MEDICAL INSTITUTE OF PALM BEACH, INC.

5821-B Lake Worth Rd.
Greenacres, FL 33463
Phone: (561) 964-5148
Fax: (561) 964-5685
www.medicalInstitutepb.edu

CATALOG
Volume 01-2026

Licensed by the Commission for Independent Education
Florida Department of Education
Additional information regarding this institution may be obtained by contacting the Commission for Independent Education:
325 W. Gaines Street, Suite 1414
Tallahassee, Florida, 32399-0400
Toll Free telephone number: 888-224-6684 www.fldoe.org
Accredited by the Council on Occupational Education
7840 Roswell Rd. Building 300, Suite 325 Atlanta, Georgia 30350
Toll free telephone number: 800-917-2081 www.council.org

TABLE OF CONTENTS

INTRODUCTION **04**
- Mission Statement 04
- Institutional Philosophy 04
- History 04
- Licensure and Accreditation 04
- Facilities 04
- Hours of Operation 05
- Holidays 05
- Ownership 05

ADMINISTRATIVE STAFF **06**

FACULTY **07-08**

ADMISSIONS INFORMATION **09-10**
- Procedures and Requirements 09
- Admissions Requirement for Practical Nursing 10
- Transfer of Students and Course Work 10-11

FINANCIAL INFORMATION **12-15**
- Tuition 12
- Cancellations 13
- Refunds 14
- Refunds to Title IV Calculations 14
- Refund Policies 14
- Student Withdraws 60% of the payment period of the program 15
- Refund of Personal Funds 15
- Student Fails to Return from an Approved Leave of Absence 15

RULES AND REGULATIONS **16-22**
- Knowledge of Rules and Regulations 16
- Standards of Conduct/Professional Behavior Policy 16
- Dress Policy 17
- Drug and Alcohol-Free Policy 17
- Institute Property 18
- Attendance Policy 18-19
- Tardiness 19
- Pre-externship Policy 19
- Externship Related Injuries: Policy and Procedures 19
- Leave of Absence 20
- Withdrawal (official & unofficial) 20
- Grievance Procedures 21
- Termination 22

- Indemnification 22
- Disaster 22
- General Information 22
- Security 22
- Disclosure Statement 22

ACADEMIC POLICIES 23-29
- Orientation 23
- Definition of Clock/Credit Hours 23
- Training Hours 23
- Average Classroom Size 24
- Examinations 24
- Repeating a Course 24
- Certificates 24
- Transcripts 24
- Privacy Rights of Students 25
- Student Records 25
- Transfer of Classes at Medical Institute of Palm Beach, Inc. 25
- Grading System 26
- Satisfactory Academic Progress (Qualitative/Quantitative) 26-27
- Probation Status 27
- Appeal Process 27
- Reinstatement Policy 27
- Reestablishing Title IV Eligibility 28
- Make-up Work 28
- Graduation Requirements 28
- Professional and Credentialing Organizations 29

STUDENT SERVICES 30-31
- Media Services 30
- Social Services 30
- Counseling 30
- Tutoring 30
- Academic Advisement 30
- Placement Services 30
- Wi-Fi 31
- Insurance for Externs 31
- Handicapped Services 31
- Common Areas 31

Programs with and without financial aid assistance 32
Credential Awarded 32

PROGRAMS **33-38**
- Practical Nursing 33-34
- Medical Assistant 37
- Nursing Assistant 38-39
- Home Health Aide 40

COURSE NUMBERING SYSTEM **41**

COURSE DESCRIPTIONS **42-46**

ACADEMIC CALENDAR **47-48**

INTRODUCTION

Mission Statement

Our mission is to fulfill the professional and educational needs of growth-oriented individuals who are prepared to change their careers and lives for the better by offering programs in fields that offer high employment potential. A supportive staff and an innovative faculty are open to helping each student reach their goals. In a warm, friendly, and professional setting, students realize their strengths in a team approach with staff and faculty. With the future in mind, the welfare of each student is continuously considered. A winning spirit promoting self-esteem and viable career alternatives is the goal of everyone with ***Medical Institute of Palm Beach, Inc*.**

Institutional Philosophy

The purpose of the Institute is to provide quality education to students seeking careers in medically related fields. In an effort to fulfill the needs of these professions for trained personnel and to provide meaningful careers to capable individuals, the Institute is constantly updating its curricula and recognizing its obligation to the students and the profession they serve.

History

Doug McVay founded Medical Institute of Palm Beach, Inc. at 802 S. Dixie Hwy, in Lake Worth, Florida in 2004. In March 2011 the Institute was relocated to 5821B Lake Worth Rd., Greenacres, FL 33463 to better serve our always increasing student population.

Licensure and Accreditation

The Commission for Independent Education (CIE), Florida Department of Education licenses Medical Institute of Palm Beach, Inc. For additional information regarding this institution's licensure, please contact the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684. We are accredited by the Council on Occupational Education (COE). Additional information regarding these institutions may be obtained by contacting the Commission or the Council at the addresses and telephone numbers located on the cover of this catalog.

Facilities

The Institute is easily accessible from the Turnpike. The Palm Tran buses run north-south and east-west with stops for all directions within 200 feet of the Institute. Ample parking is available outside the front and back of the Institute. The Institute has 13,490 sq. ft. of space which includes a reception area, a teacher's lounge, a student's lounge, medical laboratory, computer laboratory, classrooms, and a library. The classrooms are centrally heated and air conditioned; computer classrooms are equipped with computers that have Internet access. Instructional and textbook software packages are available to students for use in the computer labs for research and job searches. Vending machines with drinks and snacks are available to students.

The Medical Institute of Palm Beach, Inc. provides reasonable accommodation for students with disabilities as required by the federal government. Handicap access is available to the building, all classrooms, student lounge and bathroom. Students requiring accommodation in the learning environment receive reasonable appropriate assistance as needed.

Hours of Operation

The Institute is open from 8:00 a.m. to 10 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. Occasionally, classes are conducted on Saturdays.

Holidays

- Martin Luther King Jr. Day
- President's Day
- Spring Break
- Memorial Day
- Juneteenth
- Independence Day & Summer Break
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Break
- Christmas Holiday & Winter Break

Ownership

The Medical Institute of Palm Beach, Inc. is owned and operated by Mr. Douglas McVay.

ADMINISTRATIVE STAFF

Douglas McVay	CEO
Corl Williams	COO
Missy Lozada	CCO/Campus Director
Lena Ramirez	Registrar
Basil Dunkley	Director of Nursing
Wineshia Kinzie	Program Coordinator
Richardo Daley	Admissions Director
Maria Dominguez	Financial Aid Director
Fawzia Seupersad	Placement Advisor/Student Services
Aliyah Quiles	Administrative Assistant
Nicholas Martinez	Admission Representative
Gessy Etienne	Administrative Representative
Marisabel Vales	Receptionist

FACULTY

- **Ramona Atiles, RMA (P/T)**

Boces, Bellport, NY-1976
National Healthcareer Association # E8B6F8R7– Medical Assistant

- **Letitia Merchant, MA/LPN (P/T)**

Miami Dade College-LPN
Medical Assistant Instructor

- **Basil Dunkley, RN BSN (P/T)**

Florida Atlantic University-Bachelor of Science in Nursing
University of Phoenix-Master of Business Administration
Registered Nurse #RN2962452

- **Lyubov Zaslavskaya RN, (Per Diem)**

Borough Of Manhattan Community College-ASN-1995
Registered Nurse #RN9518022

- **Cheryl Oliver RN, (F/T)**

Palm Beach State College-ASN
Registered Nurse #RN948206

- **Christopher Phillips RN, (P/T)**

Carroll College-BSN
University of Atlanata-Doctorate of Administration
Registered Nurse #RN9632724

- **Feddia Charles RN, (P/T)**

Care Hope College-ASN
Registered Nurse #RN9643435

- **Linda Kelly RN, (P/T)**

SUNY Morrisville, ASN
Registered Nurse #RN9440372

- **Winsome Thomas LPN, (P/T)**

McFatter College, Davie, FL 2019
Licensed Practical Nurse #PN5242739

- **Shannon Thompson RN, (P/T)**

Jersey College-ASN
Capella University-BSN
Registered Nurse #9541499

- **Marisol Rosado-Flores CNA, (F/T)**

Medical Institute of Palm Beach, Greenacres, FL 33463
Certified Nursing Assistant #398572

- **Desiree Steele RN (Per Diem)**

Roxbury Community College, Boston, MA-ASN
Registered Nurse RN#9331358

- **Denise Jones RN (Per Diem)**

Academy for Nursing and Health Occupations, ASN
Registered Nurse #9508136

- **Nori Skalka RN, BSN (P/T)**

Barry University
Registered Nurse #RN3117012

ADMISSIONS INFORMATION

Procedure and Requirements

Procedure and Requirements
An admissions representative will discuss the programs of study, including the applicant's individual motivation and potential for success in training and subsequent employment. Each student will be assigned an admissions representative to aid the student during his or her professional and educational experience.

