

Catalog and Policies Manual 2022

Volume 2: Effective January 1, 2022 – December 31, 2022

Revision and Print Date: 5/26/2022

Table of Contents

GENERAL INFORMATION **Page 4**
History and Ownership
Mission Statement
School Objectives
Authorizations and Approvals
Office Hours and Holiday Schedule
Training Locations
Website, Email Address, and Social Media
Technology and Equipment Requirements
Facility

COURSE DESCRIPTIONS **Page 6 - 10**
Nursing Assistant Certificate
Patient Care Technician Certificate
EKG Technician Certificate
Phlebotomy Technician Certificate
Medical Assistant Certificate

COURSE SCHEDULES **Page 11**
Clock Hour Definition
Course Schedule Information
Individual Course Schedules
Academic Calendar

ADMISSIONS AND REGISTRATION **Page 14**
General Admissions Requirements
Criminal Background Checks
Registration Deadlines
Registration and Course Requirements
Blended Education Admissions Requirements

TUITION, FEES, AND FINANCIAL ASSISTANCE **Page 17**
Registration Fees
Tuition Fees
Accepted Payment Types
Certification Exam Fees
Replacement Fees
Payment Plans
Returned Check Policy
Financial Obligations and Assistance

REFUND POLICY **Page 19**

WITHDRAWAL POLICY **Page 20**
STUDENT AFFAIRS **Page 21**
Student Records and Privacy
Transcript and Student File Requests
Emergency Preparedness Procedures
Medical Liability and Insurance
Educational Planning and Employment
Orientation
GENERAL POLICIES AND PROCEDURES **Page 24**
Ethics Policy
Code of Conduct Rules and Regulations
Cell Phone and Office Phone Use
Infection Control
Nondiscrimination
Drugs and Alcohol
Smoking
Sexual Harassment
Dress Code
Grievance
Disability and Accessibility
ACADEMIC STANDARDS **Page 28**
Course Delivery Methods
Attendance and Tardy Policies
Satisfactory Academic Progress
Grades and Requirements for Course Completion
Academic Misconduct and Ethics Policy
Violations of Ethic Policy
Advanced Placement and Experiential Learning
Academic Transfer of Credits
Reference Materials and Resources
Graduation
Certification and Licensure
Student Support Services
VETERAN ADMINISTRATION ADDENDUM **Page 35**
STAFF ADMINISTRATION AND FACULTY **Page 36**

Life Solutions for Health
4798 Flat Shoals Parkway
Decatur, Georgia 30034
Office: 770-808-7788
Fax: 770-808-9688
www.lifesolutionsforhealth.com

GENERAL INFORMATION

History and Ownership

Life Solutions for Health, LLC was established in March 2011. It is privately owned and established as a LLC by a native of Decatur, Georgia with a vision to improve the education in surrounding communities by offering healthcare related skills leading to a career. These skills will lead an individual to advanced careers and provide gainful employment.

Mission Statement

Our mission is to empower students of diverse communities to provide quality of care and optimal clinical abilities in service of a variety of healthcare settings. Graduates will be able to function safely and efficiently to meet the needs for highly skilled allied health personnel. The administration and staff of Life Solutions for Health's training facility are committed to striving for excellence in today's changing healthcare society.

School Objectives

It is the goal of Life Solutions for Health to provide healthcare facilities with compassionate, dedicated, and trustworthy providers in this revolutionizing healthcare society. Through each of the offered programs, Life Solutions for Health aims to:

- Align training fundamentals with current market and industry demands
- Provide health education awareness to surrounding communities to improve healthy living and socioeconomic outcomes
- Equip students with the mental and technical competencies necessary to obtain certifications and positions in allied healthcare fields

Authorizations and Approvals

- Georgia Health Partnership, Alliant Health Solutions approved Nurse Aide Training program
- Georgia Nonpublic Postsecondary Education Commission (GNPEC) authorized EKG, PCT, Phlebotomy and Medical Assistant programs
- Veterans Administration (VA) approved benefits for covered individuals
- National Healthcareer Association (NHA) approved for National Exam Testing

Office Hours and Holiday Schedule

Administrative Office: Monday – Friday, 9:00am - 1:00pm (appointment only)

The school is open all year except for these holidays: New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas Day and Dec. 26th

Training Location

Decatur Main-Campus Location:

Life Solutions for Health
4798 Flat Shoals Parkway
Decatur, Georgia 30034
Office: 770-808-7788
Fax: 770-808-9688

Clinical Training Locations

Nursing Assistant:

- Signature Healthcare of Buckhead, 54 Peachtree Park Drive, NE, Atlanta, GA 30309
- Glenwood Health and Rehabilitation Center, 4115 Glenwood Road, Decatur, GA 30034

Medical Assistant

- Elevated Eyecare, 917 Jonesboro Road, McDonough, GA 30253
- Star Family Healthcare and Wellness Center, 34 Upper Riverdale Rd., Suite 100, Riverdale, GA 30274

Website, Email Address, and Social Media

Website: www.lifesolutionsforhealth.com
Email: lifesolutionsforhealth@gmail.com
Facebook: www.facebook.com/lifesolutionsforhealth/
Instagram: @lifesolutionsforhealth

Technology and Equipment Requirements

Facility is equipped with Wi-Fi connectivity that allows access to the Internet. Access to technology includes equipment that allows for emails, phone calls, and the use of online learning and interactive tools. All students, except for those enrolling into the Nursing Assistant program, must have a tablet, iPad, or laptop with internet capabilities. The institution's learning management system (LMS) uses a web-based system that requires a standard web browser. For students enrolling into blended courses, Life Solutions for Health requires electronic devices to meet or exceed specific hardware, operating system, and Internet specifications (see Blended Education Admissions Requirements).

Facility

The Life Solutions for Health training facility is located at 4798 Flat Shoals Parkway in Decatur, Georgia. It is properly lighted, heated, cooled, and ventilated throughout all common areas and classrooms. The building, lobby, offices, and restrooms are accessible for those students with physical disabilities. The grounds are well-maintained with ample parking and disabled-persons parking. Our facility is located in a safe area, and we take all reasonable steps to ensure student safety. As a non-residential facility, we do not provide housing for students. Life Solutions for Health is a smoke-free campus.

There are two combination lab/classrooms in our facility. One lab/classroom is dedicated to Nursing Assistant training. It contains a life-sized mannequin, patient bed, and general nurse aide supplies, including blood pressure cuffs, bedpans, and transfer belts. The second lab/classroom is used for the Phlebotomy Technician, EKG Technician, Patient Care Technician, and Medical Assistant training programs. Venipuncture supplies, including evacuated collection tubes and a variety of needle types, are available for Phlebotomy training. A microscope, a centrifuge, and medical charts are available for Medical Assistant students. In addition, there is a separate lab space with an exam table and EKG machine with leads for EKG Technician and Medical Assistant training. Class and lab areas are adequate, safe, and conducive to quality training. All equipment is up to date with current field requirements and is regularly inspected, well-maintained, and replaced as needed. Drinks and food are not allowed in lab areas, and students are responsible for cleaning up after themselves.

Course Descriptions

Nursing Assistant (NA) Certificate

Instructional Weeks: 4
Clock-Hours: 89
Delivery Method Offered: Residential

Course Objectives

The objective of this training program is to provide students with the knowledge and skills that are required to become a professional nursing assistant. The program curriculum is aligned with current community and industry demands, with an emphasis on applying patient care theory and hands-on training to real-world patient situations. The technical skills acquired in this program will allow students to successfully pass the Georgia Nurse Aide certification exam, and ultimately, obtain gainful employment as an entry-level nursing assistant. Upon successful completion, students will be able to:

- Provide physical and emotional support to patients in long-term care facilities and hospitals
- Implement patient care plan under the direction of LPN and RN staff
- Assist patients in performing activities of daily living (ADLs)
- Maintain patient privacy and confidentiality per facility and federal regulations
- Accurately collect and record vital signs, including pulse, respirations, and blood pressure

Course Description

This four-week program of study is designed to provide students with the knowledge and skills that are required to become a certified nursing assistant. The course provides a comprehensive introduction to the entry-level skills most commonly associated with being a skilled caregiver and nursing assistant. Students will be taught infection control precautions and professional guidelines as designated by applicable regulatory agencies, such as the Occupational Health and Safety Administration (OSHA), Center for Disease Control (CDC), the Department of Health and Human Services (HHS) with a specific focus on the Omnibus Budget Reconciliation Act 1987 (OBRA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Students will also learn to provide direct care to patients, through assistance with hygiene, grooming, mobility, and feeding. The curriculum also includes the accurate performance of measurement skills, in which students make vital signs determinations and document fluid intake/output and weight. Students will learn course material through lecture, textbook modules, and skills demonstrations. Students will be required to correctly perform 22 nursing assistant skills under faculty supervision. This course meets the Certified Nurse Assistant curriculum content requirements as specified by the Georgia Medical Care Foundation. Due to Georgia Health Partnership regulations, the class must be taught in English.

