, if the credit balance occurred after the first day of class of a payment period, or
- The first day of classes of the payment period, if the credit balance occurred on or before the first day of class of that payment period.

- Credit balances related to Title IV funds are always prioritized for refund processing, except that, the school may hold credit balances on a student's account until the end of the loan period or by the end of the last payment period in the award year for which the funds were awarded provided the student (or parent borrower for Parent Plus Loans recipients) provides prior written authorization.

Withdrawals:

A student may discontinue his or her enrollment by withdrawing from the term. Withdrawal can be made in person, by text or email. If withdrawal is made in person, the student must sign the withdrawal form.

The “effective date” of the withdrawal is the date the withdrawal notification is received by the school or after the 14th day of absence. The “withdrawal date” is always the last day of attendance. The withdrawal date is used to determine the amount of money the student owes for the period they attended and for students receiving Title IV Direct Loan funds the date a student will begin repayment. Any monies paid in excess of the amount assessed will be refunded according to the procedure listed under "Refund Policy" within the School Catalog.

Withdrawal during Add-Drop Period

If the student withdraws during the add drop period [first week of the term] the student will not be billed tuition for that term's course and will not have that course(s) recorded on his or her transcript.

If withdrawal takes place after the first week of the new term, the student is billed for that course will receive a grade of “W” for the course and will have that course recorded on his or her transcript. The course is not calculated in his or her CGPA; however, the hours will count toward attempted hours for purposes of Satisfactory Academic Progress.

The student must complete the necessary exit interview forms. There are financial and/or financial aid implications for withdrawing; therefore, those students receiving financial assistance must consult the Financial Aid office.

Official Withdrawal

Students who wish to withdraw may do so by contacting the Academic Dean or Program Director via telephone, text, email, or preferably in person. The withdrawal date will be the student’s last date of attendance.

Unofficial Withdrawal

The school may withdraw a student from his or her program of study for non-attendance or violation of published school policy. If a student withdraws from school without notifying the school, the withdrawal will be effective on the date the school determines the student is no longer

attending, not more than 14 days from the last date of attendance. If the student is withdrawn for violation of published school policy, the withdrawal date will be the last date of attendance.

Exit Interviews:

Any student who withdraws or graduates from their program is required to undergo an exit interview with the Financial Services department and Academic department. This exit interview may be conducted in person or on the telephone.

Satisfactory Academic Progress (SAP):

SAP is checked at the end of each payment period. Students must complete the number of weeks and hours in each payment period before receiving a subsequent disbursement of federal student aid. Students must make satisfactory progress toward the completion of course requirements in their selected program of study, regardless of Federal Financial Aid eligibility. Students are considered to making satisfactory academic progress if they meet the following criteria.

1. Must maintain a cumulative grade point average (CGPA) as defined by their program of study.
2. Must maintain an adequate rate of progress toward successful completion of their program.
3. Must complete the enrolled program within the maximum time frame.

Students receive letter grades at the end of each grading period utilizing the official letter grading scale for their program. Grades are based on assignments, assessments, examinations, and skill evaluations given with each unit of learning. Students should refer to their programmatic grading scales as published in the school catalog. At the end of each payment period, the student's grade card will be made available and/or furnished to the student. Students are encouraged to monitor their academic records thru the student portal. Students are required to maintain an adequate rate of progress toward successful completion of their program. All periods of the student's enrollment count when accessing progress. In addition to the CGPA and rate of progress requirements, students must successfully complete all required course hours of their program within the maximum time frame. The maximum time frame cannot exceed one and one-half (1.5) times the hours required to complete the program.

Each program is broken down into payment periods. At the end of each payment period, the student's CGPA and rate of progress will be evaluated. The evaluation will ensure that the total program hours do not exceed the maximum time frame. A student failing to maintain the minimum standards of academic progress will be notified of such and will face administrative actions. These actions may include being placed on FA Warning, FA Probation, loss of Federal Financial Aid eligibility or termination from the program.

SAP Evaluation, Rate of Progress and Minimum CGPA Charts:

Clock Hour Programs						
Evaluation Point	37.5 hours	75 hours	150 hours	450 Hours	900 Hours	1350 Hours
Minimum CGPA	2.0	2.0	2.0	2.0	2.0	2.0
Rate of Progress		67%	67%	67%	67%	67%

Maximum Time Frame:

All students must complete their programs within 150% of the allowed diploma and degree plan time. Should a student fail to meet the maximum timeframe allowed, the student shall be dismissed from the program. Please see the Satisfactory Academic Progress policy for further information and guidance. For instance, the Medical Assistant Technician is 38 weeks. A student must complete the entire program within 57 weeks. To maintain Satisfactory Academic Progress, a student's credit/clock hours attempted cannot exceed 1.5 times (150%) of the clock hours required to complete the program. See Maximum Timeframe Chart following:

Maximum Timeframe Chart:

Name of Academic Program	Program Credits/Hours/Weeks	Maximum Time Frame Credit/Hours/Weeks
Practical Nurse	0/ 1350/ 61	0/ 2025/ 91.5
Medical Assistant Technician	0/ 900/ 38	0/ 1350/ 57
Nursing Assistant	0/ 150/ 7.5	0/ 225/ 11.25
Home Health Aid	0/ 75/ 3	0/ 112.50 / 4.5

Financial Aid Warning:

A student who fails to meet the minimum GPA requirements is placed on FA Warning status for one payment period. The student will be considered to be making satisfactory academic progress during the warning period. The student will receive an Academic Advisement detailing the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the end of the FA Warning payment period.

Financial Aid Probation:

A student who fails to meet the minimum GPA requirements at the end of the FA Warning period but submits and is granted a satisfactory academic progress appeal will be placed on FA Probation status for the payment period following the FA Warning period. The student will be considered to be making satisfactory academic progress during the probationary period. A student on FA Probation remains eligible for Federal Student Aid funds and will be placed on an Academic Improvement Plan. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation. A student not meeting SAP standards by the end of one probationary period will lose eligibility for Federal Student Aid funds and will be dismissed from the program. Once a student fails the terms of one probationary period they may not appeal again in that program. The student may continue his or her program on a cash-pay basis, assuming he or she meets all other programmatic academic requirements.

Financial Aid Appeals:

A student may appeal the loss of financial aid based on mitigating circumstances. The appeal must be submitted in writing within 3 calendar days of being notified that the student is in a non-satisfactory progress status, to the Campus President. The Campus President will review the appeal and respond to the student within 48 hours of receiving the appeal. Students may only apply for an FA Appeal twice—regardless if the appeal is approved or denied. Written FA Appeals must include:

- A clear statement about the mitigating circumstances that have caused the student to be unsuccessful and include appropriate supporting documentation of such circumstances.
- An explanation of how such mitigating circumstances contributed to the student's academic situation; and
- An explanation about what has changed in the student's situation that would allow the student to attain satisfactory academic progress at the next payment period.

If the student chooses not to appeal or the appeal is denied, the student may continue on a cash paying basis, assuming he or she meets all other programmatic academic requirements, until the student achieves the minimum CGPA and required rate of progress. If the FA Appeal is approved, the student will be placed on FA Probation for one payment period and regain his or her eligibility for Federal Financial Aid.

Academic Probation:

A student enrolled in a program at PiBerry Institute whose cumulative grade point average is less than 2.00 in their respective program grading scale at the end of a grading period is placed on Academic Probation. If a student fails to achieve a 2.00 grade point average in their respective program grading scale for the next evaluation period or for any evaluation period in which the student is on Academic Probation, the student will be terminated for academic failure. If a student on Academic Probation achieves satisfactory progress for the subsequent evaluation period but

does not achieve the required cumulative grade point average, he or she may continue on Academic Probation for one more evaluation period. A student will be removed from Academic Probation upon achieving at least a 2.0 cumulative grade point average. The enrollment of a student who fails to achieve overall academic success for his or her program at the end of two successive probationary periods shall be terminated.

Re-entry/Reenrollment Policy:

Any student whose education was voluntarily or involuntarily interrupted may apply for readmission under the following circumstances:

- d. The student must complete a new enrollment agreement
- e. The current tuition rate at the time of reentry will be the tuition charged
- f. The student must be in compliance with the Satisfactory Academic Progress (SAP) of the Institute
- g. The student must bring all financial obligations to the Institute current.

A student may reenter into The Institute only once in a nine-month period. If after the first reentry, the student withdraws or is withdrawn for any reason, he/she must wait one year from their last day of attendance to qualify for reenrollment. The reenrollment process is always evaluated by the Director of Admissions, Campus President, and Dean of Academic Affairs. Final approval of the reenrollment application is the privilege of the Campus President. A student must return in the same Satisfactory Academic Progress they were in when they withdrew or were terminated.

Procedure for Re-Entry after Academic Dismissal:

A student denied an appeal must sit out one year before being eligible for re-enrollment to the Institute. The student must file a written request to the Campus President for consideration for re-enrollment to the Institute.

Attendance & Excused Absences:

The Academic programs have been designed sequentially to provide the student the best opportunity to be successful in each course. Therefore, attendance is vital to achieving this goal, plus it prepares the student for their careers, and is recorded daily. For example, a term for the Medical Assistant Technician is 80 hours of scheduled class clock hours. A student may be administratively withdrawn from a course if his or her absence exceeds 10 percent of the total number of scheduled class days of the grading period for each program. Certain conditions that are beyond the student control will be evaluated individually by the Dean of Academic Affairs. For FSA purposes, absences cannot exceed 10 percent of the clock hours in a payment period. All absences may include but are not limited to:

- Death of an immediate Family member
- Hospitalization or illness of the student or an immediate family member
- Court appearances
- Employer mandated presence

For the above-mentioned cases to be excused the student must produce:

- Obituary showing the relationship of the student to the deceased
- Note from Dr. showing the student was under medical care during the dates of absence
- Copy of court subpoena
- Note from employer

Piberry Institute takes daily attendance regardless of delivery modality. Piberry Institute conducts its Distance Education in live-synchronous format, and Instructors post student attendance in the class roster at the beginning and ending of each class session through the school's Student Management System.

Tardiness:

Repeated tardiness of greater than 15 minutes after the scheduled beginning time of a class, or continuous leaving early of the same period of time for five or more days in any 30 days period may result in a required meeting with the Dean of Academics and/or Director of Nursing. An additional five tardies after such a meeting may result in a warning to the student, which can lead to dismissal from the program. **See Nurse Policies.**

Leave of Absence:

Students who have a family or personal emergency, health issue requiring medical care, or if the student is called to temporary military duty may apply for a leave of absence. Once granted the student will not have to apply for re-admission and all tuition costs shall remain the same on return.

A student may be granted a leave of absence (LOA) not to exceed 180 calendar days during their program of study. An LOA request with documentation must be approved by the Director of Academic Affairs and/or Director of Nursing. If an LOA is approved, and the student's enrollment is temporarily interrupted the student will return to school in the same status held prior to the leave of absence. If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used for refund purposes.

A Practical nursing student may be granted one leave of absence (LOA) only during their program of study. Reasons for an LOA may be for:

- Military Reasons. Students receiving veteran's benefits will not be eligible for benefits while on LOA.
- Conditions covered under the Family and Medical Leave Act of 1993.
- Jury Duty.

Standard Period of Non-Enrollment:

A student may be placed on a standard period of non-enrollment (SPN) for a period of no longer than one academic term. A standard period of non-enrollment may be required when a student must repeat a course that is not being offered during the current term or when additional time is needed to

find suitable externship. Not all courses are offered every term. The school reserves the right to reschedule a course for the next academic term if there are fewer than five (5) students registered for the course. If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used for refund purposes.

Student Records:

Student records are permanently kept by the school on file, safe from fire. Files are secured in locked cabinets and 24-hour surveillance. These records are available to the student upon written request.

Progress Report:

At the end of each academic term, the school student receives a progress report. Students may access their academic records at any time using the student portal.

Hardware Requirements:

Windows computer with a 2.0 GHz frequency CPU speed or above and for MAC computer (Intel Processor) with a 2.0 GHz frequency CPU speed or above. Should have Intel Core 2 Duo CPU 4 GB Memory (RAM) or above. Having 64 GB of free hard drive space or 1366 x 768 or higher computer screen resolution is acceptable. Will need Ethernet connection (LAN) or wireless adapter (Wi-Fi) and Integrated video and sound card / Internal or External webcam and microphone

Operating Systems (OS)

Windows 10 or for Mac OS X: 10.12 (Sierra), 10.13 (High Sierra), or 10.14 Mojave), 10.15 (Catalina) or newer

Internet Browser

Mozilla Firefox 68 and 69 (stable channel) at mozilla.org
Google Chrome 76 and 77 (stable channel) at google.com/chrome
Latest versions are not compatible with Flash Player
Safari Versions 12 and 13 work best for Mac computers

Internet Service Providers

Please choose your own carrier; however, a reliable high-speed internet connection is required (upload and download speeds of at least 5Mbps).

Distribution of Course Materials:

Students attending Piberry Institute obtain course materials, including textbooks, supplies, and kits, as well as additional resources that support the program in which the student is enrolled. These course materials are generally distributed on campus or may be emailed and mailed to students when requested. The cost of mailing a physical textbook when the electronic format for the same text is available, will be the exclusive cost to the student. For students that are in a Distance Education or Hybrid program, the course materials will be distributed electronically in

the form of their e-books. All students have the option of opting in or opting out of purchasing course textbooks at Piberry Institute.

Incomplete Grades:

A student may receive a grade of Incomplete (I) if extenuating circumstances arises during the course of a given class. The Dean of Academic Affairs and the Instructor must approve this grade. All incomplete work must be completed within 10 calendar days after the completion of the course. Failure to comply will result in the student receiving a grade of zero for all incomplete assignments, and a final grade that is represented by the value of the amount of work completed.

Transfer of Clock Hours:

Piberry Institute, upon receipt of an official transcript from another institution, will evaluate the courses for previous training. The student's official transcript must be received by Piberry Institute prior to the start of a program if the student has had prior training from a national or regional accredited institution and wishes to receive transfer of hours for those courses already completed. Transferred courses will be accepted by Piberry Institute, Inc. for courses that match the content of the course offered in the student's program. The course being transferred must have received at least a "B" grade. Courses that meet these criteria will receive a "TR" grade with the required hours. Transfer courses have no effect on GPA or CGPA and cannot exceed 50% of the program's total number of hours. Transfer courses will be included in the evaluation of Maximum Time Frame component of Satisfactory Academic Progress at the end of each payment period or program. See additional policy in admissions policy for Professional and practical nursing programs.