1. Prospective students must be at least 17 years old (prior to beginning classes).
2. High school diploma or academic transcript must be authentic, evaluated and accompanied by a certified translation in English, if necessary.
3. Authenticated transcripts from other colleges or universities attended. The transcript must contain the following: subjects studied, dates attended, grades awarded and next level promotion.

Applicants for admission for the Practical Nursing and Medical Assistant programs must have a high school diploma or GED documentation. A high school diploma or GED is not required for the Home Health Aide and the Nursing Assistant programs. The Campus Director monitors the progress of all students. The students are evaluated on a continual basis.

The Institution does have information technology requirements for the Practical Nursing Program. This program utilizes an online resource platform, with assignments that will be required to be completed at home. MIPB offers a computer labas well as laptops that can be checked out as needed during school hours.

Prospective students must complete an application for enrollment, which is reviewed by the Admissions Department. Applicants are notified whether they have been accepted prior to the start date of the program and must sign an enrollment agreement with the Institute. All students are required to submit their social security number for identification purposes.

Students are expected to maintain the standards of the Institute in academic, professional, and personal achievement.

Orientation will be conducted prior to the start of the class. A link to our website is given to each student to obtain/review our school catalog.

The Institute does not discriminate regarding age, race, sexual preference, gender, color, creed, religion, veteran status, or national or ethnic origin in the acceptance and admission of students.

Admission Requirements for Practical Nursing

1. 17 years of age or older Proof of High School Diploma or G.E.D. If not from the US, it must specify that it is the equivalent of a US High School Diploma. The academic transcript must be authentic, evaluated and accompanied by a certified translation in English, if necessary.
2. Competency Test for the PN program: Those applicants with the highest scores on reading and math competency testing will be given priority, minimum score is 500 to be considered for entrance into the program.
3. A negative urine drug screening must be obtained prior to enrollment into the program.
4. The following must be completed prior to attending clinical: Proof of Good Physical /Mental Health (must be provided by a Doctor, Advanced Registered Nurse Practitioner, or Physician's Assistant) within 6 months of going to clinical.
5. In order to comply with clinical facility requirements, students may be required to obtain additional health screenings which could include, but not be limited to, COVID Vaccination, Tuberculosis testing, immunity to Measles/Mumps/Rubella/Varicella, Flu shots, Hepatitis, Meningitis, and Tetanus, Diphtheria & Pertussis (Tdap) which must have been within the past 10 years.
6. Employment in health occupations necessitates the ability to pass the Florida Department of Health requirements and Clinical requirements for Criminal Background Checks.

Transfer of Students and Course Work from other Institutions

Transferring Credits to Medical Institute of Palm Beach, Inc.

Medical Institute of Palm Beach accepts the transfer of students from other institutions on a case-by-case basis. Credit for previous training will be evaluated by Medical Institute of Palm Beach, Inc. upon receipt of official transcripts from an accredited institution. If the transcripts are not in English, then they must be translated and evaluated by an approved credentialing agency. Transferred credits will only be accepted for courses that match the content to a course offered in the student's program. The course must be completed with a minimum grade of "C" to be awarded as credit. Students will receive a grade of "TRA" for courses with transferred credits. The number of transferred credits will be determined by the Medical Institute of Palm Beach, Inc., and any adjustments necessary to the student's record will be made. A combination of transferred credits from another institution cannot exceed 50% of a program's total number of credits. Transfer of credits has no effect on GPA or completion percentage.

Transferring Credits from Medical Institute of Palm Beach, Inc. to higher education.

Medical Institute of Palm Beach, Inc. does not formally represent that our credits are transferable to other institutions of higher education. The transferability of credits is the sole decision of the Institute, college, or university to which the student intends to transfer or apply.

It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

FINANCIAL INFORMATION

Tuition

Tuition charges for each program are outlined in the program section of this catalog. The tuition price includes uniforms & books. The institution will arrange tuition payments for students receiving financial aid or grants with applicable agencies. Medical Institute of Palm Beach, Inc. charges a registration fee of $100 for all our programs; this fee is due at the time the Enrollment Agreement is signed.

Medical Institute of Palm Beach, Inc. is an eligible institution approved by the United States Department of Education for participation in the following Title IV programs:

- Federal Direct Loans (Subsidized and Unsubsidized)
- Federal Direct PLUS Loan
- Federal Pell Grant Program

The Financial Aid Officer will guide you through the process of completing the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa to determine if you qualify for any of the programs stated above. The results of the FAFSA will determine if you are eligible for the Federal Pell Grant and the Federal Direct Loan Programs.

In order to qualify for federal student aid (grants or loans) you must meet certain requirements:

- Demonstrate financial need (for most programs).
- Be a U.S. citizen or an eligible noncitizen.
- Have a valid Social Security number.
- Be enrolled or accepted for enrollment as a regular student in an eligible certificate program.
- Be enrolled at least half-time to be eligible for Direct Loan Program funds.
- Maintain Satisfactory Academic Progress.
- Sign statements on the FAFSA (that you are not in default and that the aid will be used only for educational purposes.
- Have a High School Diploma or GED.

Please bear in mind that federal direct student loans are real loans, just like car loans or mortgages. You must repay a student loan even if your financial circumstances become difficult. Your student loans cannot be canceled because you didn't get the education or job you expected, or because you didn't complete your education (unless you couldn't complete your education because your school closed). For more information regarding the repayment of your loans, please go to https://studentaid.gov/manage-loans/repayment/plans.

Students must meet the requirements of Satisfactory Academic Progress to maintain eligibility for Financial Assistance/Title IV Programs.

Cancellations

When a student enrolls in a program of study, he/she has reserved a place that cannot be made available to other students. Once the Enrollment Agreement is signed by an institution's official it constitutes a contract.

If the institution does not accept the applicant, all monies will be refunded. A student has the right to cancel the Enrollment Agreement within three (3) business days after signing the Enrollment Agreement and making an initial payment. Cancellation will occur when the student provides a written notice of cancellation to the institution. The notice may be delivered to the institution by certified mail, hand delivery, electronic mail or by fax. The notice of cancellation, if sent by mail, becomes effective once properly posted. The written notice does not need to take any form and however expressed, is effective if it states that the student no longer wishes to be bound by the Enrollment Agreement. A student will not be penalized if he/she fails to cancel his/her enrollment in writing. If the student is under 18 years of age, a letter must accompany notification from the parent or guardian consenting to the withdrawal.

If a student cancels within three (3) business days of executing the Enrollment Agreement, even if the instruction has begun, all monies paid, including the registration fee, will be refunded. If a student cancels more than three (3) days after executing the Enrollment Agreement and before the start of classes, the institution will retain the application/registration fees and refund any other monies. A student who has not visited the institution prior to enrollment may withdraw without penalty within three (3) days following either the regularly scheduled orientation or a tour of the institution. Cancellation after completing more than 60% of the payment period will result in no refund.

The Medical Institute of Palm Beach reserves the right to discontinue the enrollment of any student whose academic performance, attendance, or conduct is, for any reason, unsatisfactory. The institution reserves the right to cancel the Enrollment Agreement in cases where the prospective student has intentionally provided fraudulent information during the enrollment process.

Refunds

Medical Institute of Palm Beach, Inc. participates in the United States Department of Education student aid programs and is required to comply with the Higher Education Amendments of 2005. The legislation requires the institution to offer a refund policy that provides the most beneficial refund to the students. A refund is the difference between the amount the student paid to the institution (including financial aid) and the amount the student can retain as prescribed by the appropriate refund policy. Refund calculations are based on one of the following:

- The Federal Calculation as defined by the Higher Education Amendments of 2005.
- If the institution is permanently closed and no longer offering instruction after a student has enrolled.
- If a program is cancelled after a student's enrollment, the institution shall, at its option:
    - Provide a full refund of the monies paid; or
    - Provide completion of the program.

NOTE: Students receiving assistance from the Federal Title IV Programs may be subject to a special refund or Return to Title IV requirements as of 10/07/2000 per Federal Regulations. Federal Regulations require the Return to Title IV funds in the following order, if applicable: Unsubsidized Stafford loans, Plus loans, Subsidized Stafford loans and Pell grants.

Return to Title IV Calculations

A Return to Title IV Calculation, as required by Federal Regulations, will be used to determine how much Title IV aid has been earned by the student and how much the institution and/or student/parent must return to the Department of Education. Please see the Financial Aid Director for complete information.

Refund Policies

A student's enrollment will be terminated when (a) the student gives notification of his or her intent to withdraw, or (b) the student has fourteen (14) consecutive absences including non-scheduled class days, without establishing an approved Leave of Absence. The institution will process and post refunds within thirty (30) days from the date of determination (the date on which the institution determined that the student's enrollment should be terminated). All refunds for non-Title IV students will be made within fourteen (14) days from the date of determination.