Program Length

Minimum of 89 hours of training, including classroom, lab, and clinical sessions, completed within 4 weeks

Credentials Earned and Certification

- Upon successful completion of this program and full payment of all tuition and fees, you will receive a Georgia Nurse Aide Certificate, which indicates your completion of a state-approved program. This certificate allows you to sit for the Georgia Nurse Aide Certification Exam given by Credentia.
- Upon passing both portions of the examination, you will receive the Certified Nursing Assistant (CNA) credential and your name will be listed on the Georgia State Registry website at www.mmis.georgia.gov approximately 3-5 days after passing the exam. You will receive your wallet-size State Certification card in the mail in approximately 3 weeks. Individuals must be actively placed on the GA registry in order to be employed as a Certified Nursing Assistant in the state of Georgia.

Course Descriptions

Patient Care Technician (PCT) Certificate – includes NA, EKG, & Phlebotomy

Instructional Weeks: 10
Clock-Hours: 185
Delivery Method Offered: Residential or Blended

Course Objectives

The objective of this training program is to provide students with the knowledge and skills that are required to become a professional patient care technician. The program curriculum is aligned with current community and industry demands, with an emphasis on applying advanced patient care theory and hands-on training to real-world patient situations. The technical skills acquired in this program will allow students to successfully pass the Georgia Nurse Aide and NHA certification exams, and subsequently, obtain gainful employment as an entry-level patient care technician, EKG technician, and/or phlebotomy technician. Upon successful completion, students will be able to:

- Accurately and safely perform blood collections, including routine venipuncture and dermal puncture, and point-of-care testing in adult patient populations
- Assess patient cardiac rhythms and rates through ECG interpretation and telemetry monitoring
- Deliver high-quality patient care in long-term care facilities, hospitals, and physician offices
- Collect and record routine vital signs, including pulse, respirations, and blood pressure
- Maintain patient privacy and confidentiality per facility and federal regulations

Course Description

This ten-week program of study is designed to provide students with the knowledge and skills that are required for to become a certified patient care technician. The Patient Care Technician is a multidisciplinary technical worker trained to perform duties traditionally performed by the staff from several different departments, such as nursing, phlebotomy, EKG and respiratory. The course curriculum emphasizes the development of critical thinking skills, as well as a comprehensive understanding of human anatomy and physiology, cardiopulmonary resuscitation, nutrition, diet therapy, disease processes, vital signs, observing and documenting changes in a resident's condition, legal and ethical considerations, mental health and psychosocial well-being of the elderly, use and care of mechanical devices and equipment, communication and interpersonal skills, and skills competency based on federal guidelines. Students will learn course material through lecture, PowerPoints, and textbook units. Students will apply learned theory in lab training by viewing demonstrations of clinical skills and performing skills under faculty supervision.

Program Length

185 hours of training, including classroom, lab, and clinical sessions, completed within 10 weeks

Credentials Earned and Certification

Upon successful completion of the PCT training program and full payment of all tuition and fees, students will receive a certificate of completion. Student will be eligible to take the Georgia Nurse Aide certification exam. **Students passing both portions of the exam will register for Patient Care Technician certification exam given by the National Healthcareer Association (NHA).** After passing both exams, student will be issued the following credentials: Certified Nursing Assistant (CNA) and Certified Patient Care Technician (CPCT).

Course Descriptions

EKG Technician Certificate

Instructional Weeks: 6
Clock-Hours: 48
Delivery Method Offered: Residential or Blended

Course Objectives

The objective of this training program is to provide students with the knowledge and skills that are required to become a professional EKG technician. The program curriculum is aligned with current community and industry demands, with an emphasis on applying heart rhythm interpretation theory and hands-on training to real-world patient situations. The technical skills acquired in this program will allow students to successfully pass the NHA certification exam, and ultimately, obtain gainful employment as an entry-level EKG Technician. Upon successful completion, students will be able to:

- Describe the anatomy and physiology of the heart and sequences of electrical conduction
- Recognize the signs and symptoms of cardiopulmonary compromise
- Maintain essential EKG equipment and supplies
- Accurately perform electrocardiogram diagnostic tests to assess patient cardiac rhythms and rates
- Maintain patient privacy and confidentiality per facility and federal regulations

Course Description

This six-week program of study is designed to provide students with the knowledge and skills that are required to become a certified EKG Technician. The EKG (Electrocardiograph) Technician is one of the first people to assist patients experiencing cardiac symptoms. A well-trained EKG technician is a critical member of the patient care team and can employed in emergency rooms, hospital-based cardiology clinics, and private physician offices across the country. EKGs are also performed before and after operations, during heart disease, when patients are experiencing chest pains, and when the doctor deems it necessary. The EKG Technician training program at Life Solutions for Health utilizes industry-relevant practices and resources to train students in performing EKG diagnostic tests. The curriculum emphasizes all aspects related to the career field; areas of study include, but are not limited to: anatomy and physiology, electrophysiology of cardiac cells and the heart's conduction system, sinus mechanisms, atrial/ventricular rhythms, dysrhythmias, and an introduction to the 12-lead EKG. The certificate program includes theory through PowerPoint lectures and textbook modules. Hands-on instruction during lab sessions allows students to apply course knowledge by using rhythm strips to capture patient heart rhythms and rates.

Program Length

48 hours of training, including classroom and lab sessions, completed within 6 weeks

Credentials Earned and Certification

Upon successful completion of the EKG training program and full payment of all tuition and fees, you will receive a certificate of completion. Student will be eligible to take the National Healthcareer Association (NHA) Examination for the Certified EKG Technician (CET) credential.

Course Descriptions

Phlebotomy Technician Certificate

Instructional Weeks: 6
Clock-Hours: 48
Delivery Method Offered: Residential or Blended

Course Objectives

The objective of this training program is to provide students with the knowledge and skills that are required to become a professional phlebotomy technician. The program curriculum is aligned with current community and industry demands, with an emphasis on applying blood and body fluid collection theory and hands-on training to real-world patient situations. The technical collection and processing skills acquired in this program will allow students to successfully pass the NHA certification exam, and subsequently, obtain gainful employment as an entry-level phlebotomy technician. Upon successful completion, students will be able to:

- Describe proper handling, transport, and processing standards for blood and body fluids
- Accurately and safely perform blood collections, including routine venipuncture and dermal puncture, and point-of-care testing in adult patient populations
- Identify the appropriate needle types and special collection procedures for clinical situations
- Deliver high-quality patient care through quality phlebotomy and the observance of legal considerations
- Maintain patient privacy and confidentiality per facility and federal regulations

Course Description

This six-week program of study is designed to provide you with the knowledge and skills that are required for you to become a certified phlebotomy technician. Phlebotomists typically work in concert with clinical laboratory personnel and other healthcare providers to collect and process blood and body fluids. Phlebotomists work in hospitals, laboratories, and other healthcare facilities. The Phlebotomy Technician program curriculum educates students on current and relevant industry-related competencies. Areas of study include, but are not limited to: venipuncture procedure, safety, quality assurance, isolation techniques, venipuncture complications, definitions, lab test profiles, patient care areas, other specimen collections, specimen processing, test combinations, skin punctures, POCT, professional ethics, malpractice, certification, and licensure. Students will learn course material through lecture and PowerPoints. Students will apply learned material in lab training by viewing demonstrations of lab skills and collecting blood specimens under faculty supervision. Through classroom work and skills lab training, students learn to collect blood specimens by venipuncture, finger sticks, and heel sticks. Upon successful completion, students are prepared to sit for the NHA National Certification Exam.

Program Length

Minimum of 48 hours of training, including classroom and lab sessions, completed within 6 weeks

Credentials Earned and Certification

Upon successful completion of the Phlebotomy Technician program and full payment of all tuition and fees, you will receive a certificate of completion. Graduates will be eligible to take the National Healthcareer Association (NHA) Examination for the Certified Phlebotomy Technician (CPT) credential.

Course Descriptions

Medical Assistant (MA) Certificate

Instructional Weeks: 33
Clock-Hours: 720
Delivery Method Offered: Blended

Course Objectives
The objective of this training program is to provide students with the knowledge and skills that are required to become a professional clinical medical assistant. The program curriculum and resources are aligned with current community and industry demands, with an emphasis on applying advanced patient care theory and hands-on training to real-world patient situations. Students will work alongside physicians and licensed nursing staff to explore practical applications of medical assistant competencies. The clinical and administrative technical skills acquired in this program will allow students to successfully pass the NHA certification exam, and subsequently, obtain gainful employment as an entry-level clinical medical assistant. Upon successful completion, students will be able to:

- Assist during patient intake, physical examinations, and patient screening procedures
- Obtain and record patient vital signs and medical histories
- Properly collect and manage laboratory blood and body fluid specimens
- Assess patient cardiac rhythms and rates through 12-lead ECG interpretation and telemetry monitoring
- Administer vaccinations, injections, and medications under the direction of ordering providers
- Create and maintain patient health records while coordinating billing and coding practices
- Maintain patient privacy and legal boundaries in accordance with facility and federal regulations

Course Description
This 33-week program of study is designed to provide you with the knowledge and skills that are required for you to become a certified clinical medical assistant. Medical Assistants typically work as advanced patient caregivers in concert with clinical laboratory personnel and other healthcare providers in clinics or other healthcare facilities. The Medical Assistant program trains students for positions as advanced patient caregivers, with an emphasis on educating students to: collect blood and process blood and body fluids, perform medical front and back-office tasks, and perform clinical procedures under the supervision of a physician or nurse practitioner. This program expands the traditional role of the nursing assistant and the patient care technician, providing a broad foundation of knowledge and skills to be applied to the care of the patients in physician offices and urgent care centers. Through interactive classroom work and skills lab training, students learn to collect blood specimens by venipuncture, finger sticks, and heel sticks, perform vision and hearing screening, administer injections, conduct EKG monitoring, and perform administrative duties and procedures. Upon successful completion, students are prepared to sit for the NHA national certification exam.