Piberry Institute, Inc. does not guarantee transferability of courses and clock hours to any other institution or college. The decision to accept courses and clock hours are the sole discretion of the receiving institution or college. Students should not assume that any course, credit or clock hours, or programs can be transferred to any other institution, or college. It is the student's responsibility to confirm whether hours earned will be accepted by another institution of the student's choice.

For Distance Learning Education, there is no difference in how the transfer of clock hours are treated or validated.

Transfer Between Programs:

A request to transfer between programs by the student must be submitted to the Office of the Registrar and approved by the Dean of Academics. Such a change may result in the student having to attend the Institute for a longer period of time due to required clock hours or credit hours needed in the new program, and previously earned hours for classes already taken may not be applicable to the new program. All students are counseled prior to the decision being final. All request for transfer must be accompanied by a new enrollment agreement that is signed by an admission representative and the Campus President, and successful passage of required tests and

assessments as required for admissions to such a program. The student must meet with financial aid to discuss the costs associated with transferring between programs.

Failed Courses:

Students must repeat courses when they receive a F grade and must pay for that course again. For clock hour programs, Federal Title IV funds will not be used to pay for a repeat of a failed course. Students wishing to repeat the entire program may qualify for federal financial aid. Upon completion of the repeated course, the new grade will be used in calculating the students' GPA. **Both attempts will be included in the evaluation of Maximum Time Frame for Satisfactory Academic Progress.**

Course Repetition:

Except for Nursing Capstone II, students will be allowed to repeat a failed course once. Both the grade for the failed course and the repeated course will appear on the transcript, but only the second grade will be used in calculating CGPA. However, the original course and repeated course hours are included in the maximum time frame calculation. The student who returns from withdrawing from the course must reenter into the same course and at the same point in the program. Federal financial aid will not pay for a course repetition.

Grade Challenges:

A student may challenge a grade by submitting a written request within 7 calendar days after the final class meeting or after official notification of grade received. This request is submitted to the Registrar who will notify the instructor. If the Instructor believes that the grade was submitted in error, he/she will submit a change of grade form to the Registrar. If the grade was accurate, the request will be then sent to the Dean of Academic Affairs who will examine all circumstances associated with the challenge and issue a decision. This decision is final.

Certifications:

Piberry Institute, Inc. is a Testing Center approved by National Center for Competency Testing (NCCT) and National Health Career Association (NHA) for the National Board examinations in many medical and health careers. Students can obtain their professional certification for Medical Assisting, Phlebotomy, EKG, and patient care technician if this is their goal. The Commission for Independent Education (CIE) does not license these certifications.

Catalog Revisions:

Information contained within this catalog is subject to change at the discretion of Piberry Institute. Changes will be reflected in an addendum to this catalog and will be considered an integral part of this publication. New students will be provided a copy of this publication and copies of addendums when necessary.

HESI Examinations:

In addition to the HESI Entrance exam, all Professional Nurse and Practical Nurse students are required to sit and pass the following HESI Core Exams for the following courses:

- Foundations of Nursing
- Pharmacology
- Maternity
- Mental Health
- Geriatrics
- Medical Surgery
- Pediatrics
- RN/PN Nursing Exit

Final Program Exit and HESI Exit Examinations:

In order for a student to pass the final course in their program (Capstone), the student must complete the following: 1) Take a Program Exit exam and a minimum passing score of a “B” grade. If the student fails the first program exit, the student will receive an “Incomplete” grade and allowed to take a version 2 exam within 7 calendar days. This is nonnegotiable. If the student fails the version 2 program exit exam, the incomplete grade changes to an “F” grade and the student must repeat the Capstone course at their own cost and follow the same guidelines as was applied during the first exam sessions. If a student chooses not to repeat the Capstone course at the time indicated, the student will be withdrawn from the program.

The student that passes the program exit examination progresses to the HESI Exit exam and must score a minimum of 900. Should a student fail the first HESI Exit exam, the student will receive an “incomplete” grade and must remediate and take a second version HESI Exit within 7 calendar days. If the student passes, he or she graduates from the program. If the student fails to achieve a passing score on second attempt of the HESI Exit, the student may appeal for an opportunity to retake the HESI examination. If the appeal is accepted, the student shall maintain the “incomplete” grade and must take the examination within 10 calendar days. At no time shall a second appeal be accepted or approved. The make-up period for the HESI is not negotiable. Failure to complete the examination on the established date and time will result in the incomplete grade returning to the original failed grade and the student will be withdrawn.

Nurse Bootcamp:

After a student has successfully completed all course requirements for their Practical Nursing program, the student is required to complete an intense 20-hour NCLEX Boot camp approximately 4 weeks after completing the course requirement of the program, to meet graduation requirements. During the Nurse Bootcamp, students will receive assistance with registering for their ACHA fingerprinting, the Board of Nursing and Pearson applications, and the purchase of a NCLEX Study Review subscription. All costs for licensing of the subscription are solely the responsibility of the student. Licensure costs can be found on the Florida Board of Nursing website.

Nursing Program Student Portfolio:

All Professional nurse and Practical nurse students will be required to develop and maintain a nursing student portfolio that is begun at the beginning of their program through to Capstone. Each course will

require updating and adding of content by the student to ensure the portfolio is up to date. This is a graduation requirement for all Professional Nurse and Practical Nurse students.

Definition of a Clock Hour:

One Clock hour constitutes 60 minutes of directed supervised instruction and a 10-minute break.

Grade Point Average:

The Grade Point Average represents the student's cumulative academic performance.

Diploma:

Upon successful completion of all requirements of a program, students will be awarded a Diploma reflecting the program they are enrolled in.

Transcripts:

The Office of the Registrar issues only official transcripts. Official Transcripts requested by other schools or Colleges will be sent directly to the requesting Institution free of charge to the student, providing all financial obligations to Piberry Institute, Inc., are paid and up to date. For copies of official transcript, there will be a \$10.00 charge to the student. No Official Transcripts will be provided to any student who has an outstanding financial obligation to Piberry Institute, Inc. Students requesting transcripts must complete a transcript request form and pay the appropriate fee. Upon completion of the transcript request form, the transcripts will be mailed to the party indicated on the form. For electronic transcript copies, the Office of the Registrar will deliver the transcripts electronically through an encryption email only.

Grading System:

Medical Assistant Technician, Diploma
 Nursing Assistant, Diploma
 Home Health Aid, Diploma

GRADE	EVALUATION	PERCENTAGE	QUALITY POINT/ CLOCK HOUR
A	Excellent Achievement	90-100	4
B	Very Good	80-89	3
C	Average	70-79	2
D	Below Average	60-69	1
F	Fail	Below 60	0
P	Pass	Not Calculated	Not Calculated
I	Incomplete	Computed as F	Computed as F
L	Leave of Absence	Not Calculated	Not Calculated
W	Withdrawal; not calculated in the CGPA	Not Calculated	Not Calculated
WD	Withdrawal during add/drop; not calculated for CGPA or rate of progress	Not Calculated	Not Calculated
TR	Hours awarded through transfer	Not Calculated	Not Calculated
1	Student must repeat course		
R	Student in progress of repeating course		
2	Student has repeated course; original grade not calculated in CGPA		

Practical Nurse, Diploma

GRADE	EVALUATION		PERCENTAGE	QUALITY POINT CLOCK HOUR
A	Excellent Achievement		93-100	4
B	Very Good		84-92	3
C	Average		74-83	2
F	Fail		Below 73	0
P	Pass		Not Calculated	Not Calculated
I	Incomplete		Computed as F	Computed as F
L	Leave of Absence		Not Calculated	Not Calculated
W	Withdrawal; not calculated in the CGPA		Not Calculated	Not Calculated
WD	Withdrawal during add/drop; not calculated for CGPA or rate of progress		Not Calculated	Not Calculated
TR	Hours awarded through transfer		Not Calculated	Not Calculated
1	Student must repeat course			
R	Student in progress of repeating course			
2	Student has repeated course; original grade not calculated in CGPA			

Placement Services:

Placement services are provided for all graduates. Piberry Institute does not guarantee employment for its graduates. The Career Services staff will assist students in their job searches upon successful completion of their programs. Such assistance includes offering information on job opportunities, temporary assignments, résumé preparation, and providing mock interviewing techniques to help further the development with their interpersonal skills. Students are highly encouraged to keep a working telephone number and email and to remain actively engaged with the Career Services department so that immediate employment opportunities that may come up from time to time can be relayed to the graduate.

Continuing Education:

Piberry Institute offers continuing education in Phlebotomy, Electrocardiography, and Certified Medical Assistant to individuals who possess medical credentials or who work in medical professions that require continuing education and certification. These workshop courses are not under the jurisdiction of the Commission for Independent Education. No refunds will be granted after the first day of attendance.

Changes in Program:

Piberry Institute, Inc., reserves the right to make changes in the equipment and curriculum to reflect the technology, consolidate classes, or replace Instructors as deemed necessary by the Institute after notifying the student body. Students will be notified through verbal in-class announcements, and through written notices placed visibly on the bulletin board.

Termination and Dismissal:

The Piberry Institute, Inc., reserves the right to terminate a student based on the following:

- Nonpayment of tuition
- Unsatisfactory Academic progress
- Unsatisfactory attendance, including excessive tardiness.
- Violation of policies regulations or Code of Conduct, including cheating
- Defacement and damage to property
- Disruptive behavior or unprofessional conduct

Student Code of Conduct:

In an effort to foster an environment that is conducive to learning and to prepare our students for the workplace, we have established the following Code of Conduct. Violation of any of the listed codes will result in an investigation by the Director of the Campus or his/her designate, that can lead to disciplinary action based on the severity of the violation. Students must be cooperative and show professionalism and respect toward faculty and staff during the performance of their duties and show respect for fellow students and campus visitors.

Examples of conduct that threaten the health and safety of campus employees, other students, or visitors, and which may result in immediate suspension and/or dismissal, and further disciplinary action include, but are not limited to, cheating, possession of alcohol or other intoxicants, drugs, firearms, weapons, disruptive, intimidating, dishonest, or discourteous behavior; and destruction, theft, vandalism, or misuse of the Institute's or another person's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without expressed permission of the Campus President or a designated Institute official. **Also See Nurse Policies.**

Student Conduct Code Violations/Formal Disciplinary Procedure

If the Institute has reason to believe that a student has violated the student conduct code, the Institute shall conduct an investigation and follow up with the student in the appropriate manner. For isolated, minor student conduct code violations, the Institute may decide to conduct academic advising and issue a verbal warning of the student conduct code, or to provide the student with written notice, as the Institute deems appropriate. The Institute may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the Institute.

Student Dress Code

Students are preparing for careers that will require appropriate professional attire. Students are required to wear designated school uniforms in classroom and on their externship or clinical sites unless directed otherwise. While on campus, shoes must be closed toe, or be athletic shoes made of leather or vinyl. No high top shoes are allowed. Shoes and uniforms must be kept clean, and in good repair at all times. Same attire must be worn for clinical/externship sites. Nurse students must wear white shoes at all times and to clinical sites. Students are responsible for meeting dress code requirements at all times while on campus. No outerwear is permitted in the classroom except for a lab coat or sweater. Uniforms are provided to students during their first course and are required for each day when classes are held. Each student will receive two scrub sets with logo, and an ID badge, which must always be visible when on campus. Jewelry is to be worn at a minimum. There must be no visible body jewelry, including those for the nose, tongue, eyebrow, or lip rings, while on campus.

Personal appearance and good hygiene are important. Students should pay careful attention to good grooming and personal hygiene. Hair must be neatly combed, or brushed, must be clean, and pulled back from the face. Fingernails must be short and no more than a quarter inch from the fingertip. Make-up and perfumes must be kept to a minimum. Cell/Smart Phones and Other Electronic Devices Cell phones of any type and other electronic devices must be turned off, and at the very least silenced and put away during class time. There must be no texting whatsoever in class. Students may be excused in the event they have an emergency.

Clinical Rotations & Externships:

Courses with clinical components will be graded on a pass/fail basis, with a grade of pass counting as a 4.0 and a grade of fail counting as 0 on the grading scale for Nurse students. A failing grade for any clinical portion requires the student to repeat both theory and clinical components. Some programs require student complete specific number of hours after completing the didactic/academic classroom training in a clinical or externship setting such as in doctor's office, hospital, clinic, or long-term-care facility. No externship or clinical requirement can be done virtually or online, except for cases such as the national emergency where provisions by regulatory and licensing body prevail. The Dean of Academics in conjunction with Student Services arrange clinical or externships. Only students in the Medical Assistant Technician program may select an externship site on their own providing the site is willing to enter into an affiliation with Piberry Institute, Inc. and whereas Piberry Institute, Inc. has determined that the student's choice of the site is acceptable for student training. Nurse students must complete clinical hours requirements only where assigned by the school. All course lab requirements must be completed on-campus as assigned and outlined in the course syllabus.

The clinical or externship site is not obligated to employ the student after completion of his or her clinical or externship hours.

All clinical objectives must be completed during clinical rotations. Failure to complete those objectives will prevent the student from graduating. During the clinical or externship, students will put their classroom training to practice in a real work setting. While on clinical or externship site, the student is under the supervision of the clinical Instructor, the Dean of Academics, or a Preceptor, as well as will be supervised by the training facility personnel. Any absence during the clinical or externship period must be reported to the Dean of Academics and Site Supervisor. Clinical or externship generally begin immediately after classroom instructions are completed. Students are expected to adhere to all policies, rules and regulations of the site to which they are assigned, as well as the rules, policies and regulations of Government regulations such as HIPAA and patient privacy, and to Piberry Institute, Inc's student code of conduct.

