



EXPRESS
TRAINING SERVICES
"Getting your career on the right track"

2012 Course Catalog

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Licensed by the Commission for Independent Education
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Tallahassee, FL 32399-0400
Telephone number: 888-224-6684,
License number: 3276 (Gainesville) and 4316 (Ft. Myers)

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Class Schedules

All classes will have a 10 minute break every 2 hours. If the class session is 8 hours or more, there will be a 30 minute lunch break in the middle of the session.

GH101-Introduction to Health Care (24 clock hours: 16 classroom, 8 lab)

1. February 20-24, 27, 2012, 5:30 pm-9:30 pm (Gainesville location only)
2. July 16-20, July 23, 2012, 5:30 pm-9:30 pm (Ft. Myers location only)

GH201-Nursing Care I (16 clock hours: 11 classroom, 5 lab)

1. February 28-March 2, 2012, 5:30 pm-9:30 pm (Gainesville location only)
2. July 24-27, 2012, 5:30 pm-9:30 pm (Ft. Myers location only)

Students may elect to take the Nursing Assistant Exam Prep Workshop in lieu of GH101 and GH201. This course is offered many times throughout the year, and students can access the schedule via the web site or by calling 352-338-1193 or 239-278-3800.

NA301-Nursing Care II (16 clock hours: 10 classroom, 6 lab)

1. March 9, 11, 16, 2012, 3 pm-9 pm (Gainesville location only)
2. July 30-August 2, 2012, 3 pm-9 pm (Ft. Myers location only)

NA401-Nursing Care III (24 clock hours: 18 classroom, 6 lab)

1. March 18, 23, 25, 2012, 2 pm-10 pm
2. August 6-8, 2012, 2 pm-10 pm (Ft. Myers location only)

NA501-Nursing Care Practicum (40 clock hours: 40 clinical)

1. March 26-30, 2012, 8 am-4 pm (Gainesville location only)
2. August 13-17, 2012, 8 am-4 pm (Ft. Myers location only)

HH101-Home Health Aide (40 clock hours: 23 classroom, 17 clinical)

Gainesville location

1. February 7, 9, 14, 16, 2012, 9 am-1 pm
2. June 12, 14, 19, 21, 2012, 9 am-1 pm
3. October 16, 18, 23, 25, 2012, 9 am-1 pm

Ft. Myers location

1. April 3, 5, 10, 12, 2012, 9 am-1 pm
2. September 11, 13, 18, 20, 2012, 9 am-1 pm

The Pharmacy Technician Program is offered in Gainesville only.

PT101- Introduction to Pharmacy and the Role of the Technician

(50 clock hours: 27 classroom, 7 lab, 16 clinical)

1. February 28, March 1, 6, 8, 13, 15, 20, 2012, 5 pm-10 pm
2. July 10, 12, 17, 19, 24, 26, 31, 2012, 5 pm-10 pm

Clinical hours will be scheduled by the student and will vary

PT102- Pharmaceutical Care and Privacy in the Pharmacy

(35 clock hours: 18 classroom, 10 lab, 7 clinical)

1. March 22, 27, 29, April 3, 5, 2012, 5 pm-10 pm
2. August 2, 7, 9, 14, 16, 2012, 5 pm-10 pm

Clinical hours will be scheduled by the student and will vary

PT103- Calculations and Preparing Pharmaceuticals for Dispensing

(55 clock hours: 30 classroom, 8 lab, 17 clinical)

1. April 10, 12, 17, 19, 24, 26, May 1, 3, 2012, 5 pm-10 pm
2. August 21, 23, 28, 30, September 11, 13, 18, 20, 2012, 5 pm-10 pm

Clinical hours will be scheduled by the student and will vary

PT104- Medication Applications and Terminology

(65 clock hours: 65 classroom)

1. May 8, 10, 15, 17, 22, 24, 29, 31, June 5, 7, 12, 14, 19, 2012, 5 pm-10 pm
2. September 25, 27, October 2, 4, 9, 11, 16, 18, 23, 25, 30, November 1, 6, 2012, 5 pm-10 pm

PT105- State Law and Final Review

(15 clock hours: 15 classroom)

1. June 21, 26, 28, 2012, 5 pm-10 pm
2. November 8, 13, 15, 2012, 5 pm-10 pm

The Practical Nursing program is only offered in the Gainesville office

GS101-Introduction to Computers (2 clock hours: 1 classroom, 1 lab)-
March 12, 2012, 9 am-11 am

PN101-Introduction to Healthcare (160 clock hours: 80 classroom, 40 lab,
40 individual study assignments)-March 12,2012, 12 pm-4 pm, March 13-
16, 19-23, 26-30, April 2-5, 2012, 9 am-4 pm

PN500-Critical Thinking (24 clock hours: 18 classroom, 6 lab)-April 6, 9-
12, 2012, 9 am-4 pm

PN501-Human Anatomy and Physiology (105 clock hours: 95 classroom,
10 lab)-April 13, 16-20, 23-27, April 30-May 3, 2012, 9 am-4 pm

PN502-Introduction to Nursing: Clinical Experience I (164 clock hours:
27 classroom, 9 lab, 128 clinical)
Classroom/Lab-May 4, 7, 14, 21, 28, June 4, 2012, 9 am-4 pm
Clinical-May 9, 11, 12, 16, 18, 19, 23, 25, 26, 30, June 1, 2, 6, 8, 9, 2012, 7
am-3 pm*****

PN503-Pharmacology and Medication Administration (24 clock hours:
20 classroom, 4 lab)
Classroom/Lab-June 11, 15, 18, 20 2012, 9 am-4 pm
Clinical-June 13, 2012, 7 am-3 pm*****

PN504-Nutrition and Diet Therapy (8 clock hours: 6 classroom, 2 lab)-
June 22, 2012, 9 am-5:30 pm

PN505-Medical-Surgical Nursing-Clinical Experience II (345 clock
hours: 85 classroom, 260 clinical)
Classroom-June 25, July 9, 16, 23, 30, August 6, 13, 20, 27, September 10,
17, October 1, 2012, 9 am-4 pm
Clinical-June 27, 29, 30, July 11, 13, 14, 18, 20, 21, 25, 27, 28, August 1, 3,
4, 8, 10, 11, 15, 17, 18, 22, 24, 25, 29, 31, September 1, 12, 14, 15, 21, 22,
24, 26, 28, 29, October 3, 5, 6, 2012, 7 am-3 pm*****

PN506-Maternal-Child Nursing-Clinical Experience III (130 clock
hours: 50 classroom, 80 clinical)
Classroom-October 8, 15, 17, 22, 24, 29, 31, November 7, 9, 14, 2012, 9 am-
4 pm
Clinical-October 10, 12, 19, 20, 26, 27, November 2, 3, 5, 10, 12, 2012, 7
am-3 pm*****

PN507-Pediatric Nursing-Clinical Experience IV (130 clock hours: 50
classroom, 80 clinical)
Classroom-November 16, 28, 30, December 5, 12, 19, 21, 22, 2012, 9 am-4
pm
Clinical-November 17, 26, December 2, 3, 7, 9, 10, 14, 16, 17, 2012, 7 am-3
pm*****