The student's last day of attendance (LDA) / withdrawal date (the date of which enrollment is deemed to have ended) is used to determine the number of scheduled hours to use in the calculation and the date of determination (DOD) is used to determine when refunds (if applicable) are due.

A student wishing to withdraw must notify the Campus Director in writing. If the student received Title IV federal financial aid (loans and grants), any portion of the aid **not earned** as of the last date of attendance / withdrawal date, must be returned by the institution and/or student/parent. The percentage or portion of aid that a student earned as of their last date of attendance / withdrawal date is based on the hours scheduled divided by the total number of hours in the payment period. Unearned Title IV aid must be returned by the institution and/or the student/parent, in case of aid exceeding institutional charges that was given directly to the student. Refunds, when due, are made without requiring a request from the student.

Student Withdraws After Completing 60% of the Payment Period

When a student withdraws after having over 60% of the payment period completed of the payment period, then she/he is treated under the Federal Financial Aid Regulations as having earned all of the Federal Financial Aid awarded for that payment period, and there is no obligation to return any of the aid. The institution will still complete a return calculation.

Refund of Personal Funds

If a student uses personal funds to pay for some or all of the Institution's charges for a payment period, the Institution will determine if a refund is due under the same policy as outlined above and, if a refund is due, it will be paid to the student within fourteen (14) days of the date on which the Institution determined that the student's enrollment should be terminated.

Students that Fail to Return from an Approved Leave of Absence

If a student fails to return from an approved Leave of Absence (LOA), the Institution will determine that the student has withdrawn the day the student failed to return. Any refunds due to Title IV programs will be made within thirty (30) days from the date of determination that the student had withdrawn. Refunds due to the student will be made within fourteen (14) days from the date of determination.

The Institution will provide the student with a copy of all documentation related to the calculation of any returned Title IV and any other refunds and the payment of such returns and refunds.

Medical Institute of Palm Beach, Inc. provides an Installment Payment Plan to assist students to meet their cost of education once all other available sources of aid have been exhausted. Payment plans can be arranged within reason and are to be paid while attending school.

RULES AND REGULATIONS

Knowledge of Rules and Regulations

It is the student's responsibility to understand all rules and regulations that the school may make known to the student body. The school reserves the right to make changes in any area of the school to include, but not limited to curriculum, faculty, location, equipment, rules, and regulations. Any change will take effect 30 days after it is circulated or posted.

Standards of Conduct/Professional Behavior Policy

Students are expected to adhere to the standards of conduct both in the classroom and at the clinical site.

1. The Campus Director, reserves the right to dismiss a student from the program at any time for behavior that is deemed unethical or unprofessional.
2. Unethical or unprofessional behavior may include any of the following:
    a. Noncompliance with the civil law at the local, state, or federal levels.
    b. Smoking/Vaping on the school premises.
    c. Eating or drinking in the OSHA regulated laboratories, patient care facilities or classrooms.
    d. Noncompliance with the dress code.
    e. Verbal or physical abuse towards peers, faculty, administrative and/or support staff.
    f. Falsification of documents.
    g. Major violations contrary to principles of academic honesty.
    h. Destruction of school property.
    i. Harassing, stalking, threatening, abusing, insulting, or humiliating any student, instructor, administrator, or support staff personnel.
    j. Demonstrated demeaning written or oral comments of an ethnic, sexist, or racist nature.
    k. Unwanted sexual advances or intimidation.
    l. Carrying or concealing firearms or any unlawful weapon.
    m. Use or being under the influence of alcoholic or illegal drugs within the school premises or in any affiliating agency.
    n. Disruptive classroom behavior and persistent violation of school rules and regulations. (Including, cell phone use, sleeping in class, disrespectful behavior, ect.)
    o. Other violations deemed unethical or unprofessional by the faculty and administration.
    p. Firearms, drugs, alcoholic beverages, and weapons are strictly prohibited.
    q. Students are prohibited from playing games of chance, using offensive language, making unnecessary noise, or behaving in an unprofessional manner.
    r. Children are not allowed in the classrooms.

3. Violation of these rules will subject the student to reprimand, probation, suspension, and/or outright dismissal. The school reserves the right to assess all penalties.
4. The student in question has the right to appeal the decision following the grievance protocol.
5. A student who has been dismissed for violating this policy may not apply for readmission.

Dress Policy

Students must dress in attire appropriate to the work and Institute environment. The following rules are in effect whenever students are in uniform and in the clinical area:

1. Students must wear the required uniform with the Medical Institute of Palm Beach, Inc. logo, no hooded jackets, pull over sweatshirts, only closed toe or professional shoes Monday to Thursday.
2. Hair must be off the shoulders, be natural in color and arranged in a neat manner. No head covering, unless required for religious purposes, is permitted.
3. The following jewelry is permitted: wedding bands' wristwatches with a second hand; one pair of post earrings. Necklaces with religious articles are allowed provided that the chains and pendants are small and inconspicuous. No other jewelry is allowed.
4. Nails must be cut short and well-trimmed. No wraps, designs or colored nail polish may be worn.
5. Light make-up may be worn.
6. The Institute ID must be visible at all times.
7. Professional attire must be worn when students are engaged in activities representing the Institute.
8. Male students must be clean-shaven and maintain their beards and mustaches in a professional manner.
9. Male students must wear their pants appropriately (above the waist).
10. Shorts, jeans with holes, T-shirts and hats may not be worn in the classrooms.

Drug and Alcohol-Free Policy

Medical Institute of Palm Beach, Inc. offers a drug and alcohol-free environment. This Drug and Alcohol Policy applies to enrolled students. The unlawful possession, use and/or distribution of illicit drugs and alcohol are strictly prohibited. This applies to every student on Institute property or participating in an Institute's activity. Students who require prescription drugs that may impair their schoolwork should inform the Institute or the instructor for proper documentation.

Institute Property

Under no circumstances is any software belonging to the Medical Institute of Palm Beach, Inc. to be removed from the premises for any reason. Software purchased by the Institute is to be used within the classroom and for the library.

All computers are the property of the Institute. Students attending classes are afforded to use computers during class and laboratory hours. Any student caught configuring any computer belonging to the Institute will be subject to immediate disciplinary action.

Internet access is permitted for job searches and class-related activities only. Any student accessing any site that is not within the scope of job search, or their course of study will be subject to disciplinary action.

Laboratory equipment is "technique" equipment and is not to be utilized for diagnostic medical procedures.

Attendance Policy

Daily attendance is mandatory. Students must attend 100% of the module hours. Attendance rates for all students shall be calculated at the end of each module. Students who exceed 10% absences in any module may be dropped from the course and will receive a grade of "F". The module must be repeated. Missing a class detracts from the student's learning experience, and many employers, in deciding whether to hire a graduate, consider his or her attendance record as an indication of the person's reliability and commitment. Where there are extenuating circumstances (illness or injury, medical/surgical condition, death in the immediate family, jury duty, etc.) an absence(s) may be excused, at the discretion of the Campus Director. A student must plan with the faculty for make-up of missed time and work, on Fridays, makeup time forms must be completed and signed by faculty, Registrar, or Campus Director. To receive credit for makeup time, complete an assignment determined by your instructor or attend clinical simulations in the lab on Fridays. Without one of these completed, students will not receive credit for the time made-up. If there are extenuating circumstances that will prevent a student from attending the Institute for an extended period of time (e.g., hospitalization and recovery from a serious accident or illness), the student should apply for a leave of absence under the institution's published Leave of Absence policy.

A student's enrollment will be terminated when (a) the student gives notification of his or her intent to withdraw, or (b) the student has fourteen (14) consecutive absences including non-scheduled class days, without establishing an approved Leave of Absence.

As a rule, any student whose enrollment has been terminated violating the institution's attendance policy will need to appeal this decision with the Campus Director. Students that are deemed eligible may apply for readmission.

A student whose enrollment has been terminated for violation of the intuition's attendance policy, like a student who withdraws or who is terminated by the institution for other reasons, may be entitled to a refund, or, alternatively, may have obligations to

return unearned Title IV federal financial aid to the federal government and to pay remaining tuition due to the institution. If the student borrowed money under a federal student loan, the student will be obligated to repay that money in accordance with the terms of the loan. Please refer to the institution's published refund policy and return of Title IV aid policy for further information concerning these obligations.

Tardiness

Punctuality is mandatory at Medical Institute of Palm Beach, Inc. Students are expected to be on time for each class and remain in class for the scheduled time. A student will be considered tardy 5 minutes after the start of his/her class. Tardiness is strictly monitored. Three (3) instances of tardiness are considered an absent day.

Pre-Externship Policy

School policy requires all new students to submit the following prior to attending externship:

1. Extern checkout sheet duly signed by all of the departments.
2. Examination of physical health.
3. Extern class agreement signed, and proper insurance document completed.