Clinical and Externship sites are valued and appreciated by Piberry Institute, Inc. The Dean of Academics will assign students to a clinical or externship site that is deemed appropriate for the level of training required for the student to complete his or her practicum training. Because there are not an unlimited number of clinical and externship sites, a student may not turn down a clinical or externship assignment. There are also limited evening and weekend sites. Students enrolling in evening classes understand that he or she may be required to accommodate clinical training or externship during the day hours. Students must keep this in mind as they approach the completion of the didactic courses and make appropriate arrangements to continue their course of study through to graduation. This information is shared with all students during the enrollment interview process.

The school cannot guarantee a site will be available for the student to complete his or her hours in any given geographical location; however, The Dean of Academics will consider the student's request when making assignments and seek to provide opportunities that are a good fit for both student and clinical or externship site. Students must work similar hours as employees at their assigned clinical or externship site. Generally, clinical or externship is arranged as a daytime, M–F, 40-hours per week. Clinical or externship is a part of the student's education. Students will not be paid and will be withdrawn from the program if the facility reports that they were asking for or receiving pay. A student is encouraged, however, to perform at their highest quality level during training as this may show positively on the student. Some clinical or externship sites may require employees and student externs to be tested for drug usage and/or be checked for any criminal background prior to accepting them to the site. When this is the case, the student must meet those requirements prior to reporting to the site.

Students are evaluated each week on their sites. The evaluation will consist of soft and hard skills. An unsatisfactory evaluation from the clinical or externship site may require the student to serve additional clinical or externship hours, return to school for additional training, or may result in his or her termination from Piberry Institute, Inc. As part of the externship requirements, students are responsible for completing and submitting their hours as required. Extern timesheets must be faxed to Piberry Institute, Inc. by the student each Friday or Monday mornings. It is the student's responsibility to ensure that the externship forms are signed by the appropriate site supervisor and

received by Piberry Institute, Inc. in a timely manner. Evaluations forms may be confirmed by the Dean of Academics or Student Services who may do random visits to the clinical or externship site. Falsification of information on these forms will result in termination from the program. Failure to complete assignments may result in repetition of the clinical rotation. There are also times that the student may be required to attend certain scheduled meetings, including site interviews, or for career services workshops before and during his or her clinical or externship period.

Students are expected to behave professionally. Any conduct that reflects poorly on the student, the school, or the site will subject the student to termination from the school. If a student is going to be late or absent from the Site, it is incumbent and expected that the student will notify the healthcare facility and the Office of the Dean of Academics. Violation of attendance policy will result in probation or withdrawal from school. Students should immediately notify their Clinical Instructor/Preceptor if there are any problems during clinical or externship experience. This includes differences in personality issues, illnesses, or general problems. (Students must never walk off the site. Students are encouraged to remain at the site, call the Preceptor or Dean of Academics before attempting to leave the site. If a student is terminated from a clinical or externship site, the Program Director will evaluate the circumstances and a determination will be made regarding his or her continuance and enrollment status. Students that are terminated from clinicals or externships will be required to repeat the entire clinical or externship. Students may be required to travel up to 100 miles away from campus to attend clinical assignments. Specific information regarding travel distance to clinical or externship assignments will be provided to students during the enrollment process. Students are responsible for their own travel to and from clinical assignments and must plan accordingly.

Students must keep in mind that clinical rotations or externships are designed to provide the student with exposure to the procedures and responsibilities that they will encounter in the workplace upon graduation and while under the direction of preceptors, clinical instructors, and site supervisors. The clinical rotation does not guarantee employment upon graduation. During the clinical rotation, students are given the opportunity to put their classroom learning into practice. The student is under the constant supervision with visits occurring on a weekly basis by a clinical instructor from Piberry Institute.

Vaccination Policy:

Nurse students are required to provide documentation of immunization under HEOA Section 488(a)(1)(E). During the Admissions process, the prospective student will be provided information about the immunization requirements and the local resources available for obtaining the immunizations and accompanying documentation. Where Piberry Institute has an affiliation with a healthcare center that provides the healthcare services for meeting these requirements, the expectation is for the student to use that center. Students may choose to obtain the required immunizations from a healthcare provider of their own; however, immunization documentation

must include specific information about the type of healthcare provider and the immunizations administered and/or verified.

Tuberculin Skin Test	Varicella Immunity	Rubella & Rubeola	Hepatitis B	Flu/COVID	Tetanus
YES	YES	YES	YES	YES	YES

Students are not permitted to participate in any clinical experiences if their immunizations do not meet the standards outlined in this policy or those required by specific clinical agencies. Piberry Institute requires mandatory proof of immunizations for every nursing student. Each student must sign an acknowledgement regarding this policy. All immunizations submitted by a student is verified prior to the student being permitted to enter any clinical site.

Failure to provide the required health and immunization documentation within 10 business days prior to the start of the student’s first clinical session, will result in suspension from the clinical portion of the program. Any student that is suspended from a clinical portion of a course will be solely responsible for any costs relating to getting them on a clinical rotation of that specialty and may have to be withdrawn in order to wait until that clinical is being offered at a time in the future. No student will be permitted to enter a clinical site without having satisfied the requirement for immunization documentation. Students unable to participate in scheduled clinical sessions will be recorded as absent and may potentially risk failure of the entire course. Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies with whom Piberry Institute have an established affiliation agreement, may have additional health clearance and immunization requirements that is beyond current recommendations outlined by the CDC or School policy. Failure to meet these immunization requirements may result in failure for a student to progress in the nursing program.

Serological Evidence of Immunity Hepatitis B Vaccine

All nurse students attending Piberry Institute must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination within the first week of admission, with the second vaccination being given one month after receiving the first vaccination, and the third being given no earlier than five months after the second vaccination. Proof of the first administration must be provided to participate in any agency based clinical rotations.

For non-responders or those who have not completed the series of hepatitis B vaccination, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood. For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider

recommendation, a vaccination waiver must be on file. Any individual who has not completed the hepatitis B vaccination series and final serologic testing indicating immunity must maintain a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during a clinical experience. Expense may also include testing of the patient in the event of an exposure.

Measles, Mumps, and Rubella (MMR)

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime. Individuals must submit proof of immunity against measles, mumps, and rubella through serology testing or laboratory confirmation of the disease. If serology results indicate that the individual is not immune or serological test results indicate “indeterminate” or “equivocal,” individuals should be considered non-immune, and additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines.

Students are required to provide documentation to the School and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal. Varicella (Chicken Pox) Students must submit proof of varicella immunity by providing documented serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/ guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide required documentation to the School and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Tetanus, Diphtheria, Pertussis (Td/Tdap)

Students must provide proof of vaccination for tetanus, diphtheria, and pertussis within the past 10 years. If no documentation is presented, vaccination is required. Evidence of one-time Pertussis vaccination is required. A one-time dose of Tdap is required for all students who have not received Tdap previously. A Td booster should be documented every 10 years thereafter. Students are required to provide documentation to the School and maintain compliance with the immunization and health clearance policy.

Seasonal Influenza & COVID Testing

Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to the school and or clinical site and maintain compliance with the immunization and health clearance policy.

Tuberculosis/Tuberculin Skin Test (TST)

Students are not permitted to practice in any clinical, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in the nursing program. For students with no history of previous annual tuberculin skin testing (TST), an initial two-step is required. For those students

with previous annual and/or current TST (within the past 364 days) who provide evidence by documentation, only a current one-step TST is required. A current one-step TST is valid and may be accepted by the School only if completed within the past 90 days and can be verified through an appropriately credentialed healthcare provider.

Annual tuberculosis screening and TST is required each year for the student who is enrolled in the nursing program. Students must provide documented evidence of compliance to the school. The annual tuberculosis screening will include a questionnaire and tuberculin skin test.

For students with a history of a positive TST, they must complete a questionnaire, have a post treatment or symptom negative chest x-ray free of active pulmonary disease, and be currently free of any symptoms. An annual tuberculin skin testing is not required for previous TB positive students. A repeat or annual chest x-ray is not required unless the questionnaire or symptoms suggests further evaluation. A negative chest x-ray result must be no older than 2 years for health clearance and must document “no evidence of active pulmonary disease” by an appropriately credentialed healthcare provider. If an annual TST is read as a new positive, documentation of a negative chest x-ray report documenting “no evidence of active pulmonary disease” must be provided. The student will not be permitted to participate in clinical experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students with a history of vaccination of Bacilli Calmette-Guerin (BCG) must complete required initial and annual screening and TST testing. In the event of a positive TST for those who received BCG, students are required to provide documented evidence of a negative chest x-ray reporting “no evidence of active pulmonary disease.” Students with a history of BCG vaccination are not exempt from annual TB screening. A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test may be accepted in the place of a TST or chest x-ray. Both results must be within the past 90 days prior the first week of the quarter in which the student initially enrolls in the nursing program. Students who demonstrate a positive TST, QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TST, or positive pulmonary disease on a chest x-ray, will not be permitted to participate in clinical experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

COVID vaccine requirements and COVID Testing are based on the clinical site requirement.

Student Health Requirements:

Nursing students must be able to perform several physical and cognitive activities in the classroom, at clinical sites and in learning laboratory portions of the program. Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. The School or clinical agency reserves the right to request a medical release from a health care provider if an identified condition, illness, and/or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any

additional requirements will be at the student's expense. Examples of medical issues include but are not limited to: limitations required after surgery or accident, immuno-suppression, pregnancy, back injury, behavioral health, and etcetera. Students may not enter or practice within a clinical area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless of those substances having been prescribed by a healthcare provider. The clinical instructor and Director of Nursing will be the final deciding authority as to their perception if the student may practice safely within the clinical environment. The clinical agency may be consulted as well.

Students must submit the approved physical and health clearance forms to the School prior by the designated deadline. **NOTE:** Students with medical and/or mental health conditions which may place the student or patient safety at risk may not be eligible for admission or continuation in the nursing program. Risk assessment is at the discretion of the Director of Nursing in consultation with the School President.

Insurance Policy:

Certain externship and Clinical Sites may require the student to provide proof of Health Insurance. Students must sign a Health Insurance Waiver. Piberry Institute does not provide Health Insurance.

Anti-Hazing Policy:

The Piberry Institute, Inc., does not permit or condone any type of initiation or hazing of new or currently enrolled students. Any such action will result in disciplinary action, and possible termination of enrollment.

Student Right to Know:

Information on graduation/completion rates for first time, full time students is available through the Office of Student Services. These rates are calculated according to guidelines in the Student Right to know Act of 1990.

Student & Career Services:

Student Services provide a system of support services that enhances student success, student learning, and assists students in achieving their academic, career and professional goals, as well as their personal and social development through thoughtful and appropriate programs and services.

Student Services also coordinate Career Services functions and can help students with effective job search techniques, and will provide career coaching, resume building and interviewing skills to support the student in pursuing career opportunities. The Career Services Department does not guarantee employment to any graduate but works to provide employment leads and help graduates with preparing documents and etiquette needed for obtaining interviews for appropriate employment.

Media, Learning & Library Center:

Piberry Institute, Inc., is equipped with a media, learning and library resource center that contains books, periodicals, and other informative materials on programs offered by the Institute. Piberry

Institute's Library and Resource Center is designed for a student's use and benefit. Students are allowed to use any texts, other resources, computers, printer, and scanners, and copier. A Student Services representative is available to assist students with tutoring or to answer any questions that they may have during designated times.

Student Grievance Policy and Procedure:

Grievance Policy: Any student has the right to file a grievance if they believe that they have a case that needs to be heard.

Grievance Procedure: The student must file a written grievance letter with the Dean of Academic Affairs specifying what they believe to be the basis for the grievance, listing all parties involved within 48 hours of the incident. The Dean of Academic Affairs will attempt to resolve the matter with the input from all parties.

1. Complete a Grievance form. The form must be signed and dated with a full explanation of the problem or reason for the grievance.
2. The Grievance form must be submitted to the Director of Student Services
3. Upon receipt of the Grievance form the Director of Student Services will schedule the hearing with the Dean for the next available date.
4. The Director of Student Services will return a copy of the form with the bottom portion completed to indicate date, place, and time of the hearing.
5. Student Services Director's office maintains the records on student complaints that are filed in accordance with the institution's grievance policy that ensures acceptable quality in the educational programs offered by the institution.
6. The student will receive a decision about their grievance within 24 hours after the hearing.
7. In the event that the grievance remains unresolved, students can contact The Commission for Independent Education; Florida Department of Education located at 325 West Gaines Street, Suite 1414, Tallahassee, Fl. 32399, Telephone: (888) 224-6684. OR the Commission on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA. 30350 and toll free at (800) 917-2081 or locally (770) 396-3898 and www.council.org.

Tuition & Fees:

The student enrollment agreement outlines the financial obligations for both student and Institution. Tuition is calculated according to the refund policy. Tuition and fees include costs for books, medical kits, nurse kits, certification exams, HESI exams, immunizations, background, and drug screening for each relevant program. The registration fee is a one-time charge and is non-refundable. Should there be a reduction in tuition, fees, or other charges, all students entering the institution within the enrollment period that the reduction is offered are eligible for this reduction of tuition, fees, and other charges.

Program Costs	Diploma, Practical Nurse	Diploma, Medical Assistant Technician	*Diploma, Nursing Assistant	*Diploma, Home Health Aid
Program Tuition	\$22,500.00	\$15,500.00	\$1,100.00	\$500.00
Registration Fee	\$50.00	\$50.00	\$50.00	\$50.00
Books	\$1,200.00	\$380.00		
Certifications/Licensure		\$210.00		
Student Kit		\$50.00		
HESI Exams & Resources	\$350.00			
Immunizations	\$600.00			
Drug Testing	\$45.00		\$45.00	
Background Check	\$55.00			
Nurse Kit	\$100.00			
Uniforms	\$120.00	\$60.00		
Total Tuition & Fees	\$25,020.00	\$16,250.00	\$1,195.00	\$550.00
Total Fees Only	\$2,520.00	\$750.00		\$50.00

***Cash program that is not eligible for federal financial aid.**

Certifications:

Certifications suggested for the Medical Assistant Technician program are not mandatory. They are highly encouraged because certification helps to make the applicant more desirable. The Commission for Independent Education does not oversee or require these examinations.