PN508-Mental Health Nursing-Clinical Experience V (65 clock hours: 25 classroom, 40 clinical)

Classroom-January 7, 9, 14, 23, 2013, 9 am-4 pm

Clinical-January 11, 12, 16, 18, 19, 2013, 7 am-3 pm*****

PN509-Community Health Nursing-Clinical Experience VI (65 clock hours: 25 classroom, 40 clinical)

Classroom-January 25, 28, February 4, 11, 2013, 9 am-4 pm

Clinical-January 30, February 1, 2, 6, 8, 2013, 7 am-3pm*****

PN510-Geriatric Nursing-Clinical Experience VII (108 clock hours: 20 classroom, 88 clinical)

Classroom-February 13, 18, March 8, 2013, 9 am-4 pm

Clinical-February 15, 16, 22, 22, 23, 25, 27, March 1, 2, 4, 6, 2013, 7 am-3 pm*****

PN511-NCLEX-PN and Employment Prep (116 clock hours: 108 classroom, 8 clinical)

Classroom-March 11-15, 18-20, 22, 25-29, April 1-3, 2013, 9 am-4 pm

Clinical-March 21, 2013, 9 am-5 pm*****

*******=Clinical times and dates may vary due to site availability. These days and times are projections only.**

Holidays observed-January, 2011-December, 2012

December 24, 2010-January 2, 2011

July 4-8, 2011

September 5-9, 2011

November 21-25, 2011

December 26-30, 2011

July 3-7, 2012

September 5-9, 2012

November 22-26, 2012

December 23-31, 2012

This catalog will be made available to students at least a week before the student's first class date, or the day the student registers if registering less than a week before the class start date.

Phone numbers/Email addresses

Gainesville office	352-338-1193
Ft. Myers office	239-278-3800
Toll-Free (either location)	866-346-0660

Please call either office for all scheduling, accounting and any general inquiries.

Fax	352-338-1194
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Web site	www.expresstrainingservices.com
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Email:	
General questions	admin@expresstrainingservices.com

Faculty email addresses are located in the "Faculty" section at the end of the catalog.

Program Costs

Nursing Assistant Program:	Total Costs
120-Hour NA Training Program	\$949

Breakdown:

Registration Fee	\$ 100
Tuition	\$ 579
Books and supplies	\$ 109
State Exam Fee	\$ 161

Home Health Aide Program:	Total Costs
80-Hour Home Health Aide Training Program	\$300

Breakdown:

Registration Fee	\$ 100
Tuition	\$ 200

Pharmacy Technician Program:	Total Costs
220-Hour Pharmacy Technician Training Program	\$1995

Breakdown:

Registration Fee	\$ 100
Tuition	\$ 1666
Books and supplies	\$ 100
State Exam Fee	\$ 129

Practical Nursing Program:	Total Costs
220-Hour Pharmacy Technician Training Program	\$9,125

Breakdown:

Application Fee	\$ 25
Registration Fee	\$ 100
Tuition	\$ 8,295
Books and supplies	\$ 550
Other costs	\$ 155
(HOSA membership, CPR, First Aid Application fee, background fee)	

Prices are subject to change without notice.

About Express Training Services, LLC

Express Training Services, LLC was created and legally organized as a Florida Limited Liability Company based in Gainesville, Florida in December 2004. The goal of the company is to provide quality instruction to health care professionals.

Express Training Services, LLC will also provide extensive continuing education programs for health care professionals.

Express Training Services, LLC has an office location in both Gainesville and Ft. Myers. All of our offices offer the same classes, but may offer them at different times and dates. Check the web site **www.expresstrainingservices.com** or call for the most up-to-date course calendar and offerings. The offices' labs and videotapes are often available for self-study as well. Just ask your instructor or call us for available times.

There is space, equipment and instructional material in the institution to provide training of good quality.

The office addresses are:

Gainesville

3911 Newberry Rd., Suite B
Gainesville, FL 32607
Phone 352-338-1193
Fax 352-338-1194

Ft. Myers

1469 Colonial Blvd., Suite 200
Ft. Myers, FL 33907
Phone 239-278-3800
Fax 352-338-1194

Disclaimer

Express Training Services, LLC complies with Federal statutes on non-discrimination on basis of religion, race, national origin, marital status, color, sex, age, sexual orientation, political affiliation, citizenship, belief or disability.

Students with Disabilities

Express Training Services, LLC accommodates students with disabilities under federal law.

Policy on the Handicapped

Express Training Services, LLC complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a program of instruction. However, any handicapped person seeking admission should be aware that the program requires a high level of manual dexterity and coordination and that an individual evaluation is necessary to determine employability in the health care industry. All facilities are readily accessible to the handicapped students.

Express Training Services, LLC has an extensive list of written policies referenced throughout this catalog. These policies are considered public knowledge by Express Training Services, LLC and can be viewed at any time. Just ask your instructor or other Express Training Services, LLC representative.

About Express Training Services, LLC Staff

All of the Express Training Services, LLC faculty are either experienced health care providers and/or have earned their bachelor's degrees, with some holding master's degrees as well. (See faculty list).

All Express Training Services, LLC faculty have a current Florida license or certificate in their field. They are also required to have at least 8 hours of continuing education each year. Most of the faculty has extensive experience, both private and public, in their fields.

Express Training Services, LLC Purpose and Mission

The purpose of Express Training Services, LLC is to become the most effective licensed health care professional training provider in the State of Florida. Through continuous assessment of the health care industry's needs and desires and the self-assessment of our course offerings, various classes will be offered to suit the variety of needs of our students. Express Training Services, LLC will assist all students in a successful transition from the classroom to the workplace.

Our mission is to provide the highest quality training which enables our students to become highly productive and successful in their careers.

Licensure Approvals

Express Training Services, LLC is licensed (#3276-Gainesville and #4316-Ft. Myers) by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

Administrative Organization

Express Training Services, LLC is a private school, with a flat organizational structure. All educational decisions are made by the Director of Education. All policy decisions are made by the Board of Directors for the school. The Board Members consist of:

Anthony A. Kalishman-Chief Executive Officer/Director of Admissions/Financial Aid
Director/Career Placement Director
Sherri R. Kalishman-Vice President/Director of Education

Grievance Procedures

If students or applicants feel they have been unfairly treated, they may appeal any policy, procedure or treatment.

1. The first step is to discuss the issue with the instructor.
2. If the issue is not resolved, the second step would be to submit the grievance, in writing, to the Director of Education. A written response will be provided to the student within 2 weeks.
3. If the issue is not resolved to the student's satisfaction, the student may file a written appeal to the Director of Admissions. A written response will be provided to the student within 2 weeks.

If the student or applicant still is unsatisfied with the resolution, he/she may contact the Commission for Independent Education, Florida Department of Education at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

Admissions

Express Training Services, LLC will not accept any student who cannot advance in their career from courses chosen. This is in line with the mission statement referenced above.

