

HELPING HEARTS TRAINING CENTER

2024 CATALOG

VOLUME III

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Licensed by the Commission for Independent Education, Florida Department of Education.
Additional information regarding this institution may be obtained by contacting the Commission at
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number
(888)224-6684.

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MISSION

The mission of Helping Hearts Training Center is to provide exceptional post-secondary instruction and direction to its students by preparing them for flourishing careers, skilled growth, educational exploration, and community association, while aiding the graduate in achieving employment in his or her chosen area within the healthcare field. We make every effort to spread awareness via valued instruction in our vocational and general education courses, creating a well-rounded education.

PROGRAM PHILOSOPHY

The program philosophy is to empower students with a patient-centered care approach using skilled faculty, technology, critical thinking, and evidence-based knowledge. The school uses a student-approach focus; and the student evolves at the same rhythm with their profession. The school achieves its philosophy through a patient-centered care approach.

The faculty believes that individuals and groups function in complex, constantly changing environments. Patients' responses to their health states are dynamic. The student will provide care for individuals and groups in this multi-cultural community. Caring behaviors will be provided in a variety of healthcare settings, including acute care, extended care, and diverse community facilities. Collaboration with individuals and groups, including other members of the healthcare team and community agencies, will assist in meeting patient needs and reaching positive outcomes of patient care.

Home Health Aide is a practice discipline where the goal is to provide a safe, effective care environment; promote physiologic and psychosocial integrity, and to meet patient needs. Contemporary health care delivery focuses on wellness and the management of chronic conditions. Along with the shift of care into the community, the aging of our population and nation's increasing cultural diversity, the Home Health Aide focus includes data and rationales of care based on informatics and critical thinking. The expansion of scientific knowledge and technology mark a different approach to home health care in the new century.

OBJECTIVES

In support of its mission, the Institute's objectives are:

- ✓ To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field;
- ✓ To provide students with all of the materials, faculty, and administrative support needed to successfully complete their program;
- ✓ To encourage and foster the value of life-long learning in our students;
- ✓ To provide students with the most up-to-date and comprehensive information available in their field of study;
- ✓ To utilize Helping Hearts Training Center tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;

- ✓ To maintain an educational environment that respects and welcomes diverse individual backgrounds, abilities, interests, and opinions.

DISCLOSURE STATEMENTS

- The school is nonsectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.
- Helping Hearts Training Center is not accredited by any national agency and therefore cannot offer students access to Federal Student Aid programs.
- The acceptance of the transfer of credits or clock hours earned at this Institute is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not clock hours earned at Helping Hearts Training Center will be accepted by another institution of the student's choice.
- The Institute does not offer advanced placement based on work experience.
- As a prospective student, you must review this catalog prior to signing an enrollment agreement.
- It is the policy of the school to provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.

STUDENT RIGHTS AND RESPONSIBILITIES

While it is not possible to address all eventualities, it is important that rights of Helping Hearts Training Center students be embraced by the community and observed in the spirit of the Academy's mission. These rights include, but are not limited to:

- The right to be treated equally in academic and social settings
- The right to live and/or attend classes in a physically safe environment
- The right to express diverse opinions in an intellectually safe environment
- The right to privacy
- The expectation of a positive living/learning environment
- The right to learn without disruption
- Access to academic and support services that enhance student learning
- The right to pursue academic interests
- The right to engage in mutual collaboration
- The right to explore personal spiritual growth and development
- The right to know academic requirements and to be evaluated fairly
- The right to engage in service opportunities that enhance learning outcomes, both on and off campus
- The right to associate with student organizations of one's own choosing
- The right to participate in a system of shared governance
- The right to assemble

While it is not possible to address all eventualities, it is important that the responsibilities of Helping Hearts Training Center students be embraced by the community and observed in the spirit of the Institute's mission. General responsibilities include, but are not limited to:

- Responsible for cultivating personal growth and development through academic, civic, and social engagement
- Responsibility to pursue educational opportunities to the best of one's ability
- Responsible for academic progression and career planning
- Responsibility to explore personal growth and development
- Responsibility to partner and/or cooperate with faculty and staff in the promotion of a positive living and learning environment
- Responsibility to other students
- Responsible for approaching differing and diverse views and opinions with an open mind
- Responsibility to recognize the value of diversity and an exchange of ideas
- Responsibility for showing respect to other students
- Responsibility to the community
- Responsible for engaging in appropriate service-learning experiences that improve the quality of life of those around them
- Responsible for complying with laws, rules, and regulations
- Accountability for one's own actions
- Responsibility to maintain the property and facilities of Helping Hearts Training Center
- Responsibility to maintain a positive image of Helping Hearts Training Center

OWNERSHIP

Helping Hearts Training Center is a for-profit LLC incorporated in the state of Florida and the company is owned and operated by Teresa Crowder.

ADMINISTRATIVE STAFF

Teresa Crowder, RN

Director

FACULTY

Teresa Crowder, RN

Home Health Aide Instructor

Jersey College of Nursing, ASN

ACCREDITATION

Helping Hearts Training Center is currently not an accredited institution.

SCHOOL TECHNOLOGICAL REQUIREMENTS

Student needs to have the following technological requirements prior to attending a Helping Hearts Training Center Program:

- Access to a PC/Laptop with Windows 2000, XP, Vista, or later version
- Office 2000 Premium or later version
- 233 MHz Premium Processor (minimum) to 733 MHz • Any Internet Service Provider (ISP) such as Google Chrome, FireFox, etc.
- Access to a printer
- Email software such as Outlook, Outlook Express, or Gmail

In addition to having these hardware/software elements, you should be knowledgeable about your word processing software. You should also be able to connect to the Internet without assistance. You should know how to surf the Web and how to do simple Web searches. You should know how to send and receive E-mail messages as well as how to send and retrieve attachments to email messages.

