



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

2017 Course Catalog

Express Training Services
3911 Newberry Road, Suite B
Gainesville, FL 32607
352-338-1193
Fax: 352-240-1530

www.expresstrainingservices.com

Email inquiries can be sent to admin@expresstrainingservices.com

Licensed by the Commission for Independent Education
325 W. Gaines St., Suite 1414
Tallahassee, FL 32399-0400
Telephone number: 888-224-6684,
License number: 3276

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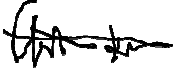
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Certified true and correct in content and policy.



Anthony A. Kalishman

Class Schedules

All classes will have a 10-minute break every hour. 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. November 2-6, 2017, 5:30 pm-9: 30 pm

GH102-Nursing Care I (16 clock hours: 11 classroom, 5 lab)

1. November 9-13, 2017, 5:30 pm-9: 30 pm

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, 239-278-3800 or 850-479-9443.

NA103-Nursing Care II (16 clock hours: 10 classroom, 6 lab)

1. November 16-19, 2017, 3 pm-9 pm

NA104-Nursing Care III (24 clock hours: 18 classroom, 6 lab)

1. December 2-5, 2017, 2 pm-10 pm

NA105-Nursing Care Practicum (40 clock hours: 40 clinical)

1. December 9-13, 2017, 8 am-4 pm

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

2017 class dates

1. March 27, 29, April 3, 5, 2017, 9 am-1 pm
2. June 12, 14, 19, 21, 2017, 9 am-1 pm
3. October 16, 18, 23, 25, 2017, 9 am-1 pm

Pharmacy Technician Evening Schedules

2017 schedule

Evening 1, 19 weeks-Gainesville

PT101- Introduction to Pharmacy and the Role of the Technician

(34 clock hours: 27 classroom, 7 lab)

February 6, 8, 13, 15, 20, 22, 27, 2017, 5 pm-10 pm

PT102- Pharmaceutical Care and Privacy in the Pharmacy

(28 clock hours: 18 classroom, 10 lab)

March 1, 6, 8, 13, 15, 2017 5 pm-10 pm

PT103- Calculations and Preparing Pharmaceuticals for Dispensing

(38 clock hours: 30 classroom, 8 lab)

March 20, 22, 27, 29, April 3, 5, 10, 12, 2017, 5 pm-10 pm

PT104- Medication Applications and Terminology

(65 clock hours: 65 classroom)

April 17, 19, 24, 26, May 1, 3, 8, 10, 15, 17, 22, 24, 29, 2017, 5 pm-10 pm

PT105- State Law and Final Review

(15 clock hours: 15 classroom)

May 31, June 5, 7, 2017, 5 pm-10 pm

PT106- Pharmacy Technician Externship

(120 clock hours: 120 clinical)

Schedules vary by student

2017 schedule

Evening 2, 19 weeks-Gainesville

PT101- Introduction to Pharmacy and the Role of the Technician

(34 clock hours: 27 classroom, 7 lab)

July 31, August 2, 7, 9, 14, 16, 21, 2017, 5 pm-10 pm

PT102- Pharmaceutical Care and Privacy in the Pharmacy

(28 clock hours: 18 classroom, 10 lab)

August 23, 28, 30, September 4, 6, 2017 5 pm-10 pm

PT103- Calculations and Preparing Pharmaceuticals for Dispensing

(38 clock hours: 30 classroom, 8 lab)

September 11, 13, 18, 20, 25, 27, October 2, 4, 2017, 5 pm-10 pm

PT104- Medication Applications and Terminology

(65 clock hours: 65 classroom)

October 9, 11, 16, 18, 23, 25, November 1, 6, 8, 13, 15, 27, 2017, 5 pm-10 pm

PT105- State Law and Final Review

(15 clock hours: 15 classroom)

November 29, December 4, 6, 2017, 5 pm-10 pm

PT106- Pharmacy Technician Externship

(120 clock hours: 120 clinical)

Schedules vary by student

Holidays observed-January, 2016-January, 2017

July 4-8, 2016

November 21-25, 2016

December 26, 2016-January 6, 2017

About Express Training Services

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

Express Training Services will also provide extensive continuing education programs for health care professionals. These continuing education programs are not under the purview of the Commission for Independent Education.

