



BREATH OF LIFE TRAINING LLC.

STUDENT CATALOG

2018-2019 Volume II

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Welcome!

Welcome to Breath of Life Training!

At Breath of Life (BOL), we believe in providing you with a quality education. A sound education begins with the qualified educators and the industry current resources. Our goal is to make sure you are successful in our nursing programs and in the profession of nursing.

In order to have a smooth transition, the institution has developed a student Catalog to assist you in understanding your role and expectations as a nursing student at Breath of Life. It includes academic information for the program, the organizational structure of the school, specific policies and procedures and other important information that you will need as you pursue your education. Breath of Life reserves the right to change policies at any time in this catalog and without prior notice. All students are responsible for the information contained in the current student catalog. Also, students are expected to comply with all policies of the institutions with which the school affiliates.

You will also have the opportunity to ask questions in reference to the information in the Catalog at your student orientation session.

Once again, on behalf of the Breath of Life team, we welcome you! We wish you all the best in your academic program. We believe that you have chosen the best place for your education.

Certified Nursing Assistant Program

Certified Phlebotomy Technician Training Course

Medical Assistant Training Course

Breath of Life Training LLC.
124 Commercial Blvd #A-B
Martinez, GA 30907
Phone: 706-305-9000
www.Breathoflifetraining.net

MISSION STATEMENT

Our Mission is to provide higher education to students who are interested in pursuing an education towards a new path. The certified instructors at Breath of Life Training LLC ensure that our students are fully prepared to meet the workforce challenges that they will face upon graduation. Our goal is to motivate our students in their pursuance of personal and professional goals to become productive members of the healthcare team, while building their confidence to continue with a desire to learn more.

VISION

Our vision is to be chosen by our staff, our student and our community as one of the best places to learn.

VALUES

1. Academic excellence and integrity
2. Diversity and equality
3. Trust and Respect
4. Commitment to student success
5. Professional Development and Scholarship
6. Collaboration and Teamwork

ORGANIZATIONAL GOALS/OBJECTIVES

- Demonstrate basic medical knowledge to apply prepare-assist, follow all HIPPA guidelines, laws, rules and regulations, professionalism
- Ability to demonstrate all procedural skills at 100%
- Demonstrate the ability to analyze and record all medical documentation with quality and understanding

SCHOOL HISTORY & OWNERSHIP

Breath of Life opened its doors to prospective students in 2016. Mrs. Stephanie Carter decided to open an educational institution because she has always had the drive to help other community members seek employment, it was a natural fit. The institution has a friendly and very lively environment and offers an enriched education that produces quality nurses and healthcare providers. Breath of Life Training LLC was built through Mrs. Stephanie's vision, hard work and dedication.

SERVICES

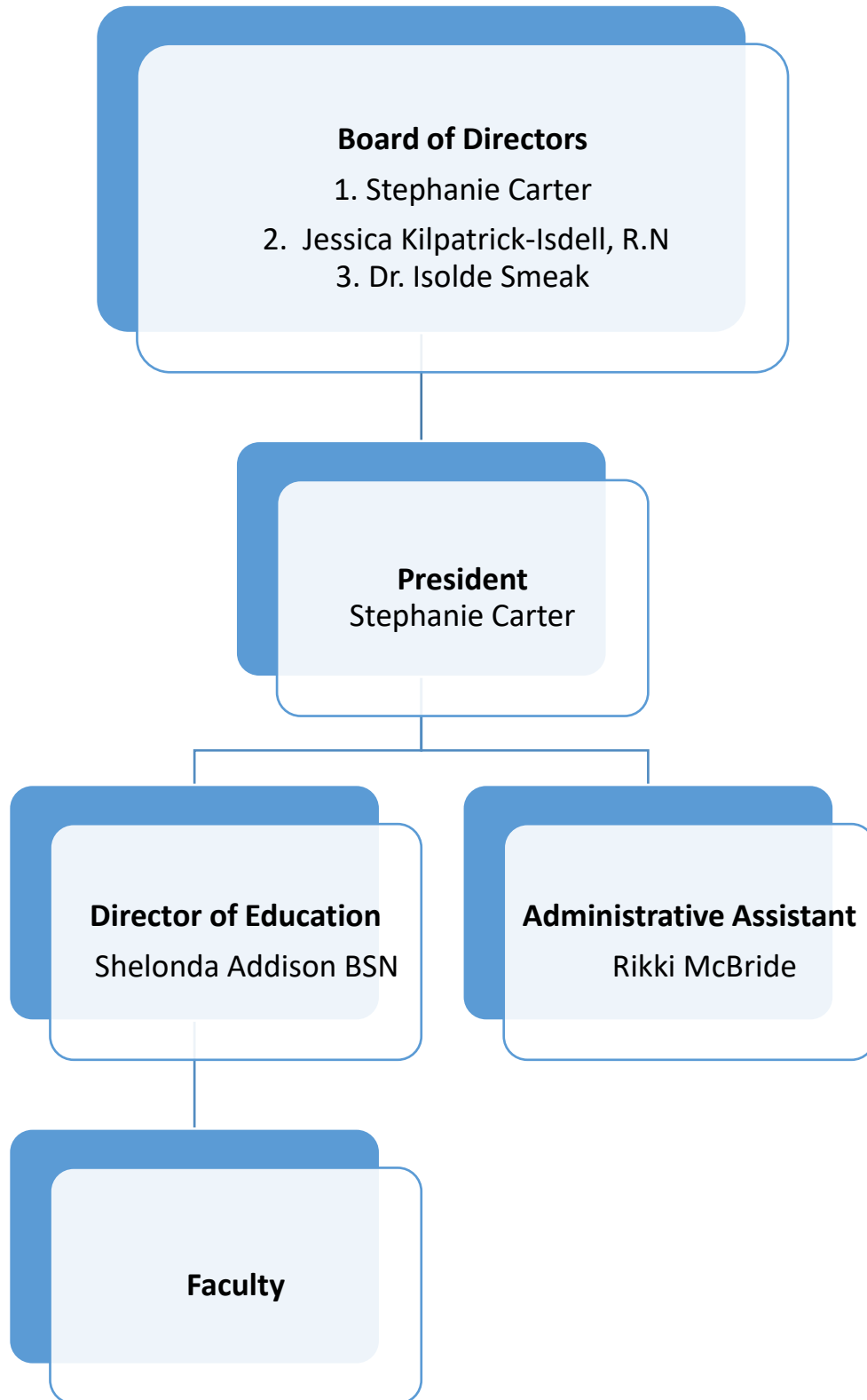
Breath of Life provides nursing education to students in classroom and clinical settings. Programs that are offered include the Certified Nursing Assistant Program, Phlebotomy Technician and Medical Assistant.