ADMISSION REQUIREMENTS

Helping Hearts Training Center offers one program:

- Home Health Aide (HHA)

HOME HEALTH AIDE PROGRAM

The Home Health Aide (HHA) program is open to all persons who meet the following requirements. Applicants must be at least 18 years old.

TRANSFER OF CREDIT

The school will accept transfer of credits on an individual basis. Students can only transfer in a maximum of 75% of clock hours needed to complete the program. At least 25% of the program must be completed at the Institute. Transfer of credit will be permitted for previous education and/or training based on evaluation by our Institution. Transfer students must have an official transcript and the evaluation and decisions will be made by Helping Hearts Training Center. The school from where the student requested the transfer must be recognized by the Florida Department of Education, the US Department of Education, or equivalent.

Transfer of credit is always up to the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by the receiving institution. Students wishing to transfer from Helping Hearts Training Center to another institution will need to review that institution's policy as we do not guarantee transfer of credit.

Also, please know that the Satisfactory Academic Progress Transfer credits that are accepted by Helping Hearts Training Center are included in the calculation of the Maximum Time Frame.

RE-ENROLLMENT

Students who voluntarily withdraw from a program may re-enroll for the next available program. To re-enroll, a student must follow the required admissions procedures. If a student has been dismissed from the program for any reason, they must appeal that decision with the Director, and only the Director can decide if the appeal is granted or denied.

LICENSURE FOR HOME HEALTH AIDE

There is no state licensing or certification of Home Health Aides in Florida. The state of Florida does not have a state-administered test of Home Health Aides. There is no state law that requires the licensing or certification of Home Health Aides in Florida. To work for a Medicare or Medicaid home health agency, a Home Health Aide must complete at least 75 hours of training and/or successfully complete a competency evaluation given by the home health agency.

ACADEMIC POLICIES

GRADING SYSTEM

Grades are based on class work, written examinations and evaluation of skills. If you have difficulty maintaining progress, you will receive individual counseling. The grading scale is as follows:

Grades	Percentage	GPA
A =	90 - 100%	4.0
B =	80 - 89%	3.0 – 3.99
C =	70 - 79%	2.0 – 2.99
D =	60 - 69%	1.0 – 1.99
F =	0 - 59%	0.0 – 0.99
U =	Unsatisfactory	N/A

DRESS CODE

Students are also required to wear Helping Hearts Training Center scrubs, which are available on our website for \$45 plus applicable Florida State sales tax. Students must purchase uniforms before the start of class.

1. During lecture, pre-assignment, and laboratory classes, the student will wear Helping Hearts Training Center scrubs.
2. Hair must not touch the collar of the uniform, and styling must be professional and appropriate. Wigs must comply with the above. No fancy combs or barrettes are permitted. No unusual, unnatural hair colors.
3. Students will be permitted to wear plain band rings only; rings with stones will not be permitted. One set of simple post earrings will be permitted (one post in each lower ear lobe); no hoop or dangling earrings will be permitted. Bracelets and or necklaces will not be permitted. Hats and/or sunglasses are not permitted.
4. Fingernails will not extend beyond $\frac{1}{4}$ inch of the fingertips. Clear un-chipped nail polish may be worn. No artificial or acrylic nails/tips are allowed.
5. A long sleeve white T-shirt with no pictures, prints, lettering, or patterns on the front or back) may be worn under the uniform top for warmth.
6. Students shall practice appropriate personal hygiene and grooming. Students failing to practice appropriate personal hygiene and grooming will be dismissed from class until behavior is corrected. The student will be considered absent for the day(s) as a result of inappropriate personal hygiene and a grade of "U" assigned for the day(s).
7. Strong fragrant colognes and perfumes must not be worn.
8. Makeup should be natural looking. No excessive make-up should be worn.
9. Facial hair must be clean and neatly trimmed.

Students who do not abide by the dress code could be subject to be sent home and receive an absence for the day.

ADVISEMENT, COUNSELING, AND TUTORIALS

1. The student must meet with their faculty advisor at least once a term to ensure appropriate registration and progression through the curriculum. Failure to meet with the assigned faculty advisor may result in the student's inability to advance to the next term of coursework.
2. The full-time faculty members have posted office hours for counseling and to provide academic assistance to students. Please call ahead and determine the faculty member's availability and schedule an appointment.
3. Helping Hearts Training Center can assist students in study skills and connect students with available student support services.
4. Tutorial assistance is provided for students enrolled and is available through the Student Services Center.
5. Faculty may require that you attend counseling and/or a tutorial session.

CHAIN OF COMMAND

1. Any student having course problems must first approach the appropriate instructor. If the student feels the problem was not resolved appropriately, the student should then make an appointment to see the Program Director.
2. Any student failing to follow this "chain of command" as stated will be sent back to the initial instructor until the procedure has been followed.

CONDUCT

1. Acceptable quality of work and mature behavior are expected from you.
2. Students are required to follow the policies of Helping Hearts Training Center, as outlined in the Helping Hearts Training Center Students' Rights and Responsibilities from the Student Catalog Book.
3. Helping Hearts Training Center takes a strong stand against academic misconduct. Academic misconduct such as giving and/or receiving unauthorized aid during a test or other assignment, not reporting another student who is observed cheating in any way, or knowingly plagiarizing any material will result in disciplinary action including potential program dismissal.
4. Students are expected to deal in a positive manner with all individuals while on campus.
5. Student will be seated prior to the start of class.
6. If you wish to make a statement or ask a question, raise your hand, and wait until recognized by the Course Instructor.
7. The Course Instructor will determine the length of each break. You are expected to return promptly to the classroom by the end of each break.
8. Cellular phones, and/or personal communication devices must be on "vibrate" to prevent class disruptions. During class times, the use of electronic communication devices for the purpose of "text messaging" communication is not permitted. In the event a student is caught using these devices, the student will be asked to leave the class for the duration of the day.
9. Cellular phones and/or personal communication devices are not permitted during any testing.
10. The use of laptop computers for the purposed of program-related activities is permitted during lecture presentations and laboratory activities/ exercises.
11. If the student needs to use the restroom during class, the student may quietly excuse self.
12. The following conditions constitute grounds for disciplinary action up to and including dismissal from the program:
 - a. Academic dishonesty;
 - b. Failure to satisfy health examination requirements or criminal background check;
 - c. Failure to satisfy minimum course objectives and program competencies with the minimum percentage score as outlined in the catalog or course syllabi;
 - d. Failure to comply with the procedures outlined in the catalog;
 - e. Failure to practice safe patient care.

