



# ICR FLORIDA EDUCATION



ICR FLORIDA  
EDUCATION

# SCHOOL CATALOG

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# GENERAL INFORMATION

## **PRESIDENT'S MESSAGE**

Welcome to ICR Florida Education! Here you will find a dynamic, learning environment focused on helping you achieve your most important educational, professional, and personal goals. Fostering student success is at the core of all we do at this school.

## **SCHOOL MISSION - PURPOSE**

ICR Florida Education's mission is to provide education in career-oriented programs to members of our community leading to successful career placement or advancement in current employment.

## **SCHOOL VISION**

ICR Florida Education's vision is to be recognized as an educational institution offering quality education in on-demand professions, preparing its students to advance towards rewarding careers and lifestyles.

## **EDUCATIONAL PHILOSOPHY**

To create a climate of vocational education that fosters professional accountability and excellence, where students learn they have the authority, not just the responsibility, to practice in the healthcare field. Faculty and administration of the school believe in, and are committed to:

- Advancing the understanding of healthcare social contract to care for the vulnerable and suffering.
- Integrating classroom and clinical teaching and learning to create a powerful learning experience and promote deep learning.
- Using situated cognition and action in teaching and learning to build knowledge and develop sense of saliency to quickly recognize what is most important.
- Engaging in reflective practice to develop knowledge, skills, ethical comportment and formation, and the development of clinical and moral imagination.
- Developing perceptual abilities and the ability to draw on knowledge and skilled know-how as a way of being and acting in practice and in the world; and
- Preparing graduates with a commitment to lifelong learning and with skills and dispositions to be reflective practitioners and expert learners.

## **LICENSURE STATEMENT**

Licensed by the Commission for Independent Education (CIE), Florida Department of Education, License # 6286. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684, or on their public website [www.fldoe.org/policy/cie](http://www.fldoe.org/policy/cie)

## **ACCREDITATION STATEMENT**

ICR Florida Education is Accredited by the Commission of the Council on Occupational Education (COE) (ID#: 361800). Additional information regarding the institution may be obtained by contacting the Commission at 7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia 30350 (770) 396-3898 / Toll-Free (800) 917-2081 and the Fax (770) 396-3790.

## **STATEMENT OF OWNERSHIP**

ICR Florida Education, LLC is an active corporation formed under the laws of the State of Florida. The owners are Sebastian Paramo and Hernan Auci.

## **GOVERNING BODY**

The governing board is constituted by the Board of Directors as follows:

- Sebastian Paramo, President
- Hernan Auci, Secretary

Address: 633 NE 167th RD ST Suite 913, North Miami Beach, FL 33162

## **HISTORY**

ICR Florida Education was founded in July 2019. Mr. Paramo and Mr. Auci have been the owners since 1999 of three Argentinian adult education institutions. The school is the accomplishment of a dream to share many years of working experience.

## **FACILITY AND EQUIPMENT**

ICR Florida Education offers its students a modern, completely air-conditioned, well-lighted building providing an atmosphere conducive to learning and containing teaching aids and audio/visual equipment. The facility is composed of 7855 square feet of space. It includes 5 classrooms, a student lounge, a teacher lounge, a media center, a resources center and computer lab, a reception area, 6 fully equipped administrative offices, and 2 storages. Two bathrooms are available and in compliance with the Americans with Disabilities Act guidelines. The physical plant is spacious and attractive, including elevator access to the ninth floor and there are plenty of parking spaces available for the students. The building is located close to public transportation and local restaurants.

## **HOURS OF OPERATION**

The school business office hours are:

- Monday through Thursday from 10:00 a.m. to 7:00 p.m.
- Saturdays 8:00 a.m. to 4:00 p.m.
- Sundays from 9:00 a.m. to 1:00 p.m.

## **CLASS SCHEDULES**

### Morning classes (Full Time)

Monday through Thursday from 8:30 a.m. to 1:30 p.m.

### Evening Classes (Part-Time)

Monday through Wednesday from 5:30 p.m. to 10:30 p.m.

### Weekend Classes (Part-Time)

Students attend classes on Thursdays and Saturdays weekly.

Thursdays from 6:00 p.m. to 10:00 p.m.

Saturdays from 8:00 am to 4:00 p.m.

Students attend classes on Sunday weekly.

Sunday from 8:00 am to 4:00 p.m.

## **STATEMENT OF AFFIRMATIVE ACTION**

ICR Florida Education admits students of any sex, race, creed, color, age, disability, national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, age, disability, national origin, religious beliefs or political affiliations in the administration of its educational policies, admissions policies, job placement assistance and any other school administered programs.

## **SCHOOL CATALOG**

The current school catalog is available at the school public website under about us.

[www.icrfloridaeducation.com/about-us/](http://www.icrfloridaeducation.com/about-us/)

## **LANGUAGE**

ICR Florida Education offers its programs in English and Spanish. **STUDENTS ARE ADVISED THAT COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

## **DISCLAIMER**

Information in this catalog is accurate at the time of publication. The school reserves the right to make changes deemed necessary. New catalog publications will be posted on the school's bulletin board. Students already enrolled will not be affected by tuition increases or changes. The school's current catalog is available to students and the public at the school's public website.

# **ADMISSIONS REQUIREMENTS**

## **ENROLLMENT REQUIREMENTS**

In order to enroll, a prospective student must comply with the following admission requirements:

1. Arrange for an interview through the Admissions Office. It is the policy of the school not to allow any enrollment unless the prospective student visits the facilities. An admission officer will explain the school programs and policies to the applicant during the interview.
2. Students must be at least 16 years old and not currently attending high school to be accepted. Parental or legal guardian consent is required for students under 18 years of age.
3. Present a valid picture ID.
4. Present proof of U.S. Citizenship and U.S. Legal Alien status or have an approved immigration legal status by the Department of Homeland Security.
5. Program Admission Requirement: The applicant need to be present a copy of their high school diploma, proof of higher education completion, or GED certificate for all programs except for Home Health Aide Program
6. Prospective students with foreign high school/higher education credentials must present it along with an official translation and evaluation by an approved agency or individual. For a listing of approved translators/evaluators visit the American Translators Association at [www.atanet.org](http://www.atanet.org)
  - a. Students admitted as conditional are regular students only if the school officially accepts them into the eligible Diploma program.
  - b. A student may be admitted "Conditionally" if that student has a foreign high school credential that has not been evaluated but presented to the school.
  - c. The student must present the entire transcript (credentials) at admissions to be sent to an evaluation agency.
  - d. The student may be admitted to classes as a Regular Student, for a period of no more than three weeks. If the credential is deemed not to be equal to a high school diploma, the student will be terminated from the program. There will be no costs to the student.
7. Successfully complete an interview with a representative of the admissions department

All applicants must complete the new student orientation provided by the admissions department and sign an Enrollment Agreement before starting school.

**Disclosure:** ICR Florida Education does not require students to present a background check at the time of enrollment. Students are informed that the presence of criminal convictions on record may prevent a student from being employed in the field for which they have been trained. Age Disclaimer: NOT all employers may hire a person younger than 18 years of age.

## **TRANSFER OF CREDITS**

### *Transfer of Credits Between Programs within the Institution*

ICR gives credits for studies at a previous program within the institution. Such credits are accounted and considered if classes previously taken are part of the new program of study.

### *Transfer of Credits for Studies at Other Institutions*

ICR gives credit for studies at other institutions that are approved within the United States. ICR reserves the privilege to grant hours for previous education. Transfer hours are only accepted for courses equivalent in content and duration to the ones in the program of enrollment. Courses for transfer must have been completed with a minimum grade of 2.0 (C - 70%). Please bear in mind ICR may accept up to seventy-five percent (75%) of hours from another institution.

To transfer hours from another institution, a student must request an Official Transcript that includes a program description, completed hours and date of completion to be mailed directly to ICR Florida Education, attention to Admissions Department. All accepted hours will be documented in the student file. ICR does not accept transfers of experiential learning nor advanced placement.

Students with foreign credentials wishing to request a transfer of credit are required to additionally present an official translation and evaluation by an approved agency in order to be considered. For a list of approved translators and evaluators visit the National Association of Credential Evaluation Services (NACES) [www.naces.org](http://www.naces.org), the Association of International Credential Evaluators [www.aice-eval.org](http://www.aice-eval.org), or the list of additional approved credential evaluators by the Florida Department of Education [click here](#).

### *Transferability of Credits Earned at ICR to Another Institution*

Transferability of hours/courses earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm if they will be accepted by another institution of the student's choice.

## **CREDIT FOR PRIOR LEARNING OR BY EXAMINATION**

ICR Florida Education does not offer credit for prior learning, experience, or by examination.

## **READMISSION TO A PROGRAM**

Any student who has been withdrawn will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, and satisfy any outstanding financial obligations to the institution. Courses successfully completed in the prior enrollment will be considered for transfer onto the new enrollment when they apply.

# ACADEMIC POLICIES

## ACADEMIC EVALUATION

The school establishes academic evaluations based on the results of the program theoretical and practical evaluations.

## GRADING SYSTEM

The grading scale is established as follows:

Letter	Score	Status	Grade Point
A	90-100%	Outstanding	4.0
B	80-89%	Good	3.0
C	70-79%	Satisfactory	2.0
F	Below 70%	Unsatisfactory	0.0

## TRANSFERRED GRADES

Transferred grades are noted with a T in the student's transcript. Transferred courses are considered in the computation of student's CGPA.

## REPEATED COURSES

ICR Florida Education allows students to repeat a failed course as long as the student does not go beyond the Maximum Time Frame (MTF) allowed as per the school's Satisfactory Academic Progress Policy (SAP). Repeated courses will be noted with an R in the student's transcript. The best grade obtained for the course will be the one listed in the student transcript and used for CGPA computation.

## GRADE ASSIGNMENTS

The final grade for each course is calculated based on the academic scores of theory exams and practical evaluations assigned to course competencies as per the program syllabi.

## GRADUATION REQUIREMENTS

Student must comply with the following requirements in order to graduate:

1. Have fulfilled all financial obligations as stated in the enrollment agreement.
2. Complete the total number of hours required by the program of enrollment and have a minimum overall GPA of 2.0 (C).
3. Compliance with the Satisfactory Academic Progress Policy (SAP) for the quantitative and qualitative criteria as established in the school catalog.

## CREDENTIALS AWARDED UPON GRADUATION

Students that comply with all graduation requirements receive a diploma.

## COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies academic discipline. The numbers identify the course.

## **COURSE PREFIXES**

<b>CPR</b>	CPR and First Aide Courses
<b>CNA</b>	Nursing Assistant Courses
<b>EKG</b>	Electrocardiology Courses
<b>HHA</b>	Home Health Aide Courses
<b>HIV</b>	HIV/AIDS Courses
<b>MED</b>	Medical Assistant Courses
<b>PHL</b>	Phlebotomy Courses
<b>PCT</b>	Patient Care Technician Courses
<b>SCS</b>	Skin Care Specialist Courses

## **DEFINITIONS**

### Program Duration

ICR Florida Education measures programs and courses in clock hours.

### Clock Hour Definition

A clock hour is a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

### Period of Enrollment

A period of enrollment or payment obligation: the entire program.

## **MAKE-UP WORK**

Students who have been absent from class for any reason or have been tardy are required to make up work missed from classes. The student is required to discuss make-up work opportunities with the instructor. All externship hours that are missed must be made up. Excessive absences from externship assignments without prior notice may result in termination from school.

## **PROGRAM CHANGES AND CANCELLATIONS**

The school reserves the right to make changes deemed necessary. Changes will be made prior to the start of a course. Current students will not be affected by any program change or cancellation. May the school need to cancel a program of instructions and provide a 100% refund to enrolled students. Program and/or course changes and cancellation are only made after receiving prior approval from the Commission for Independent Education (CIE).

## **ACADEMIC DISMISSAL**

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, and satisfy any outstanding financial obligations to the institution. Courses successfully completed in the prior enrollment will be considered for transfer onto the new enrollment.

## **ACADEMIC HONESTY**

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources are used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

It is possible that an act of academic misconduct may not be discovered until credits are issued. In such a case, the school reserves the right to revoke credits based on discovery of improper scholarly conduct. Individual instructors may fail a student for an examination, assignment or course that contains a violation of the school's academic honesty policy. The instructor may refer the circumstances to the school's president for review and final action.

The School's Director of Education may expel a student for cheating or plagiarism. Students will receive credit only for their own original work. Plagiarism is grounds for dismissal from the institution.

## **WARNING**

In the event of non-compliance with school rules and regulations, academic attendance or professional image, a student will be issued a written warning. The student will be advised of the non-compliance issue and required corrective actions when applicable.

## **APPEAL PROCESS**

All students have the right to appeal a decision that can harm his/her interests. Appeals must be received in written form within 10 days of dismissal. The School's President will confer with the school's Education Director and arrive to a decision. The student will be notified in writing of the final determination within 10 business days.

## **COURSE/DROP ADD PERIOD**

A non-degree student may not drop out or add a course, except in certain circumstances after the first week of the class/term start.

# **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory progress is defined by the average attendance and academic progress maintained by the student.