The institution opens 5 days a week. Office hours are Monday through Friday, 9:00 am to 4:00 pm. Classes are offered Monday through Thursday. Day classes are offered 9:00 am through 2:00 pm and evening classes are offered 5:00 p.m. through 10:00 pm.

SCHOOL FACILITES

Breath of Life is located in the heart of beautiful Martinez, Georgia in Columbia County. The institution has an excellent facility that is conducive for academic and hands on learning. It has 3 classrooms, 2 Administrative offices, 3 skills labs with industry current equipment and 4 restrooms. Courses have been designed to incorporate skills and advanced academic teaching methodology.

ORGANIZATIONAL CHART



FACULTY

Mrs. Stephanie Carter	BLS Instructor, Certified Medical Assistant, Certified Phlebotomy Technician
Mrs. Shelonda Addison R.N BSN	Director of Education
Ms. Priscilla Williams LPN	Certified Nursing Assistant Instructor
Ms. Patsy Adams - LPN	Certified Nursing Assistant Instructor
Mrs. Crystal Kemp – CCMA, CPT	National Certified Instructor for all National Course
Mr. Harold Carter- BLS Instructor	American Heart Association Instructor
Mrs. Rikki McBride - CMA, CPT	National Certified Instructor
Ms. Shonda Bell – LPN	National Certified Instructor

ADMISSIONS

ADMISSION/ENROLLMENT PROCESS

- Student will complete application form and pay non-refundable application fee.
- Application is reviewed within 1 week for completeness by admissions staff.
- If the student qualifies for admission, the student is then enrolled in the program.
- Student must have a Criminal background check with a certified criminal background company or County Background check.
- All admission requirements are submitted at the time of admission by student.
- Students will not be allowed to enroll in a class after the first week from the class start date.
- Student will attend information session orientation prior to first day of class.
- Class schedule is given to student on enrollment including start date and end date.

ADMISSIONS REQUIREMENTS

- Student must be at least 18 years of age or older
- High School Diploma or GED
- Admission application and nonrefundable application fee - \$30.00

- Valid Identification card (driver's license, state ID, Passport)
- Social Security card
- Criminal Background check
- TB Test (PPD test/ chest X-ray)

PROGRAM INFORMATION

CERTIFIED NURSING ASSISTANT PROGRAM (6 WEEKS) 109 HOURS = THEORY 85 HRS/CLINICAL 24 HRS

The State of Georgia has approved our program to be able to teach the Certified Nurse Aid classes. This program has been designed to teach each one of the student's confidence, the skills and knowledge to be prepared to sit for the State Certification.

Program Goals

- Provide students with classroom and in the clinical experience that results in the development of basic competencies required of nursing assistants.
- Provide students with the correct policies and knowledge to be prepared for an entry level position in the field.
- Provide the student with training required by the State and Federal laws for employment as a nursing assistant.
- Provide learners who have completed a nursing assistant training program with the opportunities to update their skills.

Class Schedule

Monday through Thursday 9 a.m. to 1:15 p.m.

MEDICAL ASSISTANT PROGRAM (15 WEEKS) 200 HOURS = THEORY 150HRS/CLINICAL 50HRS

A Medical assistant should possess the comprehensive knowledge of moral values and disciplines of the medical field. He/she should employ them while coping with doctors, medical staff and patients. In

general, medical assistant students will learn about the arrangement, construction, make-up, roles and functioning of the major human body network and systems in tandem with the vital medical terms and expressions. The medical assisting course will furnish students with a methodical foreword to infection preventing procedures and medical guiding principles in addition to several safety methods.