13. The student must notify the School Administration if you change your address or phone number.
14. Any injury or exposure that occurs during a scheduled lecture must be reported to the instructor **immediately**.
15. Students may only park in designated student parking areas.
16. You may not carry a gun, knife, or other weapon while in lecture, lab, or clinic. Violation of this rule will result in immediate dismissal from the program. Students in possession of a firearm on campus or at School sponsored activity will be automatically suspended for a period of up to one year.

In the event of a student's non-compliance with Helping Hearts Training Center policies and procedures regarding academic, conduct and/or attendance, the faculty and administrative staff will utilize procedures to help the student to regain the compliance status.

The procedures to be utilized are:

- a) Interview with the student to address and assess the specific situation.
- b) Advising.
- c) Counseling.
- d) Probation.

Other disciplinary actions will be taken if the issue where the student is not maintaining compliance persists. After the probationary period, a thorough analysis of the situation will be made. The actions taken could be temporary or permanent suspension.

CHEMICALLY IMPAIRED STUDENT

1. Helping Hearts Training Center endorses the federal government's effort in implementing the Drug-Free Schools and Community Amendments of 1989 (Public Law 101-226). See Helping Hearts Training Center's Student's Rights & Responsibilities.
2. Students are subject to disciplinary action in accordance with the Helping Hearts Training Center's Student's Rights and Responsibilities from the Catalog.
3. Students are prohibited from reporting to lecture classes under the influence of alcohol or any substance that impairs physical or mental abilities.
4. The student will be responsible for any costs associated with testing for alcohol or controlled substances.
5. When the faculty has reason to suspect that a student is under the influence of alcohol or any controlled substance, the faculty will report the incident to the Department Director or designee. The Director or designee will meet with the student and the faculty member. The faculty member will document the incident in writing.
 - a. Upon verification of the behavior, the Director will:
 - i. Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.

6. A student who has been dismissed for chemical impairment may appeal for reinstatement by presenting evidence of successfully completing an intervention program to the Director.

B. STUDENT/STUDENT INTERACTION

1. It is expected that students will consistently display a professional and positive attitude in interactions with fellow students.
 - a. Students will complete all assignments alone, without the aid of another student.
 - b. Students will perform cooperatively when working in assigned areas with other students.
 - c. Students will display respect for fellow students regardless of ethnicity, socioeconomic background, religion, sex, or sexual orientation.

C. STUDENT/INSTRUCTOR INTERACTION

1. It is expected that students will consistently display a professional and positive attitude when interacting with instructors.
 - a. Students will work to the best of your ability to complete all assignments.
 - b. Students will use established procedures in mediating any differences between yourself and the instructor.
 - c. Students will always demonstrate respect for the instructor regardless of ethnicity, socioeconomic background, religion, sex, or sexual orientation.
 - d. Students will always demonstrate appropriate behavior and adapt to instructional input.

STUDENT AGREEMENT

Students are expected to comply with all policies, procedures, and regulations of Helping Hearts Training Center. It shall be your responsibility to receive, become thoroughly familiar with, and adhere to any expectations and policies as outlined in the most recent printing of:

1. School Catalog
2. Helping Hearts Training Center Lecture Schedule
3. Helping Hearts Training Center Program Objectives and Syllabi
4. Helping Hearts Training Center Student's Rights and Responsibilities
5. Student Confidentiality Statement

It is the student's responsibility to engage in behaviors that will lead to the successful attainment of all course objectives and competencies. This includes adhering to all information outlined in the Student Catalog. It is the responsibility of the Institute and the instructors to direct, assist, and encourage the student in the successful attainment of all course objectives and the fulfillment of program competencies. This includes administering and enforcing all information outlined in the catalog as well as providing appropriate didactic instruction; conducting periodic evaluations (testing) of progress; and informing students of that progress.

MEASUREMENT OF ACADEMIC PROGRAM/PROGRESS

The school measures its academic program in terms of clock hours.

A "clock hour" means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. It is recommended that a student plan to dedicate at least two-to-four hours of independent reading and/or study for every hour of class s/he attends.

Estimated hours spent on out of class activities will be defined in more detail by the course syllabus and are not applicable to the total clock hours of the program.

The CGPA is a weighted average calculated by multiplying the clock hours for each course by the grade point equivalent received for that course, summing the results, and dividing that sum by the total credit hours attempted. Students must achieve a CGPA of 2.0 or above to be eligible for graduation from their program of study.

SATISFACTORY ACADEMIC PROGRESS

To remain in good standing, the student must maintain at least a cumulative grade point average of 70% or a C. Written numeric grade reports for each subject will be provided to students by the second school day after the completion of the course or module. A student achieving a cumulative grade point average below 70% at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation.

The institution must monitor student's academic progress in their program of study. Students who are not meeting the minimum satisfactory academic progress (SAP) standards will be subject to sanctions. Evaluation periods for measurement of Satisfactory Academic Progress are below.

Standards

Helping Hearts Training Center is a non-degree Diploma granting institution. Satisfactory progress is based on clock hours completed and is checked three times during the program. The first check will be made at 25% of the program at which time the student must have a minimum of a 2.0 GPA. The second check is done at 50% of the program and the student must have a minimum grade point average of 2.0 GPA. The third check is done upon completion, where the student must achieve a minimum of a 2.0 GPA.