Students who do not provide evidence of the above requirements will not be allowed to attend clinical experience. This may jeopardize academic standing and progress in clinical courses.

Externship/Clinical Related Injuries: Policy and Procedures

Whenever an illness or injury occurs at a clinical learning site, the student must immediately notify the clinical instructor so that appropriate procedures can be followed. The student shall be provided with emergency medical care at the clinical site, when necessary. If the facility does not cover necessary expenses, the student shall be responsible for the expenses incurred. It is therefore strongly recommended that students carry their own health insurance to cover any illness or injury that may occur at the clinical site. MIPB provides Healthcare Providers Service Organization – Professional Liability Insurance for all students in medical related programs.

If a student is accidentally injured or exposed to a patient's body fluids, the patient with whom the student had contact may have to be tested to assess risk to the student. This might include testing the patient for Hepatitis, HIV, or other infectious diseases. In situations where the clinical facility does not cover the cost of these tests, the student will be held responsible for these expenses.

It is responsibility of the clinical instructor to notify the Program Director, the Campus Director, and the President of the details of the injury or exposure.

In the Nursing Assistant and Practical Nursing programs, clinical experience will only be provided under the direct supervision of the instructor.

Leave of Absence Policy

A student in circumstances which make it impossible for him/her to maintain adequate class attendance must submit a written request for a Leave of Absence to the Registrar, which will be forwarded to Financial Aid Services and to the Campus Director. At the discretion of the Campus Director, the student will be allowed to continue his/her coursework upon returning to the Institute. Leaves of Absences will be granted for a maximum of 180 days.

Only one leave of absence will be granted in a 12-month period. In extenuating circumstances (e.g., medical/surgical conditions, unforeseen family crisis, etc.) two Leaves of Absence can be granted within a 12-month period, provided that proper documentation is presented and that both leaves do not total more than 180 days. If a student fails to return from an approved Leave of Absence, the Institute will determine that the student has withdrawn the next day, and the withdrawal date will be the expected return date of the Leave of Absence.

Withdrawal (official and unofficial)

Official: A student wishing to withdraw must notify the Campus Director in writing. The student's last date of attendance is used in determining his/her final grade. In addition, it is mandatory that the student arrange an appointment for an Exit Interview with the Financial Aid Advisor.

Unofficial: A student's enrollment will be terminated when the institution identifies that the student has been out of Institute for 14 consecutive days without establishing an approved Leave of Absence under the institution's published Leave Of Absence policy. If we cannot locate the student an Exit Interview package will be mailed to the student.

The Department of Education requires that all students receiving a Federal Perkins Loan, Subsidized/Unsubsidized Federal Direct Loans be notified concerning their loans. The institution counsels each student regarding loan indebtedness. Each student has an Entrance and Exit Interview, regarding their loan obligations, to ensure they understand the amount borrowed and their rights and responsibilities regarding repayment.

All students must report to the Financial Aid Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received, refunds that have been made and to provide the student with an estimated payment schedule. If the student is unable to meet with Financial Aid, an Exit Interview is mailed.

Grievance Procedure

The MIPB administration, faculty and staff maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of MIPB. Information regarding the appropriate state and/or accrediting agency is made available below:

The formal MIPB grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.
2. If grievance cannot be settled at this level, the student may ask for the intervention of the Director of Education to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the Campus Director. The Campus Director will evaluate the grievance and gather information. The student will be kept informed by the Campus Director as to the status of the grievance, as well as the resolution of the problem.
4. In cases where grievance is not settled at the institutional level, the student may also contact the following Institutions:

   Florida Department of Education, Commission on Independent Education
   325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400
   Toll free telephone number: 888-224-6684,

   Council on Occupational Education
   7840 Roswell Rd. Building 300, Suite 325 Atlanta, Georgia 30350
   Toll free telephone number: 800-917-2081
   *The grievance form to contact the Council on Occupational Education will be available at the Campus Director's office.

   Florida Board of Nursing
   Florida Department of Health
   Division of Medical Quality Assurance – Bureau of HCPR
   4052 Bald Cypress Way, Bin C02
   Tallahassee, FL 32399-3252
   Phone (850)488-0595, Fax (850)617-6460
   http://floridasnursing.gov

Termination

A student may be terminated from the school for failure to maintain Satisfactory Academic Progress, violation of the attendance policy, improper conduct, or failure to satisfy financial obligations to the institution.

Indemnification

The student releases and holds harmless Medical Institute of Palm Beach, Inc., its employees, agents, and representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against or them by reason of bodily injury or property damage which may be suffered by the student from any cause while enrolled in Institute.

Disaster

In the event of labor disputes, natural disasters, or calamities, MIPB reserves the right to suspend training at the site for a period not to exceed 90 days or to locate a suitable substitute site.

General Information

All students must keep classroom and laboratory areas clean. Classes will be dismissed only after the rooms have been inspected. Failure to cooperate with school rules and regulations will result in suspension or expulsion. Students may appeal expulsion within 72 hours to the Campus Director. In the absence of an appeal, the student shall be considered terminated.

Security Policy

For security purposes, all students are required to wear a photo identification badge. The Institute issues this badge, which is included in the tuition costs. Lost badges must be replaced and paid for; the cost is $10.00.

Disclosure Statement

The Institute reserves the right to teach subject areas in order, as it deems necessary, to add to or delete from certain courses, programs of areas of study as circumstances may require, and to make faculty changes. Changes in the training curriculum shall not involve adding a course to currently enrolled students unless a new enrollment agreement is executed for an expanded program. Courses are not necessarily taught in the same order that they appear on the curriculum outline. The Institute reserves the right to change the program outline, start dates, tuition, or to cancel programs. Currently enrolled students will not be affected by tuition increases. All program cancellations shall be in accordance with the Department of Education and State of Florida rules and regulations.

ACADEMIC POLICIES

Orientation Program: New students must attend orientation. Students are introduced to the administrative staff and faculty. Students will be notified of all the rules and regulations of the Institute during orientation. Orientation to technology is provided and technical support is available for students.

Definition of Clock Hours

Clock hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

Definition of Credit Hours

A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities. (This definition is consistent with COE Handbook of Accreditation).

Training Hours

Morning Schedule	Monday – Thursday	8:00 a.m. – 2:15 p.m.
Evening Schedule	Monday – Thursday	6:00 p.m. – 10:00 p.m.

Start dates to be announced according to enrollment and according to class completion dates. Each program has a specific start and end date. Starting dates are determined at the time of enrollment and are included as part of the Enrollment Agreement.

Start dates may be changed due to insufficient enrollment or may be canceled for lack of enrollment. Environmental disasters such as hurricanes or tropical storms, etc. may have an impact on starting dates or class resumption.

If a course or program is canceled, the applicant has the option to wait until a new class starts or may choose to wait for a new starting date or request a refund. All money an applicant has paid for that course or program will be fully refunded. Students that have received tools or books for a course or program will have that amount deducted from the refund.

Events that would cause the Institute to close will not affect the students' hours when enrolled in a program. Program hours will be extended to allow the students to complete their chosen program in its entirety. This would not be considered a program cancellation and therefore refunds are not applicable. In the event the Institute should have to cease functioning as a viable business entity, all students attending any program or course will be given the opportunity to continue their training until they have successfully completed the course or program.

Average Classroom Size

The average classroom size is fifteen (15) to forty (40) students. A laboratory class is at fifteen (15) to twenty (20) students per laboratory instructor. The student teacher ratio can be less, depending on a particular laboratory class. The minimum clinical instruction ratio for nursing assistant students will be 1 to 15 for students caring directly for residents/clients.

Examinations

Midterm and final examinations are required in each course and are scheduled for specified dates. A student with extraordinary circumstances is excused from the examinations provided that the excuse is properly documented and is granted by the Campus Director and the Registrar. Missed exams must be made up within a scheduled date set by the instructor and will result in a 10 point reduction.

Repeating a Course

A student must repeat a course in which a grade of 76% "C" or below was received. If a student fails to maintain Satisfactory Academic Progress when repeating a module, the student will be placed on probation until the module ends. Students will have the opportunity to reenroll into the program at the discretion of the Campus Director. If at that time, a student fails to maintain a 77% (C) or better, they will be dismissed from the program without the opportunity to reenroll. Students will be given one opportunity to repeat a module during the course of the program.

Practical Nursing:

Please note that if a student repeats a module, additional ATI resource fees will need to be paid in full before re-enrolling

Certificates

All students are provided with an original diploma upon graduation. Original copies of diplomas may also be obtained by submitting a written request to the Institute. A fee of $25.00 is charged for each original diploma or certificate and $10 for each copy of the diploma or certificate. Please allow thirty (30) days for processing time.

