

# Nuturepath Health Care Services

School Catalog

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Approved by the Board of Career Colleges and Schools

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## Nuturepath Health Care Services

This institute provides information regarding academic programs, course offerings, institutional policies and student responsibilities.

Overall Program Objectives: The objective of the Educational Services Program is to prepare students for entry-level employment in the healthcare field by providing high quality instruction, hands-on training, and professional development in Certified Nursing Assistant (CNA), Electrocardiogram (EKG), and Phlebotomy programs.

Type of Institution: This institution is a private postsecondary vocational training school offering healthcare education programs designed to prepare students for entry level employment in allied health occupations.

# Mission Statement

Mission Statement: Our mission to prepare compassionate, skilled and ethical healthcare professionals through high-quality education in Certified Nursing Assistant, EKG and Phlebotomy training. We are committed to hands-on learning, academic excellence, and career readiness to meet the growing needs of the healthcare community.

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## Courses

### 1. **Certified Nursing Assistant (CNA)**

Entry Requirements:

Minimum high school diploma or GED

Age Requirement: 16 years of age

Proof of immunizations and TB test

Basic understanding of anatomy and physiology

### Program Requirements:

Complete a state-approved CNA training program 2-4 weeks

Pass Competency Test- written and practical skills to obtain certification

### 2. **Electrocardiogram Technician (EKG) Entry**

Requirements:

Minimum high school diploma or GED

Basic understanding of medical terminology and anatomy

### Program Requirements:

Completion of an EKG technician training course

EKG procedures

Cardiac anatomy and physiology

**3. Phlebotomy Technician** Entry Requirements:

Minimum high school diploma/GED

16 years of age minimum age to start program

Proof of immunizations, TB Test and Hepatitis vaccination

**Program Requirements:**

Completion of Phlebotomy training

Program typically 4-8 weeks of classroom and clinical practice

Hands on practice in venipuncture, capillary collection, labeling and specimen handling

**Academic Progress**

Grading Requirements for CNA, EKG and Phlebotomy

Students must maintain a minimum grade in all course work, exams and skills lab.

Students are required to pass with 72% in all course work to complete programs.

# Grading

CNA: Classroom/Theory 30%

Skills Lab/Practical 25%

Clinical/Hands-On 25%

Final Exam 20%

EKG: Classroom/Theory 30%

Hands-On/EKG Skills 30%

Final Exam 40%

Phlebotomy: Classroom/Theory 30%

Clinical/ Venipuncture 30%

Final Exam 40%

Incomplete(I)

Students must achieve a minimum of 72% in each component to pass.

Clinical or practical skills must be demonstrated to instructor satisfaction.

## Progress Policy

This institution monitors student progress to ensure successful completion of the Certified Nursing Assistant (CAN), EKG Technician, and Phlebotomy programs. Academic progress is evaluated through coursework, skills competency, clinical performance and attendance.

## Repetition Policy

Students who fail to achieve satisfactory academic or clinical progress in a course may be permitted to repeat the course under the conditions outlined below.

## Eligibility for Repetition

A course may be repeated if the student fails to earn a minimum of 72%, does not successfully demonstrate required or clinical competency or does not meet attendance requirements.

## Limitations on Repetition

Each course may be repeated one (1) time only, subject to space availability and administrative approval. Repetition must not exceed the program's maximum completion timeframe.

## Requirements for Repeated Courses

Students repeating a course must complete all coursework, examinations, skills labs and clinical requirements again and meet all attendance standards. Previous grades and attempts remain part of the student's permanent academic record.

## Course Incomplete

A grade of Incomplete may be granted when a student is unable to complete required coursework, examinations and skills labs, or clinical hours due to documented extenuating circumstances.

## Eligibility for Incomplete

An incomplete may be approved for reasons such as illness, medical emergency, family emergency or other circumstances beyond the student's control. Incompleteness is not granted for academic performance or failure to meet attendance requirements without prior approval.

## Tuition and Fees

## Cost of Fees

Certified Nursing Assistant	500.00
Phlebotomy technician	550.00
EKG Technician	600.00

## Additional Fees

Students are responsible for additional costs, including but not limited to textbooks, uniforms, immunizations, certification examination fees and other required materials.

### Payment Policy

All tuition and applicable fees must be paid according to institution prior to or during enrollment. Tuition and fees are subject to change with prior notice.

## Refund Policy

Students are entitled to a refund of tuition and fees in accordance to institution policy.

## Refund Schedule

Before starting of instruction:

100% refund of tuition and fees paid

After instruction begins and up to 25% of the program completed 75% refund of tuition After

25% and up to 50% of the program completed:

50% refund of tuition

After 50% and up to 75% of the program completed:

25% refund of tuition

After 75% of the program completed:

No refund given

## Attendance Policy

Due to the hands-on and clinical nature of the Certified Nursing Assistance (CNA), EKG Technician, and Phlebotomy programs, 100% attendance is required for all scheduled classroom, laboratory and clinical sessions.

## Attendance Requirements

Students must attend all scheduled instructional hours. Attendance is taken daily and is a condition of successful program completion.

## Absence and Tardiness

Any absence or excessive tardiness is considered a violation of the attendance policy. Tardiness may be counted as an absence if it interferes with instructional time or clinical requirements.