At each evaluation satisfactory progress is checked. If the student is not maintaining the grade point average as previously specified, the student will be put on a thirty-day probationary period, at the end of which time the student should have raised his/her average to minimum standard. If however, the student was unable to raise his/her GPA after the probationary period, he/she will receive a failing grade at that point. However, student may be allowed to repeat the failed course at a later cycle or be dismissed from the program.

At each assessment point satisfactory academic progress, students will be required to have successfully completed (passed) a minimum of 67% of the total number of credits attempted up to that point in time.

Home Health Aide – 75 clock Hours

First check: 100% = 75 Hours - Minimum of 2.0 G.P.A.

Sanctions

If a student does not meet the minimum SAP standards, the student will be placed on a warning status for the following term.

- If at the end of the warning term, the student meets the minimum SAP standards, the student will be returned to active status. A student may not have two consecutive warning terms.
- If the minimum SAP standards are not achieved by the end of the warning term, the student may continue taking classes for one additional term, but will be placed in a status of probation.
- If the student does not meet the minimum SAP standards after the additional term (probation), the student will be dismissed from Helping Hearts Training Center.

The student will be notified in writing of each change in their SAP status.

Upon successful completion of the Home Health Aide course, the student will be awarded a diploma.

ACADEMIC PROBATION

The probation period shall not exceed one evaluation period. An evaluation period shall be once a month for Home Health Aide program. The student must maintain a minimum academic grade point average of 70% or C or better during the probation period.

Any student that fails to meet a minimum academic grade point average of 70% or C or better during the probationary period shall be dismissed. They may appeal the dismissal by following the student appeals procedure outlined in this catalog. A student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent program six (6) months after termination.

REMEDIAL WORK AND REPEATED COURSES

The school does not offer remedial or make up work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study.

ATTENDANCE POLICY

The school's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

Though regular and punctual attendance to scheduled classes is expected, the school understands that emergencies and unforeseeable life situations occur that may lead the student to miss class. Students must maintain a minimum of 80% attendance in class. If a

student misses a class, the hours recorded for the absence will be the number of hours listed on the schedule. If a student is not on an approved leave of absence and is absent more than five (5) consecutive school days, the student will be dismissed.

After an extended illness of more than three (3) days, a student is required to present written clearance from a physician to return to school. If, for any reason, a student is not able to attend a scheduled class, the student must call the school at least two (2) hours prior to the scheduled class. A record of attendance is kept for each student as a part of the student's permanent records. Student records are available to students upon request.

ABSENCE

Excused absences may be granted for any of the following reasons:

- Death in the immediate family (parent, spouse, child, sibling, in-law)
- Student's illness documented by a physician
- Illness or injury of an immediate family member (parent, spouse, child, sibling, in-law) documented by a physician.
- Military duty with documentation.

TARDINESS

Students must come to class on time. Late arrivals may be excused at the discretion of the instructor. Tardiness is defined as arriving more than five (5) minutes after the start of a regularly scheduled class. Once a student has three (3) unexcused late arrivals, the student must be formally counseled. A counseling session will determine what actions should be taken by the student to reduce tardiness. Three (3) or more unexcused late arrivals will be marked as an absent.

LEAVE OF ABSENCE

A leave of absence shall not exceed 60 days. A student requesting a Leave of Absence must do so in writing. The letter must state both the reason for the Leave of Absence and the time required. The decision shall be at the sole discretion of the Program Director.

A student who does not return at the end of their Leave of Absence, will be withdrawn from the program. Tuition charges for the time of attendance will be calculated according to the regular refund policy as published on the student's enrollment contract. If a student is on leave for medical purposes, the student must present a statement from his or her physician permitting return to school. The school will permit a student to take one (1) Leave of Absence (LOA) during any program.

ATTENDANCE PROBATION

Students must maintain a minimum of 80% attendance in class. If a student's overall attendance drops below 80%, the student is advised by the Director and will be placed on probation for one evaluation period. At the end of one evaluation period the student will be re-evaluated. If the following conditions are met, the probationary status will be lifted.

- Students are required to have an overall attendance rate of 80%.
- Students must achieve a grade of "C" or higher.
- Students must have a satisfactory progress report from the instructor.

Failure to achieve satisfactory progress after the probationary period will result in dismissal from the school unless a special condition is made and documented by the Director.

DISMISSAL

A dismissed student has a right to appeal through the grievance procedure. Helping Hearts Training Center reserves the right to dismiss any student from the program for any of the following reasons:

- Failure to make satisfactory progress
- Missing more than 20% of instruction time
- Not maintaining the minimum grade point average
- Not meeting financial responsibilities to the school
- Violation of probationary status
- Non-compliance of the rules and regulations of the school
- Engagement in any illegal or criminal act such as: possession of firearms and/or other weapons, theft, vandalism of school property, possession or use of drugs on school premises or any other violation of state laws.
- Any conduct that brings discredit or embarrassment to the school

The Director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the school's refund policy.

STUDENT COMPLAINT/GRIEVANCE POLICY

All grade disputes must be made within two (2) weeks of the grade posting date. The student disputing the grade shall initially discuss the issue with the Instructor. If the dispute is not resolved through dialogue between the Instructor and the student, the student may contact the Director for assistance.

A student who has a complaint that is not grade-related shall submit the grievance, in writing, to the Administration. The Director shall review the case and determine the appropriate decision to be taken. This decision shall be made within seven (7) days, upon receipt by the Administration of the student's written complaint.

When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the Director should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature, a student has a right to complain to the institution.

If a student wishes to file a written complaint, he/she may do so. All written complaints will be resolved within ten (10) days and will be sent to the student in writing.

If the complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Commission for Independent Education, Florida Department of Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

The Institution forbids any type of sexual harassment by its employees or students towards other employees, job applicants, students, or prospective students. Any student who feels they have been discriminated against must file a complaint with the Director or Program Director.