Transcripts

All students are provided with a copy of their transcript upon graduation. Requests for students' transcripts from federal or state agencies are honored free of charge. Additional transcripts are available upon request for a charge of $10.00. A transcript is not issued to students who are financially indebted to Medical Institute of Palm Beach, Inc. The student is able to get a transcript by requesting it from the Registrar in person, by fax, by email or by phone. The transcript must be picked up by the student in order to show proof of identity at the time of pick up. In the event the student cannot personally pick up the transcript a written authorization will be required. Please allow ten (10) days for processing time.

Privacy Rights of Students

Medical Institute of Palm Beach, Inc. protects the privacy of student files in accordance with the Family Education Rights and Privacy Act of 1974 (otherwise known as the Buckley Amendment).

Medical Institute of Palm Beach, Inc. is committed to the protection of students' rights and privacy of information. In accordance with Public Law 93380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the Institute allows students access to their educational records, to challenge records they believe to be inaccurate, incomplete, or misleading and to limit the release of such information. Records will not be released without the written consent of the student. The parent(s) of a dependent student as defined in the title 26 U.S.C.S.S. 152 (Internal Revenue Code) has the right to inspect records, which are maintained by the Institute on behalf of the student.

Student Records

Physical students' records are strictly confidential and maintained for a period of five (5) years except for students' attendance and academic records which are permanently maintained in our Student Information System Diamond D. The academic physical records are kept by the Registrar and the financial aid physical records are kept by the Financial Aid Director. Physical files are kept in locked, fire-proof cabinets and restricted to authorized personnel only. Students may examine their academic and/or financial aid records by scheduling an appointment with the Registrar and/or the Financial Aid Director. Copies of academic transcripts and diplomas are kept indefinitely.

Transfer of Classes at Medical Institute of Palm Beach, Inc.

Transfer from day to evening or from evening to day:

For the student who wishes to transfer from day class to evening class or from evening class to day class, the student confers with the current instructor. The student then makes a written request on the transfer request form and submits this to the Registrar. The decision concerning the transfer of the student is made at the discretion of the Campus Director.

Grading Scale:

Grade	Percentages
A	93% - 100%
B	85% - 92%
C	77% - 84%
D	70% - 76%
F	Below 70%
W	Withdrawal
I	Incomplete
TRC	Transfer Credit

Satisfactory Academy Policy

A student's Satisfactory Academic Progress (SAP) in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds. SAP is measured at the end of each payment period, 450 clock hours, 900 clock hours and 1,350 clock hours for Practical Nursing, 450 clock hours and 900 clock hours for Medical Assistant. The school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. At the required scheduled clock hours of the program, if a student is not meeting the SAP requirement, they will be placed on financial aid warning status for the next evaluation period. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid warning. At the next scheduled review, if the student is not meeting the SAP requirements the student that wishes to remain in school must appeal the unsatisfactory progress status. The appeal must be given to the Campus Director for evaluation. If the Campus Director approves the appeal, the student will be placed on probation for the next evaluation period. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point. There are two SAP requirements. One is qualitative and one is quantitative.

Qualitative - A student must maintain a cumulative GPA of "C" (77%) or better in order to remain in school and be considered in good academic standing at each evaluation point. The Campus Director may permit a student to retake a failed examination. A passing grade on the retaken examination would replace the original failed grade. The school maintains all student progress records. If the student's cumulative GPA is below a "C" (77%) at the evaluation point of the scheduled clock hours for the program, the student will be placed on financial aid warning for the next evaluation period. The student must raise their cumulative GPA to a "C" (77%) or better by the end of the warning period. If they fail to do so financial aid eligibility is terminated. They must file an appeal with the Campus Director if they want to remain in school. After a successful appeal the student will be placed on financial aid probation and will not be eligible for additional funding.

Quantitative - Attendance is checked at each evaluation point. A student must have at least 90% attendance at the scheduled clock hour evaluation period, or the student will be placed on financial aid warning for the next evaluation period. If the student fails to meet the 90% attendance by the end of the warning period, financial aid eligibility is terminated. The student must file an appeal with the Campus Director if they wish to remain in school.

If the appeal is approved the student will be placed on financial aid probation and will not be eligible for any additional financial aid.

The students must also complete the program within the maximum timeframe. The maximum timeframe is 1.5 times the normal time frame required to complete the program. For example, the normal time frame for full time students in the Medical Assistant program is 8.5 months and the maximum timeframe is 12.5 months with each payment period no longer than 6.25 months.

At the time of an SAP evaluation is not meeting the minimum standards of 80% attendance and a cumulative GPA of "C" (77%) or better, they will be placed on academic warning. The student will be counseled on the risks and consequences of reaching the maximum timeframe for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student. Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Probation Status - Any student whose GPA falls below 77% or whose course completion percentage falls below 90% will be placed on academic probation. Academic probation will last for at least one module. Students may be removed from probation by raising their GPA and course completion percentage above the minimum levels described above. During the period of warning and probation, students are considered to be making Satisfactory Academic Progress and remain eligible for financial aid.

Appeal Process - A student who fails to meet SAP at the end of the financial aid warning period must submit an appeal to the Campus Director based on mitigating circumstances such as illness, death in the family, etc. The appeal from the student must state why they did not meet Satisfactory Academic Progress and what has changed that would now allow them to meet Satisfactory Academic Progress. The Campus Director will review the appeal and advise the student of the final decision. If the student's appeal is approved, they will remain in school on financial aid probation but will not be eligible for financial aid. Course incompletes and noncredit remedial courses do not apply to the SAP policy at the school and will have no effect on Satisfactory Academic Progress.

Reinstatement Policy - Students who have been terminated from enrollment for failure to maintain Satisfactory Academic Progress may apply for readmission to the Campus Director not less than 30 days after having been terminated. They will be placed on financial aid probation for an evaluation period and not be eligible for financial aid. Failure to reestablish Satisfactory Academic Progress by the end of the probation period

will result in termination from the school. No student will be allowed to reenroll more than twice. Students who have voluntarily withdrawn from the school or who were terminated for reasons other than failure to maintain Satisfactory Academic Progress may apply for readmission to the Campus Director. If approved for readmission the student must sign a new enrollment agreement and must start at the next scheduled start date and will return to the same status as prior to withdrawal or termination. The point in time that a student returns to school will depend on the previous class training that the school credits the student.

Reestablishing Title IV Eligibility - Students returning to school after failing to maintain Satisfactory Academic Progress must file an appeal explaining why they were not making satisfactory progress and what has changed to not allow them to succeed. After a successful appeal, the student will be placed on financial aid probation for the next evaluation period. Title IV students will not be eligible for any additional funding. Failure to reestablish Satisfactory Academic Progress by the end of the financial aid probation period will result in termination from the school. If the student meets Satisfactory Academic Progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.

Make-Up Work

A student in circumstances affecting his/her ability to attend classes may request assigned make-up work from his/her instructor(s). Make-up work is a privilege and is granted only with the approval of the Instructor and Campus Director. In addition to completing course assignments and additional work, the student must make up time at the Institute under the supervision of an instructor with the approval of the Campus Director. The student is responsible for arranging time with his/her instructor(s) to make up tests or examinations. Make-up work and missed examinations are scheduled outside regularly scheduled class time.

Graduation Requirements

The student will be awarded a diploma upon completion of all required subjects, 100% completion of clock hours, with a cumulative average of 77% or better, fulfillment of all financial obligations and demonstrating the ability to perform all required competencies, satisfaction of all financial obligations to the Institute, placement interview and an exit interview. Students may participate in the graduation ceremony and will be eligible for placement assistance, providing all graduation requirements have been met. Graduation ceremonies will be held once a year.

Professional and Credentialing Organizations

Students are encouraged to associate themselves with the professional and credentialing organizations in their respective career fields for the purpose of continuing education, licensing, certification, employment opportunities and awareness of industry trends.

- **Certified Medical Assistant** by the American Association of Medical Assistants [CMA/RMA].

[Membership in CMA/RMA is not a State Certification or licensure and may or may not enhance chances of employment.]

- **Registered Medical Assistant** by American Medical Technology (CMA/RMA)
- **Nursing Assistant** – (CNA) Certification with the Florida Board of Nursing.
- **Practical Nursing** – (LPN) License with the Florida Board of Nursing.

STUDENT SERVICES

Media Services: Students have access to a variety of learning tools for educational purposes. A library of professional reference books is available for student use. The library is equipped with areas for private study, computers with Internet access, tables, and chairs for the students' use.

Medical Institute of Palm Beach strives to prevent the spread of computer viruses by employing the latest virus detection software on all institution-owned computer systems; however, MIPB makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software. Medical Institute of Palm Beach will not be held liable for any direct, indirect, incidental, special, consequential, or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by MIPB staff members, students or affiliates. MIPB strongly recommends and urges all Instructors and students to seek out and install adequate virus detection software and to routinely check for and install the most recent updates to their anti-virus software no less frequently than once each month, for their computer and operating system.