Medical assisting students will become skilled at fundamental ideologies for interrogating a patient and in receiving his/her health history in order to present all details to the doctor in order to provide further treatment. Students will also learn about the vital therapeutic & diagnostic procedures, imperative computer expertise, directorial or administrative processes, office, finance and secretarial concepts. Different ways to process medical insurance bills, claims and forms of the patients will also be introduced to the students.

Students will learn about performing and executing medical procedures such as recording important health symptoms and signs of patients, carrying out habitual medical office & lab procedures, helping patients prepare for physical examinations and assist the doctor with all health examinations. An introduction to the basic preparation and methods for assisting physicians with in-office surgical procedures performing crucial procedures in the sanitizing of medical tools and equipment, sterilization and disinfecting process will be introduced.

Medical assistants will be trained to demonstrate aseptic hand cleaning, recording patient body weight and height measurement and the appropriate positioning and draping of patients for a range of health examinations and specialty health assessments in the following areas:

1. Physical treatment
2. Pelvic and pap smear procedures
3. Crucial pregnancy examinations for women
4. Ear and eye procedures
5. Taking electrocardiogram
6. Performing venipuncture

Upon successful completion of all required classroom and laboratory training, the student will be eligible for externship training where more hands-on skills competency will be attained. A negative PPD skin test within six months or a negative chest x-ray within 5 years will be required. Upon completion, graduates are awarded a certificate of completion and eligible to sit for the American Association of Medical Assistants. Classes are conducted with 10-14 students in a class.

Program Goals

- Prepare students to work as a Medical Assistant in a variety of health care settings such as the hospitals, clinics, doctors' offices and mobile services
- Acquire a basic working knowledge of medical terminology
- Become familiar and learn the basic structure, functions and interaction of each body system
- Discuss the pathway from patient contact through the diagnosis, treatment, follow-up and

financial aspects of medical care

- Demonstrate the strict safety standards needed to protect self, patients, employees and employers
- Explain the legal, cultural and ethical issues and regulations within healthcare
- Perform all clinical duties expected of a clinical Medical Assistant
- All regulatory laws and Ethics to include HIPPA and OSHA training

Class Schedule

Daytime session: Tuesday and Thursday 9 a.m. to 2 p.m.

or

Evening Session: Tuesday and Thursday 5 p.m. to 10 p.m.

PHLEBOTOMY PROGRAM (8 WEEKS) 80 HOURS

This is a certification education program that prepares the student to be able to confidently and efficiently collect, process blood and other samples for medical laboratory analysis. The program introduces students to the medical terminology as well as the biological functions of the human body. The program includes hands-on learning experience and laboratory skills to prepare the student for an entry level job. Phlebotomy students will be trained in the following areas:

- List the duties of a phlebotomist
- Define legal issues related to phlebotomy
- Describe the universal precautions as outlined by the CDC
- Describe the venous anatomy and veins and skin surfaces on which phlebotomy can be performed
- Medical Terminology
- Differentiate between serum and plasma
- Identify factors to be considered in venipuncture or skin puncture site selection
- List the equipment and supplies needed to collect blood by venipuncture and skin puncture
- Describe patient factors which influence the ability to perform venipuncture successfully
- Discuss complications associated with blood collection
- Describe the steps in accurate specimen collection and documentation procedures
- Demonstrate a successful venipuncture on manikin arm

Upon completion, graduates are awarded a certificate of completion and eligible to sit for the National Phlebotomy Certification Examination offered by National Health Association (“NHA”). Graduates are qualified to work in laboratories, hospitals, physician office and clinics. Classes are conducted with 10-14 students in a class.

Program Goals

- Provide students with experiences and knowledge in the classroom and laboratory that result in development of basic competencies and skills required of a phlebotomy technician
- Provide students with competencies and skills that are prerequisites to specific

areas and job entry

- Provide students with the correct policies and knowledge in order to be prepared for an entry level position in the field
- Obtain non-blood and blood specimens competently
- Demonstrate common blood collection procedures

Class Schedule

Daytime session: Tuesday and Thursday 9 a.m. – 1 p.m.

or

Evening Session: Tuesday and Thursday 5 p.m. – 9 p.m.

BOOKS

CERTIFIED NURSING ASSISTANT REQUIRED BOOKS AND MATERIAL

- Hartman’s Nursing Assistant Care the Basics, 4th Edition, *ISBN: 978-1604250145*
- Candidate Handbook -Pearson Vue

MEDICAL ASSISTANT REQUIRED BOOKS AND MATERIAL

- Today's Medical Assistant Clinical and Administrative Procedures, 3rd edition Bonewit-West Hunt, *ISBN: 978-032331127*

PHLEBOTOMY BOOK

- Worktext and Procedures Manual, 4th Edition, Authors: Robin S. Warekois and Richard Robinson, *ISBN: 978-0323279406*