Express Training Services has an office location in Gainesville. 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 address is:

Gainesville

3911 Newberry Rd., Suite B
Gainesville, FL 32607
Phone 352-338-1193
Fax 352-240-1530

Description of the school facilities

The school consists of 5,015 square feet located in Gainesville.

- Convenient public transportation to the school is available. Ample, well-lit parking facilities are adjacent to the School.
- There are 4 classrooms for theory, 5 simulated clinical labs; 2 kitchens, 6 bathrooms, a waiting room and 4 offices for instructors and management. The school's programs are equipped with adequate equipment for clinical practice.
- In addition to the administrative offices and classrooms, the school maintains a library and a visual aids room for students' use located in the computer room/library.

Disclaimer

Express Training Services 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 accommodates students with disabilities under federal law.

Policy on the Handicapped

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

About Express Training Services Staff

All of the Express Training Services 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 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 Purpose and Mission

The purpose of Express Training Services 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 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 is licensed (#3276) 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.

Statement of Accreditation

Express Training Services is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). Currently the Pharmacy Technician program is the only program accredited.

Statement of Ownership

Express Training Services has been incorporated as a for-profit corporation in the state of Florida since 2004. It is owned by Anthony Kalishman.

Administrative Organization

Express Training Services 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
Sherri R. Kalishman
Linnette Nolte

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 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 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.

Admission requirements vary for each program. Refer to each program for specific admission requirements.

International Students

In addition to admission requirements due for each program, international students must also submit the following:

1. Completed **Admissions Form**.
2. US\$150 application fee (non-refundable).
3. Down payment of US\$ 1,600. This amount must be paid in full before your I-20 is processed. (This payment is fully reimbursable in the event your F1 visa is denied).
4. Financial statements or a certified bank letter in English, demonstrating financial capacity to pay full cost of registration, in addition to room and board.
5. Degree and transcripts translated to the English language.
6. Affidavit of economic support. (Must be completed, signed and dated by the applicant and his/her sponsor.)
7. TOEFL certificate (with a minimum score of 61).
8. Copy of valid passport.

Code of Student Conduct

Students who attend Express Training Services 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, 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 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 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.

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.

Standards for Satisfactory Academic Progress

Satisfactory Academic Progress Policy

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement to successfully complete all required clock hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and an ineligibility to earn the diploma or degree.

Maximum Time Frame (MTF)

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the following:

Diploma in Pharmacy Technician program in 300 clock hours.

For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the programs are

Diploma in Pharmacy Technician program 450 clock hours.

The MTF, which is 1.5 times the normal completion time, is computed from the very first term in which the student enrolled and originally began his or her studies at Express Training Services. Any student who does not successfully complete their program within the clock hour MTF cannot earn their diploma or degree.

The MTF for transfer students will be adjusted individually according to the total number of clock hours they successfully transferred into the program. The total number of clock hours the transfer student needs to complete the Express Training Services diploma program will be multiplied by 1.5: to determine that student's MTF.

Satisfactory Academic Progress (SAP) Evaluation

1. Students are evaluated after the completion of every course and at the end of each academic term.
2. If a student fails a course before the term ends, the student is immediately placed on academic probation.
 - a. The student will remain on academic probation until:
 - b. The student retakes the failed course when it is next offered and passes it on the next attempt; or,
 - c. The student retakes the failed course and fails it again; or,
 - d. The student takes another course (before retaking the first course) and fails it.
 - e. If the student takes the course a second time and passes it, the student is removed from academic probation.
 - f. If the student fails the course for a second time, the student is academically dismissed from the school.
 - g. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.
3. At the end of a term, any student whose cumulative grade point average (CGPA) is below 3.0 or whose successful completion rate is less than 75% of all clock hours attempted will be placed on academic probation.
 - a. The student will have one term to raise his or her CGPA to 3.0 or higher and/or their completion rate to 75% or better.
 - b. Any student who fails to earn the minimum CGPA or the required completion rate by the end of the probationary term will be academically dismissed from the school.

Appeals

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Director of Education, who along with the Chief Executive Officer will make the decision whether to accept the student's appeal. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress.