Other Charges:

Students may at times be required to undergo additional background and drug testing if required by a clinical or externship site. If this is the case, the student will be billed for that amount. Any Nurse students that have an unexcused absence for a clinical rotation and must make up those clinical hours will be charged \$175 per day fee. The Registration fee of \$50 will be charged each time a student changes program. Students that are unsuccessful in any HESI examination will be charged a \$50 Exam Retake fee if they wish to retake the exam. Retakes for Certification exams are at cost and paid directly by student to the certifying body.

Past Due Accounts:

Students with overdue accounts may not be permitted to attend the final class, or externship until the account is made current, or satisfactory arrangements are made. All accounts due to the PiBerry Institute, Inc., can be turned over to a collection agency at the discretion of the administration. All fees, tuition, and dues must be paid to PiBerry Institute, Inc., to receive Transcripts, Certificates or Diplomas.

ACADEMIC CALENDAR

Practical Nursing				Medical Assistant Technician			
Start Date	Add/Drop	End Date	Grad Date	Start Date	Add/Drop	End Date	Grad Date
4/5/2021	4/8/2021	5/27/2021	6/16/2022	9/20/2021	9/24/2021	10/14/2021	6/23/2022
6/1/2021	6/4/2021	7/22/2021	8/11/2022	10/18/2021	10/22/2021	11/11/2021	7/21/2022
7/26/2021	7/30/2021	9/16/2021	10/6/2022	11/15/2021	11/19/2021	12/9/2021	8/18/2022
9/20/2021	9/24/2021	11/11/2021	12/1/2022	12/13/2021	12/17/2021	1/20/2022	9/15/2022
11/15/2021	11/19/2021	1/20/2022	2/9/2023	1/24/2022	1/28/2022	2/17/2022	10/13/2022
1/24/2022	1/28/2022	3/17/2022	4/6/2023	2/21/2022	2/25/2022	3/17/2022	11/10/2022
3/21/2022	3/25/2022	5/12/2022	6/1/2023	3/21/2022	3/25/2022	4/14/2022	12/8/2022
5/16/2022	5/20/2022	7/7/2022	7/27/2023	4/18/2022	4/22/2022	5/12/2022	1/19/2023
7/11/2022	7/15/2022	9/1/2022	9/21/2023	5/16/2022	5/20/2022	6/9/2022	2/16/2023
9/6/2022	9/9/2022	10/27/2022	11/16/2023	6/13/2022	6/17/2022	7/7/2022	3/16/2023
Home Health Aid				Nursing Assistant			
Start Date	Add/Drop	End Date	Grad Date	Start Date	Add/Drop	End Date	Grad Date
11/11/2021	11/19/2021	12/2/2021	12/2/2021	11/1/2021	11/19/2021	12/9/2021	1/20/2022
1/24/2022	1/28/2022	2/10/2022	2/10/2022	1/24/2022	1/28/2022	2/17/2022	3/17/2022
2/21/2022	2/25/2022	3/10/2022	3/10/2022	2/21/2022	2/25/2022	3/17/2022	4/14/2022
3/21/2022	3/25/2022	4/7/2022	4/7/2022	3/21/2022	3/25/2022	4/14/2022	5/12/2022
4/18/2022	4/22/2022	5/5/2022	5/5/2022	4/18/2022	4/22/2022	5/12/2022	6/9/2022
5/16/2022	5/20/2022	6/2/2022	6/2/2022	5/16/2022	5/20/2022	6/9/2022	7/7/2022
6/13/2022	6/17/2022	6/30/2022	6/30/2022	6/13/2022	6/17/2022	7/7/2022	8/4/2022

*Home Health Aid and Nursing Assistants start on any day during the start week depending on schedule

THE SCHOOL WILL BE CLOSED IN OBSERVANCE OF THE FOLLOWING HOLIDAYS:

2021

Martin Luther King Jr. – Monday, January 18, 2021
President’s Day – Monday, February 15, 2021
Memorial Day – Monday, May 31, 2021
Independence Day – Monday, July 5, 2021
Labor Day – Monday, September 6, 2021
Thanksgiving – Thursday & Friday, November 25-26, 2021
Winter Break – Monday, December 20, 2021 – Sunday, January 2, 2022

2022

Martin Luther King Jr. – Monday, January 17,
2022 **President’s Day** – Monday, February 21,
2022 **Memorial Day** – Wednesday, May 30, 2022
Independence Day – Monday, July 4, 2022 **Labor**
Day – Monday, September 5, 2022
Thanksgiving – Thursday & Friday, November 24-25, 2022
Winter Break – Monday, December 19, 2022 – Monday, January 2, 2023

2023

New Year’s Day – Monday, January 2, 2023
Martin Luther King Jr. – Monday, January 16, 2023
President’s Day – Monday, February 20, 2023
Memorial Day – Monday, May 29, 2023
Independence Day – Tuesday, July 4, 2023
Labor Day – Monday, September 4, 2023
Thanksgiving – Thursday & Friday, November 23-24, 2023
Winter Break – Monday, December 25, 2023 – Sunday, January 7, 2024

FERPA & Student Records:

(FERPA) Although this information is generally found in the student catalog we have also provided the information in this guide for your convenience. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a college beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the institution. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a college correct records which they believe to be inaccurate or misleading. If the institution decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the institution still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- Institution officials with legitimate educational interest, Other schools to which a student is transferring, Specified officials for audit or evaluation purposes,
- Appropriate parties in connection with financial aid to a student, Organizations conducting certain studies for or on behalf of the institution, Accrediting organizations,
- To comply with a judicial order or lawfully issued subpoena, Appropriate officials in cases of health and safety emergencies, and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, enrollment status and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that Piberry Institute not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each institution. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use Consumer Information Guide 2019-2020 54 TDD may call the Federal Information Relay Service at 1800877-8339. Or you may contact the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901 From the Department of Education website at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

USA Patriot Act – Amendments to the FERPA Law

Section 507 of the “Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT ACT) of 2001,” (Public Law 107-56; 115 Stat. 272.) amends FERPA and allows institutions to disclose, without consent or knowledge of the student, personally identifiable information from the student’s education records to the Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in Section 2331 of Title 18 United States Code. Institutions that, in good faith, produce information from education records in compliance with an ex parte order issued under this amendment “shall not be liable to any person for that production.”

Student Health & Safety:

The Health and Safety of students is of great importance to the Institution. A detailed outline of Health and Safety Policies is available. The plan is evaluated annually by Student Services and Academic Departments and is maintained by Student Services. Administrators follow detailed processes for responding, investigating, and reporting all related health and safety needs, emergencies, sicknesses, and accidents of students on campus.

Copyright Policy:

It is the policy of the Institution to respect the copyright protections given to authors, owners, and publishers under federal law including the Digital Millennium Copyright Act of 1998. Copyright is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including email and Web information), graphics, arts, photographs, video and other media types, music, and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

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

Anyone found to have infringed a copyrighted work may be liable for statutory damages for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. The Institution has written plans to effectively combat the unauthorized distribution of copyrighted material by users of the Institution's network without unduly interfering with the education and research use of the network. The plan is evaluated regularly for effectiveness. Students are given login accounts with limited privileges which prevent them from being able to install academic software locally on institution computers. Also, at most locations, a firewall is in place that can be configured to block malicious content from being downloaded and uploaded. Employees of the Institution are required to read and sign a Computer Use Policy. For more information on United States copyright law, please consult the U.S. Copyright Office's website at <http://www.copyright.gov>.

Veterans Training & Services to Military Members:

Piberry Institute is approved for Veterans' Training. Dedicated personnel within the Student Services Department acts as the contact for support services to veterans, military service members and their families. For additional information, please see the Director of Student Services.

Veteran's Attendance Policy:

Early departures, class cuts, tardiest, etc., for any portion of a class period will be counted as an absence. Students exceeding 10% **total** absences in calendar month **will be** terminated from their VA benefit for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purpose.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each evaluation period.

A VA student whose CGPA falls below 2.0 at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If VA student's CGPA

is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining CGPA of 2.0.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and students notified.

Veteran Payment

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Course Numbering System:

The course numbering system uses a five to eight alpha numeric identifier. The prefixes are characters that represent the subject areas. The numbers represent the progression within the course, beginning with 100 and progressing to 2000.

Definition of Prefixes:

A&P – Anatomy & Physiology

CNA – Nursing Assistant

HHA – Home Health Aid

MT – Medical Assistant Technician

PRN – Practical Nurse

CPR – Cardiopulmonary Resuscitation

HAE – HIV/Aids Education

MBC – Medical Billing

PCT – Patient Care Technician

Program Examinations:

The Practical Nursing programs at PiBerry Institute challenge a student in all aspect of learning and commitment. It requires students to dedicate the necessary in class and out of class time for learning, reviewing, studying, and practicing. Students are expected to retain knowledge, skills, and competencies from prior courses as they progress through the nursing curriculum. Students must achieve a minimum of a letter grade of “C” with a minimum course GPA of 2.0. Students who fail a nursing core course may repeat a course only one time. Failure of the same course, or failure of any three nursing core courses shall result in the student being dismissed from the Practical Nursing program. A student must have a passing course grade in order to be eligible to sit for a HESI examination.

Course examinations are designed to measure the student’s progression and achievement through their program. The Practical Nurse program require the student to sit and pass HESI exams for each core course. A student has two opportunities for achieving a passing score on each HESI core examination. The first failure requires the student to complete the HESI Remediation and retest with a Version II for the second and final time. If the student fails the HESI exam on the second/final attempt, the student must repeat the course. The maximum number of courses that a student may fail and retake throughout their entire program is two courses. The minimum passing score for all Core HESI exams is 850. No student can graduate from their program with a failing HESI score.

Criminal History and Physical Disability Disclosure:

Some employers may deny employment to graduates who have a criminal record. A criminal background check and drug screening are required by many agencies before accepting students as externs. Graduates with felony convictions may not be eligible for certification or licensure, depending on the requirements of the student’s chosen program at the time of completion. Students and graduates are reminded that having a criminal background may limit their employment possibilities and background checks vary by program and employer. Please contact the Campus President if you have questions or concerns regarding this disclosure. Students applying to the Practical Nursing program must successfully pass a drug and background screening test.

PiBerry Institute does not guarantee employment to graduates even those with physical disabilities. PiBerry Institute, Inc., provides employment assistance to students by writing and developing the student’s resume, conducting related job searches, and referring graduates to prospective employers for employment opportunities. The decision to employ any PiBerry Institute, Inc., graduate is solely up to the prospective employer.

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS:

PiBerry Institute, Inc, is committed to assisting all members of the PiBerry Institute, Inc., community in providing for their own safety and security. The annual security and fire safety compliance document for the location 30356 Old Dixie Hwy, Homestead FL 33033 is available on the website at <http://piberry.edu>.

If you would like to receive the combined Annual Security and Fire Safety Report that contains this information, you can stop by the administrative office at PiBerry Institute located at 30356 Old Dixie Hwy, Homestead, FL 33033 or you can request that a copy be mailed to you by calling Marion Carberry, Campus President at (305) 245-2581.

The website contains this report and information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They contain information about crime statistics for the year 2019 and previous of crimes that have occurred on campus owned or controlled by Piberry Institute, Inc.; and on public property within or immediately adjacent to and accessible from the campus. This information is required by law and is provided by the administrative office at Piberry Institute, Inc.

The institution is providing the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Campus Security Report is updated and made available on the institution's website and, upon request, in print format. It should be noted that this report is updated annually and distributed by October 1 of each year. Students and employees are encouraged to view the institution's website for updates pertaining to the institution's most recent Campus Security Report. You may also find information on Crime Statistics on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences. Information as it appears on the school's navigator website is based on IPEDS data that are deemed final and closed, based on prior year's statistical submissions. For more up-to-date information, please contact your Admission's Representative.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act), originally known as the Campus Security Act, since amended by the Higher Education Act (HEOA), The Campus Sexual Violence Elimination Act (SaVE), and the Violence Against Women Act (VAWA) requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime and sexual violence on and near their respective campuses. Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is the responsibility of the administration of Piberry Institute, Inc. to provide a safe environment for study and to prevent crime and sexual violence. Piberry Institute, Inc., is concerned about the safety and welfare of its students and employees. Therefore, the following Campus Security and Safety Policy is implemented for the protection of students, faculty and staff. The policy is published annually by October 1st as required and is compliance with the Student Right-to-Know, the Campus Security Act and as amended by HEOA, the Drug-Free Schools and Communities Act of 1989 (DFSCA), the SaVE Act and Violence.

Violence Against Women Act

The Campus Security and Safety Policy may be accessed at the Piberry Institute website www.piberry.edu within the Disclosures & Consumer Information tab and is entitled Annual Security & Crime Report Link and a printed copy may be obtained at the campus.

Each year in the fall and by October 1st, Piberry Institute is required to prepare a Campus Security Policy Report and Crime Statistics Report as required in the federal Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The Campus Security Report and Crime Awareness Information are gathered through requests to the local Police Agency and are combined with on-campus crime reporting. The report is published by October 1st and is made available to prospective students, students, faculty, and staff. In addition, a Crime Statistics report containing three years of reported data is made available. The campus facilities are opened and closed each morning and evening by administrative personnel. We encourage students to immediately report criminal incidents or other emergencies to the Campus President, Marion Carberry at (305) 245-2581, or to any other employee so that the appropriate legal or other action may be taken. Piberry Institute works with local and state law enforcement if necessary. Students and employees are responsible for their own security and safety on and off campus and need to be considerate of the safety and security of others. Piberry Institute Ins has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged on campus premises or any campus activities. In 1996 Megan's Law became federal law. Megan's Law requires state and local law enforcement agencies in all 50 states to notify colleges, schools, day care centers and parents about the presence of dangerous offenders. We encourage our campus community to look out for themselves and one another.

In 1996 The Campus Sex Crimes Prevention Act (Megan's Law) became federal law. Megan's Law requires colleges and universities to disclose to its students the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The law requires registered sex offenders to provide to notice to the state enforcement agency of any campus of higher education in which the offender is employed, carries on a vocation, or is a state. Megan's Law requires state and local law enforcement agencies in all 50 states to notify schools, day care centers and parents about the presence of dangerous offenders.