TUITION & FEES

CERTIFIED NURSING ASSISTANT PROGRAM

• ...One-time Application fee	\$30.00 (<i>non - refundable</i>)
• Course Tuition	\$650.00
• CPR Certification.....	\$50.00
• Certification Exam	\$112.00
• Required Books.....	\$37.00 <i>Loaner textbook is provided</i>
Total Tuition and Fees	\$879.00

MEDICAL ASSISTANT PROGRAM

• ...One-time Application fee	\$30.00 (<i>non - refundable</i>)
• Course Tuition	\$1,320.00
• CPR Certification.....	\$50.00
• Certification Exam	\$150.00

Total Tuition and Fees\$1,550.00

PHLEBOTOMY PROGRAM

- One-time Application fee \$30.00 (*non - refundable*)
- Course Tuition \$750.00
- CPR Certification..... \$50.00
- Certification Exam \$150.00
- Total Tuition and Fees\$980.00**

Other Charges

- Payment late fee (all programs)..... \$25.00
- Badge replacement charge..... \$25.00
- Students must purchase textbooks, scrubs and study material

PROGRAM COMPLETION

In order to be considered eligible to receive certificate of completion, the student must meet the following criteria:

1. Must pass all chapter tests, quizzes and final exam with a 80 percentile
2. Must complete all assigned work and training hours as listed for each specific program
3. Must participate in class discussions and activities
4. Must attend all clinical rotations as scheduled
5. Must demonstrate 100% proficiency with skills demonstration
6. All fees must be paid in full prior to the start of the clinical rotation

Remediation

1. Students will have two attempts to take and pass chapter tests and quizzes and to obtain the passing mark of 80%. Students cannot re-take final exams. This must be achieved within the training period for the specific program they are participating in.
2. Students failing to meet this requirement will be asked to repeat the class.
3. Students must demonstrate 100% skills proficiency at the end of the program
4. Student must complete all assigned clinical rotation hours.
 - **Remediation Aide**
 - If student has failed retake test, student must meet with instructor one on one for at least 1 hr. to confirm students understanding of materials that are not clearly understood.

GRADING POLICY

Graded Course Activities

Grade Points	Descriptions of Graded activities
50	Chapter Test and Quizzes
30	Class Activity, Homework, and Skills participation
15	Final Exam
5	Attendance and Class Participation

Letter Grade Percentage

A = 90-100%

B = 80-89%

C = 75-79%

D = 60-74%

F = 0-59%

REFUND, WITHDRAWAL & CANCELLATION POLICY

REFUND/WITHDRAWAL POLICY (Tuition Paid In Full):

The student agrees to pay Breath of Life Training LLC the total stated tuition and fees as outlined in the Program of Study section listed on the Enrollment Agreement. Payment of all monies due shall be a condition of continuing enrollment.

Breath of Life Training, LLC will retain fees paid for specific student ordered supplies that cannot be used by another student or supplies returned by the student in a condition that prevents the supplies from being used by or sold to new students. Refunds are calculated on a pro rata basis of attendance up to 50%, beyond which no refund is provided. Examples of the policy are as follows:

- 1) A student completing five (5) percent of instructional time would be refunded ninety-five (95) percent of tuition, minus the non-refundable application fee and any specially ordered items for individual students that cannot be used or sold to another student or items that are returned in a condition that prevents them from being used or sold to new students.
- 2) A student completing twenty-five (25) percent of instructional time would be refunded seventy-five (75) percent of tuition, minus the non-refundable application fee and any specially ordered items for individual students that cannot be used or sold to another student or items that are returned in a condition that prevents them from being used or sold to new students.
- 3) A student completing sixty (60) percent of instructional time would not be refunded any percent of tuition as there are no refunds of tuition or fees paid by the student after completion of 50 percent of instruction.

*All refunds will be issued in full to the student within thirty (30) days of the date of determination.

*All refunds are based on the tuition paid for the student's chosen program of study.

*There will be no fee assessed to the student for withdrawing for any reason from Breath of Life Training, LLC.

*The date of withdrawal will be the date the student requested to withdrawal from Breath of Life Training, LLC. and used as the basis for the withdrawal calculation as described above.

CANCELLATION POLICY

Student is entitled to a statement upon cancellation:

* The student may cancel the enrollment contract at any time prior to midnight of the third business day after signing this contract and receive full refund of all monies paid including the application fee of \$30.00 and all fees paid for student supplies.

EXTENUATING CIRCUMSTANCES

- Medical Extenuating Circumstances: prolonged injury or illness during regular course term. If approved, student will be allowed to enroll in the next course with tuition paid applied to the course minus any fees that are required for each session (LMS enrollment new year, new edition of books, additional year fee for AAPC membership).
 - Extenuating Medical Circumstances: Extenuating Forms submitted to the Director of Operations will be reviewed within thirty (30) business days. A notification will be sent to the student of the director's final decision. Students requesting extenuating circumstance consideration must provide the following:
 - Extenuating Circumstances Request Form. Under "Reason for Appeal" the student should write a personal statement on his or her own behalf to support their request.
 - Medical documentation. A letter from the student's Health Care Provider(s) (medical doctor, physician assistant or nurse practitioner) must be submitted to the Director of Operations. The note must include the nature of the illness/diagnosis, dates of the condition and its effect on the student's ability to attend classes during the semester for which the request is being submitted. Pre-existing conditions are not accepted unless unexpected circumstances occurred, or symptoms exacerbated during the semester for which the appeal is being submitted. Please note all such information mandated by the college is treated as confidential and privileged, and is protected by HIPAA.