Program Length
Minimum of 720 hours of training, including classroom, lab sessions, and externship, completed within 8 months.

Credentials Earned and Certification
Upon successful completion of the Medical Assistant training program and full payment of all tuition and fees, you will receive a certificate of completion. Graduates will be eligible to take the National Healthcareer Association (NHA) Examination for the Certified Clinical Medical Assistant (CCMA) credential.

COURSE SCHEDULES

Clock Hours

A clock hour is defined as a minimum of 55 minutes of supervised or directed instruction in any 60-minute period.

Program Name	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours
Nursing Assistant	30	34	25	89
Patient Care Technician	78	82	25	185
EKG Technician	24	24	-	48
Phlebotomy Technician	24	24	-	48
Medical Assistant	200	200	320	720

Course Schedule Information

All class schedules are subject to change. Detailed schedules for specific courses are available upon request and at the time of registration. Updated schedules may be viewed on our website lifesolutionsforhealth.com. The scheduled class end date may be extended due to circumstances beyond our control, such as clinical site availability, inclement weather, or instructor illness. Alternate clinical sites are available in the event of potential closures in order to avoid class disruption and delays in class completion. Students will be notified of class cancellations by phone and email in the event of inclement weather and instructor illness.

Program Name	Day Schedule	Evening Schedule	Weekend Schedule
Nursing Assistant	9:00am – 1:20pm	5:30pm – 9:50pm	9:00am – 5:30pm
Patient Care Technician	See individual course schedules		
EKG Technician	9:00am – 1:20pm	5:30pm – 9:50pm	N/A
Phlebotomy Technician	9:00am – 1:20pm	5:30pm – 9:50pm	9:00am – 1:20pm
Medical Assistant	N/A	5:30pm – 9:50pm	N/A

Nursing Assistant

Day and evening classes meet Monday through Friday for three (3) weeks. Clinical is conducted on the weekends for three (3) days, on Saturday, Sunday and the following Saturday after the end of the program. The program is eighteen (18) days total to be completed in four (4) weeks. Day classes are held from 9:00am – 1:20pm, with a 20-minute lunch break. Evening classes are held from 5:30pm – 9:50pm, with a 20-minute lunch break. Clinical is scheduled for 6:45am – 3:15pm.

Weekend classes meet every Saturday for eight (8) weeks. Clinical is conducted on Saturdays for three (3) weeks following classroom instruction. The program is eleven (11) days total to be completed in eleven (11) weeks. Weekend classes are held from 9:00am – 5:30pm, with two 20-minute breaks. Clinical is scheduled for 6:45am – 3:15pm.

Patient Care Technician

The Patient Care Technician program consists of the Nursing Assistant, Phlebotomy Technician, and EKG Technician classes. Students complete the Nursing Assistant course first, followed by either the EKG or Phlebotomy course. Course offerings follow the general schedules of the individual courses. The Patient Care Technician program is to be completed in 10 weeks.

The Nursing Assistant course is held Monday through Friday from 9:00am - 1:20pm or 5:30pm – 9:50pm for three (3) weeks. Three (3) clinical days follow the end of the course, on the Saturday, Sunday, and Saturday following class. EKG Technician and Phlebotomy Technician classes are scheduled for Monday through Thursday from 9:00 am – 1:20pm or 5:30 pm - 9:50 pm for six (6) weeks. Schedules for specific classes are available upon request.

EKG Technician

The residential EKG Technician course is held on Mondays and Wednesdays from 9:00am – 1:20pm. The program is twelve (12) days total to be completed in six (6) weeks.

Blended:

Students will meet with the instructor on the Zoom app at every scheduled class session. Student will meet online for instruction for Day 1 through Day 10. Students will return in-person for class instruction on Day 11 and Day 12 from 9am to 1pm. Class concludes on Day 12 with the final exam, resume building, and presentation of a certificate of successful completion. Attendance will be monitored daily by the instructor with face-to-face online instruction. Logging on after class has started is considered tardy for class. Online class schedule is Monday and Wednesday from 5:30pm – 9:50pm.

Phlebotomy Technician

The residential Phlebotomy Technician course is held on Tuesdays and Thursdays from 9:00am – 1:20pm or 5:30 – 9:50PM. The program is twelve (12) days total to be completed in six (6) weeks.

Blended:

Students will meet with the instructor on the Zoom app at every scheduled class session. Student will meet online for instruction for Day 1 through Day 10. Students will return in-person for class instruction on Day 11 and Day 12 from 9am to 1pm. Class concludes on Day 12 with the final exam, resume building, and presentation of a certificate of successful completion. Attendance will be monitored daily by the instructor with face-to-face online instruction. Logging on after class has started is considered tardy for class. Students that require additional lab time to obtain the required 40 sticks will be able to do so at no additional cost, considering their average is 75% or higher, they pose no safety concerns to self or others, and attendance requirements have been met. Students will join the current Phlebotomy class in session to obtain any needed capillary and venipuncture sticks. Lab sticks will be required to be obtained within 30 days of completion of lecture. Online class schedule is Tuesday and Thursday from 5:30pm – 9:50pm.

Medical Assistant

The Medical Assistant program operates in a blended format. The class meets Monday through Thursday from 5:30 – 9:50PM for twenty-five (29) weeks. The course will be instructed virtually on Mondays and Wednesday, with in-person lab instruction and assessments on Tuesdays and Thursdays. Students complete eight (weeks) at a designated externship site following classroom instruction. Externships are attended Monday through Friday from 8:30 – 5:30PM, or according to designated facility scheduling. Students are expected to complete forty (40) hours at their externship site per week for an eight (8) week completion timeline.

ACADEMIC CALENDAR

Academic Year (AY): **2022**

*Last Course Offering for AY

Spring 2022

New Year's Day (No Classes)	**Jan. 1**
MA Start	Jan. 10
NA Start	Jan. 10
MLK Day (No Classes)	**Jan. 17**
President's Day (No Classes)	**Feb. 15**
Phlebotomy Start	Feb. 5
NA Start	Feb. 7
EKG Start	Mar. 7
Phlebotomy Start	Mar. 15
Good Friday (No Classes)	**Apr. 2**
EKG Start	Apr. 4
Phlebotomy Start	May 3
Memorial Day (No Classes)	**May 31**

Summer 2022

Phlebotomy Start	Jun. 4
NA Start	Jun. 6
EKG Start	Jun. 6
NA Start	Jul. 11

Fall 2022

MA Start*	Aug. 8
NA Start	Aug. 15
Phlebotomy Start	Aug. 16
Labor Day (No Classes)	**Sep. 6**
NA Start	Sep. 12
Phlebotomy Start	Sep. 17
EKG Start	Sep. 26
NA Start*	Oct. 31
Phlebotomy Start*	Nov. 1
EKG Start*	Nov. 7
Thanksgiving Break (No Classes)	**Nov. 25 - 26**
Holiday Break (School Closed)	**Dec. 19 - 30**

ADMISSIONS AND REGISTRATION

All programs require a General Education Diploma (GED) or a High School Diploma. Additionally, all applicants must complete an interview with a school representative to determine desire, ability, and commitment, receive a tour of the campus, review the school catalog, and complete and sign the course enrollment agreement. For identification verification purposes, a valid social security card document AND government-issued ID must be received by Life Solutions for Health at the time of registration. It is required that the listed first and last names match each other (unless proof of authorized name change is presented) and are spelled correctly.

General Admissions Requirements

1. 17 years of age or older
2. Ability to read, write, and speak English (All programs are taught in the English language.)
3. Valid and government issued driver's license, U.S. passport, state ID card, or U.S. military ID
4. Valid social security card
5. Clear criminal background check
6. Provide High School Diploma/GED or equivalent
    a. We will accept a high school diploma, GED diploma, high school transcript showing graduation, or a college transcript within thirty (30) days of a student's start date. The college transcript must evidence completion of at least two (2) years of coursework towards a bachelor's degree.
    b. We will also accept a signed attestation of graduation if you are unable to provide evidence of one of the previously mentioned documents. This form must be completed at the time of registration and maintained in the student's file. A member of the administration will verify the high school or program was approved by the applicable governing or state approval agency and accrediting body (recognized by the U.S. Secretary of Education or by the Council on Higher Education Accreditation). This verification must occur within thirty (30) days of a student's start date.
7. Negative COVID test or COVID vaccination record*
    a. The negative COVID test must be recent and obtained within one (1) week prior to a student's start date.
    b. The COVID vaccination record must confirm receipt of at least two (2) doses of the Moderna or Pfizer vaccine or one (1) dose of the Johnson-Johnson vaccine.
    c. The negative COVID test or vaccine record must be submitted to the school on or before the student's first day of class. Students will be unable to attend the program without proof of full COVID vaccination or a recent negative COVID test.
    d. *Effective May 19, 2022, Nursing Assistant students must be fully vaccinated prior to the start of clinical.