The Florida Department of Corrections advises Piberry Institute Inc. when registered sexual offenders and or sexual predators may be enrolling or may be enrolled. Information regarding registered sexual offenders, sexual predators in Florida may be found at the FDLE Registered Sex Offenders website: <http://offender.fdle.state.fl.us/offender/homepage.do> or toll-free number- 1-888-357-7332 for TTY Accessibility – 1-877-414-7234. Additionally, information is also available at the U.S. Department of Justice's National Sex Offender Public Website In an effort to provide this critical data to all students and employees nationwide, we offer the following from the U.S. Department of Justice (DoJ). <http://www.nsopw.gov/en>.

The Dru Sjodin National Sex Offender Public Website (NSOPW) is a public safety resource that provides the public with access to sex offender data nationwide and is a partnership between the U.S. Department of Justice and state, territorial, and tribal governments. NSOPW links public state, territorial, and tribal sex offender registries from one national search site at <http://www.nsopw.gov/en/Registry>. The public can utilize the website's search tool to identify location information on sex offenders residing, working, and attending school not only in their own neighborhoods but in other nearby states and communities. In addition, the website provides visitors with information about sexual abuse and how to protect themselves and loved ones from potential victimization.

Voter Registration

This institution encourages you to register to vote. The National Mail Voter Registration Form is available at the institution's financial aid office and can be obtained from the U.S. Election Assistance Commission (EAC) website. The EAC is a comprehensive resource for information on the Federal elections process. For more detailed information please visit www.eac.gov/voterresources or call EAC at: (866) 747-1471.

Federal Voting Assistance Program:

Voting resources for uniformed service members and overseas citizens, including the Federal Post Card Application, a voter registration form for citizens living abroad. Tel.: (800) 438-8683 or Web site: www.fvap.gov Am I eligible to vote?

At a minimum, you must be 18 years of age and a U.S. citizen to be eligible to vote. States may also have their own requirements, which are outlined in the "State Instructions" section of the National Mail Voter Registration Form. State and local election offices can also provide information on voter eligibility. How do I register to vote? You may register to vote by completing and submitting the National Mail Voter Registration Form. This form may also be used to report a name or address change to the voter registration office or to register with a political party. You can obtain the form in person from the following public facilities; state or local election offices, the department of motor vehicles, public assistance agencies, state funded programs that serve people with disabilities, any public facility a state has designated as a voter registration agency (such as a public library, public school, and city or county clerk's office). You may also register to vote by using your state's voter registration form.

When can I register to vote? You must register by your state's registration deadline to ensure voting eligibility. Each state has its own registration deadline. You can find this information in the "State Instructions" section of the National Mail Voter Registration Form at www.eac.gov, or by contacting your state or local election office.

Did You Know...? The EAC provides information for voters on its Web site in Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese. The Commission has also issued comprehensive glossaries of voting terms in these six languages to assist voters and election officials.

Constitution Day

The Consolidated Appropriations Act, 2005, (Pub. L. 108-447) requires educational institutions that receive Federal funds to hold an educational program on the United States Constitution on September 17th of each year. If September 17th falls on a Saturday, Sunday, or a holiday, Constitution Day programs may be held during the preceding or following week. Schools may choose many different formats to fulfill the requirements, including but not limited to, in-class presentation, video presentations, flyers, or use of online resources. For information specific to your institution, please see your Education Director.

Additional Consumer Information/Gainful Employment Disclosure:

Student Complaint Procedure

Please consult your institution's catalog and/or addenda, for more specific information related to the Student Grievance Policy.

Occupational Listings presented within the Gainful Employment Disclosures

The occupational listings are presented in accordance with the Program Integrity Measures: Gainful Employment requirements as defined by federal regulations. The lists represent a sample of identified occupations for which an institution's graduates may typically find employment within a few years after completing a program. In addition, each occupational name is a link to the Occupational Information Network (O*Net) where various information can be obtained for a particular area of interest. For more information, please refer to the school's website. A paper copy is available, upon request from your Admission's Representative.

On-Time Completion Rates and Median Debt Burden: Gainful Employment Disclosures On-Time Completion Rates and Median Loan Debt are calculated in accordance with federal regulations specifically pertaining to the required Program Integrity Measures: Gainful Employment disclosures. On-Time graduation rates represent the percentage of students who completed the program no later than the published length of the program, as defined by the institution's catalog. Median Loan Debt is the middle loan amount, extracted from a range of students who have graduated from a particular program, and only includes debt incurred at the institution. The debt incurred includes living expenses. For more information, please refer to the institution's website. A paper copy is available, upon request from your Admission's Representative.

Title IX Non-Discrimination Policy

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, Piberry Institute has developed the following Title IX Non-Discrimination Policy. As set forth in detail herein, the institution:

- Does not discriminate on the basis of sex, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation;
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law;
- Is committed to promoting fairness and equity in all aspects its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect the rights of all parties involved.

This Policy is to prevent discrimination prohibited under Title IX and provide a prompt, fair, and impartial process to address complaints of alleged discrimination based on sex. Inquiries about this Policy or the application of Title IX may be referred to the institutions Title IX Coordinator.

Responsibilities of the Title IX Coordinator:

The Title IX Coordinator oversees implementation and enforcement of this Policy, which includes primary responsibility for coordinating the School's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

Piberry Institute's Title IX Coordinator is identified below and may be contacted with questions about this Policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the School's educational programs or activities in compliance with Title IX: Marion Carberry, President. Piberry Institute Inc. 30356 Old Dixie Hwy. Homestead, FL. 33033. (305) 245-2581. mcarberry@piberry.edu. Individuals may also contact the U.S. Department of Education's Office for Civil Rights with Title IX questions.

Formal Complaint of an Alleged Title IX Violation Process

Any person may report alleged sex discrimination, sexual harassment, or retaliation to the Title IX Coordinator, irrespective of whether the reporting person is the alleged victim of such conduct. Any report to the Title IX Coordinator alleging sexual harassment and requesting that the School investigate the allegation(s) and implement the School's Grievance Process can be filed with the Title IX Coordinator in person, by mail, or by electronic mail at any time.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 775.21 and 775.215 of Florida Law is available with the Miami-Dade Police Department, located at 4 s Krome Avenue, Homestead, FL. 33030. 786-243-3784. Additional information can be obtained by calling the police department at (305) 378-4300. OR: Information regarding registered sex offenders under section 775.21 and 775.215 can be found at <https://offender.fdle.state.fl.us/offender/sops/search.jsf>. Piberry Institute also provide computer labs with internet access to view the above website at the library: Mondays – Thursday: 8:00am – 7:00pm. Fridays: 9:00-2:00pm.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the student lounge. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's/employee's request, the Campus President or other Piberry Institute officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- If able, call 911 immediately.
- Do not shower, bathe, douche, or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you as you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 305-585-7273. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Piberry Institute will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Piberry Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable, including the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

1. Roxcy Bolton Rape Treatment Center, 1611 NW 12 Ave. Ambulatory
2. Care Center-East, 1st Floor, room 116A, 1-305-585-7273
3. Homestead Hospital 975 Baptist Way (Campbell Drive and SW 147 Avenue, Homestead, FL 33157. 305-243-8000
4. National Rape and Crisis Hotline (800)656-4673
5. Miami-Dade Rape Hotline (305)585-7273
6. Switchboard of Miami (305)358-4357
7. Florida Abuse Registry (800)962-2873

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT

In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), educational programs are provided to all students and employees to promote prevention and awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Primary prevention programs for all incoming students are conducted during orientation. Employee training programs are conducted annually and upon hire for new employees. Such programs enforce Piberry Institute's commitment to prohibiting the crimes of domestic violence, dating violence, sexual assault, and stalking as those terms are defined in the Clery Act. Piberry Institute also provides the applicable jurisdictions' definition of these crimes each including the definition of consent. (Nonconsensual sexual conduct may constitute a crime. If any of the following are present, the victim will be deemed to have not given consent: if the offender impaired the victim's judgment by administering a substance to the other person or by force, threat or deception, if the victim's ability to apprise the nature of their own conduct is substantially impaired, if the victim is coerced, if the victim is unaware the act is being committed or if the victim's ability to consent is impaired because of a mental or physical condition or because of age.). The programs provide "safe and positive" options for bystander intervention to prevent or intervene when there is a risk to another person of domestic violence, dating violence, sexual assault, or stalking and information on how to reduce risk and recognize warning signs of abusive behavior and how to avoid a potential attack. The programs also provide policies and procedures after a sex offense occurs. Piberry Institute also provides ongoing prevention and awareness campaigns for students and faculty that includes the material provided to incoming students and employees. Piberry Institute will provide students and employees with educational materials on sexual violence so they can be informed of risks and take steps to ensure they do not become a victim or a perpetrator of a VAWA offense. These materials and informational pamphlets are distributed on an annual basis at a time separate from the educational programs.

Piberry Institute is committed to providing clear, accessible channels for reporting to the Title IX Coordinator. The Title IX Coordinator is made aware of all Title IX incidents and oversees the investigation of any reported incidents and the disciplinary process. If an employee or student is a victim of sexual violence, the victim is urged to seek immediate medical assistance and to report the incident to the police. However, any person may report sexual violence at any time, including during non-business hours, by using the telephone number, regular mail or email address of the Title IX Coordinator or the Campus President, or by meeting with or sending a written complaint to the Title IX Coordinator or the Campus President, at the office addresses below.

Title IX Coordinator and Campus President
Attention: Title IX Coordinator – Piberry institute Inc
Marion Carberry
Address: 30356 Old Dixie Hwy. Homestead, FL. 33033
Telephone: 305-245-2581
E-Mail Address: mcarberry@piberry.edu

DRUG AWARENESS AND SUBSTANCE ABUSE POLICY:

The federal Drug-Free Schools and Communities Act of 1989 requires institutions receiving Title IV funding and other financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter annually. The disclosure is also made available to all campus employees. These policies are reviewed and published annually at the Piberry Institute website: www.piberry.edu. For additional information, contact Marion Carberry, Campus President, at (305-245-2581 or mcarberry@piberry.edu).

Illegal, illicit, and controlled drugs' use and other forms of substance abuse affect all communities. Therefore, all members of the academic community, students, faculty, administrators, and other academic support staff share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct. The illegal use, possession, sale, delivery, and/or manufacture of drugs will not be tolerated and may be grounds for immediate suspension and/or dismissal of students, faculty members, administrators, and other employees.

Piberry policies and programs are intended to emphasize: 1) The incompatibility of the use or sale of illegal drugs with the goals of the Institute, 2) The legal consequences of involvement with illegal, illicit, and controlled drugs 3) The medical implications of the use of illegal, illicit, and controlled drugs and 4) The ways in which illegal, illicit, and controlled drugs jeopardize an individual's accomplishments and quality of life.

Drug-Free-Campus & Workplace:

The Drug Schools and Communities Act (DFSCA) of 1989 requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Drug-Free Campus and Workplace Statement:

Piberry Institute, Inc. is committed to providing a learning and working environment free of the abuse of alcohol and the illegal use of drugs and the abuse of alcohol by any Piberry Institute, Inc. employee. The policies and laws described in this statement apply to all employees and students of Piberry Institute.

DrugFree.org-

<http://www.drugfree.org/wp-content/uploads/2012/04/Partnership-Drug-Alcohol-actSheet4.pdf>

Alcohol & Substance Abuse Policy:

The unlawful manufacture, distribution, dispensation, possession, or use of any prohibited, controlled and chemical substance, or the unlawful possession and use of alcohol which can be harmful and prohibited in and on property used as clinical or externship site, or which is owned and/or controlled by Piberry Institute, Inc. when used in any manner contrary to a doctor's prescription. No employee or student is to report to work, class, or any school or school sponsored

activity (whether on or off-campus) while under the influence of illegal drugs or alcohol. The use of alcoholic beverages by employees and students by any Piberry Institute, Inc. employee are subject to the alcoholic beverage laws of the State of Florida, applicable county and city regulations. Such employee also must abide by the Employee Code of Conduct policies outlined in the Staff and Faculty Handbook. The possession and use of controlled drugs by members of the Piberry Institute, Inc. community is prohibited and must at all times be in accordance with the provisions of Florida law, federal law, and school policies. Under Florida law, no person may possess substances regulated under the provisions of Chapter 893, Florida Statutes (controlled substances and “designer drugs”), unless dispensed and used pursuant to prescription or otherwise authorized by law. Sale and delivery of such substances is prohibited unless authorized by law.

Violation of the policies and laws described in this policy statement by an employee or student is grounds for disciplinary action up to and including termination or expulsion. Such disciplinary actions may also include reprimand or suspension. Student organizations may be sanctioned for violation of these policies and laws. Sanctions may range from written reprimand to revocation of recognition as a student organization. Additionally, a violation may be reason for evaluation and treatment of a drug-and/or alcohol-use disorder or referral for prosecution consistent with local, state, and federal criminal law. Disciplinary action by Piberry Institute, Inc., does not preclude the possibility of criminal charges against a student or employee. Similarly, the filing of criminal charges does not preclude further action by Piberry Institute, Inc.

Employees must notify the School Campus President in writing of a conviction of a criminal drug statute occurring within the workplace within five days after receiving the conviction. Disciplinary action will take place within 30 days of notification. For reporting purposes, each year the campus must determine the number of drug and alcohol-related violations and fatalities that occur on campus or as part of any of the Institute’s activities as well as the number of arrests, and number and type of sanctions that are imposed by the campus. Those statistics are sent to the Department of Education and published by October 1st as part of the annual crime statistics.

Note: Students who are convicted of drug related charges are subject to losing Title IV federal financial aid. The Institute must provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties in a clean and written notice that notifies the student of the loss and advises the ways in which to regain eligibility. The student must successfully pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the United States Department of Education Secretary to determine whether or not the student may be eligible to regain eligibility of Federal funds.

Legal Sanctions

Students/employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to prosecution. Piberry Institute refers violations of prescribed conduct to appropriate authorities for prosecution.

Federal and state sanctions for illegal possession of controlled substances range from up to four years' imprisonment and up to \$20,000 in fines for each offense. Under federal laws, possession of drugs such as heroin or cocaine may result in sanctions of not less than five years and up to life imprisonment for a first offense involving 100 grams or more. Offenses involving lesser amounts, 10–99 grams, may result in sanctions up to and including 20 years' imprisonment and a fine of up to \$4 million.