STUDENT SERVICES

Faculty and staff at the school work along with the individual students to aid in making the duration of the program comfortable. All resources that are available to us are utilized to the fullest to assist the student in attaining his/her career goal. Student Services offers personal assistance and financial advising.

ORIENTATION

A new student is oriented to the school's facilities, policies, and procedures prior to the start of the program. A new student will receive a written course outline and list of competencies required for successful completion of each course, no later than first class meeting.

DRUG-FREE POLICY

For the protection and welfare of all students and staff, the school has established the following drug-free policy. All students are hereby notified:

- 1) That the unlawful manufacture, distribution, possession, or use of a controlled substance in the school is prohibited;
- 2) That violations of this prohibition will result in discharge or other appropriate actions;
- 3) That as a condition of enrollment, each student agrees that he/she will abide by the terms of the above statement, and will notify the Director of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction;
- 4) All employees and students must certify that, as a condition of enrollment, employment, he/she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education;
- 5) This policy follows the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989.

FINANCIAL ADVISING

Payment plans may be customized as needed to help students meet their financial obligations to the school. Plans of payment will be designed so that the last payment is due on or before the issuing of diplomas. A non-refundable registration fee of \$75.00 is required to be paid at the time of registration.

At times, loan services may be available for those who qualify. Students are responsible for understanding the terms and conditions of their loan. They must manage their loan directly with the lender. Helping Hearts Training Center or its members will not be liable for any loan default or any fraud with respect to this financial transaction. Helping Hearts Training Center will facilitate this process by collecting the necessary documents and application forms from the student to the lender through the Student Services' office.

PLACEMENT ASSISTANCE SERVICES

The Director serves as a liaison between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industry. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught during and towards the end of each program.

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Maintaining employment once hired
- Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance may, in all probability and likelihood, be an entry-level position.

The school shall not deny admission or discriminate against students enrolled on the basis of race, creed, color, sex, age, disability, sexual orientation, or national origin. The school will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

ACADEMIC COUNSELING

Faculty office hours will be noted in the appropriate course syllabus. Faculty members will be available a minimum of one hour each week to provide student counseling. Staff members will be available in the administration office during business hours. A student may contact either an instructor or the Program Director if one is in need of academic counseling services during business hours.

STUDENT CONDUCT

Expected behavioral conduct for training at Helping Hearts Training Center is the enhancement of professionalism. Prospective employers seek employees of integrity, commitment, advocacy, reverence, and stewardship of individuals who will be a positive addition to their organization. Learning to communicate, listening, coping with stress, problem solving, participates in teamwork, self-discipline, and appropriate dress code are expected standard of conduct required of all students on campus.

Students must behave off school premises in a manner that reflects favorably upon their association with the school. Therefore, all students must obey all federal, state, and local laws. If any student fails to comply with these requirements, to the school's satisfaction, the school may, in its sole discretion, suspend or terminate the student. Students must treat the school's equipment and facilities with proper care and concern. Any student who intentionally or carelessly defaces or damages any school property (as determined by the school) will be subject to disciplinary action and may be held liable for repair or replacement of such property.

Any student who is terminated for violating this conduct section may petition the Director, in writing, for reentry into the next available class of the student's program. Final determination related to reentry will be at the sole discretion of the school.

SMOKING, FOOD AND BEVERAGE

To protect the health and safety of all persons, no smoking is allowed in the school - designated smoking areas will be addressed during orientation. Food and beverages are only allowed in the designated areas. No food or beverages are allowed in the classrooms, skills laboratories, or library at any time.

DRESS CODE

All students are required to wear name badges and uniforms from Helping Hearts Training Center. The uniform is embroidered with the school logo. All students are required to wear leather (no mesh) athletic all white tennis, waterproof, and are in new or like-new condition. Also, clean socks must be worn at all times. Uniforms may be purchased from the school. All students are required to always maintain the highest level of hygiene.

No artificial nails, natural colors, tattoos must be covered with an all-white under shirt, natural hair color (no loud colors), minimum jewelry, small round earrings (two holes max per ear), no visible piercings, no tongue or belly piercings, nails ¼ inch length from nail bed, no chipped or peeling polish.

STUDENT RECORDS

Permanent student educational records are filed and maintained in the administrative office for each individual student. Helping Hearts Training Center guarantees each student access to that student's records indefinitely. Helping Hearts Training Center requires written consent from the student for release of records in response to third-party request, unless otherwise required by law. The school provides and permits access to student and school records as required for any process initiated by the school or by the Commission for Independent Education. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration.

As current or former Helping Hearts Training Center student, FERPA affords you certain rights regarding your education records. They are:

- The right to inspect and review your records. You may request to review your records by submitting a written request
- The right to seek amendment of your records which you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. Requests for amendment of records must be in writing and must describe the specific portions of specific records that you wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;
- The right to restrict the disclosure of Directory Information; and
- The right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by Helping Hearts Training Center to comply with the requirements of FERPA.

DEFINITION OF EDUCATION RECORDS

Education records are those records related to a student maintained by Helping Hearts Training Center.

RELEASE OF EDUCATION RECORDS

Except as provided in FERPA or other applicable law, Helping Hearts Training Center will not disclose personally identifiable information from your education records unless you provide a written release containing:

1. What information is to be released
2. To whom the information is to be released
3. The purpose for which it is to be released
4. Your signature and the date signed

Faculty and staff are responsible for protecting the identity of students and keeping student grades confidential. Grades or evaluations linked to personal identifiers (names, ID numbers, or social security numbers) may not be publicly disclosed. Grades or evaluations may be posted only by using randomly generated codes or numbers. The return of graded papers or other assignments must also be accomplished in a manner that protects your identity.