Medical Refund Appeals can also be mailed or delivered directly to:
All About Coding Education and Training c/o Michelle Cowart
3620 Evans To Locks Rd. Martinez, GA 30907.

Applicable dates for the above will be defined for each course. Additional info may be required after initial review.

REDUCTIONS IN INDEBTEDNESS

Reductions in indebtedness are made solely at the discretion of Breath of Life Training LLC for withdrawals necessitated by conditions beyond a student's control such as an emergency that would prohibit a student from completing a program or course of study that is deemed to be acceptable to Breath of Life Training LLC. Refunds or reductions in indebtedness are processed after all required approvals are documented on a withdrawal form.

Business Office Hold

Breath of Life Training will place a business office hold on a student's academic record and the business office will not be permitted to forward any information until the financial obligation has been paid in full.

****If Breath of Life Training cancels a course the student will be notified by phone, mail, and or email. The school will return the student 100% of all monies collected if the student requests a refund, including application fee.***

****Refunds are made forty-five (45) days after the date of written withdrawal.***

WITHDRAWAL PROCEDURE

1. A student choosing to withdraw from the school after the start of classes is to provide a written notice to the administrative staff. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted in person, by mail or by electronic transmission.
2. If special circumstances arise, a student may request, in writing, which should include the date the student anticipates the leave beginning and ending.
3. A student will be determined to be withdrawn from the institution if the student misses three (3) days consecutive instructional days and all of the days are unexcused.
4. Approval of the withdrawal will allow the student to re-register and continue in the program on a date no later than the beginning of the start of the next class.
5. A student granted readmission is subject to the tuition rate and fees at the time of re-entry.
6. A student's last date of attendance is the last day a student had academically related activity, which may include projects, clinical experience, or examinations. The last date of attendance is the date that the institution has determined that a student is no longer in school.

NEW STUDENT ORIENTATION

New Student Orientation provides vital information which assists new students and their families with their transition to BOL. All students must attend an orientation prior to starting classes. During

orientation, students are advised on course selection, informed about important policies and procedures, review the student catalog, which is provided to the student at this time, given information on services and activities available and introduced to the overall academic environment.

STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES

The goal at Breath of Life is to provide an enriched nursing education and successful career training to a diverse student body and the community at large. BOL provides an environment conducive for learning and students enjoy the right to learn, both within and outside of the classroom, in an environment that is free from discrimination on the basis of race, religion, national or ethnic origin, gender, disability, age, sexual orientation or veteran status.

Students are responsible for maintaining principles of fairness, civility and acceptance of diversity and dealings with others. Students who are admitted to the institution are obligated to assume responsibility for their actions, to respect constituted authority, to be truthful and respect the rights of others, as well as to protect personal and public property.

The institution encourages academic, social and spiritual growth among our students and strives to maintain a campus climate that welcomes civil dialogues on numerous topics and endeavors to provide forums for the exchange of new ideas and opinions. Students are required to comply with all policies and procedures outlined in the Student Catalog to maintain a safer environment.

MAKE-UP POLICY

Student is expected to be present for all scheduled exams, clinical and laboratory experiences. Make-up exams are given only for exceptional circumstances such as documented illness, immigration appointments, jury appointments, military appointments, pregnancy emergencies and cases deemed necessary as approved by the Campus President. Students will present supporting document (court letter, doctor's note, immigration document etc.). Students must discuss the absence with the instructor and arrange a make-up period for exam or missed course work. Academic work must be completed within the make-up period.

COURSE REPETITION

If a student fails the program, the student may seek permission from faculty and director to repeat the class. The student will be given a chance to repeat the class and earn a passing grade of 80% or better. The student must pass all classes in a module before advancing to the next module. The student will pay the repeated class tuition in full at time of repetition.

ATTENDANCE

Attendance is a vital component of a student's success. Students are expected to participate in courses - lecture, lab and clinical sessions through regular attendance. It is further expected that every student will be present on time and prepared to participate when scheduled class sessions begin. Students are

required to attend all classes, laboratory, clinical and externship experiences. Attendance is monitored for all class and clinical sessions and is recorded as actual time attended.

Students are expected to attend every class and must complete the required hours in order to earn a certificate of completion. A charge of One Hundred Dollars (\$100.00) is required to make up any missed class. A student cannot miss more than three (3) days in a training session. The student is responsible for all readings, activities and class work covered during the missed class period. When more than three (3) days are missed, the student will be asked to repeat the course in the next scheduled session (based on availability) or be terminated from the program. The student will be allowed to re-apply for admittance at a later date and pay for class again. Two (2) tardiness results in one (1) absent day and subject to absenteeism policy.