## **SAP – EVALUATION PERIODS**

Students are evaluated academically and attendance-wise in evaluation periods as follows:

### *Medical Assistant Program*

1st Period of SAP Evaluation – 360 hours (scheduled)

2nd Period of SAP Evaluation – 720 hours (scheduled)

### *Patient Care Technician Program*

1st Period of SAP Evaluation – 300 hours (scheduled)

2nd Period of SAP Evaluation – 600 hours (scheduled)

### *Home Health Aide Program*

1st Period of SAP Evaluation – 38 hours (scheduled)

2nd Period of SAP Evaluation – 75 hours (scheduled)

### *Skin Care Specialist Program*

1st Period of SAP Evaluation – 110 hours (scheduled)

2nd Period of SAP Evaluation – 220 hours (scheduled)

Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours scheduled; and a maximum time frame requirement.

## **SAP – QUANTITATIVE CRITERIA**

Students must complete at least 67% of the scheduled clock hours of the corresponding evaluation period in order to remain in compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of scheduled hours to earned hours. For example, a student that is in a SAP evaluation period of 300 clock hours is required to successfully complete a minimum of 201 clock hours ( $300 \times 67\% = 201$ ).

## **SAP – QUALITATIVE CRITERIA**

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 (70%) at the end of the SAP evaluation period being considered.

## **SAP – EVALUATION AND ACADEMIC WARNING**

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic warning and maintain this status of academic warning during the following SAP evaluation period. At the end of the period in which the student is on warning, the SAP criteria will be recalculated. A student will be removed from academic warning only if the student has successfully complied with the SAP criteria. A student that does not come out of warning within one evaluating period will be moved to academic probation status.

## **SAP – EVALUATION AND ACADEMIC PROBATION**

A student who fails to successfully complete academic probation and move back to Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the SAP criteria will be recalculated. A student will be removed from academic probation only if the student has successfully complied with the SAP criteria. A student that does not come out of probation within one evaluation period will be withdrawn by the school.

## **SAP – EVALUATION AND TIMEFRAME TO COMPLETE (MTF) POLICY**

The maximum allowable timeframe for students to remain active in a program of enrollment is equal to 150% of the total length of the program. A student that reaches the 150% of scheduled hours without having completed successfully the program will be withdrawn from the institution.

## **SAP - APPEALS**

Any student who has been placed on academic warning or probation 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 School's President, who will make a final decision regarding about the student's appeal within 5 days, providing the student with a written response. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress, and such status reinstated.

# **STUDENT SERVICES**

## **ADVISING SERVICES**

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

## **FINANCIAL ADVISING SERVICES**

The Financial Services Office will inform students of all options regarding private funding or payment plans. Furthermore, Financial Aid is available for those who qualify. Students may be eligible to receive Federal Pell Grant funds and Subsidized and Unsubsidized Federal student loans depending on the program the student is enrolled in. For more information on applying for Financial Aid, see the catalog section, Financial Information, or contact our Financial Services Office.

## **CAREER SERVICES**

Career Services at our institution maintain professional relationships with employers to help connect qualified graduates with job opportunities. The department acts as a liaison between students, graduates, and employers, and focuses on developing graduates' professionalism, motivation, and ethical standards to help them succeed in their careers.

All current and prospective students have the right to review the school's program completion rates and graduate employment rates. These statistics are updated annually and can be found on the institution's website under the Consumer Disclosure section. Copies are also available from the Admissions or the Registrar's office.

The Career Services staff assists graduates with resume preparation, interviewing skills, and identifying job leads. Graduates are required to meet with the Career Services Office in their last term to discuss available job search services. **It is the graduate's responsibility to secure employment.**

To comply with reporting requirements, the institution may contact a graduate's employer to verify their employment information.

**Employment Guarantee Disclaimer:** ICR Florida Education will gladly assist students in their pursuit of suitable employment at no additional charge, **however, it is understood that ICR Florida Education does not promise nor guarantee job placement for its students or graduates.**

### **TUTORING SERVICES**

Students should be aware that tutoring is not a replacement for regular class attendance. They are encouraged to ask for tutoring services if they are struggling with the course material. Instructors will schedule tutoring or extra lab time if needed. Special tutoring and make-up work outside normal class hours are also available. Additionally, instructors are available by appointment for demonstrations, to answer questions, and to conduct reviews. Computers and other equipment are available for students to use outside of class hours. Students who need extra help are encouraged to take advantage of these resources at no extra cost.

### **HOUSING**

ICR Florida Education does not offer housing to its students, however, provides information and resources about local apartments and rental opportunities for students interested in living near the campus.

### **LOST AND FOUND**

ICR Florida Education assumes no responsibility for articles lost by students. Students may check the office for any lost and found item. Any items found on school premises should be turned into the office. These items are kept for 30 days.

### **PERSONAL PROPERTY**

ICR Florida Education does not assume responsibility for the student's books, materials or any personal belongings. Students are thus responsible for keeping their belongings with them while at school.

### **MEDIA SERVICES/LEARNING RESOURCES AREA**

ICR Florida Education Media Services/ Learning Resources Area provides students, graduates, and faculty members with additional learning resources available during normal business hours. Resources include a computer connected to the internet, Wi-Fi services, additional textbooks, reference materials, as well as a list of free available public resources. Students who need printing services may request so from the Student Services staff. Students may also request assistance with the use of the computer, MS Word, and MS Office.

### **PARKING**

Since ICR Florida Education is located in a building, ample parking facilities are available for students, guests, and school personnel use.

### **RECORDS**

Student records are permanently kept by the school on file, safe from fire and other perils. These records are available to the student upon written request.

## **TRANSCRIPTS**

Student transcripts are permanently maintained at the institution and are available from the Student Services Department. One official academic transcript is provided for free to each student upon program completion and satisfaction of all financial obligations to the school.

Students may request a transcript from the Student Services Department by completing the Transcript Request Form. The completed and signed Transcript Request Form may be submitted in person, by mail or email. There is a charge of \$25 for official transcripts, and \$5 for non-official transcripts. Official and non-official transcript may take between five (5) to ten (10) business days to process. Transcripts will not be issued unless the student's financial obligations to the school are current at the time of the request.

## **CRIME STATISTICS REPORT**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the code of Federal Regulations require all institutions to gather school crime statistics and make the report available to students, faculty, and employees. Any criminal activity by students, faculty, and employees will not be tolerated and cause immediate dismissal.

A crime statistics report is available by October 1 of every year. All employees and students will annually receive a copy of the Crime Statistics Report, and an acknowledgment is kept in the employee personnel and student's academic files. Also, a detailed report from the Miami-Dade and City of North Miami Beach Police Departments will be given to every student obtained upon request.

# **SCHOOL RULES AND REGULATIONS**

## **ATTENDANCE**

Students are required to attend classes on a daily basis from Monday through Friday (may include Saturdays or Sunday in case classes have been also scheduled for the weekend). Students that do not have attendance within a period of 14 consecutive days will be withdrawn from the school. Students may request a Leave of Absence (LOA) when in need to be out of the school for a period of time longer than 14 days due to reasonable circumstances such as family illness, disability, or emergency. See the policy on Leave of Absence listed in this catalog under the Student Services section.

Students are expected to arrive at class on time. Students who arrive 15 minutes late will not be permitted to enter the class until recess. Only the hours of attendance will be computed.

## **TARDINESS**

Attendance and promptness reflect an individual's level of professionalism and work ethic. Since ICR Florida Education trains students for careers, we believe our policies should reflect the work environment. A student arriving after attendance has been taken is considered late. The instructor will advise the student concerning tardiness, and how to make up the work missed. A student who is tardy three times will have one absence recorded on their attendance record.

## **LEAVE OF ABSENCE**

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the student services office prior to the beginning of the proposed requested leave. A leave of absence must be approved by the school's president and may not exceed 180 days.

A LOA may be granted for up to 180 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If a student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes.

The institution may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period.

A student must request the LOA in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the student services office for approval. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request.

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. In the event of an emergency, the institution may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

### **EMERGENCY CONTACTS**

ICR Florida Education is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency health service. At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information at all times, as well as any medical insurance card(s).

### **EQUALITY OF OPPORTUNITIES**

ICR Florida Education does not discriminate students nor employees based on race, ethnic or national origin, sex, age, disability, religious beliefs, or social origins.

### **TITLE IX**

Title IX of the Educational Amendments Act of 1972 is a federal law prohibiting sex discrimination in educational institutions. *Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."* Under Title IX, sexual misconduct is considered a form of sex discrimination.

Title IX is a federal law that prohibits discrimination based on sex of employees and students of educational institutions that receive federal financial assistance. Sex discrimination is a broad category that includes sexual harassment, sexual violence, dating and domestic violence, stalking, discrimination based on pregnancy, and discrimination based on sexual orientation/identity. Sexual harassment is unwelcomed conduct based on sex determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a school's educational program or activity. Sexual harassment includes unwanted and/or unwelcomed sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

ICR Florida Education is committed to creating a safe educational environment for all students, faculty, and staff. Sexual misconduct of any kind, including, but not limited to, sexual violence, domestic violence, dating violence, stalking, sexual harassment, or retaliation for reporting such offenses, will not be tolerated. Sexual misconduct also applies in instances where consent cannot be given (e.g. student's age, or use of drugs or alcohol, or other disability). Students are afforded protections from sexual misconduct, and any hostile education environment resulting from such misconduct, regardless of the sex, sexual orientation, or gender identity of either the alleged perpetrator or complainant, including when both are members of the same sex.

Title IX of the Education Amendments Act requires all educational agencies to have a Title IX Coordinator. The Title IX Coordinator is designated with the primary responsibility for coordinating the school compliance with Title IX. This includes providing leadership for Title IX activities, providing consultation, education and training, and helping to ensure the school responds appropriately, effectively, and equitably to issues arising under Title IX.

In accordance with Title IX regulations, ICR Florida Education has designated Migdalia Roldan as the school's Title IX Coordinator. The office of the school equity serves in the role of primary Title IX administration, accepts complaints, oversees the interim procedures and provides interim actions and supportive measures. To ensure compliance with Title IX and other federal and state civil rights laws, the school has designated the Tittke IX Coordinator to monitoring compliance and ensuring any reports of sex discrimination, sexual harassment, and sexual violence are investigated and addressed by the school.

Migdalia Roldan  
Compliance Director & Title IX Coordinator  
ICR Florida Education  
633 NE 167th St. Suite 913  
North Miami Beach, FL 33162  
786-254-0520  
[compliance@icrflorida.edu](mailto:compliance@icrflorida.edu)

## **DISCRIMINATION AND HARASSMENT POLICY**

ICR Florida Education prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

## **CONDUCT POLICY**

Students enrolling in ICR Florida Education assume an obligation to conduct themselves in a manner compatible with ICR Florida Education's functions as an educational institution. To fulfill its functions of imparting and gaining knowledge, ICR Florida Education retains the power to maintain order within the school and to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to disciplinary action defined as follows:

- Physical or sexual assault of any person on ICR Florida Education campus or conduct which threatens the health or safety of any such person or the physical or sexual assault of any ICR Florida Education student, faculty member, employee, or guest.
- Substantial damage to ICR Florida Education - owned or leased property or to property of a ICR Florida Education student, employee, faculty member or visitor occurring on ICR Florida Education - owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of ICR Florida Education facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as **hazing**. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of ICR Florida Education.
- Use of alcohol or illicit drugs while on campus or at an externship site. Students at ICR Florida Education are training for careers that involve direct interaction with patients and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at ICR Florida Education will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent with drug abuse.

## **DRUG-FREE WORKPLACE POLICY**

ICR Florida Education is a drug-free workplace for staff, faculty, and students.

Listed below are resources of drug prevention programs:

- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

## **WEAPONS POLICY**

Use and/or possession of guns, knives or any other kind of weapon are not permitted on the premises of ICR Florida Education. Violation of this policy constitutes grounds for dismissal.

## **PROBATION POLICY**

A student may be placed on probation for any of the following reasons:

1. Unsatisfactory academic progress.
2. Excessive absenteeism
3. Inappropriate behavior

## **SUSPENSION/DISMISSAL/TERMINATION POLICY**

A student may be suspended/dismissed or terminated from the school due to inappropriate conduct, or violation of the school policies as disclosed in this catalog.

A student may appeal a determination of suspension/dismissal/termination by submitting a written appeal to the School President within 30 days of the decision. The School President will review the appeal and make a determination and responding to the student in writing within 10 business days. The decision of the School President shall be final.

## **HEALTH AND SAFETY POLICY**

ICR Florida Education complies with requirements and regulations of state and local building codes, the Florida Health and Fire Departments.

## **ADVERSE WEATHER AND EMERGENCY CLOSING POLICY**

Emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. In the event that such an emergency occurs students and personnel will be informed via email or text. When the decision to close ICR Florida Education is made AFTER the workday has begun, employees will receive official notification from the School President and students will be informed appropriately. In the event of a city or countywide emergency, closing due to inclement weather or natural disaster, the school will close as determined by the Miami Dade County Public School system.

## **EMERGENCY EVACUATION PLAN**

In case of FIRE or any other DISASTER, please listen to the School President or School Personnel in charge for instructions.