Criminal Background Checks

All students must submit a criminal background check dated within 30 days prior to a program's scheduled start date. Students may elect for Life Solutions for Health to conduct a report from www.informationondemand.com for a fee of $20.00. A consent form must be on file for the school to perform a background check. A felony conviction makes you ineligible for admission into our programs. Certain felony charges and misdemeanors are also considered ineligible offenses to enter our program. Ineligible offenses are charges or convictions pertaining to violent crimes and/or crimes against another person or child.

Registration Deadlines

In-person registrations are accepted up until the business day prior to a program's scheduled start date or until the class is filled. Online registrations are accepted up until five (5) days prior to a program's scheduled start date, at which time the school must receive all registration documents. Class sizes are limited to twelve (12) students, so it is imperative that students register early to reserve their place in the program of choice. Class spaces are filled on a first come, first served basis, and Life Solutions for Health will not "hold" a class space for a student. After a class is full, subsequent applicants may choose to be placed on a waiting list or select a different class date.

Registration and Course Requirements

All enrolling students must read and complete an enrollment agreement and course contract at the time of registration. An understanding of these agreements also implies the student's ability to perform the physical duties of their selected program, including but not limited to, standing, walking, bending, and lifting. Expecting mothers enrolled in the Phlebotomy Technician, Patient Care Technician, or Medical Assistant program must obtain a clearance letter from their physician in order to participate in any venipuncture procedures. Students are made aware of their program-specific materials and requirements at this time and must sign stating their understanding. In addition to the general admissions requirements, students must secure all course-specific requirements and materials by their first day of training.

The following are required by the first day of Nursing Assistant training:

- Documentation of a negative PPD skin (TB-skin) test or chest x-ray
    - If your test is positive or if you have ever had a positive PPD test reading, you will be required to have a chest x-ray. Student is responsible for the cost of the x-ray.
    - TB skin test results must be dated within 6 months prior to the scheduled start date.
- Tuition training fee paid-in-full or signed payment plan agreement
- Uniform: white scrub set, watch with a second hand, clinical tennis shoes
- Clear purse, bag, or backpack to hold materials (e.g., pens/pencils, notebook, highlighters)

The following are required by the first day of Patient Care Technician training:

- Documentation of a negative PPD skin (TB-skin) test or chest x-ray
    - If your test is positive or if you have ever had a positive PPD test reading, you will be required to have a chest x-ray. Student is responsible for the cost of the x-ray.
    - TB skin test results must be dated within 6 months prior to the scheduled start date.
- Documentation of hepatitis B immunization records or declination form
- Tuition training fee paid-in-full or signed payment plan agreement
- Uniform: white and light blue scrub sets, watch with a second hand, clinical tennis shoes
- Clear purse, bag, or backpack to hold materials (e.g., pens/pencils, notebook, highlighters)
- Laptop or iPad tablet

The following are required by the first day of EKG Technician training:

- Tuition training fee paid-in-full or signed payment plan agreement
- Uniform: dark green scrub set, watch with a second hand, tennis shoes
- Clear purse, bag, or backpack to hold materials (e.g., pens/pencils, notebook, highlighters)
- Laptop or iPad tablet

The following are required by the first day of Phlebotomy Technician training:

- Documentation of hepatitis B immunization records or declination form
- Tuition training fee paid-in-full or signed payment plan agreement
- Uniform: navy blue scrub set, watch with a second hand, tennis shoes
- Clear purse, bag, or backpack to hold materials (e.g., pens/pencils, notebook, highlighters)
- Laptop or iPad tablet

The following are required by the first day of Medical Assistant training:

- Entrance exam score of 80% or higher (to be completed at registration)
- Documentation of a negative PPD skin (TB-skin) test or chest x-ray
    - If your test is positive or if you have ever had a positive PPD test reading, you will be required to have a chest x-ray. Student is responsible for the cost of the x-ray.
    - TB skin test results must be dated within 6 months prior to the scheduled start date.
- Documentation of hepatitis B immunization records or declination form
- Tuition training fee paid-in-full or signed payment plan agreement
- Uniform: gray scrub set, watch with a second hand, clinical tennis shoes
- Clear purse, bag, or backpack to hold materials (e.g., pens/pencils, notebook, highlighters)
- Laptop or iPad tablet

Blended Education Admissions Requirements

In addition to meeting all general admissions and course requirements, students applying for admission to blended courses must provide proof of residence in Georgia. Students must have access to a working desktop computer, laptop, or tablet device and meet all technical requirements. The course learning management system (LMS) cannot be accessed on a smartphone. Students will participate in a scheduled online orientation prior to the first day of class. Student participation expectations and explanations of the processes of Elsevier LMS and Zoom activities are discussed. During this orientation, integrity and honest will also be discussed with an overview of the learning environment.

To ensure student satisfaction and success with the blended learning experience, Life Solutions for Health requires electronic devices to meet or exceed the following hardware, operating system, and Internet specifications:

- Reliable internet access
- Functioning speakers, microphone, and webcam (internal or external)
- Zoom account
- Browsers: the latest version of Firefox, Chrome, Edge, or Safari 14
- Operating Systems: Windows 7+, MacOS
- Hardware and Devices: desktop, laptop, iPad iOS 7.0 or later, android tablet OS 4.0 or later

TUITION, FEES, AND FINANCIAL ASSISTANCE

Registration Fees

$20 Background Check Fee (Non-Refundable and Non-Transferable)
$100 Application Fee (Non-Refundable and Non-Transferable)-Excludes NA program application
$185 Deposit for Nursing Assistant program
$400 Deposit for Medical Assistant program

Tuition Fees

$875 Nursing Assistant
$875 EKG Technician (Residential)
Blended: $1,375 ($250 Technology Fee/$250 Administrative Fee)
$1,050 Phlebotomy Technician (Residential)
Blended: $1,550 ($250 Technology Fee/$250 Administrative Fee)
$2,500 Medical Assistant
$2,800 Patient Care Technician (Residential)
Blended: $3,800 ($500 Technology Fee/$500 Administrative Fee)

Tuition Fee for NA Includes:

- Textbooks and materials
- All supplies for clinical skills training
- American Heart Association BLS CPR Course

Tuition Fee for EKG includes:

- Textbook and materials
- Supplies needed to complete ten (10) EKG rhythm strips

Tuition Fee for Phlebotomy includes:

- Textbook and materials
- Supplies needed to complete forty (40) blood draws

Tuition Fee for MA includes:

- Textbooks and materials
- Supplies needed to complete EKG rhythm strips and blood draws
- Supplies needed for clinical skills training

Tuition Fee for PCT (includes NA, EKG, & Phlebotomy) includes:

- Textbooks (3) and class materials
- American Heart Association BLS CPR Course
- All class supplies including supplies needed to complete forty (40) blood draws and ten (10) rhythm strips

Accepted Payment Types

We accept money orders, corporate checks (payable to Life Solutions for Health), PayPal, cash, and credit/debit cards. Cash payments must be made in exact amounts and are only accepted at registration.

Certification Exam Fees

Fees for certifications exams are not included in the listed program tuition fees and are paid directly to the credentialing agency (Credentia or NHA) following course completion.

$112 Nursing Assistant (CNA)
$117 EKG Technician (CET)
$117 Phlebotomy Technician (CPT)
$155 Medical Assistant (CCMA)
$155 Patient Care Technician (CPCT)

Additional Fees (Replacement Items)

- Nursing Assistant textbook: $25
- Patient Care Technician textbook: $85
- Phlebotomy Technician textbook: $75
- EKG Technician textbook: $75
- Medical Assistant textbook: $100
- Student Packet or Syllabus: $5

Payment Plans

Students have the option of paying the total tuition fee in full at the time of registration or on the first day of class. Students may also elect to use a payment plan for the tuition fee. A Payment Plan Agreement must be signed by the student, prior to the beginning of class or on the first day of class. Weekly plan payments are due every week on the first scheduled day of class and no later than thirty (30) minutes prior to the scheduled class start time. The minimum weekly payment amount is listed below:

Program	Payment Amount per Week
Nursing Assistant	$230
EKG Technician	$175
EKG Technician (Blended)	$275
Phlebotomy Technician	$210
Phlebotomy Technician (Blended)	$310
Medical Assistant	$150
Patient Care Technician	$350
Patient Care Technician (Blended)	$475

Returned Checks

There is a $35.00 returned check fee if a check is presented to our bank and returned for insufficient funds. Fees must be brought current prior to continuing training. In the event of a returned check, future payments will be required to be made by an alternative method.

Financial Obligations

Any student delinquent in the payment of any financial obligation may be dropped from class and will not be allowed to register for another class until such delinquency is removed from their account. The student will not be issued a certificate of completion, grade reports, transcripts or any other student records and will not have their enrollment status/information released to any third-party. Any student receiving notice that their status has been placed on hold should immediately contact the administrative office.

Note: A certificate of completion is required in order for the student to be eligible to take certification exams. Failure to satisfy financial obligations and receive a certificate of completion within one year may result in loss of eligibility for the Certified Nursing Assistant exam.

Financial Assistance

As a private training faculty, our programs are not currently eligible for payments through the HOPE or Pell scholarship programs. External funding is available through the Workforce Opportunity Investment Act (WIOA). The WIOA program is a federal grant that covers training and credentialing expenses for individuals who have been laid off from employment, receive food stamps, are displaced homemakers, are formally self-employed, or whose household income is at or below the federal poverty level. Life Solutions for Health is an approved training provider, offering WIOA assistant for all programs, excluding the Medical Assistant training program. For more information, please visit atlworks.org/job-seekers/ or lifesolutionsforhealth.com/financial-aid.