DISCIPLINARY ACTION/DISMISSAL

A student who indulges in any of the following actions will be referred to the Campus Director & Administrator for appropriate disciplinary action to be taken. The student will be subject to dismissal or other disciplinary action deemed appropriate:

- Failure to observe or follow the policies and procedures of BOL and clinical facilities
- Unable to maintain good academic standing as outlined in this catalog
- Declared unsafe in the clinical areas or on campus
- Frequent tardiness or absenteeism in accordance with policy
- Inappropriate behavior such as verbally or physically abuse, including threats to fellow students, faculty and staff
- Dishonesty or not maintaining academic integrity [cheating during examinations].
- Inappropriate use of school facilities, defacing or removing materials on school campus without authorization
- Unprofessional behavior (such as telling lies, being disrespectful to faculty, students, staff and clinical facility staff members)
- Sexual harassment
- Theft
- Alcoholism or drug abuse
- Failure to pay tuition as in accordance with signed enrollment agreement
- Conducting or participating in a demonstration to destruct class or the program

BOL reserves the right to dismiss a student from the program if the student's academic achievement, emotional stability, clinical competence, or integrity proves unsatisfactory for safe nursing practice. Such decision will be given to the student in writing.

ACADEMIC DISHONESTY

Cheating and plagiarism are dishonest behaviors and **will not be tolerated**. This includes behavior, actions and attitudes that create the appearance or suspicions of cheating or plagiarism. Cheating means unauthorized use of assistance, copying some one's work, using authorized materials. This includes illegally securing examinations, copying during an examination and/or using items containing information with answers to an examination, forging, altering or misuse of documents. Plagiarism is the act of copying an author or producer's work and relabeling or presenting it as personal work (see copyright law). A student will receive a "0" grade if caught in such act. Student may be dismissed from the program.

Examples of Academic Dishonesty

- Purposely allowing other students to copy from your test during an exam
- Giving your homework, term paper, or other academic work to another student to copy
- Having another person submit work in your name
- Telling lies in order for a faculty or school official to change your grade
- Making changes in submitted work after it has been graded
- Removing tests from the classroom without the approval of the instructor
- Forging signatures and information on school documents
- Asking others to write your paper(s)

Instructors are expected to maintain appropriate standards in the area of academics:

- A. To take practical steps to prevent and detect cheating.
- B. To report suspected academic misconduct to the Director.
- C. To report evidence of plagiarism, cheating on exams or lab/clinical reports, falsification of records to the Director.

Students are expected to maintain appropriate standards in the area of academics:

- A. To follow faculty instructions regarding exams and assignments.
- B. To be certain that special rules regarding documentation of papers, examination procedures, use of computer-based information and programs, etc. are clearly understood.
- C. If students believe that practices by the instructor are conducive to cheating, it must be reported to the Director.

Consequences for Academic Dishonesty

Depending on the severity of the infraction, the student may:

- A. Receive a zero "0%" grade on the test, paper or exam;
- B. Have their course grade lowered and/or possibly fail the course;

C. Under the standards of student conduct a student will receive one of the following-- Dismissal or Suspension

GRIEVANCE POLICY

All problems and conflicts should be resolved at the lowest possible level and should involve all individuals closely aware of and involved in the issue(s) before a request is made for the Director or Grievance Panel to become involved. Any request for resolution at the level of the Director or Grievance Panel must be made in writing by the party initiating the complaint, no later than three days after the incident. Complaint/suggestion forms are conveniently located in the Main Office or on our website www.breathoflifetraining.net. Students are encouraged to complete the form in order to lodge a complaint/suggestion. The burden of proof is always on the person(s) making the complaint. The standard of proof will be a preponderance of the evidence. The institution maintains a written record of all formal complaints and their dispositions.

BOL Grievance Panel made up of the Director, Administrator and an instructor. It is a body that addresses and investigates grievances pertaining to issues such as exam malpractice, sexual harassment, rumors, fights and other serious grievances that may not be resolved among involved parties or class advisor. The panel normally discusses the issue at hand and strives to come up with a sound and fair resolution. Students are not subject to unfair action/treatment for initiating a complaint.

If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the Georgia's Nonpublic Post-Secondary Education Commission. The student should submit written complaints to the regulatory agency:

Nonpublic Post-Secondary Education Commission

2082 East Exchange Place, Suite 220
Tucker GA 30084
770-414-3300
www.gnpec.georgia.gov

SCHOOL HOLIDAYS

- New Year's Day

- Martin Luther King Day
- Independence Day
- Labor Day
- Veterans day

- Thanksgiving
- Christmas/New Year Break (Dec 23 – Jan 1)

OFFICIAL TRANSCRIPT REQUEST

A student will receive an academic transcript upon graduation. To receive another transcript, a student must complete a transcript request form at the lobby & pay a \$10.00 fee. Official transcript will be ready for pick up or mailed within 5 business days. A student requesting a transcript or an official document must be in good financial standing with BOL prior to any document being released. Financial obligation must be fulfilled.

EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS

In patient care areas and clinical settings, student may be exposed to blood, body fluids or other infectious materials that may contain HBV, HCV, and HIV. Precautions must be taken to protect both the care provider and the patient to minimize any risk of exposure. Prior to handling indulging in hands on activities, all students will be taught standard precautions as part of their education or workplace training. It has been determined that the correct use of standard precautions in care areas is sufficient for disease protection and infection control.

Students must follow the following procedures when exposed to blood, body fluids or other potentially infectious materials:

1. Student must report any occupational exposure to their faculty immediately
2. Obtain any necessary assistance to clean/flush wound, mucous membranes, or eyes, or otherwise provide necessary palliative measures to the contaminated area at the time of exposure.
3. Faculty will complete the Blood borne Pathogen Exposure Worksheet
4. The faculty member will immediately arrange student's transportation to the nearest emergency room for immediate treatment and evaluation
5. The faculty member initiates follow-up to determine the source patient's HIV, HBV, or HCV status and to evaluate whether the source and/or exposure are considered high risk
6. The clinical faculty sends a copy of both the Exposure Worksheet to the Campus President.

The school will respect the confidentiality of individuals with blood borne disease so far as the safety of others is not compromised. The school will refer questions and inquiries to the local health department which on a confidential basis provides counseling, consultation and education.

DISABILITIES

Physical Disability

There is physical requirement necessary to perform nursing duties. The student must have full manual dexterity, visual and auditory acuity. In addition, the student must have the ability to bend, squat, lift, move and push and pull weights up to approximately 200 pounds using proper techniques of body mechanics.

Learning Disabilities

Learning disabilities are addressed on individual basis. Students who have a learning disability will address such disability with the admissions office upon enrollment. Reasonable accommodations may be made to suit the student. Accommodations may result in modifications to the curriculum, but not substantially alter course content or involve waiving requirements essential to the program. Some examples of reasonable accommodation are:

- a) Extended time on exams and assignments;
- b) Use of auxiliary equipment (tape recorders, lap top computers, calculators); and
- c) Modified examination formats and/or oral examination.

ALCOHOL, TOBACCO, SMOKING AND DRUGS

Alcoholic beverages, smoking unlawfully drugs, or other illegal substances shall not be consumed, carried, used, sold unlawfully on BOL campus, or any activity sponsored by the school. BOL IS A SMOKE FREE FACILITY. Any student who appears to be intoxicated or under the influence of illegal drugs on school premises or clinical sites will be escorted off the premises. The student may be dismissed from the school upon review of the case by the Campus President.

NON-DISCRIMINATION

Breath of Life is an equal opportunity environment; equal opportunity is given to all students and employees who walk into the campus. It is the schools' policy to select the qualified student for the program. Equal opportunity is given to employment, education and training regardless of race, sex, color, religion, age, ethnicity, sexual orientation, disability.

SEXUAL HARASSMENT

BOL will not tolerate any form of sexual harassment, assault or any conduct that interferes with an individual's work or academic performance. Sexual Harassment is defined as any unwanted verbal or physical sexual advance, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the workplace or on campus, which is offensive or objectionable to the recipient or which causes the recipient discomfort or interferes with the recipient's education or job performance. It is also the responsibility of BOL to provide a safe environment free from verbal, physical and visual forms of sexual harassment such as posters, signs or documents.

Any sexual harassment of such is considered a violation of BOL policies and will be investigated. A sexual harassment should be reported immediately to the Administration staff. A corrective counseling and disciplinary action (such as suspension or dismissal) will be taken, depending on severity of the violation.

STUDENT RECORDS

BOL collects and maintains information on students. The school assures the confidentiality of managing student records. Students will have access to their records. The institution's guarantee of the students' right to access their records and its policy for releasing information about an individual student, in accordance with the Family Education Rights and Privacy Act (FERPA). Students must make an

appointment with the Director 24 hours in advance. The Director will grant permission for records access. Faculty who has a legitimate need to use the student records will be allowed access. Records will not be removed from the school premises. Student will have to sign a release to allow an institution or agency from which the student is seeking financial assistance or any other assistance access to and mailing of pertinent records. Data will be furnished to accrediting bodies and government officials without permission of the student.

Court orders and subpoenas for records will be honored. The school will make a reasonable effort to notify the student of the release of such information.

RECORD RETENTION

BOL will maintain records on all enrolled students up to 5 years from the last time they attended the institution. Students' transcripts will be retained permanently in a hard copy form. A record of all students' financial transactions including refunds, payments from students and other transactions made with BOL on behalf of a student will be properly maintained up to 5 years after the last date of attendance.

CLINICAL SITES

BOL will provide clinical experiences in the various health care settings. The clinical practicum helps students gain experience that prepares them for entry level positions and real-world experiences. Students may need to travel up to 50 miles distance to fulfill this obligation. Be advised that clinical times may differ from class times or may be off shift times such as night shift. There may be varying shifts including morning, evening, weekend and 12-hour shifts. It is the student's responsibility to make provisions and get to the setting on time.