1. All instructors are in charge of their class. Follow the EVACUATION FLOW CHART to evacuate the building IMMEDIATELY and in an organized and orderly manner.
2. DO NOT take time to gather books or other belongings. The instructor of each class is the EVACUATION COORDINATOR and shall maintain their class calm.
3. The EVACUATION COORDINATOR for the main office is the School Official in charge.

4. Do not TRY TO EXTINGUISH the FIRE.
5. The EVACUATION COORDINATOR or other School Official will handle contacting the appropriate fire and rescue departments.
6. In case of a SECURITY PROBLEM, listen to the School President or other school official for security instructions. In all instances, you must remain calm. The Security Person will coordinate with the Police Department the proper actions necessary to assure Student and School Personnel Safety.
7. ICR Florida Education has this Emergency Evacuation and Security Plan posted on bulletin boards and in conspicuous places for the view of all employees, students, and visitors.

### **INIDENTS/ACCIDENTS POLICY**

In case of an incident or accident please inform the School President or Instructor so the appropriate forms and measures can be taken. In case of an emergency during school hours, ICR Florida Education will take appropriate action to obtain medical assistance.

### **DRESS CODE POLICY**

Since the primary purpose of ICR Florida Education is to train the student for employment, students are required to be neat and clean in appearance while attending classes. Students enrolled in the diploma programs must wear the school uniform.

### **STUDENT IDENTIFICATION**

Students, faculty and staff are issued a identification card. This identification card must be always worn. If you are not wearing an identification card, you will not be allowed on the premises. The identification card is needed for the use of university facilities and services. ICR Florida Education Student ID may be worn only by the person whose name appears on the ID.

### **STUDENT EMAIL**

ICR Florida Education provides an email account to all students and employees for all correspondence with ICR Florida Education. Requiring student use of ICR Florida Education email allows to remain compliant with Family Educational Rights and Privacy Act regulations. Per those regulations, ICR Florida Education must know they are corresponding with the student regarding the student's educational record. This policy also addresses the forwarding of student emails to alternate email accounts.

### **SMOKING AND BEVERAGES POLICY**

Smoking is prohibited anywhere in the building. Food and beverages such as (soda, coffee, etc.) or the chewing of gum are not allowed in the classrooms or laboratories.

### **CELL PHONES**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this policy. Phones should not be used in class for personal use.

### **VOTER REGISTRATION**

The school encourages its students to register to vote. The National Mail Voter Registration Form is available from the U.S. Election Assistance Commission (EAC) website. U.S. citizens who are students and of voting age can find information specific to their states of residence from [www.eac.gov/voterresources](http://www.eac.gov/voterresources) or call the Election Assistance Office at (866) 747-1471.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

ICR Florida Education is in compliance with the amended Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. is a federal law that provides that schools maintain the confidentiality of student records.

The law says that no one outside the institution shall have access to students' education records, nor will the institution disclose any information from those records without the written consent of students. There are

exceptions, of course. Certain personnel within the institution may see the documents, including people in an emergency, to protect the health or safety of students or other people.

Confidentiality of student's records is strictly protected, which requires that the school provide a student or former student with the right to inspect his/her educational record maintained by the school. Students who wish to inspect their school records must make an appointment with the School Director.

All record inspections will be done under the supervision of a member of the administrative staff. The school will not release any information about a student unless agreed upon with the student in writing. The school provides a form for this purpose.

### **MAINTENANCE OF STUDENT RECORDS**

Official academic records are maintained in the by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status.

### **STUDENT RECORD DUPLICATES**

The student may request a copy of his/her record in person or through a representative authorized by them in written consent, provided that all financial obligations have been met. Transcripts are maintained and available to students and regulatory agencies indefinitely. Financial records are held for seven (7) years.

### **INFORMATION DISCLOSURE**

In order to disclose students' personal information, written authorization is required. Upon request, student information may be provided to the Federal Department of Education (DOE), Commission for Independent Education (CIE), or any other regulatory agency in accordance with all applicable laws and regulations.

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURES**

ICR Florida Education strives to have an excellent relationship with its students and, as such, we work hard at keeping all student communication open and accessible in order to timely address student needs. A student, staff or faculty member with a grievance should make an effort to resolve the grievance with the individual against whom the grievance is lodged with a one-one meeting with student/ staff member or providing a written notice, and /or reporting to the appropriate authorities.

In the event that a student complaint emerges, including complaints pertaining to fair consumer practices, students are expected to resolve such grievances in an appropriate, and timely manner. Most students' complaints are often resolved through open dialogue with the parties involved. If that doesn't resolve the matter an appointment may be made with the School President. The School President will meet with the student in effort to reach a resolution. If the result of this level of discussion does not produce a fair resolution, the next step would be for the student to submit a formal written grievance for final consideration and resolution.

The School President will respond to the formal grievance within five business days in writing. In cases where the grievance is not settled at the institution level, the student may contact the following regulatory agency:

**COMMISSION FOR INDEPENDENT EDUCATION (CIE)**  
FLORIDA DEPARTMENT OF EDUCATION  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200 / Toll Free 888-224-6684  
[www.fldoe.org/policy/cie](http://www.fldoe.org/policy/cie)



**COUNCIL ON OCCUPATIONAL EDUCATION (COE)**  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898 / Toll Free (800) 917-2081 Fax (770) 396-3790  
[www.council.org](http://www.council.org)



## FINANCIAL INFORMATION

### TUITION AND FEES

Program	Tuition	Registration Fee	Books and Supplies	Misc Fees (Exam Certification Fee)	Total Program Cost
Medical Assistant	\$11,300.00	\$100.00	\$680.00	\$ 560.00	\$ 12,640.00
Patient Care Technician	\$10,000.00	\$100.00	\$574.00	\$ 575.00	\$ 11,249.00
Home Health Aide	\$350.00	\$100.00	\$150.00	N/A	\$ 600.00
Skin Care Specialist	\$3,400.00	\$100.00	\$600.00	\$50.00	\$ 4,350.00

**Exam fees are set by the testing agency and are subject to change.**

- Students must pay the registration fee at the time of enrollment.
- Books and supplies after the drop/add period are not refunded.

**Tuition per course for non-degree programs**

- First course retake: no charge
- Second or third-course retake: \$500 per course

### FINANCIAL OBLIGATION

The tuition and fees must be paid on time per the terms of the Enrollment Agreement. In case of extenuating circumstances, the student should consult the Financial Services Director. ICR Florida Education maintains a staff of financial services professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include federal grant and loan programs, student loans from private lenders.

Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons which is enrolled and accepted may apply for these programs. Every student considering an application for financial aid should request a copy of the current guide, Funding Your Education, published by the U.S. Department of Education. This vital document can be obtained online at: <http://studentaid.ed.gov/students> and will assist people in understanding eligibility.

# **FINANCIAL AID POLICIES AND PROCEDURES**

## **POLICY AND PROCEDURES**

The financial aid policies and procedures have been developed to serve as a guide for the student and Financial Aid Office continuous changes in Title IV financial regulations, ICR Florida Education must keep the administration of Title IV programs in compliance with Federal Regulations and keep the Financial Aid policy and procedures manual up to date.

The Financial Aid Office is expected to administer all financial aid programs within the regulations that govern them. In the absence of a policy or procedure that addresses a given issue, the Financial Aid Office is expected to follow federal guidance and use professional judgment based upon the intent of all financial aid programs and office practices.

## **PHILOSOPHY AND POLICIES OF STUDENT FINANCIAL AID**

ICR Florida Education provides education in career-oriented programs. To create a climate of vocational education that fosters professional accountability and excellence, where students learn they have the authority, not just the responsibility, to practice in the healthcare field.

The Financial Aid Office is located at:

**FINANCIAL AID OFFICE**  
ICR FLORIDA EDUCATION  
633 NE, 167<sup>TH</sup> Street, Suite #913  
North Miami Beach, Florida 33162  
Main Phone: 786-254-0520 / Fax: 850-546-6119  
Email: [fsa@icrflorida.edu](mailto:fsa@icrflorida.edu)  
[www.icrflorida.edu](http://www.icrflorida.edu)

The Mailing Address  
633 NE, 167<sup>TH</sup> Street, Suite #913  
North Miami Beach, Florida 33162

## **FINANCIAL AID RECORDS MANAGEMENT**

ICR Florida Education uses Verity for its administrative and student information system, which includes the processing of federal financial aid. The Financial Aid Officer (FAO) has access to process financial aid via remote access.

Once the FPS (FAFSA Processing System) processes a FAFSA received from a student, the output (ISIR) is made available to ICR Florida Education via the school's SAIG mailbox. ISIR records are uploaded into Campus IVY and processes are initiated that populate various forms for reference, edit checking, and award processing. Applications selected for verification are flagged, and applicants are notified of the required supporting documentation. Campus Ivy edits prevent disbursement until all required verification processes are complete. Applications not selected for verification nor flagged with comment codes requiring resolution are processed and awarded, and award notices are sent to students. All students, regardless of verification status, are requested to complete documents indicating whether aid may be used to pay miscellaneous institutional charges as well as indicating that they understand their rights and responsibilities as an aid recipient.

The following are office procedures for receiving financial aid applications, ISIR or electronic Institutional Student Information Record (ISIR), and other forms.

1. The Institutional Student Information Record is received in electronic format and downloaded into the Campus Ivy system as received with the current date.
2. The ISIR will determine the student's need for federal financial aid, as well as any required verification requirements.
3. Verification documents will be accepted electronically from students via the Campus Ivy portal student account.

## **SECURITY OF FINANCIAL AID & STUDENT RECORDS**

All employees are charged with safeguarding the security, confidentiality, integrity, and accuracy of protecting all documents on the campus as part of the condition of their employment. Any violation of this could lead to termination. Internal offices have locked windows and/or locked doors with restricted access. When offices are open, confidential information is kept out of sight from visitors, and computer screens are not visible to visitors. If ever an office is vacant for an extended period, the office and/or computers are locked.

Electronic records are maintained in Verity and Campus Ivy. These include student demographics, enrollment status, attendance, academic progress, grades, scholarships, and student account records. Campus Ivy also maintains financial aid awards, financial aid award disbursements, and refunds/R2T4 calculations. The school has programmed Verity to ensure the appropriate security controls are in place to protect against unauthorized security intrusions attempting to access electronic data.

Each ICR Florida Education user of these systems has a unique login and password required to be entered before they can use the systems. Security privileges on the Campus Ivy and Verity systems are managed by Campus Ivy and ICR Florida Education. Employees are given the necessary access to accomplish the functions of their positions. If an employee leaves ICR Florida Education, his/her access to all these systems is immediately disabled.

The Director of Financial Aid is the Primary Destination Point Administrator (PDPA) who controls access to Federal Student Aid systems. The PDPA and users of the Federal Student Aid systems are responsible for protecting the systems from access by unauthorized personnel.

## **CONFIDENTIALITY AND INSPECTION OF STUDENT RECORDS**

Under the **Family Educational Rights and Privacy Act** of 1974 as Amended (**FERPA**), ICR Florida Education may disclose certain student information as "directory information." Directory information includes a student's name, address, telephone number, date of birth, academic honors, and major fields of study, the date of attendance by students, degrees and awards received, and the most recent previous educational agency or institution attended by a student.

If any student objects to the release of such information, that student should notify the Registrar in person and in writing. The Registrar's Office is located at 633 NE, 167TH Street, Suite #913, North Miami Beach, Florida 33162.

A school official is defined as a school employee, person or a student assisting another school official in performing his or her tasks. A school official with a legitimate educational interest may be granted access to confidential student information if the official needs the information to fulfill his/her professional responsibility. Legitimate educational interest does not convey inherent rights to all student information, but it does include:

- Performing appropriate tasks that are specified in his/her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing services for the student, such as counseling, job placement or financial aid.

All records and conversations between an aid applicant, his/her family and the staff of the ICR Florida Education Financial Aid Officer are confidential and entitled to the protection ordinarily given a counseling relationship. ICR Florida Education assures the confidentiality of student educational records in accordance with ICR Florida Education rules, State, and federal laws, including but not limited to section 483(a)(3)(E) of the Higher Education Act as amended and the 1965 **Family Educational Rights and Privacy Act** of 1974 as amended.

### **AUTHORIZATION TO RELEASE INFORMATION**

**FERPA** affords students certain rights with respect to their education records. These rights include the following:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by ICR Florida Education to comply with the requirements of FERPA.
5. The right to obtain a copy of the ICR Florida Education student records policy, which is available at: 633 NE, 167TH Street, Suite #913, North Miami Beach, Florida 33162.

A student who wishes to obtain access to his/her financial aid record can do so in the presence of an ICR Florida Education employee. Access to Federal Tax Information (FTI) submitted as part of the verification process will only be granted to the individual listed on the IRS documentation.