Express Training Services, LLC staff and/or faculty will work with individual students to ensure these qualifications are met before students are enrolled in the class. A full refund will be issued to any student who was not asked about these prerequisites. If a student fails to disclose this information and/or provides false information, the normal refund policy will be followed.

If a student does not meet admission requirements, reasons must be documented and filed. Non-admitted student records will be kept a minimum of one year. Students under 18 years of age must have enrollment agreement signed by parents/guardian. All enrolled student records will be kept on file permanently.

Code of Student Conduct

Students who attend Express Training Services, LLC will conduct themselves in a manner consistent with a safe and positive learning environment.

Dismissal

While every attempt is made to assure that students will be successful at Express Training Services, LLC, there are some instances when students must be withdrawn from a program. These include unsatisfactory conduct, excessive absences, violation of safety regulations, unsatisfactory progress and other causes.

Tobacco use

Students may not smoke or use any other tobacco products inside the building at any time. Smoking is only permitted during designated breaks or before and after classes and must be done outside, at least 20 feet from the entrance of the building.

Food and Drink

There are soft drinks for sale in each office. We also have bottled water that is free. Please feel free to bring any non-alcoholic drink into the classrooms, but not the clinical or computer rooms.

We have a refrigerator and microwave that is available for the students' use. Just please either eat outside or in the waiting area. Eating is not allowed in the classrooms, clinical rooms or computer rooms.

Cell phones

Cell phones, audible pagers or beepers are prohibited during class. Students may be asked to leave the class if this policy is violated. There can be extenuating circumstances which warrant the use of one of these devices. Please discuss these circumstances with your instructor.

Policies and Procedures

Attendance

Students are responsible for following school policy on attendance. Students must attend 90% of their class. Students who miss 10% of their class must meet with their instructor before attending the next class session. Students who miss more than 10% of their classes will be dropped from the class, forfeit all equipment fees, and must have written approval from the Director of Admissions to re-enroll. The tuition will be refunded in accordance with the refund policy in the catalog.

Students with extenuating circumstances, including but not limited to, hospital confinement, personal problems, and extended illness, may appeal to the Director of Admissions for any exceptions to the absence rule. Documentation of the extenuating circumstances may be required.

Grades and Completion of Course

Students will be given a diploma upon satisfactorily completing their program. This diploma **cannot** be used in lieu of a license or to obtain a license. This diploma should also not be confused with official state certification required in the State of Florida. The diploma from Express Training Services, LLC only implies satisfactory completion of the course.

Students are responsible for showing consistent progress, satisfactory attendance, and employability skills. If a student is not progressing, the instructor will offer to work with the student during non-class hours, or recommend appropriate measures to assist the student. Express Training Services, LLC reserves the right to withdraw students who do not satisfactorily progress in their class, who refuse to cooperate with their instructor(s), or refuse to follow the rules and regulations of Express Training Services, LLC.

At the end of each grading period, the instructor completes a student progress report, which represents an overview of the student's growth and achievement. Students may receive a record of their academic progress at any time. Records of academic progress

are permanently maintained at the school in accordance with the State of Florida Department of Education Rules and Regulations.

Letter Grading System

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

Standards for Satisfactory Academic Progress

1. Students will sign and may receive a copy of a Participant Progress Report so they will be kept abreast of their academic standing throughout the program.
2. Any student falling below a 2.0 GPA will be put on academic probation and closely monitored. If the student fails to bring the GPA to the 2.0 level by the next grading cycle, the student may be dropped from the program for failure to comply with academic standards. The student will be removed from academic probation as soon as the GPA rises to or above the 2.0 level.
3. Students dropped from a program cannot re-enter the same program cycle for any reason. The student will be placed under a probationary period of 1 program cycle and may reapply for the next available cycle only after a formal meeting with the Director of Education and the Director of Admissions. The student in question will be allowed to re-enter the program after participating in faculty interviews and completing a tutoring or make-up policy written by the instructor.

Definition of clock hour

A clock hour is defined as 50 minutes of class time and a 10 minute break.

Employability Skills

Express Training Services, LLC believes employability skills are as important as competency in a profession. Our mission is to provide the highest quality training which enables our students to become highly productive and successful in their careers. Competency and ability to perform the job tasks are crucial to success in a career. However, there are other skills just as important and make a student successful in their career. These skills will be included and referenced in each and every class. They include:

- Reporting to class each and every class session
- Arriving to class on time

- Being prepared with supplies for class
- Maintaining an assignment notebook or similar system
- Completing homework and other assignments on time
- Dressing appropriately for class
- Cooperating with teachers and classmates
- Focusing on appropriate tasks while in class
- Working quietly, independently and safely
- Using appropriate language
- Following all school and instructor rules

Access to Records

Express Training Services, LLC maintains educational records in accordance with state and federal laws. Parents/legal guardians of minor-age students, eligible students and adult students have the right to review the records of their child or their own records.

Parents/guardians of minor-age students and adult students have the following rights to students' records.

1. Right of access to all records maintained on the student by Express Training Services, LLC.
2. Right of privacy with respect to data contained in personally identifiable records.
3. Right to challenge any record thought to be inaccurate or misleading, and to a hearing, if necessary.
4. Right to copies of such records.

Parents/guardians of minor-age students and adult students requesting to review and receive copies of educational records may do so verbally or in writing. Express Training Services, LLC will comply within a 30-day period.

Fees for copies of education records are 25 cents a page.

Tuition and Fees

Fees include tuition based on the class, and may also include textbook, uniform, equipment, and state certification exam fees. Fees vary from class to class and are subject to change based on Express Training Services, LLC policy.

All fees can be paid by cash, cashier's check, money order, or by credit /debit card (Visa and Master Card). Fees are due before the start of the first class. No student will be allowed to attend a class without first paying all fees.

Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Exam fees will be fully refundable until submitted to the testing company. After they are submitted, no refund of those fees will be made.
6. Once scrubs are worn, the fee for those cannot be refunded.
7. Cancellation after completing 40% of the program will result in no refund.
8. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
9. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

Percentage of refund = Number of hours remaining divided by total number of hours in course times 100. If this number is greater than or equal to 40%, no refund will be issued.

Refund Amount = Percentage of refund times tuition fee

Textbooks, Uniforms

No refunds will be given on a textbook that has been written in, marked, or otherwise damaged. If the textbook is in good condition, a refund will be made according to the tuition refund rules.

Once a uniform is worn, the fee cannot be refunded.

Registration Fees

Registration fees are non-refundable.

State Certification Exam Fees (only for Nursing Assistant Training or Exam Prep Students)

Every effort will be made to immediately submit the state certification exam fees to the exam company to assure a quick turnaround by the exam company and thus a quick exam date. These fees will be refunded at any time, if they have not already been submitted to the exam company. Once they have been submitted, refunds will need to be applied for through the exam company. Any faculty member or Express Training Services, LLC staff-person will have information on how to contact the exam company

Package Deals

There are some classes that offer a “package” deal. This means multiple services are lumped together and provided at one price. The package deal is for the convenience of the student as everything needed for certification is included for one price. Refunds of a package deal will be made using the “Individual Fees” for the refund amounts. The refunds will be made for the state certification exam first, followed by Textbook, Uniforms, registration fee, and lastly tuition. The total refund amount will never exceed the fee paid.