Academic Dismissal

Any student who has been academically dismissed will not be considered for readmission to Express Training Services until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

Grading System

The grading system for academic performance appears on the following page. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total clock hours attempted.

Letter Grade			
A	90-100%	4.0	Passing
B	80-89%	3.0	Passing
C	70-79%	2.0	Failing
D	60-69%	1.0	Failing
F	0-59%	0.0	Failing
I	-	-	Incomplete*
TR	-	-	Transfer Credit**
W	-	-	Withdrawal**
WP	-	-	Withdraw Passing**
WF	0	0	Withdraw Failing

* Grade not calculated into cumulative grade point average (CGPA) but course hours are included in total hours attempted.

** Grade not calculated in CGPA and course hours are not included in total hours attempted.

Repeated Courses

The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the hours taken for the repeated course will be included in the SAP calculations.

Incompletes (Grades of I)

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

TR Grade

A grade of TR is assigned for a student's successful transfer of credits earned from an accredited institution. Neither the grade nor the hours are included in the CGPA or hours attempted calculations. The total number of hours transferred is deducted from the total number of hours needed for program completion. The maximum time frame (MTF) for a transfer student will be 1.5 times the total hours needed for program completion.

W Grade

A student who formally withdraws from the institution before the mid-point (50% or half-way point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the hours for the course are not included in the determination of total clock hours attempted.

WP Grade

A student who formally withdraws from the institution after the mid-point of a course and who had earned an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WP for the course. The WP grade is not included in the calculation of the CGPA and the clock hours for the course are not included in the determination of total clock hours attempted.

WF Grade

A student who formally withdraws from the institution or who stops attending after the mid-point of a course and who has earned less than an overall score of 3.0 or higher by the time of the withdrawal will be assigned a grade of WF for the course. The WF grade is included in the calculation of the CGPA and the clock hours for the course are included in the determination of total clock hours attempted.

Qualitative criteria for satisfactory academic progress

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria: 1. Demonstrate a minimum overall cumulative grade point average of 3.0 at the end of the student's term of enrollment, and at the end of each subsequent term thereafter. 2. Demonstrate successful completion of the required percentage of the total cumulative clock hours he or she has attempted in the program of study at the intervals described below.

Minimum Overall Required percentage of completion Cumulative GPA of coursework attempted:

Interval I: End of the second term:	3.0	66%
Interval II: End of the student's third term:	3.0	96%

Quantitative criteria for satisfactory academic progress

As indicated above, a student must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (66% of clock hours attempted) each academic term. Additionally, a student must complete his or her program within a maximum timeframe of attempted clock hours. The timeframes are as follows:.

Diploma in Pharmacy Technician = 450 maximum attempted clock hours

The Maximum Time Frame for the Completion of any program of study is 150% of the clock hours designated for the program in the catalog. A student will not be making

Satisfactory Academic Progress if the college determines that the student is unable to graduate from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.

The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study, if the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program.

Change of Program or Major

Students who contemplate a change from one program or major to another should discuss this possibility with the Director of Student Development to determine the effect such a change would make on the student's satisfactory academic progress. The institution defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of terms described in this catalog for the program. All credits attempted count toward the total program length of 1.5 times the number of terms required for completion of the major program. If a student changes his/her major or program, only those credits that are common to both programs will be accepted toward the new degree program.

Earning Additional Credentials

When students seek additional credentials, SAP requirements will be determined based on the program requirements for which they are seeking

- Courses applied toward completion of earning additional credentials will be denoted as transfer courses
- Courses applied toward completion of earning additional credentials are not considered when calculating term GPA
- Courses applied toward completion of earning additional credentials are not considered in determining term *Percentage of Completion* requirements
- The *Maximum Time Frame* requirement of the SAP policy will be adjusted for each course applied toward completion of earning additional credentials by:
 - a. subtracting the total transferred credits/hours from the assessment term or the program, and
 - b. recalculating the Maximum Time Frame

Readmission after Suspension for Unsatisfactory Academic Progress

If student was not making satisfactory academic progress in his/her program of study as of the last term enrolled, the student will not be readmitted into the same or a different program, unless the student makes a written appeal. This appeal must be submitted to the Director of Admissions. The Director of Admissions will consider mitigating circumstances in addressing the appeal. If the appeal is granted, then the student will be placed on either academic probation during the student's next term of attendance regardless of program of study.