REFUND POLICY

All refunds shall be made without requiring a request from the student and within forty-five (45) days of the date that the institution terminates the student or determines withdrawal by the student. If the school cancels a class or program after the start of class, students will be refunded 100% of paid tuition and fees to the school. All refunds will be made by the original method of payment (e.g., debit/credit, PayPal). Cash payments will be refunded onto the student's debit or credit card. Non-refundable deposits, application fees, and background check fees are not considered in the institutional refund policy.

Refunds for Classes Canceled by the Institution:

If tuition and fees are collected in advance of the start date of the program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within forty-five (45) days of the planned start date.

Refunds for a student that does not start class or withdraws within three days of signing the contract:

If tuition and fees are collected in advance of the start date and the student does not begin class, 100% of the tuition and fees collected will be refunded. The refund will be made within forty-five (45) days of the class start date.

Refunds for Withdrawal after Class Commences and more than three (3) business days after signing contract:

(i) Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program.

(ii)If a student withdraws after completing 50% of the program, no refund of tuition is required.

WITHDRAWAL POLICY

Life Solutions for Health aims to support every enrolled student in meeting all course competencies and successfully completing their program. However, any number of circumstances may lead a student to withdraw from a training program. The sole responsibility to officially withdraw from the institution lies with the student. Any student who wishes to withdraw from a program must submit a written request (e.g., email communication, letter) to the Program Coordinator and/or Administrator; the withdrawal notification must include the student's full name and the reason for withdrawal. The date of withdrawal will be documented as the date that the student provides written confirmation of their withdrawal. Based on this date, a withdrawal calculation will be made according to the institutional refund policy (*see Refund Policy*). The student's final grade will be calculated based on the student's academic performance up until the official withdrawal date.

In the event that a student does not provide a written request for withdrawal, the instructor may issue a final grade of F, and the administration will determine an effective date of withdrawal to be the earliest of the following:

- The last date of academically related activity and attendance
- Date student did not return from an approved absence
- Date of termination by school as determined by failure to maintain satisfactory academic progress; failure to abide by code of conduct rules and regulations; failure to meet financial obligation to the school; and/or excess of absences as established by the institution.

Leave of Absences

A leave of absence (LOA) is a temporary interruption in and postponement of a student's program of study. Any student wishing to request a LOA must submit a written request (e.g., email, letter). The written request must be given from the student and include the student's name, the request date, and the reason for the leave of absence. LOAs are granted on a case by case basis and must be approved by the Program Coordinator. The Program Coordinator has final say about the approval or denial of the request but will obtain feedback about the student's case the Academic Success Coordinator and course instructor. The institution will not assess any additional charges while the student is on LOA. The following criteria are minimum requirements for an approved LOA:

- The student must continue the program at the point in which they started the LOA.
- The student request for a LOA cannot exceed more than 120 days.
- The student must provide reasonable expectation that they will return at the approved date.

In the case of an early return from the LOA, the return date will become the new approved return date and will be documented as such. If a student does not return from the LOA on the approved date, the student will be withdrawn from the program of study, with the withdrawal date being the last date of academically related activity and attendance.

No-Show Policy

The definition of a "no-show" is:

- A student who is registered for a class and does not attend at least one class session during the first week of class, or
- A student who is registered for a blended course and does not materially participate in the online learning environment during the first seven days of the class.

Any student reported as a "no-show" by an instructor will be administratively removed from that class and will not be eligible for reinstatement in the current course offering.

STUDENT AFFAIRS

Student Records

Student records, both electronic and paper, are stored securely at our Decatur office. Student records are maintained in a manner to prevent the risk of loss. Life Solutions for Health is responsible for the accurate and confidential maintenance of student records. Transcripts of educational records will contain only information pertaining to academic status. Disciplinary action may be recorded in cases where it affects the student's eligibility to register. Disciplinary and counseling file records will be maintained separately from academic records and will not be available to unauthorized persons.

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's records within 45 days of the day the school receives a request for access. Students should submit written requests to Life Solutions for Health that identifies the record(s) they wish to inspect. Life Solutions for Health will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. Students should submit a written request to Life Solutions for Health, clearly identifying the part of the record they want changed and stating specifically why it is inaccurate or misleading. If the school decides not to amend a record as requested by the student, the school will notify the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of this right.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research position or support staff position (including law enforcement personnel and health staff): a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent): a person serving on the Grievance Committee; or a student serving on a grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Life Solutions for Health to comply with requirements of FERPA. The name and address of the office that administers FERPA is:
    - Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

Transcript and Student File Requests

Students are entitled to review their file or obtain copies of file documents, with a written notice of two (2) business days and proof of identity. There is a $5 fee applied for copies of file documents. File documents will not be issued to a student whose record indicates financial obligation to the school.

Emergency Preparedness Procedures

Life Solutions for Health takes satisfaction in providing a safe and healthy atmosphere for student learning. While Life Solutions for Health will inform students about campus security procedures on the first day of class, students are encouraged to be responsible for their own security and the security of others. Faculty and staff are provided with emergency preparedness training during initial orientation and annually thereafter, with newly adopted procedures being discussed at quarterly staff meetings. All employees are required to remain abreast of emergency procedures in order to orient all enrolled students by the end of the first day of training. In the event of a threatening or emergency situation, the following emergency preparedness procedures should be followed:

Inclement Weather: In the event of inclement weather, such as snow, ice, flooding, etc., Life Solutions for Health will close when local county and/or city school systems are also closed. The institution's voicemail message will be updated to indicate a temporary facility closure, and there will be an update of school closings on the FOX-5 and WSB-TV local news channels. In the event of a tornado warning, students should move to a predetermined safe area within the facility, following the directions of instructors and staff. A student who believes that they will endanger themself by coming to class will not be penalized for the absence. When training is delayed or cancelled, the time must be made up prior to the completion of class. Every effort will be made to plan the make-up class for a day when the student is available. However, scheduling conflicts may result in the student completing training with the next scheduled class.

Fire Emergency and Evacuation: Life Solutions for Health office has a fire extinguisher, first aid kit, and posted safety rules throughout the facility. All staff members of Life Solutions for Health are American Heart Association CPR/AED and First Aid trained. Students must observe all safety rules, follow universal health precautions, and adhere to all safety instructions provided by the instructor, including the use of safety equipment when required. Any problems with or defects in equipment or otherwise unsafe conditions must be reported immediately to the instructor AND Program Coordinator. In the event of a fire on campus, all students and staff members will be alerted and should immediately vacate the building. Faculty and/or staff will call 911 and alert local authorities. The designated meeting point following evacuation is located at the Bruster's building directly in front of the campus. Once outside the building, students and staff should proceed to the meeting point, where attendance will be taken to ensure that all persons have cleared the building. Individuals should not return to the building until the "all clear" announcement is given by the fire department and a school official.

Lockdown: A campus lockdown is initiated in response to a violent crime or similarly dangerous situation on or near the campus in which remaining inside the building is the safest course of action. Faculty and staff will inform students of this situation by issuing a verbal "Lock Down" signal. All instruction will stop, and students/staff will proceed into one classroom by locking and barricading the door. All persons should remain quiet and calm during this time. Staff and students will secure the exterior doors until the situation is resolved by local authorities. Once the situation is deemed safe, a staff member will issue a verbal "All Clear" signal to the students, upon which instruction and office work may continue.

Serious Illness: All serious illnesses and injuries incurred on campus premises should be reported immediately to the administration. 911 should be contacted for the individual(s) to receive emergency attention and to be transported to the nearest hospital. In the case of serious student injury or illness, the student's designated emergency contact will be notified by a school official. A physician or licensed provider's excuse will need to be presented to the administration to return to class.

Media Relations and Communications: In the event of any of the aforementioned emergency concerns or other threatening situations, Life Solutions for Health will issue a report in a timely manner to all students, staff, and the campus community. Once the situation has been confirmed by the administration, the CEO will coordinate with local law enforcement and immediately send notification via email, social media, and local news media outlets. The CEO and Administrator (if the CEO is unavailable) are the designated points of contact who may address the media and all other interested parties during or immediately after the emergency incident. Any student present on campus will also receive verbal notification of any emergency situation that presents a threat to students while on campus. The information to be included in the notification will be the nature and location of the potential or existing threat, the safety status of returns to campus, information on class cancellations or postponements, and contact information for inquiries of emergency procedures. Notifications will be released without delay, unless otherwise indicated by official law enforcement and emergency authorities.

Medical Liability and Insurance

Life Solutions for Health does not offer medical insurance for students at our training facility or at clinical affiliate sites. Life Solutions for Health is not responsible for any and all costs associated with any injury or illness of a student. Life Solutions for Health is not liable for any injury or loss resulting from participation in Life Solutions for Health training. Students who enroll in Life Solutions for Health programs agree to hold harmless Life Solutions for Health and all its representatives, as well as participating host facilities and their representatives, for any injuries for all reasons arising out of or in any relation to training. Students sign a waiver of liability agreement to this policy upon registration. All Life Solutions for Health students in the NA, PCT, EKG Technician, and Phlebotomy Technician programs are covered during training under a blanket liability insurance policy.