## Make-Up Hours

The hours missed must be made up, to ensure the student completes 100% of required instructional and clinical hours. Make-up opportunities are subject to instructor and Program Director approval and availability.

## Failure to Meet Attendance Requirements

Failure to complete 100% of required attendance may result in unsatisfactory academic progress, delay in program completion, or dismissal from the program.

## Withdrawal Policy

Students may withdraw from a program at any time. Withdrawal must be completed in accordance with institutions' procedures to ensure accurate academic and financial records. **Students who wish to withdraw from program must submit a written notice of withdrawal to the program director or designated school official.** The effective date of withdrawal will be the student's last date of attendance.

## Administrative Withdrawal

The institution may administrate students withdraw for failure to meet academic progress, attendance requirements, financial obligations or conduct standards.

## Student Conduct Policy

Students are expected to conduct themselves in a professional, ethical and respectful manner always. Professional behavior is essential in healthcare training programs and is a requirement for continues enrollment.

## Standards of Conduct

Demonstrate respect towards instructors, staff, classmates, patients and clinical partners.

Follow all instructional policies and procedures

Maintain honesty and integrity in all academic and clinical activities

## Prohibited Conduct

Prohibited behaviors include, but are not limited to:

Academic dishonesty, including cheating or plagiarism

Disruptive or disrespectful behavior

Harassment, discrimination or threatening conduct

Falsification of records or documents

Theft or damage to school or clinical site property

Use of illegal drugs, alcohol, weapons on school or clinical premises.

## Dismissal Policy

Students may be dismissed from programs for failure to meet academic, clinical, attendance, or conduct standards. Dismissal decisions are made to ensure the safety of patients, staff and other students as well as to maintain program integrity.

## Grounds for Dismissal

1. Academic Failure- Failing to achieve the minimum passing grade of 72% in all coursework.
2. Unsatisfactory Clinical Performance – Inability to safely or competently perform required clinical or hands-on skills.
3. Violation of Student conduct Standards- Including academic dishonesty, harassment, unethical behavior or any conduct that jeopardizes patient safety or learning environment.
4. Attendance Violations -Failure to meet the 100% attendance requirement or inability to complete required hours within the program's maximum timeframe.

## Grievance Policy

Students are encouraged to first attempt to resolve the issue informally by discussing it with the instructor, clinical supervisor, or program director. Many issues can be resolved at this stage without formal proceedings.

## Formal Grievance

If informal resolution is unsuccessful the student may submit a written grievance to the program director or designated school official

Written grievance should include  
Student name and contact information  
Date of incident  
Detailed Description of the issue  
Desired resolution

Director of Program has 5 calendar days to respond and investigate grievance. The institution will provide a written response to the student within a reasonable timeframe of 10-15 days. All grievance is confidential to protect the privacy of all parties involved.

## Faculty Emails

Qadriyyah El-Amin RN, BSN (Program Director)  
[infosupport@nuturepathhealthcareservices.com](mailto:infosupport@nuturepathhealthcareservices.com)

## Reentrance/ Re-Enrollment Policy

Students who have withdrawn, been dismissed, or failed to complete a program may apply for reentrance under the following conditions:

Students must meet all current program prerequisites and enrollment requirements. Students dismissed for conduct violations may be considered for reentrance only at the discretion of the program director.

### Application process

Students must submit a written reentrance request to the program director with supporting documentation. Approval is not guaranteed and is subject to space availability and program capacity. Program Director will review the request and notify students in writing of the decision.

## Program Assistance

The institution is committed to supporting students in achieving success throughout their training programs. Program assistance is available to help students meet academic, clinical and professional requirements.

### **Academic Support**

Tutoring and remediation for theory courses

### **Clinical Skills support**

Hands-on practice in skills labs

Supervise practice sessions for CAN, EKG and phlebotomy procedures

### **Special Accommodations**

Support for students with documented disabilities in accordance with institutional policy.

## Certifications

Upon completion of a program, students are eligible to receive the appropriate certification or credential, which may include state or nationally recognized exams.

### CNA (Certified Nursing Assistant)

Students who successfully complete all coursework, skill labs and clinical requirements are eligible to sit for STATE CNA Certification Exam.

### EKG Technician

Students who complete the program are eligible to receive an EKG Technician Certificate. Students may also pursue national certification.

### Phlebotomy Technician

Completion of the program qualifies students to sit for Phlebotomy Certification Exam. Successful certification demonstrates competency in venipuncture, specimen handling, and laboratory procedures.

## Academic Calendar

Program Start Date- TBA

First Date of Class-TBA

Institution Closed for All National Holidays

Last Day of Class-TBA

New Student Enrollment-TBA

Last Day to Withdrawal from Institution-TBA

## Special Accommodations

The institution is committed to providing equal access to educational opportunities for all students. Students with documented disabilities or special needs may request reasonable accommodation to support their learning and successful program completion.

## Eligibility for Accommodations

Students must provide supporting documentation of disability

Requests should be submitted to the Program Director or designated school official prior to the start of instruction whenever possible.

## Types of Accommodations

Reasonable accommodations may include, but are not limited to

Extended time for exams or assignments

Alternative testing arrangements assistance with note-taking or instructional materials