### **PARTICIPATION IN FEDERAL FINANCIAL AID PROGRAMS INSTITUTIONAL & PROGRAM ELIGIBILITY**

The documents received from ED confirming ICR Florida Education's eligibility to provide federal financial aid programs are the Program Participation Agreement (PPA) and the Eligibility and Certification Approval Report (ECAR). The documents are located at: 633 NE, 167<sup>TH</sup> Street, Suite #913, North Miami Beach, Florida 33162, ICR Florida Education is approved to offer federal financial aid assistance under the following Title IV programs:

- Federal Pell Grant, William D Ford Federal Direct Student Loans and PLUS Loans (parent loans).

ICR Florida Education awards federal financial aid according to federal regulations and guidelines. Financial assistance is viewed only as supplementary. The student and the family of a student, when applicable, are expected to make every effort to assist with educational expenses.

#### Section 1: Administrative Capability

##### Adequate Staffing Procedures:

This section lists the job duties, staff functions, and communication protocols of offices involved in approving and disbursing Title IV aid. Communication between personnel occurs by email, telephone, or face-to-face contact. Also, all-staff and departmental meetings provide opportunities to share information and federal updates. The school is staffed at an adequate level to provide the maximum service to the school's student population. The following offices assist in administering and ensuring compliance with Title IV programs:

1. **Admissions:**

- Before any student can receive information from the Financial Aid department, the student must apply and submit all admissions requirements (diploma or official transcripts, etc.)
- During the registration period, students should verify through Degree Works that the classes in which they are registered meet the requirements of their major. If changes are required, students may contact the advising department if assistance is needed.
- Prepare deferment forms and complete student enrollment status confirmation reports.

2. **Business Office:**

- Disbursing financial aid funds.
- Establishing and implementing the ICR Florida Education's refund policy.
- Reconciling federal funds between bank statements and federally reported balances.
- Drawing down funds.
- Reviewing R2T4 calculations.
- Calculate refunds and repayments for financial aid students who withdraw from school.
- Handling all third-party scholarships, and federal, and state invoicing.

3. **The Financial Aid department handles:**

- Development of financial aid policy.
- Publicize the availability of financial aid.
- Advise students on all aspects of financial aid including, but not limited to, satisfactory academic progress, eligibility, appeals, rules, and regulations.
- Communicate to students the effect of enrollment status on the financial aid award.
- Calculate the return to Title IV to determine if a payment is owed for repayment of an official or unofficial withdrawal.
- Calculate the cost of attendance.
- Prepare and submit the FISAP report.
- Determine student eligibility for Title IV funds.
- Track documents that applicants have placed on file.
- Verify application data on selected applicants.
- Collect progress reports for academic satisfactory progress.
- Reconciles program and fiscal records at least monthly.
- Screen and certify veterans and veterans' dependents who apply for Veterans Administration educational benefits.
- Determine student eligibility for loans and award loans based on regulations and guidelines.
- Submit loan information to the Department of Education to originate and reconcile student loans.

## **STUDENT APPLICATION**

The Financial Aid Department provides face-to-face communications with students, parents, and other interested parties and assists in guiding applicants through the financial aid processes. This assistance may include (among other things) helping students fill out their FAFSAs, making sure students obtain and sign the required documentation or responding to email and telephone inquiries.

To be eligible for federal financial aid, federal requirements stipulate a student must:

- Complete the FAFSA (<https://studentaid.gov>)
- Be enrolled in classes required for graduation.
- Maintain satisfactory academic progress.
- Be a US citizen, US national or US permanent resident or reside in the US for other than a temporary purpose (documentation may be needed to verify citizenship).
- Not be in default of any loan or owe repayment on a Federal Pell Grant, FSEOG, or State Grant.
- Demonstrate financial need.

## **VERIFICATION**

Regulations governing the Title IV student financial aid programs require institutions to verify applicant-reported data in certain instances to ensure that applicants are submitting correct information. Given this information is the determining factor in receiving Title IV funds, accuracy is of the utmost importance. These regulations also require institutions to develop written policies and procedures to conduct the verification process (34CFR 668.53).

Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. After submitting the FAFSA, the student will receive a FASFA Submission Summary which includes a summary of application information and the determination of the STUDENT AID INDEX, (SAI). This SAI is the result of computations involving the financial and non- financial data submitted on the application. The method of computation is applied to all students uniformly.

All students who have been selected for verification by ED's FASFA Processing System (FPS) must complete verification before being awarded Title IV financial aid. At a minimum, those selected for verification must provide signed verification worksheets and IRS tax transcripts. Additional documents may be necessary depending on codes and/or other comment codes.

The Financial Aid Administrator will verify all information that is furnished and retained in the student electronic file for comparison against the ISIR to ensure accuracy. ICR Florida Education will resolve conflicting and/or inconsistent information related to the student's application. The requirement to resolve conflicting data is separate and distinct from the verification requirements and supersedes any verification policies.

ICR Florida Education verifies all students selected for verification by FPS, regardless of if the applicant was previously verified by another postsecondary institution. For those students who are selected for verification, the FAO notifies the applicant of the verification process and provides the student with a list of required documents via the CORE student account. Applicants and/or parents may then submit electronic versions of the requested documents via the portal.

## **NOTIFICATION**

1. The school will inform the applicant of verification procedures and requirements electronically. The student is also notified of the necessity of verification on the FAFSA Submission Summary ISIR.

- a. This verification email is sent to the email listed on the FAFSA, the personal email provided to the FA office as listed on the Verity record, and to the ICR Florida Education student email account. This initial email correspondence stipulates all future correspondence will be sent to the student's school email account only.
  - b. All requirements are also listed on the CORE student account.
2. Those not selected for verification are sent a notification email, the same process as 1a and 1b described above.
3. Award notifications are sent to the student's school email account and are available for viewing on the CORE student Portal.

No aid will be awarded until verification has been finalized. The school will accept requested documentation after priority dates and will award aid in a timely manner when verification is complete. For the 2024-2025 award year, the verification process must be completed within 120 days of the student's last date of enrollment or by September 16, 2025 (whichever is sooner). An applicant whose FAFSA information is selected for verification must complete verification before ICR Florida Education will submit any corrections to the applicant's values of the data items required to calculate the SAI.

### **APPLICANT RESPONSIBILITY**

1. Applicants selected for verification by the U. S. Department of Education are required to provide requested information or documentation to be eligible to receive Title IV student aid funds.
2. If a Pell or campus-based program applicant's dependency status changes during the award year or the original application was filed incorrectly, the applicant must provide documentation to the FAO (Financial Aid Officer). The FAO will make the necessary changes. Marital status will not be updated unless the student made an error when initially submitting their FAFSA, noting documentation must be provided prior to any such change.
3. The applicant will be responsible for repaying any overpayment discovered during verification or updating.

### **Time Period as to Verification Completion**

1. Applicants selected for verification either by the U. S. Department of Education or the school must provide the requested information or documentation no later than the deadline set by the Department of Education annually or within 120 days of the student's last date of enrollment (whichever is sooner). To ensure financial aid processing prior to the beginning of classes, the FAFSA should be completed at least 15 business days before the first day of the term. All verification documents should be received in the Financial Aid Office at least ten business days before the first day of the term for aid to be available the first day of classes. This same ten-day period is applicable to any drop for nonpayment deadlines.
2. Any verification documentation received after the deadline stated above will be processed in a timely manner.
3. Financial aid files are worked in the order they are received.
4. Extension of time will be on an individual basis.

## **ACCEPTABLE DOCUMENTATION FOR ITEMS TO BE VERIFIED**

The school will verify the required items as published annually in the Federal Register. The school will use the suggested verification text developed by the Department of Education on all verification forms. All verification will be completed prior to disbursing Title IV aid, in compliance with 34 CFR Part 668. When verification is required, the FAO will collect appropriate documentation from the applicant based on the guidelines published in the Federal Student Aid Handbook. Items that generally must be verified by comparing the data items on the SAR/ISIR with identical data items on the FTI (Federal Tax Information) and/or other primary documentation are listed in the following section. All verification documentation, with the exception of the Statement of Educational Purpose (SEP), can be submitted electronically through the FAO through the student's CORE Portal. A notarized copy of the SEP may be accepted via postal mail.

Applicants selected for verification will be required to produce items detailing proof of any combination of the following:

- Household size (from the FTI is used)
- Adjusted Gross Income
- Income Taxes Paid & Income Earned from Work
- Untaxed Income and Benefits
- Identity/Statement of Educational Purpose

ICR Florida Education will resolve discrepant information in compliance with 34 CFR Part 668.16(f). Documentation to resolve conflicting information will vary depending on the student's situation and what the FA Department feel is necessary to prove the information is accurate and to resolve any such conflict.

### **Household Size**

Verification Worksheet completed and signed by student and/or parent is acceptable documentation. This data is not required if justified by FAFSA completion; for example, a married student with two in the household is not required to complete this component.

### **Number Enrolled in Postsecondary Education**

This is not considered for the 2024-2025 and going forward award years.

### **Adjusted Gross Income**

Acceptable documentation for independent students (and contributors) is a copy of the Federal Tax Information Transcript. For dependent students, a copy of Contributors and student's Federal Tax information for the base year is needed. (Signed federal tax information is acceptable in lieu of tax transcripts due to Department of Education regulatory relief.)

### **U.S. Income, Taxes Paid & Income Earned from Work (non-tax filers)**

Acceptable documentation for independent students is a copy of the Federal Tax Information (FTA) for the base year; for dependent students, a copy of the Parents (contributor) and student's Federal Tax Information (FTI) for the base year. Federal Tax Information can be ordered at [www.irs.gov](http://www.irs.gov).

Any non-tax filer must submit a completed and signed verification worksheet (including parent (contributor signature if a dependent student), a statement of non-filing from the IRS, and a listing of all sources and amounts of income for the base year.

### **Certain Untaxed Income & Benefits**

Tax transcripts or alternative tax documents are acceptable documentation for IRA/Keogh deductions, foreign income exclusion, and interest on tax-free bonds if verification is required.

### **Identity/Statement of Educational Purpose**

Applicants assigned the Department's verification group 5 (V5) must submit valid, unexpired, government-issued photo identification (ID) such as a passport or a driver's license and must complete the section on the Identity and Statement of Educational Purpose form. This form cannot be submitted electronically via the CORE student account. Students may complete the SEP forms at one of the financial aid offices. Those unable to visit an office can mail completed, notarized forms to the FAO.

## **VERIFICATION STATUS CODES**

For the 2024-2025 award year, new verification codes have been assigned. Students selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified.

### **V1--Standard Verification Group**

**Tax filers** (student, student spouse, parent, and parent spouse/partner, as applicable) must verify the following:

- Adjusted gross income.
- Income earned from work.
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax exempt interest income.
- Education Credits
- Foreign income exempts from federal taxation
- Family size

**Non-tax filers** (student, student spouse, parent, and parent spouse/partner, as applicable) must verify the following:

- Income earned from work.
- Family size

### **V4—Custom Verification Group**

Students must verify the following:

- Identity
- Statement of educational purpose (SEP).

## V5—Aggregate Verification Group:

This group is essentially a combination of V1 and V4. Tax filers and non-tax filers must verify the items listed in the Standard Verification Group (V1). Students must also verify their identity and statement of educational purpose.

## Changing Tracking Groups:

A student may move from Verification Tracking Group V1 or V4 to group V5 based on corrections made to his or her FPS record or on other information available to the department. If verification was already completed for the previous group, the student is only required to verify the V5 information that was not already verified. If verification was not completed for the previous group, the student needs to verify all the V5 information.

No disbursements of *Title IV* aid may be made until the V5 verification is satisfactorily completed. If the student doesn't complete verification, the school is not liable for any *Title IV* aid it disbursed prior to receiving the group V5 ISIR. The student is liable for the full amount because without verification there is no evidence they were eligible for that aid. See the *October 31, 2016, electronic announcement* for more information about disbursements and potential return of funds when students are selected for verification.

## Reporting Results for Groups V4 and V5

You must report the verification results of identity for any student for whom you (1) receive an ISIR with tracking flag V4 or V5—as selected by the FPS, not your school—and (2) request verification documentation.

You are required to report results **no more than 60 days** following your first request to the student for documentation of identity. Inaccurate and untimely reporting may subject your school to findings on your annual compliance audit or a program review. If there is a change in a result you have already submitted, you can submit the new code using the above process and must make that change **within 30 days** of becoming aware that a change occurred. The most recent submission will supplant prior award year submissions.

## Individual reporting

You will receive a list of the students who listed your school on their FAFSA applications and who were selected for either V4 or V5 identity verification. In the Verification of Identity function of the FAFSA Partner Portal, you can filter the list by Name or SSN. You can also sort the records alphabetically, in ascending or descending order. You can select from the following dropdown options:

- Display all – Default option.
- Display not submitted – Displays only applicants for whom no results have been provided
- Display submitted – Displays only the applicants for whom results have been provided.

For the 2024-25 award year, you will then enter one of the following numeric codes that most applies:

- 1-Verification completed in person, no issues found
- 2-Verification completed remotely, no issues found
- 3-Verification attempted, issues found with identity. (You did not receive acceptable documentation for the SEP or identity.)
- 5-No response from applicant or unable to locate

**Note:** Numeric codes 4 and 6 are reserved by the Department for future use.

## Batch reporting

Batch reporting may not be available at the time you are required to begin reporting identity verification due to delays in the launch of the 2024-25 FAFSA processes. However, these instructions are provided for future use when this functionality becomes available.