Class Cancellation

A full refund of all fees paid will be made for classes that are cancelled regardless of length. The refunds will be made to the appropriate agency or student as prescribed above.

Leave of Absence

Most programs are designed to have all courses completed in a very short period of time. Express Training Services, LLC recognizes emergencies do arise, and situations may change, and a student may not be able to progress from one course to the other in a timely fashion. Students will not be allowed to take courses in a program if their leave of absence is a year or greater, without first participating in a formal meeting with the Director of Education and the Director of Admissions. Students will be allowed to re-enter the program after participating in faculty interviews and completing a tutoring or make-up policy written by the Director of Education.

Dismissal

A student may be dismissed at the discretion of the Director of Education for insufficient progress, non-payment of costs, or failure to comply with rules.

The following actions are cause for immediate dismissal:

- Excessive absenteeism and tardiness
- Any grossly negligent or careless act, which results, or may result, in personal injury, property damage, or loss.
- Willful refusal or failure to follow instructions, perform assigned work, or otherwise defy the authority of an employee.
- Theft or removal from the premises, without proper authorization, of any school property or property of another person.
- Abusive or abrasive language.

Course Numbering

The course numbering system used by Express Training Services, LLC is based on the following: The first 2 letters refer to the program, and the next 3 numbers are the course number. NA301 is a Nursing Assistant Course, number 301.

Transfer of Credit

Express Training Services does not accept any credits from other institutions. Transferability of credit is at the discretion of the accepting institution, and that it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Student Services

Advising Services

Advisors are available to assist students with academic and career advice throughout the school day, and at other times via appointment. Advising services focus on the needs of the total individual, bringing together the resources of the school and the community to achieve the desired goals of the mission statement. Students may request to see an advisor on a walk-in basis or by appointment.

Career Placement

Career placement services will be provided by the Career Placement Director. Express Training Services, LLC staff will work with the student to find job opportunities while enrolled or upon completion of a program. Current job opportunities are posted daily on the bulletin board in the waiting room of each office.

Express Training Services, LLC will assist you in finding employment, but **will not guarantee job placement**. You are encouraged to seek job opportunities on your own, and to follow Express Training Services, LLC's advice as to employability skills.

Library

Each office location will have a library with pertinent reference materials along with periodicals and magazines appropriate to each program offered by the school. In addition to the reference materials, a staff member will be able to assist students in locating specialized databases, journals, magazines, etc. from the Internet or the local library.

Computer stations for Internet access are provided and a staff person is available to assist in the Internet searches. Computers must be reserved; contact the Director of Admissions for details.

All enrolled students, students who have taken a class at Express Training Services, LLC previously and staff are eligible to use the library services.

Food and Drink

There are soft drinks for sale in the office. We also have bottled water that is free. Please feel free to bring a drink into the classrooms, but not the clinical or computer rooms.

We have a refrigerator and microwave that you are welcome to use. Just please don't eat in the classrooms, clinical or computer rooms.

Transportation

There are plenty of available parking spots for our students. There may be reserved parking spots in an office location. They are well marked, and if a car is parked in one of these spots, it may be towed. There are also city bus stops very near each office location. Please check with the city about schedules and fares. Reliable transportation to and from the school and/or skilled nursing facility is required.

Nursing Assistant (NA) Program

This state-approved program prepares students primarily for employment as nursing assistants in nursing homes, although other employment options are available. The successful completion of the 120 clock-hour program prepares students for certification as a Nursing Assistant in accordance with Florida Statutes, Chapter 82-163. Students are also then eligible to take the State of Florida Nursing Assistant Examination for certification. This 120 clock-hour class may be completed over a 5-week period, and may be offered day or night depending on student needs. This program includes 40 hours of clinical time at a licensed skilled nursing facility.

Program Title: Nursing Assistant

Credential Issued: Diploma

Program Objective: The objective of the Nursing Assistant Training Program is to offer high quality training that will prepare the student to be able to provide care to patients/residents/clients in the most dignified, respectful, and efficient manner possible.

Program Description: This program prepares students primarily for employment as nursing assistants in nursing homes, although other employment options are available. The successful completion of the 120 clock-hour program prepares students for certification as a Nursing Assistant in accordance with Florida Statutes, Chapter 82-163. Students are also then eligible to take the State of Florida Nursing Assistant Examination for certification. This 120 clock-hour class can be completed over a 3-week period, and can be offered day or night depending on student needs. This program includes 40 hours of clinical time at a licensed skilled nursing facility.

Clock Hours: 120 (55 classroom, 25 lab, 40 clinical)

Prerequisite: CPR certification

Length of program: Students have 1 year to take and pass all classes for this program. This program requires 120 clock hours, and can possibly be completed in 3 weeks.

Graduation Requirements: 90% attendance of all classroom hours (or approval by instructor that work has been made up), 100% attendance of all clinical hours (or approval by instructor that work has been made up), and a 2.0 minimum grade in each class.

Courses required:

GH101-Introduction to Health Care

GH201-Nursing Care I

NA301-Nursing Care II

NA401-Nursing Care III

NA501-Nursing Care Practicum

Admission requirements

To enroll in the NA program, the student must be able:

1. To take the CNA state certification examination
2. Be able to pass the state required background check
3. Possess a valid government-issued photo identification card
4. Have no physical or mental limitations precluding the student from taking the CNA state certification examination or working as a CNA
5. Have reliable transportation to and from the school/office site
6. Proof of Rubella immunity
7. A physical examination documenting the absence of lifting limitations
8. A negative TB test or if positive TB, proof of clear chest x-ray
9. Proof of either CPR certification or registration in CPR class
10. Students under 18 years of age must have enrollment agreement signed by parent/guardian

Entrance Dates

All the courses in this program are available at least bi-annually. Check the class schedule for exact dates. All applications must be completed and fees paid prior to the first class date.

Course Descriptions

GH101-Introduction to Health Care (24 clock hours: 16 classroom, 8 lab)

The student will learn purposes and functions of long-term care facilities, communication, respecting resident rights, employability skills, legal and ethical responsibilities, infection control (including a 4-hour section on HIV/AIDS), emergencies and accident prevention, fire safety and disaster preparedness, promoting resident's independence, organization, observation and charting, dementia management, patient abuse prevention and personal care needs.

Prerequisite: CPR certification

GH201-Nursing Care I (16 clock hours: 11 classroom, 5 lab)

The student will learn to observe and record weight, height and vital signs, application of warm and cold, basic anatomy and physiology.