REQUESTING WRITTEN OR VERBAL REFERENCES OR RECOMMENDATIONS FROM FACULTY OR STAFF

Students who request written or verbal references or recommendations from Helping Hearts Training Center, faculty or staff members need to do so in writing. Such letters or statements are most effective if they contain specific information about your academic or work performance; this type of information is considered "non-directory" information and cannot be released without the signed written consent of the student, according to the Family Educational Rights and Privacy Act (FERPA) and the Helping Hearts Training Center, Student Records Policy.

Your request should contain the following:

- What information is to be released (be as specific as possible)
- To whom the information is to be released (name, address)
- The purpose of the release of the information (application for a specific job or admission to a graduate program, for example)
- Your signature and date

Requests that do not contain these four elements are not in compliance with FERPA.

Some graduate programs, scholarships, or job applications require the use of their own prepared packets and may include a form which provides a place for your signature authorizing release of non-directory information. If that completed form or a copy of it always accompanies the pages to be completed by UO faculty or staff members, no additional authorization is required.

FACILITY AND EQUIPMENT

Helping Hearts Training Center is located at 1279 Kingsley Ave Suite 113, Orange Park, FL 32073. The school area is approximately 1,000 sq. ft. The space is divided into, reception area, administrative office, restrooms, computer lab, one classroom, small library equipped with computers, workbooks/learning materials, and a wet lab for student learning.

The school is fully air-conditioned to provide a comfortable learning environment. A small library is available that will include computers, dictionaries, thesaurus, and other learning materials. Equipment is available on-site to allow a hands-on training approach.

The facility and equipment used fully complies with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

- The training facilities are designed with the total learning and comfort needs of the students as the main focus.
- Our educational environment is created with lecture, demonstration/practice, and testing.
- It is equipped with medical supplies required for demonstration in the relevant program.

- The administrative offices are located on-site adding to the convenience for students.
- The classroom is equipped with multi-media technology.
- There is adequate parking for all students.
- Care of Facilities - We rely on all students, staff, and guests to care for our facilities with pride.
- There is to be no eating or drinking in the classrooms and on the entrance patio.
- Kindly refrain from littering. Trash bins are provided for disposal of trash.

HOURS OF OPERATIONS

Day Classes	Monday - Thursday	9:00 am - 4:30 pm
Evening Classes	Monday - Thursday	5:00 pm - 9.00 pm
Administrative Offices	Monday - Friday	8:00 am - 4:00 pm

SCHEDULE OF TUITION PAYMENTS, FEES AND CHARGES

The current tuition costs, including fees and all other charges necessary for each course are:

Program Title	Registration Fee	Background Check	Books, Supplies, and Uniforms	Tuition	Total Cost
	Non-refundable	Non-refundable	Non-refundable	Refundable	
Home Health Aide	\$75.00	N/A	\$75.00	\$200.00	\$350.00

PROGRAM CANCELLATION AND REFUNDS

Should the student be terminated or cancel for any reason, all refunds will be made per the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.

3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid with the exception of the registration fee (not to exceed \$150.00) and background fee.
4. A student canceling after attendance has begun through 50% completion of the program will result in a Pro-Rata refund computed based on the numbers of hours completed to the total program hours. There is no refund of the registration fee and background fee after the third business day.
5. Cancellation after completing more than 50% of the program will result in no refund.
6. The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. A student can be dismissed, at the discretion of the Director, for insufficient progress, nonpayment of costs, or failure to comply with the rules.
9. If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.
10. For a student who is on a leave of absence, the termination date is the last date of attendance before the student left on the leave of absence.

METHODS OF PAYMENT

Full payment at time of signing enrollment agreement.

Registration fee at the time of signing enrollment agreement with balance paid prior to program start
Date.

Registration fee at time of signing enrollment agreement with balance paid prior to graduation.

NOTE: For Schools offering a payment plan with four or more payments the federal boxes or vertical Listing must be included on the contract. **(ENTER N/A or LINE THROUGH if not applicable)**

ANNUAL PERCENTAGE RATE % \$	FINANCE CHARGE \$	AMOUNT FINANCED The dollar amount the credit provided to you Or on your behalf. \$	TOTAL OF PAYMENT The amount you will have paid after you have made all Payments as scheduled. \$	TOTAL SALES PRICE The total cost of your purchase on credit including your down payment of \$
YOUR PAYMENT SCHEDULE WILL BE:				
NUMBER OF PAYMENTS		AMOUNT OF EACH PAYMENT		WHEN PAYMENTS ARE DUE
				Beginning on ____ / ____ / ____ and on the same day each

		(check one) _____ weekly or _____ bi-weekly thereafter
--	--	--

(Any late fee payments and conditions thereof must be disclosed on the enrollment agreement and in the catalog)

All prices for program are printed herein. Contracts are not sold to a third party at any time.

There are no carrying charges, interest charges, or service charges connected or charged with any of these programs unless stated.

TERMINATION DATE

The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.

Refunds will be made within 30 days of termination or receipt of Cancellation Notice.

A student can be dismissed, at the discretion of the Director, for insufficient progress, nonpayment of costs, or failure to comply with the rules.

If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.

For a student who is on a Leave of Absence, the termination date is the date the student was scheduled to return from the Leave of Absence and failed to do so.

WITHDRAWALS

Any student wishing to officially withdraw from the school must notify the Director t in person or send a letter by certified mail. A student who missed school for five (5) consecutive days and does not notify the Director will be considered unofficially withdrawn.

To determine unofficial withdrawal, the school monitors student attendance daily. The withdrawal date will be the last date the student attends class. In the case of a student not returning from an approved Leave of Absence, the withdrawal date will be the earlier of the dates the student notifies the institution s/he will not be returning or the first date the student was to return from leave but did not. All accounts are subject to the school’s refund policy based on the withdrawal date.