Instead of using this individual method, you can submit verification results by uploading a .CSV file with the data for up to 2,000 students. Each row must contain only one record and have the following elements, each in their own column:

- Applicant's nine-digit Social Security number.
- Last name; and
- Verification of identity results in numeric code from above.

## Verification for Confined or Incarcerated Individuals

On July 1, 2023, because of statutory changes enacted through the *FAFSA Simplification Act*, confined or incarcerated individuals enrolled in approved prison education programs (PEPs) became eligible for federal Pell Grants.

For the 2024-25 award year, a confined or incarcerated individual as indicated through the incarcerated applicant flag will only be required to verify their identity and statement of educational purpose if selected for Verification Tracking Group V4 or V5. In addition, institutions are not required to verify a confined or incarcerated individual selected under Verification Tracking Flag V1. [Verification for confined or incarcerated individuals](#)

## Verification Exclusions

There are times when you don't need to verify a student's application. You are, however, still required to resolve conflicting information (except when a student dies during the award year or when they are no longer enrolled and will not re-enroll; see Chapter 5). You should document the basis for the verification exclusion. Other information not excluded must still be verified according to all other requirements.

You don't have to verify FAFSA information of a student in the following situations:

- **Death of the student.** You don't have to continue verification if you made an interim disbursement and the student died before verification was completed. You cannot make any additional disbursements, except for FWS funds already earned, to any of the students' beneficiaries. You cannot originate or disburse their Direct Subsidized Loan or consider any interim disbursement you made of Pell or FSEOG funds or provisional FWS employment to be an overpayment.
- **Not an aid recipient.** The student won't receive *Title IV* aid for reasons other than a failure to complete verification. This includes being ineligible for that aid and withdrawing without receiving it.
- **The applicant is eligible to receive only unsubsidized student financial assistance.** However, students selected for V4 or V5 verification should complete it in accordance with the answer to DOC-Q18 on the [verification Q and A page](#).
- **Applicant verified by another school.** The student completed verification for the current award year at another school before transferring. Their FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified the student's application and providing the transaction number of the pertinent valid ISIR.
- **Post enrollment.** The students were selected for verification **after** ceasing to be enrolled at your school, they do not intend to reenroll for the award year, and no further (including late) disbursements will be made.

Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the **parents of a dependent student** if any of the following apply (including in cases where there is only one parent):

- Both parents are mentally incapacitated.
- Both parents, or the custodial parent, has died.
- The parents are residing in a country other than the United States and can't be contacted by normal means.
- The parents can't be located because the student does not have and cannot get their contact information.

Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the **spouse of an independent student** if any of the following apply:

- The spouse has died.
- The spouse is mentally incapacitated.
- The spouse is residing in a country other than the United States and can't be contacted by normal means.
- The spouse can't be located because the student does not have and cannot get their contact information.

## **NOTIFICATIONS/AUTHORIZATIONS**

The official financial aid award notice describes the total financial assistance that the student will receive. This information, as well as the anticipated disbursement dates, is also posted to the student's Verity student account.

With a student's written authorization, ICR Florida Education will hold any credit created by the funds to apply to other existing charges on the student's account. This Title IV Authorization Form authorizes ICR Florida Education to hold or release credits from all sources on the student account to pay for future and/or miscellaneous charges. The authorization remains in effect for the entirety of enrollment unless otherwise rescinded. The authorization is voluntary and may be rescinded by submitting a written request to the Financial Aid Office. If the authorization is not received from the student, any excess funds will be released to the student within 14 days of being recorded to the student's account ledger.

## **OVERPAYMENTS**

An overpayment is any amount paid directly to the student greater than the student is entitled to receive. This may occur when:

- awards or disbursements are made incorrectly.
- a student reports incorrect information on his/her financial aid application.
- a student withdraws from school.
- Conflict information is received by the Financial Aid Office and is resolved.

Any information which the aid administrator discovers as incorrect, must be corrected according to procedures outlined in federal regulations. The student will be notified, and collection of these funds will be attempted.

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45-day period students will remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, ICR Florida Education will notify the U.S. Department of Education of the student's overpayment situation.

The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education. During the 45-day period, the student can make full payment to ICR Florida Education to cover the overpayment. The school will forward the payment to the U.S. Department of Education,

and the student will remain eligible for Title IV funds. If a student is unable to pay their overpayment in full, he/she may be able to set up a repayment plan with the U.S. Department of Education.

#### **TITLE IV CREDIT BALANCES**

ICR Florida Education will determine the amount of Title IV credit balances. If it is determined that a Title IV credit balance has been created, a refund check will be issued to the student within 14 calendar days from the date of disbursement. All checks are mailed to the addresses on file with the Registrar's Office. To ensure no funds are escheated to the State, Financial Services will void any uncashed checks over 180 days and will notify Financial Aid. Financial Aid will recover the funds and return them to the Department of Education.

When permissible (in compliance with cash management and disbursement regulations), the FAO may attempt to contact the student and request Financial Services reissue funds to needy students. If reissued, Financial Services will monitor the rereleased checks and will adhere to the initial 240-day timeframe.

#### **WITHDRAWAL/RETURN OF TITLE IV FUNDS/INSTITUTIONAL REFUNDS**

A Return of Title IV Funds (R2T4) calculation is processed for a student who meets the following conditions receives grant funds (or who meets the conditions that may entitle the student to a late disbursement), begins attending classes, and completely withdraws his/her period of enrollment.

The Return of Title IV Funds calculation is a policy of the United States Department of Education that determines the amount of grant funds ICR Florida Education and/or the student are to return to a grant program. The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) that at ICR Florida Education include the following program: Federal Pell Grants. The student's recalculated grant award amount is used in the Return of Title IV Funds calculation.

The percentage of Title IV aid earned is found by dividing the number of calendar days completed by the time of withdrawal date by the number of calendar days in the term. If the student has completed more than 60% of the term, the student is considered to have earned 100% of the Title IV aid. The amount of Title IV aid earned is found by multiplying the amount of aid disbursed for the term plus what could have been disbursed by the percentage of Title IV aid earned.

If the amount earned is less than the amount of aid disbursed, the difference must be returned. If the student earned more than what was disbursed, a late disbursement may be due. If the amount earned equals the amount disbursed, no return and no disbursement are to be made. ICR Florida Education returns the lesser of (a) the total amount of unearned aid or (b) an amount equal to the student's Financial Aid Office 36 institutional charges multiplied by the percentage of aid unearned.

The student is billed for any balance resulting from funds returned by ICR Florida Education. The amount of aid ICR Florida Education is to return is then subtracted from the amount of Title IV aid to be returned to find the initial amount of unearned Title IV aid for the student to return. The total of Title IV grant that was disbursed and could have been disbursed for the payment period is multiplied by 50% to find the amount of Title IV grant protected.

The amount of Title IV grant protected is subtracted from the initial amount of unearned Title IV aid for the student to return in order to find the amount of Title IV grant funds for the student to return. In the event of overpayment, ICR Florida Education notifies the student, and the student may be allowed 45 days to pay the amount in full to ICR Florida Education. If full payment is not made to ICR Florida Education within 45 days, payments must be made to the U. S. Department of Education. While the overpayment is due, the student remains eligible for financial aid generally for 45 days from the date of the overpayment.

The amounts returned by either ICR Florida Education, or the student are then distributed based upon the following priority schedule: (1) Federal Pell Grants and (2) FSEOG. The Financial Aid Office processes the Return of Title IV Funds calculation. When a student completely withdraws (official) or fails to complete his/her period of enrollment (unofficial), a Return calculation is required.

If a student is enrolled in a combination of class offerings that include mini-terms, the student must successfully complete his/her full period of enrollment not to be considered an unofficial withdrawal. ICR Florida Education does not request, but will accept, written confirmation of future attendance if a student has a break in enrollment from a class withdrawal the first mini-term but plans to enroll the upcoming mini-term; however, failure to being that subsequent mini-term will result in an unofficial withdrawal.

Based on the timing of the withdrawal, the student may not have earned 100% of the award and aid will be returned to the Department of Education accordingly. Effective Summer 2021 (5/10/2021), ICR Florida Education opted to early implement the R2T4 Final Rules for modules in the *September 2, 2020, Federal Register*. These rules allow for withdrawal exemptions listed below. Given these are exemptions, no R2T4 calculations are required given students meeting one or more of these exemptions are not considered withdrawn.

1. Successfully completes one module that includes 49.0% or more of the number of days in the payment period.
  - No rounding to 49% allowed.
  - Percentage based on the number of days in the overall payment period --- thus full semester.
  - Successful completion means a passing grade --- not simply completing the class and earning a grade of F.
2. Successfully completes a combination of modules that when combined contains 49.0% or more of the number of days in the payment period --- excluding scheduled breaks of 5 or more days and all days between modules.
3. Successfully completes coursework of at least a half-time Title IV student load.
  - Successful completion means a passing grade.
  - Six TIV hours or more passed.
4. Successfully completes all graduation requirements.

The FAO will run the Verity process to determine the portion of aid that needs to be returned by the school. The FAO will adjust the student's award according to the R2T4 and send the revised disbursement record to COD for processing. Financial Services will return necessary funds to the Department of Education via G5. If funds have already been paid to the student, the student will receive a statement from the Business Office with the amount to be paid back, for which the student will be responsible.

The student will also receive a revised award notification email. Any balance due will cause a HOLD to be placed on the student's account until all outstanding funds have been returned. Holds for outstanding funds prevent students from registering and/or accessing their records until the balance due has been satisfied. In addition to financial ramifications from the withdrawals, the student's financial aid eligibility will be negatively impacted. Financial Aid stresses that all students "Go to Class, Stay in Class, and Pass the Class!"

## **ACCOUNTING & RECONCILIATIONS**

All accounting transactions, including those involving Title IV funds, are accounted for in accordance with US GAAP and federal regulatory requirements. ICR Florida Education prepares internal financial statements and reconciles general ledger accounts on a monthly basis. Each year ICR Florida Education prepares annual financial statements as per GAAP as well as monthly reconciliations of Title IV funds.

## **ENROLLMENT STATUS REPORTING PROCEDURES**

A student's enrollment status determines deferment eligibility, grace periods and repayment schedules related to Direct Loans. The reporting and confirming the enrollment status of students receiving Title IV aid is completed by the Registrar's Office. The Registrar's Office coordinates with the National Student Clearinghouse for enrollment reporting. Reports are received regularly, and enrollment information provided to the Clearinghouse on a scheduled basis. Reporting errors are identified and corrected immediately.

## **TRANSFER MONITORING PROCEDURES**

The Transfer Monitoring Process of the National Student Loan Data System (NSLDS) monitors all mid-year transfer students (students who transfer from one school to another during the same award year) for factors that could affect eligibility for Title IV federal student aid. Institutions are required to inform NSLDS, through the transfer monitoring process, of all the students transferring into the institution. NSLDS monitors changes in the financial aid history of those students and alerts the college of any relevant changes.

From the date that the latest ISIR for the student was generated and sent to the institution, NSLDS monitors changes to the student's financial aid history. NSLDS checks to see if there have been any changes in the student's financial aid history that may be relevant to the student's eligibility for aid at the new college. NSLDS continues to monitor changes since the last alert is sent. If there are relevant changes to the student's financial aid history, NSLDS will alert the college, which must then review the change to determine if it affects the student's eligibility for FSA. NSLDS will not alert an institution if there are no relevant changes to the student's financial aid history.

Students deemed to be transfers or mid-year awards are placed on the Transfer Monitoring (TM) report and transmitted to NSLDS. A seven-day hold is placed on the student's account to prevent disbursement during the hold period. If a disbursement is made to an eligible student but later receives an alert from NSLDS, the college must access and review the student's financial aid history to determine whether an action needs to be taken with regard to that disbursement or any subsequent disbursements. Transfer monitoring reports are reviewed regularly, and awards are adjusted when necessary.

## **DEFINITION OF TITLE IV ACADEMIC YEAR**

All programs at ICR Florida Education operate under a clock-hour system. The standard academic year definition for Clock-Hours schools is represented by 26 weeks and 900 Clock Hours.

## **MEDICAL ASSISTANT**

For the Medical Assistant program, the academic year is defined as 36 weeks and 720 clock hours for full-time, 60 weeks and 720 clock hours for part-time night, 60 weeks and 720 clock hours for part-time Weekend (Saturday), and 72 weeks and 720 clock hours for part-time weekend (Sunday).

## **PATIENT CARE TECHNICIAN**

The Patient Care Technician program is defined as 30 weeks and 600 clock hours. The part-time Night program is 50 weeks and 600 clock hours. The part-time Weekend (Saturday) program is 60 weeks and 600 clock hours. The part-time Weekend (Sunday) program is 60 weeks and 720 clock hours.

## **FINANCIAL ADVISING**

The financial services representative is available to assist students in relation to any issues with payments or a payment plan. The school will make all reasonable efforts to accommodate the needs and changes to a student payment plan.