Prerequisite: Successful completion (grade of B or better) of GH101

NA301-Nursing Care II (16 clock hours: 10 classroom, 6 lab)

The student will learn decubitis, lifting and moving, transfer techniques, nursing care related to the muscular system, basic nutrition, therapeutic diets, preparing, serving and feeding residents, fluid balance, nursing measures related to the urinary system, care of the incontinent resident, elimination, standard precautions, cleaning and sensory loss.

Prerequisite: Successful completion (grade of B or better) of GH101

NA401-Nursing Care III (24 clock hours: 18 classroom, 6 lab)

The student will learn about the resident's unit, admission and discharge, human sexuality, role changes, psychosocial aspect of aging, spiritual needs, behavior management principles and techniques, sleep and rest needs, activities, CVA, respiratory disease, seizure disorder, cardiovascular disorder, cancer, Parkinson's UTI's, Diverticulitis, spinal cord injury, Multiple Sclerosis, fractures, diabetes, arthritis, mental impairment, unconsciousness, amputation, thyroid disease, pain management, and death and dying,

Prerequisite: Successful completion (grade of B or better) of GH101

NA501-Nursing Care Practicum (40 clock hours: 40 clinical)

The student will perform 40 hours of clinical care in a licensed skilled nursing facility.

Prerequisite: Successful completion (grade of B or better) of GH101, GH201, NA301, and NA401

Home Health Aide (HHA) Program

This state-approved program prepares students primarily for employment as home health aides.

Program Title: Home Health Aide

Credential Issued: Diploma

Program Objective: The objective of the Home Health Aide Program is to offer high quality training that will prepare the student to be able to provide care to patients/residents/clients in the most dignified, respectful, and efficient manner possible.

Program Description: This state-approved program prepares students primarily for employment as home health aides. The successful completion of the 80-hour class prepares students for certification as a Home Health Aide.

Clock Hours: 80 (50 classroom, 30 lab)

Prerequisite: CPR certification

Length of program: Students have 1 year to take and pass all classes for this program. This program requires 80 clock hours, and can possibly be completed in 3 weeks.

Graduation Requirements: 90% attendance of all classes (or approval by instructor that work has been made up), and a 2.0 minimum grade in each class.

Courses required:

GH101-Introduction to Health Care

GH201-Nursing Care I

HH101-Home Health Aide

Admission requirements

To enroll in any HHA class, the student must:

1. Have no physical or mental limitations precluding the student working as an HHA
2. Have reliable transportation to and from the school/office site
3. Proof of CPR certification
4. Students under 18 years of age must have enrollment agreement signed by parent/guardian

Entrance Dates

All the courses in this program are available at least bi-annually. Check the class schedule for exact dates. All applications must be completed and fees paid prior to the first class date.

Course Descriptions

GH101-Introduction to Health Care (24 clock hours: 16 classroom, 8 lab)

The student will learn purposes and functions of long-term care facilities, communication, respecting resident rights, employability skills, legal and ethical responsibilities, infection control (including a 4-hour section on HIV/AIDS) , emergencies and accident prevention, fire safety and disaster preparedness, promoting resident's independence, organization, observation and charting, dementia management, patient abuse prevention and personal care needs.

Prerequisite: CPR certification

GH201-Nursing Care I (16 clock hours: 11 classroom, 5 lab)

The student will learn to observe and record weight, height and vital signs, application of warm and cold, basic anatomy and physiology.

Prerequisite: Successful completion (grade of B or better) of GH101

HH101-Home Health Aide (40 clock hours: 23 classroom, 17 clinical)

The student will learn an orientation to home health care, understanding and working with various client populations, practical knowledge and skills in home management, and participate in a simulated practicum applying knowledge and skills learned.

Prerequisite: Successful completion (grade of B or better) of GH101 and GH201

Pharmacy Technician Program

This state-approved program prepares students primarily for employment as pharmacy technicians in pharmacies, hospitals, and compounding labs, although other employment options are available. The successful completion of the 220 clock-hour program certifies students as a pharmacy technician in accordance with Florida Statutes, 64B16-26.351. This 220 clock-hour class can be completed over a 19-week period, and may be offered day or night depending on student needs. This program includes 40 externship hours (also called "clinical hours") at various institutions. Students must successfully complete either the Pharmacy Technician Certification Board (PTCB) or National HealthCareers Association (NHA) national exam in order to graduate. The Pharmacy Technician Training is offered in the Gainesville location only.

Students who successfully complete this program can apply to be certified through the Board of Pharmacy as a pharmacy technician.

Program Title: Pharmacy Technician

Credential Issued: Diploma

Program Objective: The objective of the training program is for the pharmacy technician trainee, under the supervision of their instructor, to prepare for a career as a pharmacy technician. The program is designed to be a cooperative effort between the technician trainee and the instructor and is therefore structured with interactive exercises and competency assessments to plan for future career development.

Program Description: This program prepares students primarily for employment as pharmacy technicians in pharmacies, hospitals, and compounding labs, although other employment options are available. The successful completion of the 220 clock-hour program certifies students as a pharmacy technician in accordance with Florida Statutes, 64B16-26.351. This 220 clock-hour class may be completed over a 19-week period, and can be offered day or night depending on student needs. This program includes 40 externship hours at various institutions.

Clock Hours: 220 (155 classroom, 25 lab, 40 clinical)

Prerequisite: CPR certification

Length of program: Students have 1 year to take and pass all classes for this program. This program requires 220 clock hours, and can possibly be completed in 19 weeks.

Graduation Requirements: 90% attendance of all classes (or approval by instructor that work has been made up), 100% attendance of all clinical hours (or approval by instructor that work has been made up), a 2.0 minimum grade in each class, and at least a 70% on the final exam. Students must successfully complete either the Pharmacy Technician Certification Board (PTCB) or National HealthCareers Association (NHA) national exam.

Courses required:

PT101- Introduction to Pharmacy and the Role of the Technician

PT102- Pharmaceutical Care and Privacy in the Pharmacy

PT103- Calculations and Preparing Pharmaceuticals for Dispensing

PT104- Medication Applications and Terminology

PT105- State Law and Final Review

Admission requirements

To enroll in the Pharmacy Technician program, the student must be able to:

1. To be able to meet all requirements to become certified as a State of Florida Pharmacy Technician
2. Be able to pass a facility required background check
3. Possess a valid government-issued photo identification card
4. Be either a graduate of high school or its equivalent (GED)
5. Have no physical or mental limitations precluding the student from working as a pharmacy technician
6. Have reliable transportation to and from the school/office site
7. Provide proof of Rubella immunity

8. Provide a physical examination documenting the absence of lifting limitations
9. Provide a negative TB test or if positive TB, proof of clear chest x-ray
10. Provide proof of either CPR certification or registration in CPR class
11. Students under 18 years of age must have enrollment agreement signed by parent/guardian

Entrance Dates

All the courses in this program are available at least bi-annually. Check the class schedule for exact dates. All applications must be completed and fees paid prior to the first class date.