Social Services: Students have available a directory of community resources and information.

Counseling: Students may be referred to counseling opportunities in the community by faculty or staff.

Tutoring: The student needing tutoring will request it from the instructor. Instructors and students will set a time for this tutoring which is available at no additional cost to the student.

Academic Advisement: A student with academic issues can seek academic advisement from the teacher.

Placement Services: The Placement and Student Service department helps graduates find employment in the field in which they have been trained. Students are required to register with the Placement Advisor/Student's Services prior to the beginning of their final course. Interviews and pre-testing appointments are established for the student once the graduation requirements are met. Many employers and guest speakers visit the Institute to interview students for permanent and temporary employment. Although placement services are available to graduating students, Medical Institute of Palm Beach, Inc. does not guarantee placement. However, Medical Institute of Palm

Beach, Inc. makes every effort to assist each graduate in obtaining gainful employment. All programs are designed to prepare graduates for entry-level positions.

Wi-Fi: All students have access to Wi-Fi while in school in order to use their technical devices for educational purposes.

Insurance for externs: Each student that goes to externship is provided professional liability insurance at no extra charge, while on approved externships.

Handicapped Services: Our facilities provide reasonable accommodation for students with disabilities as required by the federal government. Handicap access is available to the building, all classrooms, student lounge and bathrooms. Students requiring accommodation in the learning environment receive reasonable appropriate assistance as needed.

Common Areas: The institution offers several areas where that can be used by students to have lunch and break periods. These are the only areas where students may have food or beverages. Smoking or vaping is not permitted in the facility.

Medical Institute of Palm Beach, Inc offers the following programs:

Programs with Financial Aid for Those Who Qualify:

- Practical Nursing
- Medical Assistant

Programs without Financial Aid Assistance:

- Nursing Assistant
- Home Health Aide

NOTE:
COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Credential Awarded:

All students must meet the Satisfactory Academic Progress requirements of their program of study in order to receive their diplomas as follows:

Qualitative – A student must maintain a cumulative GPS of "C" (77%) or better in order to remain in school and be considered in good academic standing at each evaluation point.

Quantitative – Attendance is checked at each evaluation point. A student must have at least 80% attendance at the scheduled clock hour evaluation period.

NOTE:
For complete Satisfactory Academic Progress requirements, please see pages 27 and 28.

PRACTICAL NURSING DIPLOMA
1350 Clock Hours

PROGRAM OBJECTIVE

The program will prepare students to provide nursing care to clients in hospitals, nursing homes, home healthcare agencies, and other areas in healthcare. Upon satisfactory completion of all competencies and passing the Comprehensive Predictor in PN700, the student is eligible to apply to sit for the National Council Licensure Examination for Practical Nursing. Students must apply, take, and pass the State of Florida Board of Nursing Licensure Exam to be state licensed.

PROGRAM DESCRIPTION

Students will learn and demonstrate an understanding of personal and professional ethics, effective communication with members of the health care team, patients and patients' families, student will learn medical procedures and skills performed by practical nursing, care of the elderly, care of patients with psychological disorders, care of patients who have surgery, care of patients in all stages of human development, assist patients with psychological and social growth, assist with rehabilitation, nutrition as part of healing, knowledge and understanding of disease and its process, signs and symptoms of illness and well-being and education of the patient and their family. Caring for the patient's emotional, physical, mental, and spiritual well-being.

CLINICAL ROTATION

All current clinical sites are within two to fifty miles of the campus. Travel and meals will be the students' responsibility. Students are encouraged to bring food in a thermal container. In the event that a student must travel more than 50 miles to a clinical site, the student should be aware that travel and meals will still be the students' responsibility. All students in the Practical Nursing Program must pass the clinical portion of the course. This will be evidenced by the instructor's evaluation of clinical experiences/application. Entry level skill-attainment is what is expected and used as the guideline to measure ability. Skills evaluated are those described in each course of the curriculum. Clinical facility staff evaluation of the student is also considered in the students' grade. Clinical time is mandatory; any absences must be made up at a designated clinical site and cannot be done on campus. Arrangements can be made to join another class at the clinical site and must be approved by the Campus Director. Space is limited at clinical sites and make up time is not guaranteed. A make-up timesheet must be completed and signed by the clinical instructor at the site. Please be aware that if any students show up to a clinical site without prior approval, student will be sent home. If student is granted makeup time and does not show up, they will forfeit their right to clinical makeup time and will be terminated from the program. At the end of the term, if a student is not meeting satisfactory progress, the student is terminated. Students may apply for an appeal and, if approved, will be placed on financial aid probation with an Academic Plan, if applicable.

If the student is still not satisfactory at the end of the probation term, the student will be terminated. However, if the student has made progress toward his academic plan, the student may be allowed to continue his financial aid eligibility for one additional term.

COURSE #	PROGRAM BREAKDOWN BY COURSE	THEORY/LAB CLOCK HOURS	CLINICAL CLOCK HOURS
PN101-1	Introduction to Nursing	**72**	**0**
PN102	Body Structure and Functions	**96**	**0**
PN105-1	Fundamentals of Practical Nursing	**170**	**100**
PN300-1	Pharmacology	**112**	**0**
PN200-1	Medical-Surgical Nursing/Geriatrics	**260**	**150**
PN500-1	Maternal-Newborn Nursing	**60**	**30**
PN501-1	Pediatric Nursing	**60**	**30**
PN600-1	Mental Health Concepts	**60**	**30**
PN700	Capstone	**120**	**0**
	Total Clock Hours 1350		

Entrance Requirements

High School Diploma or GED

Tabe Test (500 or higher)

Tuition and Fees

Tuition	$24,900.00
Registration	100.00
Total	$25,000.00

Included in Tuition: Textbooks, 2 sets of uniforms, ID Badge, ATI Resources, Lab Equipment, and CPR. **Student Responsibilities:** Background Check, Health Physical, Licensure Examination Fees. Students are advised that having a violation in their background may limit their employment/licensure possibilities. It is the students' responsibility to inquire with the Florida Board of Nursing as to their ability to apply for licensure. PN students must receive a license from the Florida Board of Nursing in order to seek employment.

**** Capstone- PN700 students must pass specific competency exit exams. Once all competencies' benchmarks are met, the student is eligible to apply to sit for the National Council Licensure Examination for Practical Nursing. Students must apply, take, and pass the State of Florida Board of Nursing Licensure Exam to be state licensed. **

Module Completion, Clinical Performance, and Credit Policy

Purpose

This policy establishes the requirements for successful completion of nursing modules containing both classroom and clinical components and explains the effect of module failure or program dismissal on earned credit and transcript documentation.

Successful Completion of a Module

Students enrolled in a nursing module that includes both classroom and clinical components must successfully complete **both components** to receive credit for the module.

Successful completion requires the student to:

- Achieve the minimum required passing grade of **77% in the academic/classroom component**;
- Receive a **Pass/Satisfactory** evaluation in the clinical component;
- Complete all required classroom, laboratory, simulation, and clinical hours;
- Complete required assignments, examinations, competencies, and clinical documentation; and
- Remain in compliance with applicable academic, attendance, clinical, safety, and professional conduct requirements.

Failure of Either Component Constitutes Failure of the Entire Module. A passing academic grade does not compensate for a failed clinical component, and successful clinical performance does not compensate for a failed academic component.

Clinical Failure

The clinical component is evaluated separately from the academic grade and may be designated **Pass/Fail** or **Satisfactory/Unsatisfactory**.

A student who receives a failing or unsatisfactory clinical evaluation has not successfully completed the module, regardless of the student's classroom average.

Clinical failure may result from failure to demonstrate required clinical competencies, unsafe practice, failure to meet clinical objectives, failure to complete required clinical experiences, or violations of applicable clinical, professional conduct, or safety requirements, as defined elsewhere in the Catalog and applicable program policies.

Credit and Hours for a Failed Module

Credit is awarded only upon successful completion of the entire module.

If a student fails either the academic or clinical component:

- The **entire module is considered failed**;
- No academic credit is earned for the failed module;
- Classroom, laboratory, simulation, or clinical hours associated with the failed module are **not considered successfully completed hours for purposes of program completion**;
- Partial completion of a module does not result in partial program credit; and
- If the student is eligible to repeat the module, the student must repeat the **entire module and all required components and hours**, subject to the school's repeat and progression policies.

Attendance or participation in a portion of a module does not, by itself, constitute successful completion or entitle the student to academic credit.

Dismissal During a Module

If a student is **dismissed from the nursing program before successfully completing a module**, the module in progress will be considered **not successfully completed**.

Because the student did not satisfy all requirements for completion of the module:

- No academic credit will be awarded for the incomplete/failed module;
- Hours completed within that module will not be applied toward the program's graduation requirements;
- The module will not be recorded on the transcript as successfully completed; and
- If the student is subsequently eligible for readmission or re-entry, the entire module must be repeated unless otherwise required by applicable school policy or law.