## **CANCELLATION AND REFUND POLICY**

ICR Florida Education has a fair and equitable policy for refund of tuition and institutional charges. Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellations must be made in person or by certified mail.
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 Student Enrollment Agreement and making initial payment.
3. Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee of \$100.
4. Cancellation after attendance has begun, through 50% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 50% of the program hours will result in no refund.
6. Termination Date: The Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Cancellation of classes by the institution after attendance has begun will result in a 100 percent refund. Should the prospective student not meet the entrance requirements it will result in a 100 percent refund.

## **LAST DAY OF ATTENDANCE CALCULATION**

The effective date of the termination for refund calculations will be the last recorded date of attendance or the date of receipt of written notice from the student— whichever is earlier.

The effective date of termination will be:

- The day following fourteen consecutive days of absence.
- The date the student fails to return from a leave of absence.
- The date the student notifies the school of withdrawal.
- The last day of attendance if the student is terminated from the school for any other purpose.

## **LATE PAYMENT FEE POLICY**

Students who do not pay their tuition and fees by the agreed and scheduled deadline or installment payment schedule will be assessed a \$25 late pay. The late payment fee will only be assessed once per month. Late payment fees will not be waived unless the student is under one of the listed below extraordinary circumstances:

- Death of an immediate family member (parent, spouse, child, sibling, or grandparents). Death certificate and documentation establishing relationship are required.
- Call active military service. Appropriate documentation must be included with your petition.
- State of illness of student of such severity that prevented the student from meeting the corresponding due dates. Confirmation by a physician must be submitted.

## **ICR FLORIDA EDUCATION SCHOLARSHIP**

The ICR Florida Education Scholarship is to support students in continuing their education and achieving their career goals. At ICR Florida Education, we believe everyone deserves an affordable education.

This opportunity is for students who face economic, financial challenges or a funding gap and are struggling to access education due to their financial situation. If you're experiencing financial hardship but are eager to improve your life through career education, we're here to help.

To qualify for students, you need to send the application to: [scholarship@icrflorida.edu](mailto:scholarship@icrflorida.edu)

Your application will be evaluated by the ICR Committee for review, rating, and approval on its eligibility criteria:

- Approval in the maximum award amount up to \$ 6,000 per program, and per student.
- Maintain an excellent academic minimum 2.0 cumulative GPA and the SAP (Satisfactory Academic Progress) criteria.
- Demonstration of financial need. As part of the requirements the student needs to submit their current Taxes Form.
- Personal Essay (2 pages): Why you deserve the scholarship, what your goals are, and how the scholarship will contribute to your education and professional future.
- Offered in: United States, Florida - North Miami Beach
- It should only be used solely and exclusively to pay institutional program fees at ICR Florida Education.

### **SCHOLARSHIP POLICY:**

- Scholarship funds are to be awarded by the school as a credit on the student ledger against tuition/fees to the student.
- Any scholarship recipient who withdraws or leaves school for any reason other than graduation will forfeit 100% of the scholarship.
- The scholarship will be entitled to only one (1) scholarship per academic year.
- Students who do not begin in the intended program specified on the application for admission will have one year to begin classes and use the scholarship.
- Students who do not begin within the year will see their scholarship expire and will need to reapply for offers available at the time of current enrollment.
- The costs of any other institutional and programmatic fees, books, housing, etc. will be borne by the student. All remaining fees must be paid on time, or the student will lose their eligibility for the scholarship.

### **CANCELLATION POLICY:**

- Students receiving any ICR Florida Education Scholarships are unable to apply for any other scholarships. Students who are academically dismissed, voluntarily withdraw, or are dropped from the institution due to failure to meet SAP lose their eligibility to reapply for the same scholarship.
- For students who receive the scholarship privilege and drop their classes, the Registrar Department and the Bursar Department will evaluate the enrollment, date of registration and the reason for dropping classes. The evaluation will be processed under the recommendations of both departments. The student will be informed of the corresponding action.
- Failure to meet these eligibility criteria could result in permanent suspension of the ICR Florida Education scholarship.
- ICR Florida Education Scholarship reserves the right to modify or terminate any scholarship at its sole discretion. ICR Florida Education reserves the right to revoke a scholarship if the recipient is found to not meet the published criteria under which the recipient was initially selected.

# STUDENT AFFAIRS

## STUDENT FAIR CONSUMER RIGHTS

The student has the right to ask the school:

1. The name of the associations, agencies, or governmental bodies that license or approve the ICR Florida Education and its programs and the procedures under which any current or prospective student may obtain or review a copy of the documents describing the school licensing and accreditation.
2. The cost of attending the institution, including Tuition and fees, books, and supplies; estimates of typical commuting costs; and any additional cost of the program in which the student is enrolled or expresses a specific interest.
3. The institution's academic program; Educational and training programs; the instructional laboratory and other facilities that relate to the academic program; the faculty and other instructional personnel.
4. A statement of the refund policy.
5. The methods and locations in which students and prospective students may obtain the information concerning their rights.
6. Availability of financial assistance including all federal, state, local private, and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; Criteria used to select financial aid recipients; how financial needs are determined; how financial aid is awarded; and type and amount of assistance in the package of financial assistance.
7. The standards which the students must maintain to be making satisfactory academic progress.
8. Special facilities and services are provided to people with disabilities.
9. Information on how to enroll in the GED preparation or ESOL workshops at no charge in the community.

ICR Florida Education participates in the annual Integrated Postsecondary Education Data System (IPEDS) Survey conducted by the National Center for Education Statistics (NCES). The National Center for Education Statistics (NCES) survey program at the postsecondary education level provides statistical information used by planners, policy makers, and educators in addressing multiple issues. One primary source of this information is the annual Integrated Postsecondary Education Data System (IPEDS) Survey.

The IPEDS system, established as the core postsecondary education data collection program for NCES, is a system of surveys designed to collect data from all primary providers of postsecondary education. The IPEDS system is built around a series of interrelated surveys that collect school-level data in such areas as – school characteristics, enrollments, program completions, staffing patterns, finances, and financial aid. Information on NCES and IPEDS is available at – <http://www.nces.ed.gov/IPEDS>.

## STUDENT RESPONSIBILITIES

Education is a real investment of time, money, and effort. As a student, you strongly encouraged to gather valuable information about the school, its academic programs, the program's completion rate, total cost of education, refund policy, financial programs, and any other information you may find helpful in making a wise and informed decision.

A student must:

1. Provide all documentation requested.
2. Read and understand all forms that they are asked to sign and keep copies of them.
3. Accept responsibility for the promissory note and all other agreements that the students sign.
4. Promptly provide any information requested by the school.
5. Keep the school informed of any change in address, name, marital status, financial situation, or change in their status.
6. Notify the school if there is a need to withdraw from the school or request a leave of absence.

**ACADEMIC PROGRAMS**

**Home Health Aide**  
**75 CLOCK HOURS**

**Patient Care Technician**  
**600 CLOCK HOURS**

**Medical Assistant**  
**720 CLOCK HOURS**

**Skin Care Specialist**  
**220 CLOCK HOURS**

# HOME HEALTH AIDE PROGRAM

## PROGRAM DESCRIPTION

Students of the Home Health Aide program will be prepared to perform the home health care duties and physical comfort and safety for patients, residents and clients at their homes. The student will be prepared in the patient care procedures, principles of nutrition, care of the elderly, apply principles of infection control and assist with rehabilitative activities. The student receives all required in-service training and certifications such as Domestic Violence, HIV/AIDS, OSHA, Infection Control and Universal Precautions, Understanding Alzheimer's disease, Assistance with Self-Administered Medication Training, CPR. Upon completion of the program the student will receive a certificate. The student may be working as a Home Health Aide as soon the certificate is received.

## PROGRAM OBJECTIVE

Home Health Aides (HHA) provide health, safety and personal grooming assistance to clients in their homes or in residential settings. Upon completion of the program graduates will qualify for employment as Home Health Aides, working for Home Health Agencies approved for Medicare and Medicaid coverage.

## PROGRAM DURATION

The program has a duration of 75 hours. Full time students complete the program in four (4) weeks, attending Monday through Thursdays 8:30 am to 1:30 pm. Part-time students complete the program in eight (8) weeks, attending Monday through Wednesday 6:00 pm to 10:00 pm. Weekend students complete the program in eight weeks, attending Saturdays 8:00 am to 4:00 pm.

## DELIVERY MODE

This program is delivery onsite (non-distance).

## CREDENTIAL AWARDED

Upon graduation students receive a diploma.

## PROGRAM COST

*APPLICATION FEE (Not applied to tuition) .....	\$ 100.00
Tuition.....	\$ 350.00
**Books and Supplies.....	\$ 0.00
TOTAL COST (School Charges) .....	\$ 450.00

\*Students must pay a registration fee prior to the first day of class.

\*\*Books and supplies are to be purchased by each student. The estimated cost of books and supplies is \$150.00.

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

## PROGRAM BREAKDOWN BY COURSE

Course Code	Course Title	Course Hours
HHA101	Introduction to Home Care and Health Care System	2
HHA102	Legal and Ethical Issues	2
HHA103	Communication and Cultural Diversity	3
HIV101	HIV/AIDS, Blood Born Pathogens and OSHA	6
HHA104	Safety and Body Mechanics	3
HHA105	Emergency Care	2
HHA106	Physical, Psychological and Social Health	3
HHA107	Anatomy of the Human Body in Health and Disease	3
HHA108	Human Development and the Aging Process	3
HHA109	Domestic Violence and Elder Abuse	4
HHA110	Death and Dying	2
HHA111	Transfer, Ambulating, and Repositioning	2
HHA112	Personal Care Skills	5
HHA113	CORE Health Care Skills and Resident's Rights	5
HHA114	Rehabilitation and Restorative Skills	2
HHA115	Medication Assistance and Technology in Home Care	4
HHA116	Clients with Disabilities	2
HHA117	Mental Health and Mental Illness	2
HHA118	Working with Newborns and Infants	4
HHA119	Common Acute and Chronic Conditions	4
HHA120	Maintaining a Healthy Environment	2
HHA121	Meeting the Nutritional Needs of the Patient	2
HHA122	Employability Skills	2
CPR101	CPR and First Aid	6
	<b>Total Hours</b>	<b>75 hours</b>

## COURSE DESCRIPTIONS

### **HHA101 - Introduction to Home Care and Health Care System**

Students are introduced to the Home Health Aide Program curriculum and the roles and responsibilities of an HA. The course also provides an overview of the Health Care System. Duration 2 hours (lecture). Pre-requisites: None.

### **HHA102 - Legal and Ethical Issues**

Students learn the importance of ethics in the health care setting and are introduced to the legal aspects of their profession, including HIPAA regulations. Duration: 2 hours (lecture). Pre-requisites: None.

### **HHA103 - Communication and Cultural Diversity**

This course provides students with instructions in effective communication with patients and other members of the healthcare team. Also provides instructions on the importance of Cultural Diversity and how to be sensitive to others, different cultural beliefs, whether they are patients or coworkers. Duration: 3 hours (lecture).

Pre-requisites: None.

**HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA**

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in an OSHA compliance health care setting. Completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (lecture). Pre-requisites: None.

**HHA104 - Safety and Body Mechanics**

This course teaches students how to maintain safety and how to use proper body mechanics in the home setting. Special attention is given to proper responses to fires, falls, burns, and drowning. Duration: 3 hours (lecture) Pre-requisites: None.

**HHA105 - Emergency Care**

Students learn information on how to handle emergencies. Emphasis is placed on Disaster Preparedness and Hurricane First Aide. Duration: 2 hours (laboratory). Pre-requisites: None.

**HHA106 - Physical, Psychological and Social Health**

Students will be introduced to basic human needs and will explore them from physical, psychological, and social aspect. Duration: 3 hours (lecture). Pre-requisites: None.

**HHA107 - Anatomy of the Human Body in Health and Disease**

This course teaches basic knowledge of the anatomy and physiology of the human body in terms of a healthy and an ill patient. Emphasis is placed on the elderly population, and those who may be ill within the role of a Home Health Aide. Duration: 3 hours (lecture). Pre-requisites: None.

**HHA108 - Human Development and the Aging Process**

Students will explore the aging process and the challenges it presents to patients. An emphasis is placed on the care of Alzheimer's patients. Duration: 3 hours (lecture). Pre-requisites: None.

**HHA109 - Domestic Violence and Elder Abuse**

This course teaches students about domestic violence and abuse, what symptoms to look for and how to report suspected abuse. Duration: 4 hours (lecture). Pre-requisites: None.

**HHA110 - Death and Dying**

Students learn how to provide care to terminally ill patients, and how to deal with the death of a patient within the role of a Home Health Aide. Duration: 2 hours (lecture). Pre-requisites: None.

**HHA111 - Transfer, Ambulating and Repositioning**

Students will learn how to transfer, reposition, and the ambulation of a patient during the activities of daily living. Students are taught how often and how to accomplish the tasks. Duration: 2 hours (laboratory). Pre-requisites: None.

**HHA112 - Personal Care Skills**

Students learn the principles of personal care in the home setting, which includes feeding, toileting, and the activities of daily living. Skills taught will be demonstrated by the student to a competent level. Duration: 5 hours (laboratory). Pre-requisites: None.