Under Florida law, any person who knowingly sells, purchases, manufactures, delivers, or brings into Florida any controlled substance shall be punished pursuant to sentencing guidelines and punished by a fine of not less than \$25,000 nor more than \$250,000. Any person who possesses more than 10,000 pounds of a controlled substance must serve a mandatory sentence of 15 years and pay a \$200,000 fine. If they transport a controlled substance into Florida, they have committed a capital felony and shall be imprisoned for life and shall be fined \$250,000, the maximum fine under the guidelines. Local sanctions range from \$500 to \$1,000 in fines or from 60 days to six months in jail, or both, plus civil forfeiture of property for possession.

The State of Florida may impose a wide range of sanctions for alcohol-related offenses. For example, any person who is convicted of driving under the influence of alcohol shall be punished by a fine of not less than \$250 or more than \$500 for a first offense. For a first conviction, a person shall be imprisoned for no more than six months and suspension of his or her driver's license for a minimum of six months.

The term “controlled substance” as used in this policy means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined by regulation 21 CFR 1208.01 et seq. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

Drinking Age

The legal drinking age in Florida is 21. Selling, giving or serving alcohol to persons under 21 is unlawful. In Florida, this law extends to possession of alcohol by anyone under 21. It is unlawful for anyone to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcohol is a felony.

Open Container Law

It is unlawful for any person to consume or to induce, assist or aid another to consume any beverage containing more than 1% alcohol by weight upon any street, sidewalk or in any alley within the City of Miami/Homestead. It is unlawful to have an open container of alcohol in a vehicle. (Section 316.1936, F.S.) Florida Law.

Under Florida law, driving under the influence of alcoholic beverages or any controlled chemical substance (DUI) is an offense evidenced by the impairment of normal faculties or an unlawful blood

or breath alcohol level of .08 or higher. For a first conviction, the following sentencing guidelines apply:

- Payment of a fine of \$250 to \$500 and imprisonment for up to six months for a first conviction.
- If the blood or breath alcohol level is .20 percent or higher, the fine is \$500 to \$1,000 and imprisonment for up to nine months.
- Monthly probation reporting and mandatory completion of substance abuse course.
- Probation for up to one year which will include a minimum of fifty hours of public service for a community work project.
- Impoundment of vehicle for ten days unless owner or family has no other means of transportation.
- Serious bodily injury of another, property damage or death while driving under the influence will result in additional sentences.

Sale or Possession of Illegal Drugs

It is unlawful to be in the possession of illicit drugs and/or to sell or intend to sell illicit drugs.

Selling and Purchasing Controlled Substances Within 1,000 Feet of School

It is unlawful for any person to sell, purchase, manufacture, deliver or possess with the intent to sell a controlled substance in, on or within 1,000 feet of the real property comprising a public or private elementary, middle, secondary school, community or state college or university.

Local Counseling, Treatment, and Rehabilitation Programs

Piberry Institute, Inc., is required to notify current/perspective students and employees of local counseling, treatment, and rehabilitation programs, and as such states that any drug or alcohol abuse education programs as required under Section 120(a) through (d) of the HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989). For the purpose of meeting this requirement, an institution may cross-reference the materials the institution uses to comply with Section 120(a) through (d) of the HEA. Additionally, many health insurance plans include drug, alcohol, and mental health services. If you need help in finding a treatment center, the Federal Substance Abuse & Mental Health Services Administration (SAMHSA) offers a free service to help you locate a facility near you. The toll-free Treatment Referral Hotline can be reached 24 hours a day, 7 days a week: 1-800-622-HELP (4357). You can also access their treatment facility location online at <http://www.samhsa.gov/treatment/index.aspx>. Local Drug and Alcohol Counseling facilities:

1. Florida Drug Rehab Center, Miami, Florida. (786) 563-4432
2. Drug and Alcohol Rehab of Miami, Miami, Florida. (305) 290-4820 or (800) 537-2334
3. Alcoholics Anonymous, Miami, Florida. (305) 759-6362

Health Risks Associated with Drugs and Alcohol Abuse

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

The health and personal risks associated with alcohol and drug abuse may include temporary or permanent physical or mental impairment, injury, or death. Risks can include nausea, emotional volatility, loss of coordination, visual distortions, loss of consciousness, violence, depression, neurologic deficits, hypertension, liver and heart disease, increased heart rate, anxiety, panic attacks, psychosis, addiction, and fatal overdose. Use and abuse of such substances may also give rise to conduct which could result in criminal or civil prosecution and liability. Repeated use of drugs and alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening.

Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

In addition to disciplinary sanctions imposed by the Institution, all employees and students should be aware that federal, state, and some local laws treat illegal possession, use, sale/distribution, or manufacturing of drugs or alcohol as serious crimes that can lead to imprisonment, fines, and assigned community service. Resulting convictions can prevent a person from entering certain fields of employment and may have to be listed on employment applications. The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. For a listing of federal offenses, penalties, and sanctions, visit the Department of Justice / U.S. Drug Enforcement Administration- Office of Diversion Control website at <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>.

Description & Health Risks Associated with Drug Usage

Below are some specific risks related to the use of alcohol and illegal drugs.

Alcohol: Alcohol often has a strong effect on people—and throughout history, people have struggled to understand and manage alcohol’s power. While drinking alcohol is itself not necessarily a problem, drinking too much can cause a range of consequences, and increase your risk for a variety of problems. Alcohol interferes with the brain’s communication pathways and can affect the way the brain looks and works. These disruptions can change mood and behavior and make it harder to think clearly and move with coordination. Heavy drinking can damage the heart, liver, pancreas and can weaken your immune system. Drinking too much can also increase your risk of developing certain cancers.

Cocaine: a powerfully addictive stimulant drug. Cocaine increases levels of the natural chemical messenger dopamine in brain circuits controlling pleasure and movement. Short term effects include extreme energy, hypersensitivity to light, sound and touch, irritability and paranoia. Long term effects include constricted blood vessels, dilated pupils, nausea, raised blood pressure, faster heartbeat, muscle twitches and restlessness.

Hallucinogens (PCP, LSD, Ketamine, Salvia, Peyote, Psilocybin): Hallucinogens are a diverse group of drugs that alter perception (awareness of surrounding objects and conditions), thoughts, and feelings. They cause hallucinations, or sensations and images that seem real though they are not.

Heroin: users report feeling a surge of euphoria (“rush”) accompanied by dry mouth, flushing of the skin, heavy feelings in hands and feet, and clouded mental functioning. Long term effects include collapsed veins, abscesses, liver or kidney disease and lung complications. In addition to the effects of the drug itself, street heroin often contains dangerous chemicals that can clog blood vessels leading to the lungs, liver, kidneys, or brain, causing permanent damage. Also, sharing drug injection equipment and having impaired judgment from drug use can increase the risk of contracting infectious diseases such as HIV and hepatitis. People can overdose on heroin. It is also highly addictive.

Inhalants: substances such as solvents, aerosols, gases, and nitrites can cause slurred speech, lack of coordination, euphoria, and dizziness. Inhalant abusers may also experience lightheadedness, hallucinations, and delusions. With repeated inhalations, many users feel less inhibited and less in control. More serious long-term consequences include liver and kidney damage, hearing loss, or bone marrow damage.

Marijuana: effects include altered senses (for example, seeing brighter colors), altered sense of time, changes in mood, impaired body movement, difficulty with thinking and problem solving and impaired memory. Marijuana also affects brain development as the drug may reduce thinking, memory, and learning functions and affect how the brain builds connections between the areas necessary for these functions.

Methamphetamine: can cause extreme weight loss, severe dental problems, intense itching, anxiety, confusion, insomnia, and mood disturbances and display violent behavior. Also, symptoms

of psychosis, such as paranoia, visual and auditory hallucinations, and delusions (for example, the sensation of insects crawling under the skin).

Prescription Drugs - Some medications have psychoactive (mind-altering) properties and, because of that, are sometimes abused—that is, taken for reasons or in ways or amounts not intended by a doctor, or taken by someone other than the person for whom they are prescribed. In fact, prescription and over the counter (OTC) drugs are, after marijuana (and alcohol), the most commonly abused substances by Americans 14 and older. Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy). All of these drugs have the potential for addiction, and this risk is amplified when they are abused.

Synthetic Cannabinoids (K2/Spice) - refer to a growing number of man-made mind-altering chemicals that are either sprayed on dried, shredded plant material so they can be smoked (herbal incense) or sold as liquids to be vaporized and inhaled in e-cigarettes and other devices. They may affect the brain much more powerfully than marijuana; their actual effects can be unpredictable and, in some cases, severe or even life-threatening.

Synthetic Cathinones (Bath Salts) - Synthetic cathinones are included in a group of drugs that concern public health officials called "new psychoactive substances" (NPS). NPS are unregulated psychoactive (mind-altering) substances that have become newly available on the market and are intended to copy the effects of illegal drugs. Synthetic cathinones are marketed as cheap substitutes for other stimulants such as methamphetamine and cocaine. The use of this drug can produce effects such as paranoia, hallucinations, panic attacks and violent behavior.

MDMA (Ecstasy/Molly) - synthetic drug that alters mood and perception (awareness of surrounding objects and conditions). It is chemically similar to both stimulants and hallucinogens, producing feelings of increased energy, pleasure, emotional warmth, and distorted sensory and time perception. A person may experience irritability, impulsiveness and aggression, depression, sleep problems, anxiety, memory, and attention problems. High doses of MDMA can affect the body's ability to regulate temperature. This can lead to a spike in body temperature that can occasionally result in liver, kidney, or heart failure or even death. There are classic danger signals that could indicate the first sign of drug use. The primary ones could call attention to one's use of drugs such as abrupt changes in mood or attitude, continuing slump at work or in school, continuing resistance to discipline at home or school, inability to get along with family or friends, regular temper flare-ups, increased borrowing of money, heightened secrecy / isolation, acquiring a whole new set of friends.

It is recommended that any person observing any of the above changes in either students or staff behavior immediately notify the School Campus President. Caution must be observed, however, to avoid wrongful accusation of a person suspected of taking drugs as an improper accusation could lead to embarrassment to both individual and the Institution. Once it has been determined by management that assistance to overcome the problem is indicated, the individual and his/her family should be counseled on the need for assistance. Records must be maintained of any such counseling

provided to an individual. If the individual is in immediate danger of harming himself/herself or others, local law authorities should be contacted immediately.

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require institutions of higher education to document its efforts related to the prevention of alcohol abuse and the use/distribution of illegal drugs by both employees and students. At a minimum, schools must annually distribute the following in writing to all students and employees:

- Standards of conduct prohibiting the unlawful possession, use or distribution of illicit drugs or alcohol by students and/or employees.
- A description of the legal sanctions under local, state, or federal law related to the unlawful possession or distribution of illicit drugs and alcohol.
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs available to students and/or employees
- A clear statement that the institution will impose sanctions on students and employees, a description of those sanctions, up to and including expulsion/termination of employment, for violations of these standards of conduct.
- The law further requires institutions to conduct a biennial review of its alcohol/other drug prevention efforts with the following objectives:
 - Determining the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if needed
 - Ensuring that sanctions are consistently and evenly applied.

Legal Sanctions

The Institution will comply with all federal, state, and local laws and policies regarding the abuse of alcohol and other drugs by its employees and students. In addition to disciplinary sanctions imposed by the Institution, all employees and students should be aware that federal, state, and some local laws treat illegal possession, use, sale/distribution, or manufacturing of drugs or alcohol as serious crimes that can lead to imprisonment, fines, and assigned community service. Resulting convictions can prevent a person from entering certain fields of employment and may have to be listed on employment applications. The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses.

For a listing of federal offenses, penalties, and sanctions, visit the Department of Justice / U.S. Drug Enforcement Administration- Office of Diversion Control website at <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>. (Part D – Offenses and Penalties consists of Prohibited Acts, Penalties for Simple Possession, Civil Penalties for Possession of Small Amounts, Attempt and Conspiracy, Transportation Offenses, Information for Sentencing Distribution or Manufacturing Offenses, Sanctions for Testing Positive and Drug Paraphernalia.)

Additional state penalties and sanctions may also apply; please see Appendix B for detail on penalties for each jurisdiction in which the Institution operates. Many localities have ordinances and regulations which prohibit public consumption of alcoholic beverages or consumption of alcoholic beverages on private property without the owner's consent. Similar laws and regulations apply in most other states and in many localities.

Sanctions the Institution Will Impose

- Any employee or student found consuming alcohol or drugs on any campus or externship/clinical site shall be subject to disciplinary action.
- Any employee or student found using; possessing, manufacturing, or distributing illegal drugs or transferring alcohol or drugs during normal working/school hours on any campus or externship/clinical site shall be subject to disciplinary action.
- Any employee or student who reports to work or class under the influence of alcohol or drugs shall not be permitted to remain on campus or the externship/clinical site and will be escorted home.
- The employee or student shall also be subject to disciplinary action. Consistent with the Drug-Free Workplace Law, as a condition of employment, all employees are required to abide by the terms of this policy and notify Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- Compliance with this policy is considered a condition of employment and/or acceptance for study; therefore, if an employee or student violates this policy, discipline will be assessed accordingly, and the individual could be subject to termination or expulsion or referral for prosecution.
- In all cases, the Institution abides by local, state, and federal sanctions regarding unlawful possession of drugs in prohibited areas and/or the use of alcohol by individuals who have not attained the legal drinking age. Any drug identified by the law as illegal is included in this program, as are legal prescription drugs that are used in a manner contrary to a doctor's prescription.

Counseling, Treatment & Rehabilitation Programs

The Institution supports programs that aid in the prevention of substance abuse. Students and employees are encouraged to seek assistance for substance abuse problems. Many health insurance plans include drug, alcohol, and mental health services. If you need help in finding a treatment center, the Federal Substance Abuse & Mental Health Services Administration (SAMHSA) offers a free service to help you locate a facility near you.

The toll-free Treatment Referral Hotline can be reached 24 hours a day, 7 days a week: 1-800-622-HELP (4357). You can also access their treatment facility location online at <http://www.samhsa.gov/treatment/index.aspx>.