Educational Planning and Employment

Individual assistance for educational planning is available upon request before registration, during training, and after course completion. Assistance includes career counseling and assessment, resume building, career development resources, referrals, and job market and salary information. Completion of training and subsequent certification prepares students for employment in a variety of medical facilities such as hospitals, private homes, doctor's offices, laboratories, schools, nursing homes, and assisted living facilities. Life Solutions for Health, LLC does not guarantee employment but will actively assist program graduates in obtaining entry-level job placement upon passing the certification exam.

Orientation for Class

Life Solutions for Health offers regularly scheduled, free orientation sessions for prospective students. Orientation session attendance is not required but is highly recommended. Orientation dates are listed on our website at www.lifesolutionsforhealth.com. Orientation will include the opportunity to:

- Learn about academic programs and facility policies
- Tour training facility
- Review textbook/e-book and training equipment
- Meet instructors and/or staff
- Learn about available student services
- Register for upcoming courses

GENERAL POLICIES AND PROCEDURES

Ethics Policy

Life Solutions for Health provides adult education programs in allied healthcare training and recognizes its responsibility to provide an atmosphere conducive to learning and personal growth. Classes are provided in a professional setting to promote a quality training experience for all students and to maintain patient safety. Students are expected to take responsibility for their learning and behavior and to treat fellow students, instructors, and staff with respect. In addition, students have a responsibility to abide by the rules and regulations listed below. The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, per the judgment of Life Solutions for Health instructors or staff, appropriate disciplinary action will be taken in the event of disruption of class activities due to a student's conduct. The disciplinary action policy is intended to provide an orderly protocol for handling disciplinary cases, in accordance with processes of justice.

Code of Conduct Rules and Regulations

Students are subject to disciplinary sanctions based upon findings of the following misconduct:

- Ridiculing, bullying, or excluding other students
- Excessive tardiness or absenteeism
- Inappropriate discussions of personal problems or issues gang attire
- Disrespecting another student's privacy
- Any action that makes an employee of Life Solutions for Health or another student feel threatened or unsafe
- Poor or inappropriate attitude toward the instructor, staff, other students, clinical staff, or residents
- Cheating, plagiarism, or other forms of academic dishonesty
- Providing false information to any Life Solutions for Health official, faculty member, or office
- Forgery, altering, or misuse of any Life Solutions for Health document record, or instrument of identification
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings including inappropriate, inconsiderate, or disruptive behavior
- Physical abuse, verbal abuse, threats, intimidation, harassment, and/or any other actions which threaten or endanger the health or safety of another person
- Vulgar or suggestive language or profanity
- Racial, sexual, or ethnic slurs
- Attempted or actual theft of Life Solutions for Health property or property of another student
- Damage to property of Life Solutions for Health or property of another student
- Violation of Federal, State, or local laws
- Use, possession, or distribution of narcotic or other controlled substances, except as expressly permitted by law
- Use, possession, or distribution of alcoholic beverages or public intoxication on Life Solutions for Health premises or at clinical sites
- Use of tobacco products in campus buildings
- Possession of firearms, explosives, other weapons, or dangerous chemicals on Life Solutions for Health premises or at clinical sites
- Conduct that is unbecoming to a student, including, but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace

Cell Phone and Office Phone Policy

Cell phones must be silenced during class hours. Only urgent calls and text messages may be sent and/or received during class time. All other calls must be made and received during scheduled breaks in the lobby or outside the building. During clinical sessions, cell phones must be left in the student's vehicle. If the student has extenuating circumstances, permission must first be obtained from the clinical instructor. In the event of an emergency, family members may contact the Life Solutions for Health office, and staff will locate the student to relay the message. The Life Solutions for Health office phone is to be used only in emergencies and only with expressed permission from staff.

Infection Control Policy

Students experiencing any nausea, vomiting, or fever symptoms (temperature of 99' or higher) are expected to remain at home. If symptoms persist for more than one class session, student is advised to seek medical attention and to return to class with a clearance medical note from a practitioner. Instructors will dismiss ill students immediately from class if any of the previously mentioned signs and symptoms are present, to protect other students, staff, and family members from potentially becoming ill. Students are required to have a negative COVID test within 7 days prior to the first day of class or present a full vaccination card. Standard precautions are followed at our facility, and all students, staff and visitors are required to wear a mask at all times within the facility. Students also must wear the appropriate personal protective equipment when performing all lab and clinical skills. Children and visitors are not allowed in the classrooms or at clinical sites.

Nondiscrimination Policy

To promote a safe and diverse academic environment for students and staff, Life Solutions for Health does not discriminate based on race, color, creed, national or ethnic origin, gender identity, religion, sexual orientation, disability, age, political affiliation, or belief in its programs and employment.

Drugs and Alcohol Policy

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21 or the furnishing of alcohol to such a person. Driving or walking on any roadway under the influence of alcohol or other drugs is also illegal. The punishment for these offenses may include mandatory treatment and education programs, community service, fines, imprisonment, and loss of one's driver's license. Legal action a student faces off campus due to these offenses may adversely affect their program progress.

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. Life Solutions for Health expects all members of the community to comply with the state and federal laws pertaining to drugs. The sale, purchase, manufacture, distribution, and use of drug paraphernalia are prohibited on campus. This does not apply to the possession and use of controlled substances, as part of the care and treatment of disease or injury. Life Solutions for Health makes a list of resources for treatment and counseling available to students. The use of alcohol and/or illegal drugs is potentially harmful, both physically and mentally, and often interferes with the user's ability to function adequately in their academic and social life. The use of alcohol, illegal drugs, and marijuana are prohibited at Life Solutions for Health and at any institutionally sponsored event off-campus. All efforts are made to keep alcohol and drugs off the premises and to prevent distribution on faculty premises. With reasonable and documented suspicion of illegal substance use, Life Solutions for Health may require a student to submit a random urine drug test. All students consent to this drug screen at the time of registration. The drug screen must be obtained, and results received within 24 hours of receiving notification from the administration. Failure to obtain the urine drug screen or to provide results within 24 hours will warrant immediate termination from the program.

Smoking Policy

Smoking is not permitted within 15 feet of Life Solutions for Health or neighboring business entrances or while on clinical site property. Life Solutions for Health does not provide trash receptacles for cigarette butts. Students must properly dispose of their ashes and cigarette butts. Students are not allowed to dispose of cigarette waste inside our facility; we require that ashes and cigarette butts be disposed of in the student's vehicle or in a closed, fireproof container. We strongly suggest that smokers do so in their own vehicle. Students who present with a strong odor of smoke may be required to leave class and/or clinical to bathe and change into clean clothing.

Sexual Harassment Policy

Life Solutions for Health prohibits harassment of any student or employee by any supervisor, employee, customer, student, or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the institution; it is to ensure that at the institution, all employees and students are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include, but are not limited to: unwelcome sexual advances; requests for sexual favors; obscene gestures; displaying sexually graphic magazines, calendars, or posters; sending sexually explicit e-mails; and other verbal or physical conduct of a sexual nature, such as uninvited touching or sexually related comments. Depending upon the circumstances, improper conduct can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee or student's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender, which is sufficiently severe or pervasive to create an unprofessional and hostile working environment. If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to the instructor or Program Coordinator. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of which you perceive to be harassment, please contact any member of the administration. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the institution will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Students who make complaints in bad faith may be subject to disciplinary action, up to and including termination from the program and any future programs.

Dress Code Policy

Uniforms are required to be worn at all times while attending class and clinical experiences. If a student arrives to class or clinical without the proper uniform, they will be asked to return in the appropriate attire. Any missed time will be documented on their attendance record. The following are required for a professional appearance, patient safety, and infection control:

- Clean, ironed scrub set
- Shoes: must be clean, leather or plastic, closed toe, and solid surface. Croc-style shoes are only acceptable with straps on the back and no open top areas (no holes). Tennis shoes are acceptable.
- Hair: must be pulled back and off the shoulder
- Jewelry: limited to one pair of stud earrings, a wedding ring, and a watch with second hand
- Nails must be no longer than ½ cm from the fingertips. Polish must be a natural/neutral color.
- No scented lotion, body spray, perfume, or cologne. These can aggravate patient allergies and asthma, as well as other students.
- Tattoos must be completely covered while in professional uniform attire.

Grievance Policy

All formal grievances must be made in writing and include detailed documentation of the incident, including names, dates, and as much pertinent information as possible. Students are encouraged to bring any complaints or grievances to the attention of their instructor, if appropriate. If the instructor is not successful in resolving the issue, the instructor will notify the Program Coordinator. The Program Coordinator will investigate and assess the issue and make a resolution, while notifying the Administrator. If the issue cannot be resolved by the Administrator:

- NA students are entitled to file a formal complaint with the Georgia Health Partnership and Alliant Health Solutions at 678-527-3010 or www.mmis.georgia.gov.
- Patient Care Technician, EKG Technician, Medical Assistant and Phlebotomy Technician students are entitled to file a formal complaint with the Nonpublic Postsecondary Education Commission (GNPEC). Complaints can be sent to GNPEC, 2082 E. Exchange Place, Suite 220, Tucker, GA 30084, or call 770-414-3300 or visit web site at www.gnpec.georgia.gov.

The institution maintains written records of all documented grievances and complaints, along with their disposition. This record is kept separate from academic records includes original complaining statements, investigative documentation, and details of the resolution.