**HHA113 - Core Health Care Skills and Resident's Rights**

Students are taught core healthcare skills, such as taking vital signs, wound care and hot and cold applications. Students also become aware of patients' rights. Duration: 5 hours (2 hours lecture, 3 hours laboratory). Pre-requisites: None.

**HHA114 - Rehabilitation and Restorative Skills**

This course teaches students how to help patients regain independence with restorative and rehabilitative activities. Duration: 2 hours (lecture). Pre-requisites: None.

**HHA115 - Medication Assistance and Technology in Home Care**

This course provides students with the knowledge and skills necessary to assist residents with self-administration of medication in the home setting. Students also learn how to take proper specimen collections. Duration: 4 hours (lecture). Pre-requisites: None.

**HHA116 - Clients with Disabilities**

Students learn how to work with clients with special needs due to a disability. Duration 2 hours (lecture). Pre-requisites: None.

**HHA117 - Mental Health and Mental Illness**

This course teaches students the importance of mental health and discusses the special needs and characteristics of those who have a mental illness. Duration: 2 hours (lecture). Pre-requisites: None.

**HHA118 - Working with Newborns and Infants**

Students learn how to provide a safe, clean environment for infants and newborns and how to offer comfort and security. Duration: 4 hours (lecture). Pre-requisites: None.

**HHA119 - Common Acute and Chronic Conditions**

This Course teaches students how to work with patients who have common or chronic conditions in various systems of the body. Duration: 4 hours (lecture). Pre-requisites: None.

**HHA120 - Maintaining a Healthy Environment**

Students learn proper cleaning techniques and how to keep a safe and healthy environment for the patient. Duration: 2 hours (lecture). Pre-requisites: None.

**HHA121 - Meeting the Nutritional Needs of the Patient**

Students learn the principles of nutrition, which include shopping, safe food storage, meal planning, and food preparation. Duration: 2 hours (lecture). Pre-requisites: None.

**HHA122 - Employability Skills**

This course prepares students for employment, which includes creating a resume, searching and applying for a job. Self-care and time management are also stressed to maintain employment. Duration: 2 hours (laboratory). Pre-requisites: None.

**CPR101 – CPR and First Aid**

This course is offered as part of the program as well as a continuing education credit/class. Completers receive CPR and First Aid cards. This course is graded on a Pass or Fail basis. Duration: 6 hours (laboratory). Pre-requisites: None.

# PATIENT CARE TECHNICIAN PROGRAM

## PROGRAM DESCRIPTION

The Patient Care Technician (PCT) program is designed to train the student for an entry level position in all of the relevant aspects of patient care technician assistance, diagnostic testing specifically electrocardiography (EKG), phlebotomy, nursing assistant, home health care needs. This program is designed for those interested in an entry level position as patient care technician in a nursing home, rehabilitation facility, extended care facility, a hospital or as Home Health Care Aid.

The student learns to use basic types of patient care technician/home health care, phlebotomy and EKG equipment. The student receives all required in-service training and certifications such as Domestic Violence, HIV/AIDS, OSHA, Infection Control and Universal Precautions, Geriatrics, Understanding Alzheimer's Disease, Assistance with Self-Administered Medication Training, BLS Training. Upon completion of this program, student will possess the skills and hands on experience needed at an entry level Patient Care Technician utilizing patient care skills in a variety of healthcare settings.

## PROGRAM OBJECTIVE

Upon completion of this program, graduates will possess the skills and hands on experience needed to become entry level Patient Care Technicians, utilizing patient care skills in a variety of healthcare settings.

## PROGRAM DURATION

The program has a duration of 600 hours. Full time students complete the program in 30 weeks, attending Monday through Thursdays 8:30 am to 1:30 pm. Part-time students complete the program in 50 weeks, attending Monday through Wednesday 6:00 pm to 10:30 pm. Weekend students complete the program in 50 weeks, attending Saturdays 8:00 am to 4:00 pm.

## DELIVERY MODE

This program is delivery onsite (non-distance).

## CREDENTIAL AWARDED

Upon graduation students receive a diploma.

## PROGRAM COST

*APPLICATION FEE (Not applied to tuition) .....	\$ 100.00
Tuition.....	\$ 10,000.00
**Books and Supplies.....	\$ 574.00
Misc Fees .....	\$ 575.00
TOTAL COST (School Charges) .....	\$ 11,249.00

\*Students must pay a registration fee prior to the first day of class.

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

## BREAKDOWN BY COURSE

Course	Theory Hours	Lab & Clinical Hours	Total Hours
MED101 – Anatomy, Physiology and Medical Terminology	80	0	80
HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA	6	0	6
CPR101 – CPR and First Aid	0	6	6
PHL101 – Phlebotomy	35	45	80
EKG101 – Electrocardiography	60	20	80
CNA101 – Nursing Assistant	85	35	120
PCT101 – Patient Care Technician	68	40	108
PCT102 – Patient Care Technician and Nursing Assistant Practicum	0	120	120
<b>TOTALS</b>	<b>334</b>	<b>266</b>	<b>600</b>

## COURSE DESCRIPTIONS

### **MED101 – Anatomy, Physiology and Medical Terminology**

This course provides an introduction to anatomy, physiology and medical terminology. Students achieve the necessary understanding of the structure and functions of the systems of the human body, related pathologies and diseases, emphasizing those aspects most pertinent to students in the patient care and allied health technology field. Students also learn the fundamentals of medical terminology: the structure of medical terms and definitions; medical terms related to major disease processes and diagnostic procedures, laboratory tests, abbreviations, drugs and treatment modalities. Duration: 80 clock hours (lecture). Pre-requisites: None.

### **HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA**

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in an OSHA compliance health care setting. Completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (lecture). Pre-requisites: None.

### **CPR101 – CPR and First Aid**

This course is offered as part of the program as well as a continuing education credit/class. Completers receive CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 6 clock hours (laboratory). Pre-requisites: None.

### **PHL101 – Phlebotomy**

This course is offered as part of the program as well as a continuing education credit/class. Provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy, venipuncture and skin puncture techniques, anatomy and physiology of the circulatory system, types of tubes, blood tests, interfering substances, risk factors, efficient work practices, blood specimens, donor room techniques, labeling, transporting, logging-in of specimens, Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases, and demonstration of correct infection control techniques. Includes 45 hours of clinical skills practice.

Completion of hours certificate is awarded at the end of the course. Duration: 80 clock hours (35 lecture, 45 laboratory). Pre-requisites: HIV101.

### **EKG101 – Electrocardiography**

This course is offered as part of the program as well as a continuing education credit/class. Students learn the nature and purpose of the electrocardiograph (EKG), equipment maintenance, materials needed, patient preparation, EKG taking and mounting procedures, EKG records, monitoring records for abnormal or erratic tracings. Includes 20 hours of clinical skills practice. Completion of hours certificate is awarded at the end of the course. Duration: 80 clock hours (60 lecture, 20 laboratory). Pre-requisites: HIV101.

### **CNA101 – Nursing Assistant Theory and Lab**

This course provides instruction for the nurse assistant program. During this course students learn the fundamentals of healthcare systems and health occupations; legal and ethical responsibilities; resident rights; vital signs; anatomy and physiology; medical terminology; safety and security procedures; following the patient plan of care; charts and forms; personal patient care skills; principles of nutrition; family interactions; cultural diversity; child development; geriatric care; death and dying; mechanical lifts, comfort and assistive devices; impaired patients, Alzheimer's and other mental disorders; biological, phyco-social care and restorative care; psychological care; and hospital functions specific to nurse assisting. Duration: 120 clock hours (85 lecture, 35 lab). Pre-requisites: HIV101.

### **PCT101 – Patient Care Technician Theory and Lab**

In this course students receive foundation theory instruction and clinical skills practice related to the Patient Care Technician role. Students learn about pharmacology, compliance guidelines and the daily skills performed by a Patient Care Technician that include: care for health facility equipment and supplies; transfer of patient to a stretcher; hot and cold applications preparation; assisting patients to apply binders; care for patient in skin and skeletal traction; reinforcing dressings; assisting with physical examinations; care for patients receiving oxygen therapy; changing an unsterile dressing; taking apical pulse; measuring for an apical-radial pulse deficit; taking pedal pulse; cast care and/or pin care; artificial eye/contact lens care; measurement of pulse oximetry and reporting decreasing levels of O2 saturation. Duration 108 hours (40 hours lecture, 68 laboratory). Pre-requisites: HIV101.

### **PCT102 – Patient Care Technician and Nursing Assistant Practicum**

Students complete the clinical practical portion of the program, which includes 80 hours dedicated to the practice of the Patient Care Technician skills, and 40 hours dedicated to the practice of the Nursing Assistant skills. This is the final course of the program, and students must have successfully completed all previous courses in order to be assigned to the externship facilities to complete the 120 externship hours.

*During the Patient Care Technician clinical portion of the practicum (80 hours) students practice:* care for health facility equipment and supplies; transfer of patients to a stretcher; hot and cold applications preparation; assisting patients to apply binders; care for patients in skin and skeletal traction; reinforcing dressings; assisting with physical examinations; care for patients receiving oxygen therapy; changing an unsterile dressing; taking apical pulse; measuring for an apical-radial pulse deficit; taking pedal pulse; cast care and/or pin care; artificial eye/contact lens care; measurement of pulse oximetry, reporting decreasing levels of O2 saturation, phlebotomist and electrocardiography's techniques.

*During the Nursing Assistant clinical portion of the practicum (40 hours), students practice:* handwashing, putting and removing gown and gloves, positioning in a Fowler's position, positioning in a lateral (side-lying) position, transferring from bed to chair using a gait belt, assisting in walking using a gait belt, making an occupied bed, perform passive range of motion in the upper and on the lower body, rushing the dentures, mouth care for an unconscious patient, giving a partial bed bath (upper & lower body), giving a back rub/massage, having, cleaning and trimming fingernails, serving the meal tray and feeding paralyzed patients, assist in dressing with a paralyzed/immobile arm, assisting with bedpans, measuring and recording the height, weight, counting and recording respirations and taking and recording blood pressure. Duration 120 hours (clinical). Prerequisites: MED101, HIV101, CPR101, PHL101, EKG101, CNA101, PCT101.

# MEDICAL ASSISTANT PROGRAM

## PROGRAM OBJECTIVE AND DESCRIPTION

The Medical Assistant program is designed to train students in all of the relevant aspects of medical office management including reception, booking appointments, records management, informatics, insurance billing, preparing patients for physical examinations, and minor surgeries, performing specialized medical tests including urinalysis, and collecting biological specimens, phlebotomy, EKG, limited X Rays, and processing and recording pharmacological data. Graduates of this program will be prepared and possess the skills and hands on experience to work at the entry level in medical offices, clinics and various medical practices.

## PROGRAM DURATION

The program has a duration of 720 hours. Full time students complete the program in 36 weeks, attending Monday through Thursdays 8:30 am to 1:30 pm. Part-time students complete the program in 60 weeks, attending Monday through Wednesday 6:00 pm to 10:00 pm. Weekend students complete the program in 60 weeks, attending Thursdays 6:00 pm to 10:30 pm and Saturdays 8:00 am to 4:00 pm.

## DELIVERY MODE

This program is delivery onsite (non-distance).

## CREDENTIAL AWARDED

Upon graduation students receive a diploma.

## PROGRAM COST

*APPLICATION FEE (Not applied to tuition) .....	\$ 100.00
Tuition.....	\$ 11,300.00
Books and Supplies.....	\$ 680.00
Misc Fees .....	\$ 560.00
<b>TOTAL COST (School Charges) .....</b>	<b>\$ 12,640.00</b>

\*Students must pay a registration fee prior to the first day of class.

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

## BREAKDOWN BY COURSE

Course	Theory Hours	Lab & Clinical Hours	Total Hours
MED101 – Anatomy, Physiology and Medical Terminology	80	0	80
HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA	6	0	6
CPR101 – CPR and First Aid	0	6	6
PHL101 – Phlebotomy	35	45	80
EKG101 – Electrocardiography	60	20	80
MED102 – Medical Assisting Theory and Lab I	34	46	80

MED103 – Medical Assisting Theory and Lab II	34	46	80
MED104 – Medical Assisting Theory and Lab III	56	52	108
MED105 – Medical assisting Practicum	0	200	200
<b>TOTALS</b>	305	415	720

## **COURSE DESCRIPTIONS**

### **MED101 – Anatomy, Physiology and Medical Terminology**

This course provides an introduction to anatomy, physiology and medical terminology. Students achieve the necessary understanding of the structure and functions of the systems of the human body, related pathologies and diseases, emphasizing those aspects most pertinent to students in the patient care and allied health technology field. Students also learn the fundamentals of medical terminology: the structure of medical terms and definitions; medical terms related to major disease processes and diagnostic procedures, laboratory tests, abbreviations, drugs and treatment modalities. Duration: 80 clock hours (lecture). Prerequisites: None.

### **HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA**

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in an OSHA compliance health care setting. Completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (lecture). Prerequisites: None.

### **CPR101 – CPR and First Aid**

This course is offered as part of the program as well as a continuing education credit/class. Completers receive CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 6 clock hours (laboratory). Pre-requisites: None.