PROGRAM DESCRIPTION

HOME HEALTH AIDE

Program Description

This program is designed to prepare the student to enter the work force as a home attendant or Home Health Aide. The program content provides instruction in services that assist in maintaining maximum independence and safety in the home environment. The student will learn purposes and functions of long-term care facilities, communication, respecting resident rights, employability skills, legal and ethical responsibilities, infection control, emergencies and accident prevention, fire safety and disaster preparedness, promoting resident's independence, organization, observation and charting, and personal care needs.

Course Numbering System

CHC= Core Healthcare Course

HHA= Home Health Aide Course

Course Outline

Course#	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Hours
CHC 101	Introduction to Healthcare & Caregivers	4			4
CHC 102	Patients' Rights	2			2
CHC 103	Interpersonal Skills	1			1
CHC 104	HIV/AIDS	4			4
CHC 105	Body Mechanics	2	1		3
CHC 106	Medical and Surgical Asepsis	2			2
CHC 107	Weights and Measures	2	1.5		3.5
CHC 108	Vital Signs	2	1.5		3.5
CHC 109	Observation and Charting	3			3
CHC 110	Medical Errors	2			2
CHC 111	Domestic Violence	2			2
CHC 112	Nutrition	2			2
CHC 113	Emergency Procedures	2			2
CHC 114	Changes in Health	3			3
CHC 115	Rehabilitative Nursing	3	1		4
CHC 116	Patient Care Skills	5	5		10

CHC 117	Death and Dying	2	1		3
HHA 201	The Health Aide in the Home Setting	5	1		6
HHA 202	Maintenance Tasks of Home Care	3	1		4
HHA 203	Dietary Duties for Home Care	3	1		4
HHA 204	Safety Factors in Home Care	3	1		4
HHA 205	Assistance with Self-Administration of Medications	4	2		6
TOTAL:		60	15		75

Home Health Aide Program Outcome Competencies:

- ✓ Demonstrate knowledge of the health care delivery system and health occupations.
- ✓ Demonstrate the ability to communicate and use interpersonal skills effectively.
- ✓ Demonstrate knowledge of the Home Health Aide's legal and ethical responsibility including HIPAA.
- ✓ Demonstrate an understanding of and apply wellness and disease concepts.
- ✓ Recognize and practice safety and security procedures.
- ✓ Recognize and respond to emergency situations including BLS-CPR.
- ✓ Recognize and practice infection control procedures.
- ✓ Demonstrate basic computer skills.
- ✓ Demonstrate employability skills.
- ✓ Demonstrate knowledge of blood borne diseases, including AIDS.
- ✓ Apply basic math and science skills.
- ✓ Demonstrate knowledge of the legal and ethical responsibilities of the Home Health Aide including identifying signs of domestic violence.
- ✓ Perform personal patient care procedures.
- ✓ Apply principles of nutrition.
- ✓ Provide care for geriatric patients including active or passive range of motion.
- ✓ Apply the principles of infection control OSHA.
- ✓ Provide bio-psycho-social support.
- ✓ Perform supervised management functions, following the patient's plan of care.
- ✓ Assist with rehabilitative activities.
- ✓ Perform home health services.

Graduation Requirements

Upon satisfactory completion of this program graduates will receive a certificate from Helping Hearts Training Center when they:

- ✓ Complete each required course / meet each course's minimum standards in addition to obtaining an overall CGPA of 70% or higher and satisfy all financial obligations.

COURSES DESCRIPTIONS

CHC 101: Introduction to the Healthcare Industry & Caregivers

4 Lecture Hours

Prerequisite: None

During this module, the student learns of the role and responsibility of being a caregiver in the healthcare field. An overview of the various aspects of healthcare and how modern technology has gained importance to the execution of job duties. The student will also learn techniques on how to be fiscally responsible. Discussion of employment and self-employment opportunities will be covered as well. Upon completion of this course, the student will have created a resume based on their positive attributes as well as the tools needed to interview well with potential employers.

CHC 102: Patient Rights

2 Lecture Hours

Prerequisite: CHC 101

The student is instructed in patient rights as specified in Florida Code of Regulations and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting.

CHC 103: Interpersonal Skills

1 Lecture Hours

Prerequisite: CHC 101/CHC 102

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care and family interaction.

CHC 104: HIV/AIDS

4 Lecture Hours

Prerequisite: None

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CHC 105: Body Mechanics

2 Lecture Hour 1 Lab Hour

Prerequisite: CHC 101/CHC 102/CHC 103

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

CHC 106: Medical & Surgical Asepsis

2 Lecture Hours

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105

The student will learn of Micro-organisms, the universal precautions used for infection control including methods to handle patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers.

CHC 107: Weights and Measures

2 Lecture Hours 1.5 Lab Hours

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106

During this module, the student learns to measure accurately intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measure resident's height and weight on the bed or upright scale. The student will learn to understand the Metric system, by weight, length, and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

CHC 108: Vital Signs

2 Lecture Hours 1.5 Lab Hours

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107

During this module, the student learns the vital signs, measuring the temperature, measuring the pulse, measuring respiration, measuring blood pressure and different parameters of vital sign and nursing care management, reporting and proper documentation.

CHC 109: Observation and Charting

3 Lecture Hour

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108 The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting. There is also an introduction to medical terminologies.

CHC 110: Medical Errors

2 Lecture Hours

Prerequisite: None

The purpose of this course is to educate healthcare professionals about the performance improvement process, the influence of human factors in errors, how to identify situations where errors commonly occur, and how to apply strategies for prevention.

CHC 111: Domestic Violence

2 Lecture Hours

Prerequisite: None

This course is designed to assist the healthcare worker in understanding domestic violence and the mandates about domestic violence that involve healthcare workers. It concludes with strategies for healthcare workers to use in identifying and managing victims of domestic violence. Aspects of recognizing signs of substance abuse will also be discussed.

CHC 112: Nutrition

2 Lecture Hours

Prerequisite: 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diet that are Served in 4 Particular Form, Supplemental Food and Fluids, and Principles of Fluid Balance.