Disability and Accessibility Policy

Students will not be denied acceptance into our programs on the basis of their disability, provided they meet all the physical and mental requirements to complete their program. No adjustment will be made to the program to compensate for a student's disability. However, the facility is handicapped accessible and provides all reasonable accommodations.

For Nursing Assistant students: Any student who has functional ability deficits that would require accommodations to safely perform nursing assistant functions must be pre-approved by Alliant Health Solutions or the Georgia Medical Care Foundation prior to enrollment. You will be required to provide documentation on the nature of your condition, the manner in which it will affect your ability to practice safety guidelines and/or body mechanics, and the type of accommodations or teaching methods required.

ACADEMIC STANDARDS

Course Delivery Methods

This institution is approved to offer courses through residential and blended delivery methods. Residential courses are taught in-person at our Decatur training facility. Blended courses are taught online via Zoom for lecture instruction and in-person for lab instruction. All externships and clinical experiences will be conducted in-person.

Blended Delivery:

Students are required to have cameras on and to be visible during all Zoom class sessions. Students will download the student resources from the Elsevier website and meet with the instructor on the Zoom app at every scheduled class session. Students are required to have a computer or iPad to be able to download learning resources for class instruction. Technical support is offered by Elsevier 24/7 at 1-800-222-9570. Students may also contact their instructors for online assistance via email, telephone, or the chat option in Zoom. Support services for blended students are as follow: career counseling, career assessment, resume building, career development resources, referrals, job market and salary information. Student must be a Georgia resident to be enrolled in our distance education programs; approval for our courses has been granted by a Georgia agency.

Attendance Policy

Daily attendance is mandatory. All students must be present on the first day of class. Students are required to be on time for the beginning of class, stay until class is dismissed, and return promptly from lunch break. Instructors maintain a daily attendance record, which must be signed by each student upon arrival. Any student who is ill with vomiting, diarrhea, fever, or sore throat symptoms must not attend class or clinical. If an absence from all or part of a class and/or clinical session is unavoidable, you will need to discuss the situation with your instructor. Make-up arrangements and availability will be at the discretion of the instructor. Make up arrangements may result in the delay of program completion. Some possible arrangement options include:

- Making up work before or after class or during class breaks
- Completing assignments at home
- Making up the time and work with a future class

Clinical make-up days must be arranged by the instructor and are scheduled for the following month. **Under no circumstances is the student to contact the clinical facility in an attempt to schedule independent clinical days.**

Tardiness

Students are expected to arrive on time to each class/clinical session. Tardiness is defined as arriving more than one minute after the scheduled class start time or scheduled break return time. Tardiness to clinical experience is unacceptable and may result in the student being dismissed from clinical session and delays in program completion. Repetitive tardiness may be grounds for dismissal from the program.

Satisfactory Academic Progress (SAP)

Students must demonstrate that they are making satisfactory academic progress (SAP) towards program completion. This policy is to ensure appropriate instruction and support services to students in monitoring their academic progress. The standards for SAP must be met by all students regardless of course delivery method.

Satisfactory Academic Progress includes qualitative and quantitative components for achievement.

- Qualitative Standards: Students in all programs must adhere to a strict and cumulative grade percentage in order to successfully complete the coursework toward their certificate.
    - Students in the Nursing Assistant program must maintain an 80% or higher average on written exams and in the course.
    - Students in the EKG, Phlebotomy, PCT, and Medical Assistant programs must maintain a 75% or higher average on written exams and in the course.
- Quantitative Standards: Students in all programs must be on pace and showing progress towards program completion at every evaluation period.
    - Pace Progression = Scheduled Course Length / MTF
        - To ensure that students successfully complete their program within the maximum time frame, all students must be on pace and complete 67% of the scheduled clock hours at every reporting period.
        - Completed Clock Hours / Scheduled Clock Hours must be ≥ 67%

Program Name	Maximum Time Frame (MTF)	Minimum Grade Percentage
Nursing Assistant	6 Weeks***	80%
Patient Care Technician	15 Weeks	75%
EKG Technician	9 Weeks	75%
Phlebotomy Technician	9 Weeks	75%
Medical Assistant	49 Weeks	75%

Maximum Time Frame (MTF):

Students must complete all clock hours and requirements for successful course completion within a set Maximum Time Frame (MTF), not to exceed 150% of the total program length. Satisfactory Academic Progress is measured and reported at the end of every training week for PCT-related programs. Reports are issued monthly for MA students. Each evaluation report will assess a student's qualitative (class average), quantitative (clock hour progression), and maximum time frame standards. The maximum time frame is to be divided into 1-week increment periods, in which students must complete a minimum percentage of work; students must attend 67% of the scheduled clock hours during this time.

- For example, Phlebotomy Technician and EKG Technician students are only allowed to miss a maximum of 2 clock hours per week in order to complete the 48-hour program in 9 weeks.

***Nursing Assistant students who do not demonstrate skills at 100% must return to the next scheduled class. Failure to demonstrate skills at 100% in the next class will result in termination from the program.

SAP Measurements and Grades/Statuses:

- Pass/Fail Grading System: The pass/fail grading system is non-punitive and does not impact a student's grade percentage. These grades will not be included within a student's SAP calculations. Students in the Nursing Assistant program will receive pass/fail score on skills.
- Withdrawals: A student withdrawal from the program will be considered within the minimum clock-hour credit percentage but will not impact the student's grade percentage.

- Transfer Credits: Transfer credits will be evaluated in the Patient Care Technician program only. Once transfer credit is assessed and approved by the Program Coordinator, these credits will be counted as completed clock-hours and will not impact the student's grade percentage.
- Incomplete Grades: Life Solutions for Health does not administer incomplete grades.

Academic Warning:
Students will be notified of their SAP status at the end of every reporting period via email and written letter. Students who fail to meet SAP requirements will be placed on academic warning until the next reporting period and will be required to attend mandatory academic advising sessions to encourage successful program completion. Students who fail to regain SAP status by the end of the next reporting period or reach a point where it becomes impossible to complete the program within the MTF may be withdrawn from the program.

- Example (Phlebotomy/EKG/Medical Assistant/Patient Care Technician):
    - Reporting Period: Day 1 – Day 2
        - SAP Notification: Day 2
    - Next Reporting Period: Day 3 – Day 4
        - SAP Notification: Day 4

Students can be removed from academic warning after 1) increasing their grade average to or beyond the minimum threshold and 2) receiving a letter of general support from the Academic Success Coordinator. Students must also show attendance progress by meeting the minimum clock hour requirement.

Appeal Process:
Students that do not meet the requirements of the institutions satisfactory academic progress policy may appeal their grade by writing a letter to the Program Coordinator. This written letter must be submitted within seven (7) calendar days of their notification of SAP status. In the letter, the student must identify any extenuating circumstances that have led to their not meeting SAP requirements. Extenuating circumstances may include but are not limited to: illness (self or family member), accident, death of family member, other unforeseen circumstances beyond your control, etc. The letter must also include a description of what the student will improve going forward in order to regain their SAP status by the end of the next reporting period. Students should communicate with the Academic Success Coordinator to review an academic plan before submitting the appeal. The Administrator will review the appeal within two (2) business days of the submission. If the student feels that the appeal was not satisfied, they may file a grievance. Please refer to the Grievance Policy.

Reinstatement:
Students who successfully appeal their satisfactory academic progress status will have their SAP status reinstated within two (2) business days of the notification decision. Students who are withdrawn from the program for failing to meet SAP requirements may register to retake the course at full tuition cost.

Academic Advising:
The purpose of academic advising is to promote positive behavior changes to boost student outcomes. Academic advising is available to all students throughout their program. Students who fail to meet SAP standard requirements will be required to participate in advising. The Academic Success Coordinator will engage with students one-on-one to identify barriers to success and strengthen academic habits. Advising sessions will allow students to outline personalized action plans, set strategic goals for successful course completion, and supplement instruction with additional course materials. Topics to be discussed include but are not limited to: note taking, time management, study habits, etc.