### **PHL101 – Phlebotomy**

This course is offered as part of the program as well as a continuing education credit/class. Provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy, venipuncture and skin puncture techniques, anatomy and physiology of the circulatory system, types of tubes, blood tests, interfering substances, risk factors, efficient work practices, blood specimens, donor room techniques, labeling, transporting, logging-in of specimens, Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases, and demonstration of correct infection control techniques. Includes 45 hours of clinical skills practice. Completion of hours certificate is awarded at the end of the course. Duration: 80 clock hours (35 lecture, 45 laboratory). Prerequisites: HIV101.

### **EKG101 – Electrocardiography**

This course is offered as part of the program as well as a continuing education credit/class. Students learn the nature and purpose of the electrocardiograph (EKG), equipment maintenance, materials needed, patient preparation, EKG taking and mounting procedures, EKG records, monitoring records for abnormal or erratic tracings. Includes 20 hours of clinical skills practice. Completion of hours certificate is awarded at the end of the course. Duration: 80 clock hours (60 lecture, 20 laboratory). Prerequisites: HIV101

### **MED102 – Medical Assisting Theory and Lab I**

In this course students receive an introduction to the theory and lab for the medical assistant. The curriculum includes health science fundamentals, anatomy and physiology, medical terminology, medical office management and procedures Duration: 80 clock hours (34 lecture, 46 lab). Prerequisites: HIV101

### **MED103 – Medical Assisting Theory and Lab II**

In this course students learn about administrative and clinical duties, safety and security procedures, emergency preparedness, records management, informatics, basic math skills, fundamentals of medical insurance billing, Duration: 80 clock hours (34 lecture, 46 lab). Prerequisites: HIV101

**MED104 – Medical Assisting Theory and Lab III**

In this course students learn about preparing patients for physical examinations, pharmacology principles for the medical assistant, communication in healthcare, and interpersonal and employability skills. Duration: 80 clock hours (34 lecture, 46 lab). Prerequisites: HIV101

**MED105 – Medical Assisting Practicum**

This clinical course consists of 200 hours of clinical externship experience. Under direct supervision, students have the opportunity to perform the competencies learned during the program. This course is graded on a Pass or Fail basis. Duration: 200 clock hours (clinical). Prerequisites: MED101, HIV101, CPR101, PHL101, EKG101, MED102, MED103, MED104.

# SKIN CARE SPECIALIST PROGRAM

## PROGRAM DESCRIPTION

This program provides training in skin treatments teaching students skin analysis and facial techniques to maintain skin health by correct cleansing methods, massage, and the use of machines for deep cleansing. It consists of 220 hours of theory and practical activities, with 71 hours of hands-on instruction and practice of applied skin care treatments. Students of this program are required to complete services in the techniques learned in order to graduate.

## PROGRAM OBJECT

This program provides instruction in the care and treatment of the facial skin. Theory classes and hands-on practical applications provide students with the knowledge and experience to successfully start a career in the skin care field. Upon completion of the program students are awarded a diploma and qualify to apply for Florida State Registration as a Facial Specialist.

## PROGRAM DURATION

The program has a duration of 220 hours. Full-time students complete the program in 11 weeks, attending Monday through Thursday 8:30 am to 1:30 pm. Part-time students complete the program in 19 weeks, attending Monday through Wednesday from 6:00 pm to 10:00 pm. Weekend students complete the program in 19 weeks, attending Thursdays from 6:00 pm to 10 pm and Saturdays 8:00 am to 4:00 pm.

## DELIVERY MODE

This program is delivery onsite (non-distance).

## CREDENTIAL AWARDED

Upon graduation students receive a diploma.

## PROGRAM COST

*APPLICATION FEE (Not applied to tuition) .....	\$ 100.00
Tuition.....	\$ 3,400.00
**Books and Supplies.....	\$ 0.00
TOTAL COST (School Charges) .....	\$ 3,500.00

\*Students must pay a registration fee prior to the first day of class.

\*\*Books and supplies are to be purchased by each student. The estimated cost of books is \$ 600.00

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

## BREAKDOWN BY COURSE

Course	Theory Hours	Lab & Clinical Hours	Total Hours
SCS101 - Florida State Laws & Regulations	4	0	4
SCS102 - Sanitation	10	0	10
SCS103 - Ethics	2	0	2
SCS104 - Basics of Electricity	2	0	2
SCS105 - Facial Techniques and Contraindications	50	0	50
SCS106 - Product Chemistry	8	0	8
SCS107 - Hair Removal	5	0	5
SCS108 - Makeup	1	0	1
SCS109 - Skin Theory, Disease, and Disorders of the Skin, including HIV/AIDS	67	0	67
SCS110 - Skin Care Clinical Training  <i>The Skin Care Clinical Training includes the following services:</i> <i>(a) 30 Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature</i> <i>(b) 1 Set up, use, and maintenance of electrical devices</i> <i>(c) 10 Hair removal, including tweezing, waxing, threading, and sugaring</i> <i>(d) 10 Makeup application for both daytime and nighttime looks</i> <i>(e) 2 Lash and brow tinting</i> <i>(f) 12 Eyelash application, individual lashes, and semi-permanent lashes</i> <i>(g) 6 Manual extractions</i>	0	71	71
<b>TOTALS</b>	149	71	220

## COURSE DESCRIPTIONS

### SCS101 – Florida State Laws and Regulations

This course presents an overview of the laws, rules and regulations that apply to a professional working as a facial specialist in Florida. By the end of this course, students will be able to comprehend the requirements for salons and inspections; be aware of the disciplinary proceedings and penalties for violations; understand the requirements through rules and regulations for license renewal; and know the fees and their disposition. Duration: 4 hours (lecture). Pre-requisite: None.

### SCS102 – Sanitation

This course instructs students in the use of chemical agents to disinfect implements and equipment to promote and protect good health and hygiene. By the end of this course students will be able to define terms and to describe and clarify bacteria in relationships to the spread of disease; as well as to describe four (4) methods of sanitation; and describe measures used to disinfect service areas. Duration: 10 clock hours (lecture). Pre-requisites: None.

**SCS103 – Ethics**

Students will be introduced to the requirements and regulations for starting and/or managing a business in skin care. Professional ethics and integrity are discussed, and regulations and office procedures are reviewed. Duration: 2 clock hours (lecture). Pre-requisites: None.

**SCS104 – Basics of Electricity**

This course is offered as part of the program as well as a continuing education credit/class. Completers receive CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 2 clock hours (lecture).

Pre-requisites: None.

**SCS105 – Facial Techniques and Contraindications**

The basic facial treatment protocol is studied in this course including the general routine and alternate methods depending on the client's needs. Students will be instructed in preparing the client pre- and post-treatment.

Duration: 50 clock hours (lecture). Pre-requisites: None.

**SCS106 – Product Chemistry**

This course instructs students on the effects of cosmetics and skin care products on the skin. Basic chemistry is fundamental in choosing the correct products for each client's skin type. Duration: 8 clock hours (lecture).

Pre-requisites: None.

**SCS107 – Hair Removal**

This course teaches students the hair growth cycle and methods of removing unwanted hair. Safety precautions are studied for each method of hair removal. Duration: 5 clock hours (lecture). Pre-requisites: None.

**SCS108 – Makeup**

Students will learn the different types of cosmetics and the proper application including color selection. The student will be trained in the identification of different facial types and the procedures for corrective makeup. Duration: 1 clock hour (lecture). Pre-requisites: None.

**SCS109 – Skin Theory, Disease, and Disorders of the Skin, including HIV/AIDS**

Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed, and appropriate treatment determined. This course includes the study of the structure and composition of tissue as well as the study of function of the skin. Students will be instructed in the effects that each service performed will have on the client's skin. This course also includes 4 hours of training on HIV/AIDS and other communicable diseases. Course completers are able to explain the causes of HIV/AIDS, hepatitis, tuberculosis, and other communicable diseases and how these diseases are spread; the dangers associated with these diseases; and how to avoid contamination from the diseases in the practice as a facial specialist. Duration: 67 clock hours (lecture).

Pre-requisites: None.

**SCS110 – Skin Care Clinical Training**

Students gain practical experience while conducting supervised practical hands-on applications of all subjects taught in program on fellow students and clients. Duration: 71 clock hours (practical). Pre-requisites: All theory classes of the program. Students are required to complete the services as listed below:

- a) 30 Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature
- b) 1 Set up, use, and maintenance of electrical devices
- c) 10 Hair removal, including tweezing, waxing, threading, and sugaring
- d) 10 Makeup application for both daytime and nighttime looks
- e) 2 Lash and brow tinting
- f) 12 Eyelash application, individual lashes, and semi-permanent lashes
- g) 6 Manual extractions

## ADMINISTRATION

- President and Chief Administrator Office - Sebastian Paramo
- Campus Director – José Álvarez
- Financial Director - Sebastián Paramo
- Financial Aid Director – Claudio Bettinelli
- Compliance Director – Migdalia Roldan
- Accreditation Liaison Officer – Jose Alvarez
- Director of Education – Deyanira Brunet
- Admissions Representatives - Sheyla Nunez, Kamila Castro, Yainieris Jova, Adrian Lamazares
- Student Services –Keylee Perez, Daibet Rondon, Jose Alvarez
- Placement Services – Keylee Perez, Jose Alvarez, Daibet Rondon
- Financial Services – Aniel Rodriguez

## FACULTY

### **Deyanira Brunet**

#### **Director of Education Medical Assistant Instructor**

Bachelor's in Science of Education, Institute Pedagogic Juan Marinello, Cuba  
Medical Assistant and Pharmacy Technician, Florida Vocational Institute (FVI), Miami

### **Katherine Bravo, MSN, FNP, RN**

#### **Patient Care Technician, Home Health Aide Instructor**

Master's in Science of Nursing  
Nova Southeastern University  
MSN/FNP, Florida  
BSN, Florida

### **Dayamis Guerra Basabe**

#### **Medical Assistant Instructor**

Bachelor's in Science of Nursing, Universidad de la Havana, Cuba,  
Medical Assistant Technician

### **Natalia Rougier**

#### **Medical Assistant Instructor/ Skin Care Instructor**

Doctor in Medicine, National University, Buenos Aires, Argentina  
Medical Assistant Diploma, ICR Florida Education, Miami  
Certified Medical Assistant  
Skin Care Specialist

### **Ambar Carmona**

#### **Skin Care Instructor**

Medical Assistant Diploma, ICR Florida Education, Miami  
Skin Care Specialist

### **Yaleisy Roman**

#### **Medical Assistant Instructor**

Doctor in Medicine, National University of Colombia, Colombia  
Certified Medical Assistant  
Certified Phlebotomy Technician

### **Judith Borrego**

#### **Medical Assistant Instructor**

Bachelor's in Science of Nursing, Universidad de la Havana, Cuba,  
Medical Assistant Technician

## ACADEMIC CALENDAR

PATIENT CARE TECHNICIAN		MEDICAL ASSISTANT		HOME HEALTH AIDE		SKIN CARE SPECIALIST	
Start Date	Anticipated End Date	Start Date	Anticipated End Date	Start Date	Anticipated End Date	Start Date	Anticipated End Date
12/11/23	8/5/24	1/22/24	10/16/24	1/15/24	2/8/24	4/01/24	6/7/24
2/6/24	10/1/24	2/19/24	11/13/24	2/12/24	3/7/24	6/7/24	8/15/24
3/5/24	10/29/24	3/18/24	12/11/24	3/11/24	4/4/24	8/19/24	10/31/24
4/15/24	12/9/24	4/29/24	1/22/25	4/8/24	5/2/24	11/4/24	1/16/25
5/13/24	1/6/25	5/28/24	2/20/25	5/6/24	5/30/24	1/20/25	4/3/25
5/15/24	1/8/25	5/29/24	2/21/25	6/3/24	6/27/24	4/7/25	6/19/25
5/20/24	1/13/25	6/3/24	2/26/25	7/1/24	7/25/24	6/23/25	9/4/25
6/24/24	2/17/25	7/1/24	3/26/25	7/29/24	8/22/24	9/8/25	11/20/25
8/12/24	4/7/25	7/29/24	4/23/25	8/26/24	9/19/24	11/24/25	2/5/26
9/9/24	5/5/25	8/26/24	5/21/25	9/23/24	10/17/24	2/9/26	4/23/26
10/21/24	6/16/25	9/24/24	6/19/25	10/21/24	11/14/24	4/27/26	7/9/26
11/18/24	7/14/25	10/28/24	7/23/25	11/18/24	12/12/24		
11/25/24	7/21/25	1/6/25	10/1/25	12/16/24	1/9/25		

**Important Note:** Class schedules are subject to change depending on enrollments. Current students will not be affected by any program change or cancellation. In the event of an emergency, closing due to inclement weather or natural disaster, the school will close as determined by the Miami Dade County Public School system.

## **HOLIDAYS**

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

**2024**

**Martin Luther King**

**Memorial Day**

**Independence Day**

**Labor Day**

**Veterans Day**

**Thanksgiving Week - Thursday, Friday**

**Christmas Recess – Dec 23, 2024, through - Jan 3, 2025**