Course Descriptions

PT101- Introduction to Pharmacy and the Role of the Technician (50 clock hours: 27 classroom, 7 lab, 16 clinical)

The student will learn the functions a technician may perform, understand the importance of confidentiality to the practice of pharmacy, understand the general layout of the pharmacy department, the federal and state agencies and regulations affecting pharmacy, the role of the state board of pharmacy, the characteristics of the four major categories of dosage forms, prescription containers, understand the state's rules and the pharmacy's policies regarding generic substitution, understand the rules and regulations governing refills, partial refills, and transfers of controlled substances, list the professions which may prescribe medications, and list the information required on completed prescription forms. A 4-hour section on HIV/AIDS will be at the beginning of this class.

Prerequisite: None

PT102- Pharmaceutical Care and Privacy in the Pharmacy (35 clock hours: 18 classroom, 10 lab, 7 clinical)

The student will learn communication techniques to use with patients, effective telephone communication strategies, how to communicate patients' telephone requests to pharmacists, recognize the prescription-related telephone calls a technician cannot handle, the main concepts of the federal privacy rules that impact the technician role, how to communicate with patients and healthcare professionals in compliance with the privacy rules, understand the basic patient rights as described in the privacy regulations which may affect the technician's role, differentiate among the various types of managed care prescription programs, understand the use of manual or electronic prescription signature logs, describe how to place general orders for merchandise, stock and maintain pharmacy shelves, understand how to perform all needed cash register functions, and list the major OTC categories and subcategories in the pharmacy

Prerequisite: Successful completion (grade of C or better) of PT101

PT103- Calculations and Preparing Pharmaceuticals for Dispensing

(55 clock hours: 30 classroom, 8 lab, 17 clinical)

The student will learn to use the four systems of measurement used in pharmacies and be able to convert from one to another, learn all pharmacy math, describe the purpose of patient profiles and how to enter, update and maintain them, use correct procedures to dispense prescriptions, describe the information conveyed on prescription labels and receipts, describe the time limits for refilling prescriptions, use correct procedures to maintain the sterile product compounding environment, and use sterile product compounding supplies correctly

Prerequisite: Successful completion (grade of C or better) of PT102

PT104- Medication Applications and Terminology

(65 clock hours: 65 classroom)

The student will learn to identify word parts in medical terminology, define common medical prefixes, word roots and suffixes, use medical terminology, list and describe the general functions of the organ systems in the body, recognize anatomical structure, identify medical conditions consistent with each organ system, match generic and brand names correctly for the top 200 medications, identify the therapeutic class for the top 200 medications, identify the most common uses for the top 200 medications, and identify herbal and over-the-counter medications

Prerequisite: Successful completion (grade of C or better) of PT103

PT105- State Law and Final Review

(15 clock hours: 15 classroom)

The student will learn applicable state laws, review the course and take the final exam

Prerequisite: Successful completion (grade of C or better) of PT104

Practical Nursing Program

This state-approved program prepares students primarily for employment as practical nurses in nursing homes, hospitals and doctor's offices, although other employment options are available. The successful completion of the 1446 clock-hour program prepares students for certification as a Practical Nurse in accordance with Florida Statutes, Chapter 82-163. Students are also then eligible to take the NCLEX, the national certification exam for Practical Nurses. This 1446 clock-hour class can be completed over an 11-month period. This program includes 724 hours of clinical time at licensed skilled nursing facilities, hospitals and doctor's offices. There is an accompanying "Practical Nursing Handbook" which provides more specific information on the program. The Practical Nursing Training Program is offered in the Gainesville location only.

Program Title: Practical Nursing Program

Credential Issued: Diploma

Program Objective: The objective of the Practical Nursing Program is to offer high quality training that will prepare the student to be able to provide care to patients/residents/clients in the most dignified, respectful, and efficient manner possible.

Program Description: This program prepares students primarily for employment as practical nurses in nursing homes, hospitals and doctor's offices, although other employment options are available. The successful completion of the 1446 clock-hour program prepares students for certification as a Practical Nurse in accordance with Florida Statutes, Chapter 82-163. Students are also then eligible to take the NCLEX, the national certification exam for Practical Nurses. This 1446 clock-hour class can be completed over an 11-month period. This program includes 724 hours of clinical time at licensed skilled nursing facilities, hospitals and doctor's offices.

Clock Hours: 1446 (650 classroom, 72 lab, 724 clinical)

Prerequisite: CPR and First Aid certification

Length of program: Students have 1 year to take and pass all classes for this program. This program requires 1446 clock hours, and can possibly be completed in 11 months.

Graduation Requirements: 90% attendance of all classroom hours (or approval by instructor that work has been made up), a 3.0 minimum grade in each class, and 100% attendance for all clinical hours (or approval by instructor that hours has been made up).

Courses required:

GS101-Introduction to Computers

PN101-Introduction to Healthcare

PN500-Critical Thinking

PN501-Human Anatomy and Physiology

PN502-Introduction to Nursing: Clinical Experience I

PN503-Pharmacology and Medication Administration

PN504-Nutrition and Diet Therapy

PN505-Medical-Surgical Nursing-Clinical Experience II

PN506-Maternal-Child Nursing-Clinical Experience III

PN507-Pediatric Nursing-Clinical Experience IV

PN508-Mental Health Nursing-Clinical Experience V

PN509-Community Health Nursing-Clinical Experience VI

PN510-Geriatric Nursing-Clinical Experience VII

PN511-NCLEX-PN and Employment Prep

Admission Requirements

The student must be able to:

1. Applicant must reach age 18 prior to completion of program
2. Applicant must show evidence of high school graduation in the United States, or its equivalent or G.E.D. certificate.
3. Applicant must take the T.A.B.E. test and score 11.0 or better on each of the Math, Reading, Language and Spelling sections.
4. Applicant must provide a minimum of three references; one should be a work reference and two should be character references. A recent high school graduate should have one from a principal, counselor or teacher.

5. Applicant must submit 1-page, double-spaced typed, essay of 250-500 words detailing, at a minimum, why applicant wishes to become a practical nurse and what qualities applicant believes are needed to be a successful practical nurse.
6. Applicant must successfully complete a personal interview with an administrative representative of the program.
7. Applicant must possess valid BLS for Healthcare Providers and First Aid Cards.
8. Applicant who has a recent history of chemical abuse or an arrest record indicating the same is required to contact the Intervention Project for Nurses (IPN) prior to acceptance in the program. The applicant may be required to enter into a contractual agreement with IPN.
9. Applicants must meet physical strength and function requirements as stated in the Practical Nursing Handbook.
10. Students under 18 years of age must have enrollment agreement signed by parent/guardian
11. Applicants must meet personal health requirements as stated in the Practical Nursing Handbook, which include:
 - a. Proof of good mental and physical health as attested by a licensed M.D., D.O. or A.R.N.P.
 - b. Record of immunizations as follows:
 - i. MMR (Measles, Mumps, Rubella)-(Rubella is required). Must have written verification of immunization after 1968 or a positive titer to show immunity to rubella.
 - ii. PPD-Every student will be required to have a PPD skin test. This test must be completed and read as negative prior to any clinical experience. On admission, PPD results cannot be more than 12 months old. During enrollment as a student, the PPD will need to be repeated annually. If the PPD serum cannot be taken, a copy of a chest x-ray report that is no more than one year old must be added to the physical exam report. The chest x-ray must be repeated annually or a written statement from a M.D., D.O., or A.R.N.P. indicating clear respiratory status.
 - iii. Hepatitis B Vaccination-the school highly recommends you be immunized against Hepatitis B. If, upon admission to the program you choose not to be immunized, you must sign a letter of declination. If you have been immunized, please provide written documentation of such for your student file.