CHC 113: Emergency Procedures

2 Lecture Hours

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, medical emergency signs and symptoms the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking resident.

CHC 114: Changes in Health

3 Lecture Hours

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113

The purpose of this course is for the student to utilize their observational sense to detect any changes in the emotional, physical, and psychological health of the patient and how to handle those situations.

CHC 115: Rehabilitative Nursing**3 Lecture Hours 1 Lab Hour****Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113/CHC 114**

During this module, the students learn importance of rehabilitation for residents with limited mobility or compromised residents preventing serious complications. Learn range of motion exercises, assistive devices to assist the resident to assist with their activities of daily living.

CHC 116: Patient Care Skills**5 Lecture Hours 5 Lab Hours****Prerequisite: CHC 101/ CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113/CHC 114/CHC 115**

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their own teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care including back rub to supervise, assist total care to dependent residents. The student learns how to collect specimens, including stool, urine, and sputum. Students learn to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning or changing the tubes). Student also learns the meaning of intake and output, bed making, cleansing enemas and laxative suppositories, bandages, and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces.

CHC 117: Death & Dying**2 Lecture Hour 1 Lab Hour****Prerequisite: All CHC courses**

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post-mortem care.

HHA 201: The Health Aide in the Home Setting**5 Lecture Hours 5 Lab Hour****Prerequisite: None**

The student will learn an orientation to home health care, understanding and working with various client populations, practical knowledge and skills in home management. This course teaches verbal and written communication skills applicable to the home health aide practice. The student will learn the legal and ethical responsibilities of the home health aide. It teaches the home health aide how to perform home health care services while providing a safe and comfortable environment for the patient.

HHA 202: Maintenance Tasks of Home Care

3 Lecture Hours 1 Lab Hours

Prerequisite: HHA 101

This course is designed to prepare the student on how to properly maintain the patient's home and belongings. Topics covered include how to properly clean the living areas including the kitchen, how to do laundry. Students will also learn the importance of watching for various objects in the home that may currently or at some time in the future become a safety hazard.

HHA 203: Dietary Duties for Home Care

3 Lecture Hours 1 Lab Hours

Prerequisite: HHA 201/HHA 202

In this course, the factors related to food in the client's home are addressed. The student will learn what factors to take into consideration when food shopping, how to properly store food and fluids, and preparing and serving food trays in the home. An emphasis will be placed on how to prevent the potential of food poisoning, balancing a proper diet with fluids, and checking for expired items regularly.

HHA 204: Safety Factors in Home Care

3 Lecture Hours 1 Lab Hours

Prerequisite: HHA 201/HHA 202/HHA 203

In this course, the student will learn when it is proper to report any safety concerns to the family and/or employer. The student will learn how to set-up the resident's home to ensure the highest level of safety possible. An emphasis will be placed on preventing falls by making sure all walkways are free of any obstructions. The proper care of the resident's bathroom will also be a focus including use of shower chairs, rubber mats both inside and outside the bathtub/shower and other specialized equipment used in the bathroom that could pose a threat of injury including potential slip and fall emergencies.

HHA 205: Assistance with Self-Administration of Medications

4 Lecture Hours; 2 Lab Hours

Prerequisite: HHA 201/HHA 202/HHA 203/HHA 204

This course covers all the aspects of assisting residents with self-administration of medication as outlined by the Florida Department of Elder Affairs. The student will learn how to set-up a medication storage system that prevents medication errors. The various routes of medication intake will be stressed as well as how to read prescription bottles in the event that the resident needs assistance. The student will also learn the documenting requirements involved with this process.

The prefix represents the program code as follows:

CHC = Core Healthcare courses

HHA= Home Health Aide courses

SCHOOL HOLIDAYS

Holiday	2021	2022	2023	2024
New Year's Day	January 1	January 1	January 1	January 1
Martin Luther King Day	January 18	January 17	January 16	January 15
President's Day	February 15	February 21	February 20	February 19
Memorial Day	May 31	May 30	May 29	May 27
Independence Day	July 4	July 4	July 4	July 4
Labor Day	September 6	September 5	September 4	September 2
Veterans Day	November 11	November 11	November 11	November 11
Thanksgiving Day	November 25	November 24	November 23	November 28
Day after Thanksgiving	November 26	November 25	November 24	November 29
Christmas Eve	December 24	December 24	December 24	December 24
Christmas	December 25	December 25	December 25	December 25

*If a holiday falls on a Saturday it will be observed on the Friday before. If a holiday falls on a Sunday it will be observed on Monday.

HOURS OF OPERATIONS

Day Classes	Monday - Thursday	9:00 am - 4:30 pm
Evening Classes	Monday - Thursday	5:00 pm - 9.00 pm

Administrative Offices Monday – Friday 8:00 am - 2:00 pm

ACADEMIC CALENDAR 2024

Home Health Aide Day (10 days)	
Start Dates	End Dates
01/16/24	01/29/24
02/05/24	02/16/24
02/26/24	03/08/24
03/18/24	03/29/24
04/08/24	04/19/24
04/29/24	05/10/24
05/20/24	06/03/24
06/17/24	06/28/24
07/08/24	07/15/24
07/29/24	08/09/24
08/19/24	08/30/24
09/09/24	09/20/24
09/30/24	10/11/24
10/21/24	11/01/24
11/11/24	11/22/24
12/02/24	12/13/24

CATALOG RECEIPT

I, _____, certify that I have received the most recent copy of the Helping Hearts Training Center catalog.

By signing below, I also certify that I have reviewed the policies contained herein and understand that I am required to follow the policies, school rules and information in this catalog.

I also certify that I have been informed about the program payment Policy, academic, lab, and assignment responsibilities.

I understand that failure to comply with my scheduled payments, assignments, weekly assigned hours and academic responsibilities may cause my student status to be withdrawn from this program.

Student Signature

Date

Admission Representative

Date