Biannual Review & Distribution:

A biennial review of these policies/guidelines will be conducted to ensure their effectiveness, consistent enforcement, and to implement any necessary changes. This Drug and Alcohol Program Policy will be reviewed biennially (in even-numbered years) to determine its effectiveness. During the review, an analysis of the effectiveness of the methodology will be reviewed in addition to the sanctions imposed therein. The Drug and Alcohol Program Policy will be distributed to employees and students on an annual basis by October 1st. Employees, Staff and Students will receive email notification annually from the Campus President. Students will receive notification annually through an electronic announcement via the Student Portal and by email. It is also posted to the bulletin board in the facility.

ACADEMIC PROGRAMS:

Practical Nurse Diploma

Program Objective:

This program will prepare students for an entry-level position as a Practical Nurse. The program offers a sequence of courses that provides coherent content aligned with academic standards and relevant technical knowledge and skills that prepares the student for occupation-specific opportunities in the Health Science career field. The program will familiarize the student on techniques and procedures relevant, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

Program Description:

The Practical Nurse Diploma program prepares the student to care for the sick, injured, convalescent and disabled in a variety of health care settings. The student will learn hands-on care to patients under the supervision of RNs or physicians. After completing the courses of study for the program, students are eligible for licensure as a Practical Nurse in the State of Florida. Once licensed, the student is qualified to work as a licensed practical nurse. The student will learn basic bedside care, take vital signs such as temperature, blood pressure, pulse and respiration, treat bedsores, prepare and give injections and enemas, apply dressings, give alcohol rubs and massages, apply ice packs and hot water bottles and monitor catheters. Students will learn procedures that include reporting patient adverse reactions to medications or treatments, collecting samples for testing, performing routine laboratory tests, feeding patients and recording food and fluid intake and output. Students will learn to help patients with bathing, dressing and personal hygiene, keeping patients comfortable and caring for the patient's emotional needs. The PN student will also learn procedures for delivering, caring for and feeding infants.

Course Number	Course	Clock Hours
HAE 1000	Basic Healthcare with HIV/AIDS	90
PRN 1100	Medical Terminology with Anatomy & Physiology	80
PRN 1101	Foundations of Nursing	110
PRN 1102	Pharmacology with Math Calculations	80
PRN 1103	Stages of Maturity	20
PRN 1104	Diet & Nutrition	40
PRN 1111	Essentials of Medical Surgery I	90
PRN 1112	Essentials of Medical Surgery II	90

PRN 1113	Geriatrics	40
PRN 1114	Obstetrics & Reproduction	75
PRN 1115	Pediatric Nursing	75
PRN 1116	Mental Health	40
PRN 1117	Nursing Capstone I	40
PRN 1118	Management & Leadership	20
PRN 1120	Clinical Skills – Medical Surgery I	90
PRN 1130	Clinical Skills – Medical Surgery II	90
PRN 1131	Clinical Skills – Obstetrics & Reproduction Health	20
PRN 1132	Clinical Skills – Pediatrics	20
PRN 1133	Clinical Skills –Geriatrics	40
PRN 1134	Clinical Skills – Mental Health	40
PRN 1135	Clinical Skills – Practical Nursing capstone II	160
	15 Months	61 Weeks
		1350 Hrs

Medical Assistant Technician Diploma

Program Objective:

The Medical Assistant program prepares the student to perform administrative and clinical tasks as required in a clinical setting, as required by a Physician to maintain an efficient running office. The Medical Assistant program prepares students to provide allied health services in Physician offices, Ambulatory Health Care Facilities, Clinics, Labs, and other health care facilities. After the completion of this program the student will be eligible to take a Certification Examination to be certified as a Medical Assistant, Phlebotomy Technician, and Electrocardiograph Technician upon successfully passing an Examination administered by a nationally recognized organization.

Program Description:

Students will be introduced to Medical Terminology, Anatomy & Physiology, the clerical responsibilities of the Medical Front Office, Phlebotomy - Skills necessary, recognition and observance of all OSHA requirements associated with these procedures and with HIV/AIDS. Electrocardiography - the anatomy and physiology of the cardiovascular system, with emphasis on preparing the patient for the examination, and the proper placement of electrodes in the performance of an electrocardiogram. The principles of first aid and CPR, Urine analysis, and the clinical aspects of the Medical Back office such as obtaining and recording of Vital Signs, Height, Weight, and Visual Acuity.

After the completion of this program the student will be awarded a Diploma as a Medical Assistant Technician, and be eligible to take a Certification Examination to be certified as a Medical Assistant, Phlebotomy Technician, and Electrocardiograph Technician upon successfully passing an Examination administered by a nationally recognized organization.

Course Number	Courses	Clock Hours
MT 100	Medical Terminology with Anatomy & Physiology	80
MT 103	Pharmacology with Mathematics	80
MT 104	Medical Front Office Procedures	80
MT 110	Phlebotomy & Hematology with HIV/AIDS	80
MT 112	Electrocardiography	80
MT114	Medical Back Office Procedures I	80
MT115	Medical Back Office Procedures II	80
MT116	Medical Assistant Certification Review	80
MT 200	Medical Assistant Technician Externship	260
	10 Months 38 Weeks	900 Hrs

**Nursing Assistant
Diploma**

**7.5 Weeks, 150 Hours, Total Hours Per Week: DAY/EVE (20)
M-TH (8:30AM-1:30PM) & M-TH (5:30PM-10:30PM) (TH-FRI 8:30AM-6:30PM)**

*This Program does not qualify for Federal Financial Aid

Class may start any day of the week of the start depending on scheduling

Program Objective:

The Nursing Assistant program is designed to provide students with information and skills training relevant to long term patient care under the supervision of a Professional Nurse. The Nursing Assistant program will prepare students for entry-level career in a licensed health care setting. The student will learn to care for the sick, injured, convalescent and disabled in nursing homes, hospitals and other health care facilities. Students will be provided instruction in Health Science Core, including medical terminology, Anatomy and Physiology, disease transmission, safety and security, infection control, responding to an emergency, legal and ethical responsibility, and effective communication.

Program Description:

The Nursing Assistant program will prepare graduates with the hands-on skills and theoretical experience to sit for the Florida Board testing and become entry level certified nursing assistants.

Program Outcomes:

By the end of this course, students will demonstrate hands-on skills and complete 40-hour clinical practice in a licensed nursing home or licensed long term care facility. Graduates will be able to seek entry level employment as a Licensed Nursing Assistant or as home health aides in licensed nursing homes, hospitals, or other licensed health care facilities.

Upon completion of this program, the student shall be prepared to sit for State licensure as a Certified Nursing Assistant in both written and practical formats. Prior to any student having direct contact with a resident, the student must have completed all required hours of classroom instruction (86 hours) and nursing skills and lab practice (24 hours) ensuring that Curriculum Rule 64B9-15.006, F.A.C is met.

Students will then demonstrate their practical skills in a 40-hour clinical practice in a licensed Nursing Home and licensed long-term facility.

**Home Health Aid
Diploma**

3 Weeks, 75 Hours, Total Hours Per Week: DAY/EVE (24)

M-TH (8:30AM-2:30PM) & M-TH (5:00PM-11:00PM) (TH-FRI 8:30AM-6:30PM) CPR: 3 hours

*This Program does not qualify for Federal Financial Aid

Class may start any day of the week of the start depending on scheduling

Program Objective:

To train students in technical and clinical skills needed to successfully perform as Home Health Aids in the community and private homes. Completion of this program does qualify students' employment in agencies with Medicare and Medicaid patients.

Program Description:

The training program includes instructor led classroom and clinical training and practical hands-on application. Students must successfully complete tests and final exam.

Program Outcomes:

By the end of this course, students will demonstrate hands-on skills and complete nursing lab practice that prepares them for entry level employment by agencies and private home care clients.

An applicant enrolling in the Home Health Aid program may receive bi-lingual assistance upon request within the program. Graduates who are not proficient in English may encounter employment limitations due to the fact that most businesses require fluency in the English Language.

COURSE DESCRIPTIONS

A&P120 – Medical Terminology with Anatomy & Physiology

This course introduces students to the basic structure of medical terms and abbreviations through examination of prefixes, suffixes, root words, and combining forms. The course introduces students to medical abbreviation in regard to the structure of the human body, organ systems of the body cardiovascular, integumentary, respiratory, nervous, muscular skeletal, digestive, endocrine, lymphatic and reproductive systems. Instruction continues with a systematic approach to learning senses, blood, lymphatic, urinary and pregnancy, prenatal and genetics, cellular functions and the chemical aspects of life. The laboratory will be used for the macroscopic and microscopic study of structures, and Registered demonstration of some functions of these systems. Clock Hours: 75

CNA 2000 – Nurse Skill Lab

This course provides an overview demonstration and 20-hours skill lab training program to practice in the learned from previous instruction in the areas, ensuring all competencies required for the Health Science Foundations Core are covered to prepare the students prior to any direct contact with a resident and to sit for the state licensure exam. Clock Hours: 20

CNA 3000 – Nursing Assistant Clinicals

This course provides students with 40 hours of nursing assistant clinicals including direct hands-on training in a licensed nursing home or licensed long-term care facility. Students will practice skills learned from Nursing Skills Lab with patients/residents in all areas, identifying and verbalizing a holistic approach to nursing care. The Certified Nursing Assistant Clinicals provide students with the training and experience they need to meet industry requirements and pass certifications. Students must complete all prior classroom instruction of (86 hours) and nursing skills and lab practice of (24 hours) in order to enter into this course and have direct contact with the resident. Clock Hours: 40

HAE 1000 – Basic Healthcare with HIV/AIDS

This course provides the basic principles and procedures of nursing. Students will be provided with an overview of Basic Safety, Sanitation and Emergency procedure including Cardiopulmonary Resuscitation, post-op care, as well as Basic education on HIV/AIDS. The course will also focus on Basic Anatomy and Physiology and common Medical Terminology to use in communicating with other health care professionals. Law and Ethics in patient care and procedures of Nursing Assistant will be highlighted to inform students how important the CNA profession is, its roles and responsibilities and its effect on the industry. Clock Hours: 90

HHa 100 - Introduction to Home Health Care

This module will discuss the history of home care, benefits of home care, role, responsibilities and ethical issues affecting the home health aide. It will also provide information on the sources of payment for home care and characteristics necessary for the home health aide in caring for patients in their homes. Clock hours: 4

HHA 101 - Verbal and written Communication

This section will emphasize verbal and written information about patient plan of care.

Clock Hours: 2

HHA 102 - Legal and ethical Responsibilities

Follow policies and procedures affecting health, safety and well-being of patient in home setting.

Clock Hours: 1

HHA 103 - Physical Comfort, Safety Functions and Domestic Violence.

Maintain patient units in home and identify emergency evaluation procedures, how to be alert to potential domestic violence and what to do. Clock Hours: 14

HHA 104 - Personal Patient Care

Assist with bed, shower, or tub bath, grooming, oral Hygiene, toileting, dressing, meals bowel and bladder training, and perinea care. Clock Hours: 6

HHA 105 - Nursing Procedures

Admitting, transfer, and discharge of patient. Making beds, measuring and recording patient's statistics, range of motion exercises, collect urine and stool specimens, monitor catheter drainage, monitor fluids, observation of patient emesis, postmortem, enema of five ounces or less, and maintain patient belongings. Clock Hours: 8

HHA 106 - Principles of Nutrition and Fluid Balance

Factors when purchasing and storing food, and assisting with eating, encourage adequate nutrition and fluid intake maintaining correct diet. Two hours are spent in a home environment practicing skills. Clock Hours: 4

HHA 107 - Care of the Geriatric patients

General characteristics and safety principles related to the elderly, community resources, Reality Orientation Techniques, diversional activities, behavior, and special care. Clock Hours: 6

HHA 108 - Infection and Infection control, HIV/AIDS & OSHA

Universal precautions in the home care for patients with infectious diseases, and isolation procedures. Two hours are spent in a home environment practicing skills. Clock Hours: 9

HHA 109 - Bio-Psychological-Social Support

Family role and patient and family emotional needs. Clock Hours: 2

HHA 110 - Supervised Management Functions

Following patient plan of care. Organize and complete patient care assessments. Clock Hours: 8

HHA 111 - Rehabilitative Activities

Assist patients with restorative and rehabilitation needs to reach optimum level of independence.
Clock Hours: 2

HHA 112 - Case Studies

Discussion of actual patient care situations in the home. Clock Hours: 2

HHA 113 - Documentation

Review of reporting methods and practice in writing. Clock Hours: 4

HHA 114 - Medicare Standards

Overview of Medicare standards, guidelines, and reporting requirements. Clock Hours: 3

MT100 – Medical Terminology with Anatomy & Physiology

This course introduces students to the basic structure of medical terms and abbreviations through examination of prefixes, suffixes, root words, and combining forms. This course also includes pronunciation, spelling, definition of medical terms, and an in-depth introduction to medical abbreviation. This course will also introduce the student to the different body systems, i.e. respiratory system, reproductive system, cardiovascular system, and etcetera, bones and major muscles with an in-depth overview of body structure, and functions of body systems and organs.
Clock Hours: 80

MT103 – Pharmacology with Mathematics

Pharmacology and Math Calculations will offer an introduction to the foundational concepts necessary for the safe administration of medication to different individuals across the life spans which are diagnosed with a variety of health conditions that require therapeutic medication administration. Emphasis will also be placed on the integration of the nursing process, patient teaching, cultural considerations, legal aspects affecting medication administration, principles of pharmacology and medication administration, and drug groups and categories. Clock Hours: 80

MT104 – Medical Front Office Procedures

This course is an introduction to the administrative functions of the medical office with emphasis on written and oral communication. In depth processes of telephone techniques, messaging, and scheduling. Also introduced are the areas of medical ethics, confidentiality of medical records, HIPPA, basic billing, office management and correspondence. Clock Hours: 80

MT110 – Phlebotomy and Hematology

This course introduces the students to the anatomy and physiology of the circulatory system, the practice of venipuncture, and other collection techniques to obtain samples on which various hematological tests are performed. The course will also cover various safety issues, equipment maintenance, and personal practices that prevent the contamination of self and specimens.