Grades and Requirements for Successful Course Completion

It is the policy of Life Solutions for Health to make every reasonable effort to ensure the student's successful completion of the training program. Additional assistance and support are available to all students upon request. Students are provided with a syllabus on this first day of class, which outlines all course information and requirements. Students review the course syllabus with their instructor and sign their understanding of the course competencies. In addition to course-specific requirements, all students must demonstrate professionalism and discipline throughout their training by:

- Adhering to all facility policies
- Following all infection control, health, and safety procedures and precautions
- Treating volunteer patients, instructors, and fellow students with dignity and respect
- Embracing unanticipated learning opportunities
- Utilizing all equipment and supplies in a respectful and appropriate manner
- Using workplace-appropriate tone of voice, vocabulary, and behavior
- Being on time and attending all class, lab, and clinical sessions
- Never performing any task or skill for which they have not been trained
- Following all directions from instructors and staff

Students must put forth the effort to succeed in their program, including studying for tests and practicing skills at home. Students must also participate in all class, lab, and clinical activities, including allowing themselves to be used for skills practice. Students are issued percentage grades on weekly tests, which must meet the program-specific grade requirements. The grading scales for all programs are as follows:

GRADING SCALE: PHLEBOTOMY, EKG, PCT, MEDICAL ASSISTANT

90 – 100 = A
80 – 89 = B
75 – 79 = C
74 or Below = F

GRADING SCALE: NURSING ASSISTANT

90 – 100 = A
80 – 89 = B
79 or Below = F

Requirements for Successful Completion, Patient Care Technician training:

- Completion of 185-clock hours (24 hours must be completed at a designated clinical site)
- Score of ≥80% on each Nursing Assistant test and final exam
- 75% test average in EKG and Phlebotomy classes; there will be one make-up exam per test if a student scores below 75%.
    - Final exam scores of 75% or higher; no make-up is allowed on the final.
- Successful demonstration of all lab and clinical skills as determined by instructor
- Completion of all lab requirements, including:
    - 10 EKG rhythm strips
    - 40 venipunctures and dermal punctures
    - Proper patient preparation and infection control procedures
    - Students with a ≥75% average at the end of the course will be allowed thirty (30) days to complete venipuncture sticks following the end of the program. Failure to complete course during this time will result in termination from program.
- Completion of homework and project assignments

Requirements for Successful Completion, EKG Technician training:

- Completion of 48-clock hours
- Test average ≥75%; there will be one make-up exam per test if a student scores below 75%.
- Final exam score of 75% or higher; no make-up is allowed on the final.
- Successful demonstration of all lab skills as determined by skills assessment score of 85% or higher, including
- Completion of all lab requirements, including:
    - 10 successful EKG rhythm strips
    - Reading a 12-lead EKG
    - Proper application of electrodes and lead selection
    - Proper patient preparation and infection control procedures
- Completion of homework and project assignments

Requirements for Successful Completion, Phlebotomy Technician training:

- Completion of 48-clock hours
- Test average ≥75%; there will be one make-up exam per test if a student scores below 75%.
- Final exam score of 75% or higher; no make-up is allowed on the final.
- Successful demonstration of all lab skills as determined by skills assessment score of 85% or higher
- Completion of all blood draw lab requirements, including:
    - 10 dermal punctures
    - 30 venipunctures
    - Accurate preparation of blood smears
    - Proper patient preparation and infection control procedures
    - Students with a ≥75% average at the end of the course will be allowed thirty (30) days to complete venipuncture sticks following the end of the program. Failure to complete course during this time will result in termination from program.
- Completion of homework and project assignments

Requirements for Successful Completion, Medical Assistant training:

- Completion of 720-clock hours (320 hours must be completed at a designated externship site)
- Test average ≥75% ; there will be one make-up exam per test if a student scores below 75%.
- Final exam score of 75% or higher; no make-up is allowed on the final.
- Successful demonstration of all lab skills as determined by instructor
- Completion of all lab requirements, including:
    - Proper patient preparation and infection control procedures
    - Perform visual and auditory examinations
    - Apply electrodes, select leads, and obtain EKG rhythm strips
    - Prepare blood smear specimen
    - Obtain venipuncture and dermal puncture specimens
    - Document patient medical history and health complaints

Requirements for Successful Completion, Nursing Assistant training:

- 4-week course, 89-clock hours (24 hours must be completed at a designated clinical site)
- Score of ≥80% on each weekly test; If a test score is <80%, there is one opportunity to retake the test. If a student scores less than 80% on the retake test, the student will be required to repeat the program at full cost

- Successful demonstration of all lab skills, as determined by a skills assessment score of 100%
- Successful demonstration of all clinical skills as determined by instructor
- Successful completion of the American Heart Association BLS CPR class or provide proof of current certification from a valid provider
- Completion of homework and project assignments
- Completion of all lab requirements, including:
    - Demonstrate proper patient preparation and infection control procedures
    - Perform accurate blood pressure, respirations, weight, and pulse measurements

Academic Misconduct and Ethics Policy

Life Solutions for Health promotes and expects all students to conduct themselves professionally and with honesty and integrity. Personal ethics are critical to the development of professional character, and we consider academic integrity an integral part of the learning environment. Any infraction of this policy is detrimental to the students' education and the integrity of the school. Cases of academic misconduct that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks, if necessary, and citing the source(s).
- Copying and submitting another individual's work as one's own
- Using unauthorized notes or electronic devices (e.g., programmable calculator, PDA, cell phone, etc.) during an examination
- Stealing an examination or using a stolen examination for any purpose
- Allowing another student to have access to your work, thereby enabling that student to represent the work as their own
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, or assisting someone in any way during a quiz or exam
- Falsifying or fabricating information, such as data for a lab report
- Falsifying a patient's medical record, a student's clinical record, or any other student record, including a record of attendance
- Using or copying another person's electronic file or copying any electronic information or computer program
- Allowing and/or aiding another student to violate any ethics rule
- Any other forms of cheating or misconduct are forbidden, even if not listed here specifically.

Violations of Ethics Policy

Instructors may use any one or more of the following disciplinary measures for addressing instances of academic misconduct:

- File a complaint on the student under the Disciplinary Action Policy
- Award a grade of zero for the assignment or test
- Assign a failing grade for the course
- Recommend the dismissal of the student from the program

Advanced Placement and Experiential Learning

Life Solutions for Health does not accept advanced placement credit or credit for experiential learning. **NOTE:** Life Solutions for Health's training programs are **NOT** transferable to other institutions.

Academic Transfer of Credits Policy

Life Solutions for Health will evaluate prior credits from another institution for the Patient Care Technician program only. The institution must be accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

Reference Materials and Resources

Life Solutions for Health offers a variety of supplemental books and materials to supplement students training. Materials are available for student use when on the premises.

Graduation

Life Solution for Health does not conduct a formal graduation ceremony. Students who successfully complete all class requirements and satisfy all financial obligations will be presented with a Certificate of Completion on the last day of class or within five (5) days of completing the program.

Certification and Licensure

Please note that any programming conducted at this institution is not the equivalent of certification or licensure. While this institution offers Medical Assistant, Phlebotomy Technician, EKG Technician, and Patient Care Technician training and prepares the student to take the corresponding NHA exam, students must follow certification requirements required by the state and NHA. Although certification is not required for employment in these program career fields, the program curriculums meet the Georgia educational requirements for post-secondary education. The Nursing Assistant program is state-approved and follows a curriculum that is designed to meet educational requirements for certification in the state of Georgia. Completion of the Nursing Assistant program is sufficient to meet Georgia certification requirements for employment as a Certified Nursing Assistant.

Student Support Services

Life Solutions for Health is a healthcare training facility dedicated to preparing students for success in today's revolutionizing healthcare society. The Academic Success Coordinator is available to assist all students with academic support services and guide students along their academic journey here at Life Solutions for Health. These services support students in achieving educational objectives and successfully completing program training requirements. The Academic Success Coordinator will maintain relationships with students in order to identify any barriers to success and to individualize support services. Students will be advised on academic progress and provided with resources to strengthen academic habits. Student support services will empower students to take responsibility for their learning experiences and build academic success plans for program completion and certification. Services include:

- Academic Monitoring and Advisement
- Probationary Support
- Academic Coaching
- Supplemental Instruction
- One-on-One and Group Assistance

Students are encouraged to schedule an appointment for all support services and assistance. The Academic Success Coordinator is available Monday – Thursday, 9am – 2pm for virtual or in-person office hours. An overview of these support services is emailed to each student on the first day of class.

VETERANS ADMINISTRATION ADDENDUM

Addendum- Veteran Administration Students
Students may transfer from another institution. Admission and transfer of credit will be based on an evaluation of the academic transcript. A transcript must be provided from the prior institution for evaluation before credits can be transferred.

Addendum- Veteran Administration Students
Life Solutions for Health will not certify VA students more than once in a 6-month period for any single program. If the student fails to pass any single program after 3 attempts, the school will no longer certify the student to the VA.

Addendum- Grading Scale- Veteran Administration Students
Patient Care Technician, EKG Technician, Phlebotomy Technician

Grade A = 90% or Above

Grade B = 80% - 89%

Grade C= 75% - 79%

Grade F= 74% or Below

Addendum- Educational Assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post- 9/11 GI Benefits- Veteran Administration Students

A covered individual is anyone who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post – 9/11 GI Bill Benefits. Life Solutions for Health will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

STAFF ADMINISTRATION AND FACULTY

Chief Operating Officer (CEO)

Erika Stubbs-Green, RN, BSN, MBA, WON

Staff Administration

Erika Stubbs-Green, RN, BSN, MBA, WON – Program Coordinator

George Greene - Office Manager

Khailah Bell, BS, CNA, CPT – Administrator, Academic Success Coordinator

Faculty

Erika Stubbs-Green, RN, BSN, MBA, WON

- Full-Time Lead Instructor: Medical Assistant, Nursing Assistant, Phlebotomy Technician, EKG Technician, Patient Care Technician
- Education: Bachelor of Nursing from Brenau University, Gainesville, GA

Lorraine Calliste, BA, CNA, CPT, CET

- Part-Time: Phlebotomy Technician, EKG Technician, Patient Care Technician
- Education: Bachelor of Arts in Paralegal Studies from Hunter College, New York, NY
  Patient Care Technician from Premier Medical Careers, Conyers, GA

Linda Hogan, RN, BSN

- Part-Time: Nursing Assistant
- Education: Bachelor of Science from Georgia College, Milledgeville, GA

Angela Rowe, LPN

- Part-Time: Nursing Assistant
- Education: Practical Nursing Diploma from Atlanta Area Technical College, Atlanta, GA