Entrance Dates

All the courses in this program are available at least bi-annually. Check the class schedule for exact dates. All applications must be completed and fees paid prior to the first class date.

Course Descriptions

GS101-Introduction to Computers

(2 clock hours: 1 classroom, 1 lab)

Description: The student will learn basic computer skills including basic operation in Microsoft Windows, Excel and Word.

Prerequisite: None

PN101-Introduction to Healthcare

(160 clock hours: 80 classroom, 40 lab, 40 individual study assignments)

Description: This course is designed to be an introductory course for students entering the healthcare field. The goal of the course is to present a broad base of healthcare essentials while preparing students for vocational study. Professionalism will be introduced along with securing and maintaining employment. The students will learn current healthcare systems and trends, body mechanics, infection control, ethical and legal responsibilities, medical terminology and math, the structure and function of the human body as well as growth and development. Basic healthcare and nursing skills related to both the healthy and ill individual will be learned. Emergency procedures will be discussed along with customer service and controlling healthcare costs. The student will also learn the communication process. Students will discuss completed individual study assignments during class in order to promote public speaking and critical thinking. Written communication, documentation and medical records will also be explored. A 4-hour section on HIV/AIDS will be at the beginning of this class.

Prerequisite: CPR/First Aid certification

PN500-Critical Thinking

(24 clock hours: 18 classroom, 6 lab)

Description: The student will learn to increase concentration and thereby improve comprehension and retention. Critical thinking practice will help students analyze and evaluate information they will learn.

Prerequisite: Successful completion (grade of B or better) of PN101

PN501-Human Anatomy and Physiology

(105 clock hours: 95 classroom, 10 lab)

Description: This course is designed to provide students with the knowledge necessary to understand the human body systems and how they function throughout the life cycle. The laboratory hours will enhance the students' learning process by allowing active student participation. This course is the stepping stone foundation course that will enable the student to take the next step in understanding the human body during injury, illness, and crisis and how the systems function are an inter-related process.

Prerequisite: Successful completion (grade of B or better) of PN500

PN502-Introduction to Nursing: Clinical Experience I

(164 clock hours: 27 classroom, 9 lab, 128 clinical)

Description: This course is the introduction of the clinical settings to the student practical nurse. The purpose of this course is to provide the students with the necessary balance of lecture, laboratory, and clinical experience to begin the application of theory to practice. The students will apply skills learned thus far with regard to patient/resident personal care needs, infection control, communication, comfort, safety, and be able to document effectively. The students will begin to utilize the nursing process. The role of the practical nurse as a member of the health care team will be emphasized.

Prerequisite: Successful completion (grade of B or better) of PN501

PN503-Pharmacology and Medication Administration

(24 clock hours: 20 classroom, 4 lab)

Description: The purpose of this introductory course is to provide the foundation for safe practice of medication administration for the student practical nurse. Content includes drug classifications, therapeutic uses, side effects, adverse reactions, safe -handling, resources, distribution systems, administration, and documentation. A simulated medication administration will be a lab activity. The basic principles of this course will be specifically applied to all course content throughout the remainder of the program.

Prerequisite: Successful completion (grade of B or better) of PN502

PN504-Nutrition and Diet Therapy

(8 clock hours: 6 classroom, 2 lab)

Description: The purpose of this introductory course and laboratory experience is to teach the nutritional needs of patients as it relates to wellness and disease. Content includes proper nutrition, therapeutic diets, adaptive equipment, assisting patients with eating , safe preparation, handling, and storage. The basic principles of this course will be specifically applied to all course content throughout the remainder of the program

Prerequisite: Successful completion (grade of B or better) of PN503

PN505-Medical-Surgical Nursing-Clinical Experience II

(345 clock hours: 85 classroom, 260 clinical)

Description: The purpose of this course is to provide the student practical nurse with the necessary knowledge to care for patients with disorders and diseases of all the systems of the body. Clinical opportunities within medical and surgical acute care settings will be provided. The practical nurse's role in assisting with the patient care plan and the importance of clear, concise observation, reporting and documentation is stressed. The importance of maintaining the nutritional needs of the medical surgical patients will be learned in the classroom and applied in the clinical setting. Medication theory related specifically to medical surgical nursing will be learned in the classroom and applied to practice in the clinical setting in a progressive manner. An emphasis on a patient centered holistic approach to nursing care will be stressed at all times, also to involve the family in education if applicable.

Prerequisite: Successful completion (grade of B or better) of PN504

PN506-Maternal-Child Nursing-Clinical Experience III

(130 clock hours: 50 classroom, 80 clinical)

Description: The purpose of this course is to provide the student practical nurse with a variety of clinical opportunities within the maternal child clinical settings. The practical nurse's role in assisting with the patient care plan and the importance of clear, concise observation, reporting and documentation is stressed. Content includes the admission and discharge process, practical nursing skills, aseptic procedures, labor and delivery process, surgical procedures, postpartum, and newborn care. Common and complex conditions affecting childbirth will be discussed and care of patients will be applied in practical acute care settings. The importance of maintaining the nutritional needs of antepartum, laboring, and post-partum patients, as well as the newborn infant will be learned and applied in the clinical setting. Medication theory related specifically to maternal-child nursing will be learned in the classroom and applied to practice in the clinical setting in a progressive manner. An emphasis on a family centered holistic approach to nursing care will be stressed at all times. The concept of how and why to involve the family in education is included with the curriculum material.

Prerequisite: Successful completion (grade of B or better) of PN505

PN507-Pediatric Nursing-Clinical Experience IV

(130 clock hours: 50 classroom, 80 clinical)

Description: The purpose of this course is to provide the student practical nurse the knowledge to care for children in a variety of settings. Common and complex conditions affecting children will be discussed and care of patients will be applied in practical clinical settings. The practical nurse's role in assisting with the patient care plan and the importance of clear, concise observation, reporting and documentation is stressed. Clinical experiences will include areas generally specializing in needs of children such as acute care, clinics and pediatric care centers, and day care centers. Practical nursing skills will be taught and applied with regard to aseptic procedures, communication, comfort and safety, and caring for children ranging in age from birth to eighteen years old. . The importance of maintaining the nutritional needs of patients in pediatric nursing will be learned in the classroom and applied in the clinical setting. Medication theory related specifically to pediatric nursing will be learned in the classroom and applied to practice in the clinical setting in a progressive manner. An emphasis on a family centered holistic approach to nursing care will be stressed at all times. The concept of how and why to involve the family in education is included with the curriculum material.