Biohazard Waste Disposal, Personal Protective Equipment. There is also an introduction to training participants to basic information on HIV and AIDS. The difference between HIV and AIDS, how HIV is passed from one person to another, incubation period, responsibility of employers in regard to providing PPEs for workers who may be at risk for contracting the disease, and common myths on how it is spread is also covered. Clock Hours: 80

MT112 – Electrocardiography

Electrocardiography - This course introduces students to the anatomy and physiology of the cardiovascular system, the electrical conduction system of the heart, and proper placement of the electrodes in the performance of the procedure. Emphasis is also placed on preparing the patient for the examination, Basic ECG concepts, Electrical Heart functions, Quality Control, recognition of normal Sinus rhythm, bradycardia, tachycardia, basic interpretation of arrhythmias and blocks, the recognition of Myocardial Infarction, and. The student will be exposed to multi- channel machines, and the process of mounting the tracing on appropriate templates. The principles of CPR including the use of AED, and First Aid are also taught and tested on. Clock Hours: 80

MT114 – Medical Back Office Procedures I

This course provides the study of routine procedures and equipment used in the medical setting. This includes, but is not limited to, patient triage, interview, history taking, vital signs, patient positioning for examination, patient safety, collection and analysis of urine specimen, and aseptic technique. Recognition of normal and abnormal conditions, vital signs, patient positioning for examination, patient safety, collection and analysis of urine specimen, and aseptic technique, bandaging of wounds, DEA Regulations, Prescription requirements for all schedules of drugs, use of PDR, Patient Instruction. Students are instructed in the regulations of OSHA and the CDC, CLIA waved Lab Testing and QC. Clock Hours: 80

MT115 – Medical Back Office Procedures II

This course provides the practice of routine procedures and equipment used in the medical setting. This includes, but is not limited to, patient triage, interview, history taking, vital signs, patient positioning for examination, patient safety, collection and analysis of urine specimen, and aseptic technique. Students are instructed in the regulations of OSHA and the CDC. Basic Drug Calculations, Common Drugs and their Classifications/ Indications for use, and Parenteral and other routes of Drug Administration, Assistance in Minor Surgery, Sanitation, Sterilization Disinfection, Therapeutic Modalities, Vision Testing Specialty testing, and Basic Respiratory Testing. Clock Hours: 80

MT116 – Medical Assistant Certification Review

The purpose of the course is to help and prepare the student for various Medical Assistant certification examinations. An overall review of theory, administrative, and practical coursework is included. Practice examinations are part of the course.

Clock Hours: 80, Prerequisites – MT100, MT103, MT104, MT110, MT112, MT114, MT115, MT116

MT200 – Medical Assistant Technician Externship

This course places the student in the medical setting to gain supervised experience of being a Medical Assistant. The student is given to opportunity to put into practice all skills learned through their previous theoretical and laboratory teachings. This is held in medical offices, clinics, hospitals, or any other health care facility deemed appropriate by the Institute. All students in the Medical Assistant program must successfully pass this course in order to graduate from the program. Within this course, and prior to leaving the classroom facility for externship, students are presented with 20 hours of career planning activities. Clock Hours: 160

MBC1400 – Diagnostic Codes

Students will be introduced to basic concepts related to health insurance and reimbursement. The student will become familiar with the medical health insurance industry, billing practices, processing procedures, and regulatory issues. The differences in reimbursement methodologies will be examined. The student will gain knowledge of insurance processing in the private and governmental sectors. The student will learn principles of medical billing as related to claim form preparation, submission and payment reimbursement. Clock Hours: 80

MBC1300 – Procedural Codes

This course prepares students in many of procedures of billing for medical services. Students will examine different types of insurance programs, profit and nonprofit third-party payers, HMO/PPO/IPO, Medicare, Medicaid, worker's compensation package, and disability coverage. Clock Hours: 80

PRN 1100 – Medical Terminology & Anatomy & Physiology

Medical Terminology offers an introduction to the concepts of medical word parts, phrases, root words, combining forms, prefixes and suffixes. Students will also focus on the Anatomy and Physiology aspects, specifically on the structures and functions of the human body beginning with the cellular functions and the chemical aspect of life, to the more complex organ systems of the body. The learning process will continue with a systematic approach to learning that includes the integumentary system, skeletal system, muscular system, nervous system, senses, endocrine system, blood, lymphatic, respiratory, digestive, and urinary and pregnancy, prenatal and genetics. Clock Hours: 80

PRN 1101 – Foundations of Nursing

In this course, students will learn how to apply nursing skills and processes for addressing acute and chronic care of individuals in a multicultural environment. Students are presented with and integrate concepts related to physiological, psychosocial, developmental, cultural, and spiritual health care needs of the individual. The framework for patient care, nursing diagnoses, communication, and interpersonal that are important in preparing the student to successfully work in a collaborative health care field will also be introduced. Critical thinking and decision making are addressed as a guide for a safe, competent and skillful nursing practice. This clinical portion of

the course requires the student to care for patients in the acute care facilities. The course is taught concurrently with a Theory class and a laboratory component. Clock Hours: 110

PRN 1102 – Pharmacology & Math Calculations

Pharmacology and Math Calculations will offer an introduction to the foundational concepts necessary for the safe administration of medication to different individuals across the life spans which are diagnosed with a variety of health conditions that require therapeutic medication administration. Emphasis will also be placed on the integration of the nursing process, patient teaching, cultural considerations, legal aspects affecting medication administration, principles of pharmacology and medication administration, and drug groups and categories. The course examines the fundamentals of mental illness (depression and other mood disorders, anxiety disorders, psychosis, post-traumatic stress disorder, personality disorder etc.), and the causes (biochemical, neurological, behavioral, developmental, genetic, social etc.), and the effects of drug treatments (pharmacological, psychological, spiritual), as well as health care models (shared care, acute inpatient, outpatient, public health, community and recovery approaches) which are regarded as current best practice. The course will also examine mental health from the perspective of national, state and local government levels. Clock Hours: 90

PRN 1103 – Stages of Maturity

Stages of Maturity will focus on the essential concepts of growth and development throughout the human lifespan. In addition, significant milestones of physical and psychological development and a comparison between psychoanalytical, psychosocial, cognitive, human needs, and moral development theories throughout the human lifespan will be introduced. Clock Hours: 20

PRN 1104 – Diet & Nutrition

Diet and nutrition will focus on the areas of nutritional assessment; categories of nutrients, the Food Guide Pyramid, the significance of various types of lipids will be discussed, as well as the products of protein and carbohydrate metabolism. The acquisition of knowledge related to planning and implementing nutritional care during pregnancy, which will include identifying signs and symptoms of those at risk for problems related to poor nutrition. Additionally, a knowledge base will be built on the components of weight management, nutritional support for the impaired client, the surgical client, client teaching, and those with cancer or HIV. Clock Hours: 40

PRN 1111 – Essentials of Medical Surgery I

Medical-Surgical Nursing I will introduce a more complex concept of client-centered nursing care and the skills required to provide care in the Medical-Surgical Nursing environment. Emphasis will be placed on the student's ability to use critical thinking by utilizing all aspects of the nursing process that includes conducting a focused nursing evaluation of the client's status and decision making. Focus will also be placed on client teaching, identifying client's needs, planning for episodic nursing care, implementing appropriate aspects of care and contributing to data collection and evaluation of client outcome on conditions and disorders related to the

immune, respiratory, hematologic cardiovascular and sensory systems. A supervised clinical experience will further enhance the student's knowledge.

Additionally, the course consists of discussing coping mechanisms, differentiating between mental health and mental illness, recognizing signs and symptoms of various mental health disorders, and discussion of treatment modalities, such as how to recognize the potential for suicide will be included. This will cover initiating appropriate intervention, describing treatments and resources for the addicted client, describing drug seeking behaviors, identifying an individual in crises and describing appropriate interventions. Maslow's theory of hierarchy, both physical and mental components, will be incorporated. This course also covers elements of patient care in an in-patient setting. Areas reviewed include suctioning techniques, urinary catheter care, irrigation of body cavities, and maintenance of tubes, obtaining blood specimens, and use of oxygen. Clock Hours: 90

PRN 1112 – Essentials of Medical Surgery II

Medical-Surgical Nursing II will continue to introduce a more complex concept of client centered nursing care and the skills required to provide care in the Medical- Surgical Nursing environment. Emphasis will be placed on the student's ability to use critical thinking and concepts of the nursing process that includes conducting a focused nursing assessment of the client's status and decision making, identifying clients' needs, planning for episodic nursing care, implementing appropriate aspects of care and contributing to data collection and evaluation of client outcomes on conditions and disorders related to the musculoskeletal, gastrointestinal, urinary, endocrine, male and female reproductive systems.

Additionally, care of patients with trauma or shock and care of patients with mental health disorders will also be presented. Students will learn techniques for counseling patients in such areas as pre-operative and post-operative teaching, performing surgical prep, providing post-operative care and assisting with post-operative discharge. A related clinical experience will further enhance the student's knowledge. Clock Hours: 90

PRN 1113 –Geriatric

Practical Nursing/Geriatrics will continue to focus on the vocational role and a responsibility of a practical nurse as it applies to client-centered care and the nursing process. Additionally, the focus will be placed on care for the geriatric client, prevention of patient abuse, abandonment and neglect, interpersonal relationship, enhanced communication skills; performing patient daily care procedures (bathing, oral care, bed making and grooming), transporting and assisting with mobilization, psychological and social support of the clients, performing supervised organizational functions, assisting with restorative activities, reporting any mental or physical changes to the RN in charge and following the patient plan of care, legal and ethical aspects of nursing, functions of health, client evaluation, cultural differences, values, preferences and needs, safe client environment, contributions to data collection, client outcomes, and intermediate nursing skills. A supervised clinical experience will further enhance the student's knowledge. Clock Hours: 40

PRN 1114 – Obstetrics & Reproduction

Obstetrics and Neonatal Health Nursing focuses on the complexity of prenatal care, complications of pregnancy, and the effects on the family as well as cultural considerations. Emphasis is also placed on the care of the newborn, care of a hospitalized newborn and newborn assessment. A related clinical experience will further enhance the student's knowledge. The course will provide information relating to normal pregnancy, the puerperium and normal newborn, as well as some deviations to the normal. Students will be introduced to infant care during and after the delivery. This will involve learning how to perform an agar score, how to suction an infant's respiratory passage with bulb syringe, proper identification using the mother's bracelet, weighing and measuring an infant, proper bathing, carrying, feeding, and collecting a urine specimen from an infant. Students will learn how to provide post-partum care, including mental illness issues, and demonstrate and perform perineal care, and assist in breast care. Clock Hours: 75

PRN 1115 – Pediatric Nursing

Pediatric Nursing focuses on the evolution of child health nursing, trends in child mortality and morbidity, federal programs affecting children, role of the pediatric nurse, child abuse recognition and intervention, the health care delivery system as it relates to children, and implementation of the nursing process in the care of children. A related clinical experience will further enhance the student's knowledge. This course includes how to apply safety principles for the pediatric patient, describe general characteristics and particular needs, and explain problems specific to pediatric patients. Preparing the patient and family for a hospital experience, identifying signs and symptoms of common disorders/diseases, mental illness, and implementing prescribed nutrition requirements, and providing diversions and recreational activities are included. Clock Hours: 75

PRN 1116 – Mental Health

This course introduces the student to mental health concepts and related nursing interventions. Through utilizing a nursing process framework, students are introduced to theoretical models of behavior, classifications and symptomatology of mental disorders, and the various treatment modalities associated with mental health care. Emphasis is placed on the student ability to develop awareness of his/her own behavior and its impact on others. Students will be provided with nursing information to help them develop knowledge and skills with concepts for a therapeutic environment, therapeutic communication, therapeutic relationships and additional foundations for safe and effective care. Clock Hours: 40

PRN 1117 – Nursing Capstone I

This course will provide the student with a comprehensive series of content review and study skills and includes a review of the fundamental skills in the legal aspects of practice, basic healthcare, management and leadership, trends in nursing, practical nursing, fundamentals of nursing, pharmacology and math calculations, stages of maturity, diet and nutrition, essentials of medical surgery, maternal and child health and pediatrics. The course guides students to further developing skills to perform patient care procedures, such as applying hot and cold applications,

give enemas, test stool for occult blood, remove retention catheter, apply bandage, apply brace, apply splints. Students will demonstrate proper technique to irrigate an ear, eye, nasogastric tube, vaginal canal, wound, oral cavity, and colostomy, assist with physical examinations, observe intravenous infusion and report signs of adverse reactions, provide post mortem care and perform tracheotomy care, assist patient with and maintain therapeutic diets, placing and removing personal protective equipment, collecting specimen from isolated patients, demonstrating procedures for initiating isolation, including care and disposal of equipment and supplies. Clock Hours: 20

PRN 1118 – Management & Leadership

The student will be taught nursing management and supervisory skills applicable in short and long-term care settings. Emphasis will be placed on unit operation and management, personnel roles and duties, task delegation, conflict resolution, and communication skills. The student will implement management and leadership skills, health teaching and counseling in a related clinical setting.

Additionally, the student will be taught the legal and ethical aspects of nursing. Clock Hours: 20

PRN 1135 – Practical Nurse Capstone II

This course will provide the student with a comprehensive series of content review and study skills. This will include a review of the fundamental skills of basic healthcare, management and leadership, trends in nursing, practical nursing, fundamentals of nursing, pharmacology and math calculations, stages of maturity, diet and nutrition, essentials of medical surgery, maternal and child health and pediatrics. Comprehensive review continues with clinical skills overview of pharmacology, medical surgery, obstetrics and Gynecology nursing, and pediatric nursing, mental health nursing, medical-surgical nursing, maternal and newborn nursing, pediatric nursing, mental health nursing, pharmacology, nursing management, and nutrition as it applies to nursing practice. Clock Hours: 160

PSY160 – Psychiatric Nursing

This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in long term, acute, chronic, and community-based psychiatric and mental health settings. Basic mental health concepts will be examined with emphasis on needs and disorders across the lifespan, cognitive and behavior therapy, and **counseling**. Emphasis is placed on client advocacy and continuity of care with the mental illness healthcare team. Supervised clinical experiences at community and acute and chronic care facilities provide opportunities for the application of learned theory and integration of therapeutic communication skills in all interactions with clients, families, peers, and mental health team members. Clock Hours: 75

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