Dismissal may occur for academic, clinical, attendance, safety, professional conduct, or other reasons authorized under the school's published policies.

Transcript Documentation

The official transcript will reflect **credit successfully earned** in accordance with the school's grading, progression, and transcript policies.

A student who fails or does not successfully complete a module will **not receive earned credit for that module**. The transcript will not represent the associated classroom or clinical hours as successfully completed program hours.

Any notation of attempted, failed, withdrawn, dismissed, or incomplete coursework will be made in accordance with the institution's established transcript and records policy and applicable regulatory requirements.

MEDICAL ASSISTANT DIPLOMA
900 Clock Hours

PROGRAM OBJECTIVE

The program is designed to prepare students for an entry-level position as a Medical Assistant in a private physician's office or clinic. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the Medical Assistant to include front and back-office skills.

PROGRAM DESCRIPTION

The program focuses on a broad range of skills necessary for the medical office, which include admissions, vital signs, assessment, preparing patients for physical examinations and/or treatment, performing lab work, operating diagnostic equipment, and performing EKGs.

COURSE #	PROGRAM BREAKDOWN BY COURSE	CLOCK HOURS
MA100	Medical Terminology	100
MA101	Medical Office Management	100
MA102	Anatomy & Physiology	100
MA103	Word Processing and Business English	100
MA104	Clinical Procedures	100
MA105	Laboratory Procedures I	100
MA106	Laboratory Procedures II	100
MA107	Clinical Externship	200
Co- Requisite CPR-BLS100	Basic CPR Life Support for the Health Care Provider	
	Totals	**900**

Entrance Requirements

High school diploma/GED

Tuition and Fees

Tuition	$15,200.00
Registration	100.00
Total	$15,300.00

Included in Tuition: Textbooks, 1 Sets of Uniforms, Lab Supplies, and CPR.
Student Responsibilities: Certification Exam Fees

NURSING ASSISTANT DIPLOMA
120 Clock Hours

PROGRAM OBJECTIVE

The Nursing Assistant program will provide the knowledge and skills required to perform basic nursing care. In this program, the students will learn about ethical and legal issues, communication, documentation, safety, OSHA, HIPPA, infectious diseases, restorative care, vital signs, nutrition, transfer techniques, and issues of death and dying. The student will be introduced to the basics of anatomy and physiology, medical terminology as it relates to each body system. The objective is to prepare the students to fulfill the role of the Nursing Assistant and to be eligible to provide a safe and effective basic nursing care and to be eligible to take the national nursing assistant examination in the State of Florida to get certified, to be more competitive in the workplace market.

PROGRAM DESCRIPTION

The program is designed to teach students hands-on care to residents of long-term care facilities. The student will be trained in the classroom, laboratory, and clinical settings in order to learn how to meet the resident's physical and psychosocial needs, and to provide a safe environment for the residents. The program also provides training in effective communication and interpersonal skills before they are placed in any clinical setting. Through laboratory and clinical experiences and under the supervision of the Registered Nurse, students will continue to develop skills to identify basic residents' needs and provide basic nursing skills according to Nursing Assistant's scope of practice.

CLINICAL REQUIREMENTS

The Florida Board of Nursing requires all CNA students to attend clinical rotations. Students must have successfully completed all the required hours in the didactic classroom and clinical portions of their training to be eligible for the state licensure exam. Any missing time must be made up and approved by the director.

Clinical hours may be scheduled on Friday/Saturdays at the discretion of MIPB. I am responsible to accommodate my schedule to complete all the required hours.

NURSING ASSISTANT Continued…

COURSE #	PROGRAM BREAKDOWN BY COURSE	CLOCK HOURS
NA 101-104	Introduction to Long Term Care Advanced Nursing Assistant Theory for Nursing Assistant includes Ethical & Legal Issues affecting the Nursing Assistant	75
	Lab Practicum for Nursing Assistant	40
CPR-BLS100	Basic Life Support for Health Care Providers	5
NA 105	Clinical for Nursing Assistants	
	Total	**120**

Entrance Requirements

High School Diploma/GED

Tuition and Fees

Tuition	$1,100.00
Registration	100.00
Total	$1,200.00

Included in Tuition: Textbooks, 1 Uniform, Lab Supplies, and CPR. **Student Responsibilities:** Prior to enrollment the student needs to have a recent physical, PPD and criminal background. Students are advised that having a violation in their background may limit their employment possibilities. Licensure Examination Fees. It is the students' responsibility to inquire with the Florida Board of Nursing as to their ability to apply for licensure. Nursing Assistant students must receive a license from the Florida Board of Nursing in order to seek employment.

HOME HEALTH AIDE PROGRAM
75 Clock Hours

PROGRAM OBJECTIVE

The program is designed for the entry-level Home Health Aide who will be employed by agencies to work in the patient's homes. The students will be trained to provide consistent quality care for patients in their home setting and returning them to pre-episodic level with disease limitations and to maximize rehabilitation level of function.

PROGRAM DESCRIPTION

The program will introduce the responsibilities of the Home Health Aide' ethical and legal issues, communication, documentation, safety, OSHA, infectious diseases, restorative care, vital signs, nutrition, transfer techniques and issues of death and dying. The student will be introduced to the basics of anatomy and physiology, medical terminology as it relates to each body system.

COURSE #	PROGRAM BREAKDOWN BY COURSE	CLOCK HOURS
HHA 101	**Introduction to Home Health Aide**	40
HHA 102	**Advanced Home Health Aide includes**	30
CPR-BLS100	**Basic Life Support for the Health Care Provider**	5
	Total	75

Tuition Fees

Tuition	$450.00
Registration	100.00
Total	$550.00

Included in Tuition: Textbooks, ID Badge, Uniform and CPR.

COURSE NUMBERING SYSTEM

As per the guidelines required by the Florida Department of Education, each course has a number that does not change. The first two or three digits are Alpha, denoting the name of the program. The second portion of the number is numeric and is three digits in length. Courses at the entry level (no pre-requisites required) have numbers of a lower numeric value than classes requiring completion of pre-requisite courses.

For example:

MA100 Medical Assistant
Medical Terminology

The above course must be completed before the student begins:

MA 101 Medical Assistant
Medical Office Management

Explanation of course numbering system:

Practical Nursing courses: PN101-1, PN103, PN105-1, PN300-1, PN200-1, PN500-1, PN501-1, PN600-1, PN700.

Medical Assistant courses: MA100, MA101, MA102, MA103, MA104, MA105, MA106 and MA107

Nursing Assistant courses: NA101-104, CPR-BLS100 and NA105.

Home Health Aide courses: HHA101, HHA102, CPR-BLS100.

COURSE DESCRIPTIONS

CPR-BLS100 Basic Life Support for the Health Care Provider: Credit Hours 0, Clock Hours 5
The student will learn skills meeting certification requirements by the American Heart Association standards for the health care provider. It includes CPR certification. This course awards a pass/fail grade. There is no certification awarded for an F (fail) grade. This course does not count toward the GPA.

HHA101 Introduction to Home Health Aide: Credit Hours 2.3, Clock Hours 40
The student will learn about the responsibilities of the Home Health Aide, ethical and legal issues, communication and documentation, medical terminology, introduction to Anatomy and Physiology, basic patient care, ADLs, and Safety regulations. This course includes 4 hrs. of HIV/AIDS/OSHA training.

HHA102 Advanced Home Health Aide: Credit Hours 1.7, Clock Hours 30
Pre-requisites: HHA101, Co-Requisite: CPR-BLS 100
The student will learn about the care of a patient in the home including heat and cold applications. Restorative care, transfers and ambulating, body mechanics, ROM, Vital Signs, Death and Dying and concludes with Job Skills.

HSC108 Anatomy & Physiology: Credit Hours 4.0, Clock Hours 60
The student will learn upon completion of this course all the body systems, pathology of diseases, and related medical terminology.

MA100 Medical Terminology: Clock Hours 100
The student will learn the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. Correct pronunciation, spelling and the definition of medical terms will be covered.

MA101 Medical Office Management: Clock Hours 100
The student will learn the fundamentals of the operation and maintenance of a medical office. This instruction will include the use of computerized software for the medical office. Students will learn bookkeeping principles, perform procedural and diagnostic coding, document and maintain accounting and banking records. Medical ethics, legal concepts, and liabilities, HIPPA rules and regulations, professionalism and communication skills will be covered.

MA102 Anatomy & Physiology: Clock Hours 100
The student will learn the various systems of the body and principles of human physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, and integumentary and reproductive systems.

MA103 Word Processing and Business English (Keyboarding): Clock Hours 100
The student will learn the fundamentals of the operation of a computer keyboard and the basics of working processing. The instruction will include learning the basic functions and operations of a computer, learning keyboarding skills up to a required speed and accuracy and typing professional documents as a word document.