Prerequisite: Successful completion (grade of B or better) of PN506

PN508-Mental Health Nursing-Clinical Experience V

(65 clock hours: 25 classroom, 40 clinical)

Description: The purpose of this course is to provide the student practical nurse with a variety of clinical opportunities within the mental health settings. The practical nurse's role in assisting with the patient care plan and the importance of clear, concise observation, reporting and documentation is stressed. Clinical experiences will include areas generally specializing in needs of the mental health patient such as group homes, substance abuse organizations and groups, shelters for victims of domestic violence, public schools, and facilities for developmentally disabled children and adults. Practical

nursing skills will be taught and applied with regard to communication, comfort and safety, and caring for adults in need of this specialized service. Common and complex psychiatric conditions affecting children and adults will be discussed and care of patients will be applied in practical clinical settings. The importance of maintaining the nutritional needs of the mental health patients will be learned in the classroom and applied in the clinical setting. Medication theory related specifically to mental health nursing will be learned in the classroom and applied to practice in the clinical setting in a progressive manner. An emphasis on a family centered holistic approach to nursing care will be stressed at all times. The concept of how and why to involve the family in education is included with the curriculum material.

Prerequisite: Successful completion (grade of B or better) of PN507

PN509-Community Health Nursing-Clinical Experience VI

(65 clock hours: 25 classroom, 40 clinical)

Description: The purpose of this course is to provide the student practical nurse with the knowledge to be able to provide care to patients in a variety of community health settings. The practical nurse's role in assisting with the patient care plan and the importance of clear, concise observation, reporting and documentation is stressed. Clinical experiences will include areas generally specializing in needs of the community health patient such as clinics and private offices, home health care agencies, outpatient centers, shelters for homeless people, public schools, and other various settings in the community. Practical nursing skills will be taught and applied with regard to communication, comfort and safety, nutrition and caring for children and adults in need of this service. Common and complex conditions affecting children and adults will be discussed and care of patients will be applied in practical clinical settings. The importance of the nutritional needs of the community health patients, as well as the resources available for these individuals, will be learned in the classroom and applied in the clinical setting. Medication theory related specifically to community health nursing will be learned in the classroom and applied to practice in the clinical setting in a progressive manner. An emphasis on a family centered holistic approach to nursing care will be stressed at all times. The concept of how and why to involve the family in education is included with the curriculum material.

Prerequisite: Successful completion (grade of B or better) of PN508

PN510-Geriatric Nursing-Clinical Experience VII

(108 clock hours: 20 classroom, 88 clinical)

Description: The purpose of this course is to provide the student practical nurse an opportunity to progress into their role in depth. Being able to develop as a practical nurse by performing the role as a member of the team is the goal of this course. The practical nurse's role in assisting with the patient care plan and the importance of clear, concise observation, reporting and documentation is stressed. Clinical experiences will include areas generally specializing in needs of the geriatric patient such as clinics and private offices, Alzheimer's units, mental health settings for the elderly, skilled nursing facilities, and other various settings in the community. Practical nursing skills will be taught and applied with regard to communication, comfort and safety, and caring for aging adults in

need of this service. Common and complex conditions affecting aging adults will be discussed and care of patients will be applied in practical clinical settings. The importance of maintaining the nutritional needs of the geriatric patient will be learned in the classroom and applied in the clinical setting. Medication theory related specifically to geriatric nursing will be learned in the classroom and applied to practice in the clinical setting in a progressive manner. An emphasis on a family centered holistic approach to nursing care will be stressed at all times. The concept of how and why to involve the family in education is included with the curriculum material.

Prerequisite: Successful completion (grade of B or better) of PN509

PN511-NCLEX-PN and Employment Prep

(116 clock hours: 108 classroom, 8 clinical)

Description: The purpose of this course and laboratory hours is to prepare the student practical nurse for the NCLEX-PN examination and employment in the nursing field. The student will have these last several weeks to spend integrating the material taught throughout the program in order to successfully pass the NCLEX examination and be prepared to be able to provide safe and effective care within the scope and practice of a new practical nurse. The student and the instructors of the program will work closely to assess the strengths and weaknesses of each student in order to direct the individual for further learning as necessary. The student will have the opportunity to research the setting in which he/she would like to gain employment, the opportunities in the community, and alternate employment options. The student will develop a resume and be taught the state requirements necessary to maintain licensure in this state and understanding reciprocity regulations. The student will be taught interviewing techniques and have the opportunity to practice in the classroom in a mock interview session. The student will be encouraged to think of future professional goals in the nursing field that they are entering.

Prerequisite: Successful completion (grade of B or better) of PN510

Faculty

The following are our faculty, along with their degrees, certifications and contact info:

Anthony Kalishman
(Home Health Aide Instructor, CPR Instructor)

Education:

BA-Finance University of Florida
MBA Georgia College

Certifications:

CNA: License Number: 111028
First Aid Instructor
BLS for Healthcare Providers Instructor

Contact info:

Phone: 352-338-1193, Fax 352-338-1194, email tony@expresstrainingservices.com

Sherri Kalishman
(Director of Education, Nursing Assistant Prep Instructor, Nursing Assistant Training Program Instructor, HHA Instructor, CPR Instructor)

Education

BS-Nursing Binghamton University

Certifications

RN License Number: RN9167096
First Aid Instructor
BLS for Healthcare Providers Instructor

Contact info:

Phone: 352-338-1193, Fax 352-338-1194, email sherri@expresstrainingservices.com

Virginia King
(Nursing Assistant Training Program Instructor, HHA Instructor-Ft, Myers)

Education

ASN-Nursing Edison College

Certifications

RN License Number: RN1847702

Contact info:

Phone: 239-278-3800, Fax 352-338-1194, email virginia@expresstrainingservices.com

Nicole Schellpeper
(Home Health Aide Instructor-Gainesville)

Certifications

CNA: License Number 142063
First Aid Instructor
BLS for Healthcare Providers Instructor

Contact info:

Phone: 352-338-1193, Fax 352-338-1194, email nicole@expresstrainingservices.com

Contact info:

Phone: 239-278-3800, Fax 352-338-1194, email christy@expresstrainingservices.com

Robert Kilfeather
(Pharmacy Technician Instructor-Gainesville)

Education

Bachelors in Pharmacy-Medical College of Virginia

Certifications

Pharmacist License Number PS28923

Contact info:

Phone: 352-338-1193, Fax 352-338-1194, email bob@expresstrainingservices.com

John Prybylski
(Pharmacy Technician Instructor-Gainesville)

Education

BS-University of West Florida

Certifications

Pharmacy Intern-PSI28720

Contact info:

Phone: 352-338-1193, Fax 352-338-1194, email john@expresstrainingservices.com

Linnette Nolte
(Practical Nursing/CertifiedNursing/HHA Instructor-Gainesville)

Education

BS-Nursing Loyola University
MSN- Loyola University

Certifications

RN License Number: RN9184797

Contact info:

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Kevin Shample

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Administration

The following are our administration, along with their contact info:

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