If the student is given permission for readmission, the student must agree in writing to the terms for readmission outlined by the institution and must execute a new Enrollment Agreement with the institution. The student must also pay all current tuition, fees and any other costs associated with the student's program of study.

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 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 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.
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 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 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 application and

registration fees (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

Loans/Financial Aid

Express Training Services cannot currently accept federal financial aid (this would include Pell Grants) or scholarships. There are multiple other places where student loans can be arranged. We do not recommend any loan source over another source. Keep checking the web site to see if any loan sources have been added. It is very important to understand that these are "**loans**" and not grants. They must be repaid regardless of whether the program has been completed. Please be careful when setting these loans up. Also remember, the entire fee is due on the first day of class, so do your work on your loan early.

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 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 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 is based on the following: The first 2 letters refer to the program, and the next 3 numbers are the course number. NA121 is a Nursing Assistant Course, number 121.

Credentials Issued

The credential issued for all programs is a diploma.

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 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 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' 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 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.

Non-Credit Programs **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 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

GH102-Nursing Care I

NA103-Nursing Care II

NA104-Nursing Care III

NA105-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

GH102-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

NA103-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 GH102

NA104-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 NA103

NA105-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, GH102, NA103, and NA104

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 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

GH102-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

GH102-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 GH102

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 300 clock-hour program certifies students as a pharmacy technician in accordance with Florida Statutes, 64B16-26.351. This 300 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 120 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.

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 300 clock-hour program certifies students as a pharmacy technician in accordance with Florida Statutes, 64B16-26.351. This 300 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 120 externship hours at various institutions.

Clock Hours: 300 (155 classroom, 25 lab, 120 clinical)

Prerequisite: CPR certification

Length of program: Students have 1 year to take and pass all classes for this program. This program requires 300 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 (34 clock hours: 27 classroom, 7 lab)

PT102- Pharmaceutical Care and Privacy in the Pharmacy (28 clock hours: 18 classroom, 10 lab)

PT103- Calculations and Preparing Pharmaceuticals for Dispensing (38 clock hours: 30 classroom, 8 lab)

PT104- Medication Applications and Terminology (38 clock hours: 30 classroom, 8 lab)

PT105- State Law and Final Review (65 clock hours: 65 classroom)

PT106-Pharmacy Technician Externship (120 clock hours: 120 clinical)

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 (34 clock hours: 27 classroom, 7 lab)

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 (28 clock hours: 18 classroom, 10 lab)

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
(38 clock hours: 30 classroom, 8 lab)**

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

**PT106- Pharmacy Technician Externship
(120 clock hours: 120 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 federal privacy rules that impact the technician role, how to communicate with patients and other health care professionals in compliance with the privacy rules, understand the basic patient rights as described in the privacy regulations that may affect the technicians' role, differentiate among the various types of managed care prescription programs, understand the use of manual or electronic prescription signature logs, describe how to perform all needed cash register functions, and list all the major OTC categories and subcategories in the pharmacy applicable state laws, review the course.

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

Faculty

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

Linnette Nolte

(Director of Education, NA Instructor, Home Health Aide Instructor)

Education

BS-Nursing Loyola University

MSN- Loyola University

Certifications

RN License Number: RN9184797

Contact info:

Phone: 352-338-1193, Fax 352-240-1530, email linn@expresstrainingservices.com

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 352-240-1530, email tony@expresstrainingservices.com

Mary Brinkley

(Pharmacy Technician Instructor-Gainesville)

Education

PharmD-Nova Southeastern

Certifications

Pharmacist License Number PS529493

Contact info:

Phone: 352-338-1193, Fax 352-240-1530, email mary@expresstrainingservices.com

Administration

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

Anthony Kalishman-CEO

Contact info:

Phone: 352-338-1193, Fax 352-240-1530, email tony@expresstrainingservices.com

Linnette Nolte

(Director of Education)

Contact info:

Phone: 352-338-1193, Fax 352-240-1530, email linn@expresstrainingservices.com