CLINICAL REQUIREMENTS & EXPECTATION

1. Students will be on clinical site under the direct supervision of an instructor or preceptor.
2. A clinical instructor or preceptor will not supervise more than 10 students at a clinical site.
3. A preceptor will not supervise more than 2 students at a clinical site.
4. Instructor will be at the clinical site, 30 minutes prior to student's arrival on site.
5. Students are expected to conform to instructor's rules and rules and regulations of the facility
6. Prior to clinical attendance, Students must submit documentations, background checks and current TB/Chest x-ray, etc.
7. A current CPR card for healthcare providers from the American Heart Association is needed.
8. If these items are not in the student's file, the student will not be allowed to participate in clinical.
9. Students are required to provide their own transportation to and from the clinical site.
10. Student clinical assignments and clinical schedules shall be prepared prior to each rotation and given to students in advance. It's the student responsibility to follow the schedule.
11. Students are expected to participate in pre-and post-conferences.
12. Students will maintain professional appearance, demeanor, behavior and attitude while at clinical facility. Students will comply with school uniform policy.
13. Students must arrive at clinical site on time and check in with instructor or preceptor.

14. Lateness and absences will not be tolerated (Instructor has the right to send a student home for lateness).
15. If a student misses a clinical day, the student must arrange a make-up day with clinical coordinator. However, if a student misses 2 days from a clinical rotation due to any circumstances, the student must withdraw from that clinical rotation. This will lead to an incomplete or unsatisfactory clinical grade.
16. Students must maintain confidentiality of patients during patient care.
17. Students will not receive or make phone calls from the unit phone, except in case of legitimate emergency authorized by instructor. No use of Cell phones on nursing units.
18. During the clinical rotations, students should be advised not to work night shift due to safety concerns (Students who need a letter for their employers can ask and one will be provided).
19. Students who do not take instructions or do not follow rules will be dismissed from clinical site.

DRESS CODE

UNIFORM POLICY

CNA STUDENT, MEDICAL ASSISTANT STUDENTS: PHLEBOTOMY TECHNICIAN STUDENTS:

1. BLACK scrub tops and BLACK scrub pants must be worn daily.
2. Shoes must be closed toed shoes and must be clean.
3. Uniforms must fit properly and be clean and neatly ironed.
4. Good personal hygiene is mandatory.

ALL STUDENTS WILL STRICTLY ADHERE TO THE DRESS CODE.

GRADUATION REQUIREMENTS

To be eligible for graduation, a student must:

- Successfully complete the curriculum by earning at least a minimum of academic grade of 80% (B) or better in all courses.
- Complete Requirements of curriculum and all school requirements.
- Resolve all financial obligations.
- Maintain appropriate attendance record in all classes.
- Be professional in all classes and areas of the program.
- **All required items must be completed prior to being considered for graduation.**

WORK OPPORTUNITIES—JOB PLACEMENT

A student who completes the programs will be qualified to work in Nursing Homes, Hospitals, Assisted Living Facility, doctors' offices, home health agencies, etc. Job availability is posted on the school's notice

boards. The institution will provide job placement assistance with its graduates. BOL does not guarantee employment.

CODE OF ETHICS

Breath of Life Training LLC has adopted a formal Code of Ethics to help our students deal with issues related to right and wrong conduct. Codes of ethics differ but revolve around the idea that a resident is a valuable human being who deserves ethical care.

The following is our Code of Ethics:

1. I will strive to provide and maintain the highest quality of care for my residents, fully recognizing and following the Residents' Rights
2. I will communicate effectively, serve on committees, read all material as provided and required by my employer, attend educational in-services, and join organizations relevant to nursing assistant care.
3. I will display a positive attitude toward my residents, staff, family members, and other visitors.
4. I will always provide privacy for my residents and maintain confidentiality of resident, staff, and visitor information.
5. I will be trustworthy and honest in all dealings with residents, staff, and visitors.
6. I will strive to preserve resident safety and will report mistakes I make, along with any situation that I deem dangerous, promptly to the appropriate person(s).
7. I will have empathy for the difficulties of my residents, the staff, and all visitors, providing support and encouragement whenever necessary.
8. I will have respect for all people, without regard to the person's age, sex, ethnicity, religion, economic situation, sexual orientation, or diagnosis.
9. I will strive to have the utmost patience with all people I have dealings

GNPEC Student Disclosure Form

1. Enrollment Agreement & Catalog

I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements.

_____ Student's Initials

2. School Outcomes

I have read and received a copy of the school's self-reported, unaudited retention, graduation, and placement rates for the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering.

_____ Student's Initials

3. Employment

I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation.

_____ Student's Initials

4. Refund Policy

I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission.

_____ Student's Initials

5. Complaint Procedure

I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institution's procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission.

_____ Student's Initials

6. Authorization and Accreditation Status

I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia Code (§20-3-250.6). Although authorized, I understand that this institution is not accredited by a U.S.-based accrediting association recognized by the United States Secretary of Education; therefore, I am not eligible for Federal Student Aid.

Additionally, as is the case with all postsecondary institutions, both accredited and unaccredited, there is no guarantee that my credits will transfer to another institution.

_____ Student's Initials

Student Signature/Date

BOL Representative Signature/Date

*Student must receive a copy of this form, and a copy must be kept in the student's file.