MA104 Clinical Procedures: Clock Hours 100
The student will learn skills and knowledge to assist practitioner with various aspects of the clinical practice. This course initially includes 4 hours of HIV/AIDS/OSHA training. These skills will include patient care, preparation for examination as well as procedures, treatments, and diagnostic testing. Students will apply principles of aseptic technique, infection control, EKG's, equipment use, and care and routine maintenance. First aid and pharmacology appropriate to the module will be presented.

MA105 Laboratory Procedures I: Clock Hours 100
The student will learn clinical chemistry, equipment and basic laboratory diagnostic testing of urine and serum. The student will learn the chemical, physical and microscopic examination of urine through laboratory experience and lecture. The student will learn the proper collection technique of specimens for laboratory testing. Pharmacology appropriate to the module, including HIV/AIDS will be discussed.

MA106 Laboratory Procedures II: Clock Hours 100
The student will learn the origin and morphology of blood cells. Normal and abnormal functions of the blood cells will be covered. The students will also receive instruction both in the laboratory and lecture to the proper collection, testing and significance of laboratory tests. Pharmacology appropriate to the module will be presented.

MA107 Clinical Externship: Clock Hours 200
Pre-Requisites: completion of all courses in the MA program. This course includes an extern preparation course including a CPR course (5 hours) BLS 100 and the preparation of documentation required before beginning and official extern site and healthcare facility.
The student will learn the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, hospital, or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health-care practitioner and will experience various aspects of the medical facility.

NA101 Introduction to Long Term Care: Clock Hours 75
The student will learn the responsibilities of the Nursing Assistant, ethical and legal issues, communication and documentation, medical terminology, introduction to Anatomy and Physiology, basic patient care, ADLs, HIV/AIDS, Safety, OSHA and HIPPA regulations.

Advanced Nursing Assistant
The student will learn about the care of a patient in the home including Nutrition, Heat and Cold applications. Restorative care, transfers and ambulating, body mechanics, ROM, Vital Signs, Death and Dying and concludes with nursing assistant skills.

Theory for Nursing Assistants
The student will learn the ethical and legal issues affecting the Nursing Assistant. Infection Control, Body Elimination, Intake & Output, Colostomy Care, and the surgical patient and presented.

Lab Practicum for Nursing Assistants
The student will learn the laboratory practice of the nursing skills involves both instructor and student presentations on providing a safe and professional direct and indirect patient care (skills), and preparation to take the skills portion of the state licensing exam.

NA105 Clinical for Nursing Assistants: Clock hours 40
Pre-requisites: NA101-1, CPR-BLS100. The student will learn in the clinical setting working hands-on with patients. The student is paired with an experienced Nursing Assistant to watch, do, and learn. The student will be able to implement interpersonal skills learned in the Nursing Assistant program, and all other skills under the supervision of the clinical instructor and nursing home supervisor.

PN101-1 Introduction to Nursing: Clock Hours 72
Student will learn communication skills, practical nursing role and scope of practice as a member of the health care team, licensure process, nurse=patient relationships, potential of violence, abuse and medical errors in the workplace, legal and ethical responsibilities for all clinical aspects of the practical nurse's role and function, knowledge of the health care delivery system and health occupations, interpersonal relationships, and employability skills. Human trafficking and impairment in the workplace will be discussed in this course.

Focus on normal human growth and development through the life span, including physical, cognitive, and psychosocial maturation. Emphasis is placed on the stage of development and changes that can affect health. The student will learn to focus on the influence of nutrition on the body, its growth, development, and efficiency. It also places emphasis on special diets restrictions and/or modifications for therapeutic purposes, as well as the impact that certain nutritional deficiencies could have on the normal functioning of the human body systems. It also identifies the various methods of maintaining fluids, vitamins, and minerals balance in the human body.

PN103 Body Structure and Functions: Clock Hours 96
The student will learn human body structure (anatomy) and functions (physiology) including medical terminology and cell biology. Major body systems are discussed in relation to tissue, cells, metabolism, and homeostatic processes; HIV/AIDS education.

PN105-1 Fundamentals of Practical Nursing:
Theory/Lab: 170 Clock Hours Clinical: 100 Clock Hours
The student will learn to develop fundamental knowledge and technical skills as a basis for nursing care. It includes fundamentals of health careers and nursing assistant with emphasis on principles of comfort and safety functions, assisting with activities of daily living (ADL) and personal care, concepts of wellness and disease, community health, infection control, OSHA rules and regulations, emergency situations, CPR & First Aid, use of computers in the health care field and knowledge of the health care delivery systems; laws and rules of the Florida Board of Nursing. Upon completion of this course, the student will receive CPR and HIV/AIDS/Blood Borne Pathogens Education certificates; and is eligible to take the FL State Certification exam for Nursing Assistant.

PN300-1 Pharmacology: Clock Hours 112
The student will learn the basic knowledge and skills to safely calculate, control and administer medications, Emphasis is on the use of principles of mathematics and algebra to determine the correct dosage of medication; guidelines for safe administration of medications; and body reactions to medications. The student will further gain experience in the administration of medications to the ill client with selected medical conditions.

PN200-1 Medical Surgical Nursing:
Theory/Lab: 260 Clock Hours Clinical: 150 Clock Hours
The student will learn to develop knowledge and skills in the care of patients across the life span. Application of nursing concepts and principles in caring for patients across the lifespan with selected physiological/psychological conditions will be covered. The student will provide care to patients in acute, sub-acute, and long-term care settings. It also incorporates application of knowledge and skills in the administration of medications for selected medical surgical conditions, as well as patient teaching within the role and scope of the practical nurse.

PN500-1 Maternal-Newborn:
Theory/Lab: 60 Clock Hours Clinical: 30 Clock Hours
This course focuses on concepts and principles applied to nursing care of the woman during pregnancy, labor, delivery and the first period following delivery (puerperium). It includes normal and complicated pregnancy, labor and delivery, puerperium period and the nursing care of the newborn.

PN501-1 Pediatric Nursing:
Theory/Lab: 60 Clock Hours Clinical: 30 Clock Hours
The student will learn the basic knowledge and skills to meet the needs of the child through the various stages of growth and development. The student will be introduced to the physiological and psychological aspects of health care adaptations for the ill child and

his family, concepts of wellness, disease prevention and principles applied to nursing care of the child from the infancy to adolescence. Common accidents, diseases and disorders of childhood will also be discussed in the relation to nursing care.

PN600-1 Mental Health Concepts:
Theory/Lab: 60 Clock Hours **Clinical: 30 Clock Hours**
The student will learn the mental health concepts and their application in everyday life as well as the therapeutic modalities used in institutions and in the community for the mentally ill patient. Common mental health diseases and disorders as well as concepts of mental health wellness and principles related to nursing care are also discussed in this course.

PN700 Capstone: Clock Hours 120
Capstone: This portion of the program takes place during the last weeks of the Program. It is designed to provide the student with an opportunity to demonstrate mastery of all previous coursework. All previous program objectives and content will be tested with emphasis on the assimilation and integration of all the principles and vital information they will need to provide nursing care safely, efficiently and effectively.

Please Note:

Medical Institute of Palm Beach Right to Change Catalog Requirements
The Student Catalog and its contents are subject to change, as the school deems necessary and appropriate. Students will normally follow the requirements as outlined in the current Student Catalog. Requirements of regulatory bodies may influence a student's program requirements. Possible changes include, but are not limited to: graduation requirements, admissions requirements, tuition, fees, curricula, and course content. The institution will provide adequate notice of any change. Students are responsible for making themselves aware of any changes.

2025 ACADEMIC CALENDAR

(Subject to Change)

PRACTICAL NURSING CLASS START DATES

DAY	EVENING
2/5/26	2/27/26
5/6/26	5/13/26
8/5/26	8/12/26
11/4/26	11/4/26

MEDICAL ASSISTANT CLASS START DATES

DAY	EVENING
1/18/26	2/14/26
2/15/26	3/14/26
3/25/26	4/18/26
4/22/26	5/16/26
5/20/26	6/17/26
6/18/26	7/22/26
7/23/26	8/19/26
8/20/26	9/17/26
9/18/26	10/15/26
10/18/26	11/12/26
11/13/26	12/11/26

NA CLASS START DATES

DAY	EVENING
2/20/26	1/16/26
4/18/26	3/25/26
5/20/26	5/20/26
7/8/26	7/23/26
8/19/26	9/23/26
9/30/26	11/18/26
11/11/26	

HHA CLASS START DATES

DAY	EVENING
1/29/26	1/22/26
2/26/26	2/26/26
4/1/26	4/8/26
4/29/26	5/13/26
5/28/26	6/17/26
6/24/26	7/29/26
7/29/26	9/3/26
8/26/26	10/7/26
9/23/26	11/11/26
10/21/26	
11/18/26	