InSpiredCare Academy 2024-2025 Catalog

Volume 1

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1.0 ABOUT InSpiredCare ACADEMY

Welcome to InSpiredCare Academy, conveniently located at 701 S Orange Blossom Trail Apopka, FL 32703. We provide quality education and training for aspiring healthcare professionals.

At InSpiredCare Academy, we prioritize the safety and comfort of our students. Our facility and equipment are meticulously maintained to ensure compliance with all federal, state, and local ordinances and regulations. We adhere to the highest standards of fire safety, building safety, handicapped access, and health requirements, providing a secure and welcoming environment for learning. The bathrooms at our facility comply with the guidelines set forth by the Americans with Disabilities Act. Additionally, the classrooms and administrative offices occupy an air-conditioned space of approximately 2000 square feet. Our school is spacious and visually appealing, ensuring a comfortable environment for all. Ample parking spaces are available for students, and the building is conveniently located near public transportation and local restaurants.

We understand that a conducive learning environment is essential for student success. That is why our training facilities are thoughtfully designed with the total learning and comfort needs of our students in mind. Our classrooms and labs are equipped with modern tools and resources, creating an immersive and engaging learning experience.

OWNERSHIP

InSpiredCare Academy is a Limited Liability Corporation for profit company owned and operated by Adnrea Spencer.

PHYSICAL ADDRESS

InSpiredCare Academy campus is located at 701 S Orange Blossom Trail Apopka, FL 32703.

MISSION

The mission of InSpiredCare Academy is to foster the development of bright and ambitious individuals, empowering them to become future leaders in the field of healthcare. Our commitment is demonstrated through our focus on outstanding academic achievement and the cultivation of highly proficient technical aptitude. We strive to provide a nurturing and inclusive environment where students can excel and reach their full potential, ultimately making a positive impact in the healthcare industry.

Our primary objective is to deliver effective and affordable training that is both educational and practical, enabling our students to succeed in their chosen career paths. We are dedicated to

offering convenient learning options that accommodate the diverse needs of our students, while maintaining our commitment to excellence in healthcare education.

PROGRAM PHILOSOPHY

At InSpiredCare Academy, our program philosophy is rooted in providing high-quality education and training to empower individuals pursuing a career in healthcare. We are committed to fostering a supportive and inclusive learning environment that values diversity, professionalism, and compassion.

1. We prioritize the individual needs and goals of our students, recognizing that each student is unique and may require different support and resources. Our programs are designed to provide a personalized learning experience that promotes student success and growth.
2. We strive for excellence in all aspects of our programs, ensuring that our curriculum is comprehensive, up-to-date, and aligned with industry standards. Our experienced faculty members are dedicated to delivering engaging and interactive instruction, utilizing the latest teaching methodologies and technologies.
3. We believe in the importance of practical, hands-on training to prepare our students for real-world healthcare settings.
4. We instill in our students the values of professionalism, integrity, and ethical behavior. We emphasize the importance of maintaining confidentiality, respecting patient autonomy, and adhering to ethical standards in all aspects of their professional practice.
5. We recognize that healthcare is a deeply compassionate field, and we emphasize the importance of empathy and respect for all individuals. Our programs incorporate teachings on patient-centered care, cultural competence, and effective communication skills to ensure our graduates provide holistic care to diverse populations.
6. We believe that learning is a lifelong journey, and our programs serve as a solid foundation for continuous professional development. Our graduates are encouraged to pursue ongoing education and certifications to stay current with advancements in the field and enhance their career prospects.
7. We foster a supportive and inclusive community where students feel valued, respected, and engaged. We encourage collaboration and teamwork, providing a platform for networking and mutual support among students, faculty, and alumni.

InSpiredCare Academy is dedicated to equipping our students with the knowledge, skills, and ethical principles necessary to thrive in the healthcare industry. We are committed to nurturing competent, compassionate, and confident professionals who will make a positive impact in the lives of their patients and communities.

OBJECTIVES

Objectives that support the mission of InSpiredCare Academy:

1. Academic Excellence: Foster a culture of academic excellence by providing rigorous and comprehensive curriculum that meets the highest standards of education in the healthcare field.
2. Technical Proficiency: Equip students with the technical skills and knowledge necessary to excel in their chosen programs, ensuring they are well-prepared for the practical aspects of their profession.
3. Leadership Development: Cultivate leadership skills and qualities in students, empowering them to become future leaders in the healthcare industry and make a positive impact on the lives of patients and communities.
4. Personal Growth: Provide a nurturing and inclusive environment that supports students' personal growth and development, fostering self-confidence, interpersonal skills, and critical thinking abilities.
5. Professionalism and Ethics: Instill in students the values of professionalism, integrity, and ethical behavior, ensuring they understand the importance of maintaining confidentiality, respecting patient autonomy, and upholding ethical standards in their practice.
6. Diversity and Inclusion: Create a learning environment that embraces diversity and promotes inclusivity, encouraging students to appreciate and respect individual differences, cultural competence, and diversity in healthcare.
7. Career Readiness: Prepare students for successful entry into the healthcare industry by offering career development support, including job placement assistance, resume building, and interview preparation.
8. Collaboration and Teamwork: Promote collaboration and teamwork skills among students, fostering an environment where they can learn from and support each other, mirroring the collaborative nature of healthcare settings.
9. Continuous Improvement: Continuously evaluate and improve the quality of our programs, curriculum, and teaching methods, ensuring they remain up-to-date and aligned with industry standards and emerging healthcare trends.
10. Community Engagement: Encourage students to actively engage with their local communities, participating in community service initiatives and healthcare advocacy programs, promoting a sense of social responsibility.

By achieving these objectives, InSpiredCare Academy will successfully fulfill its mission of fostering the development of bright and ambitious individuals, empowering them to become future leaders in the field of healthcare and making a positive impact in the industry.

DISCLOSURE STATEMENTS

1. The duration of our programs may vary depending on the chosen program. It typically takes 8 weeks to complete the Phlebotomy Technician Program and 6 weeks to complete the Home Health Aide Program. Please note that individual student progress, clinical placement availability, and other factors may affect program completion time.
2. Tuition and Financial Obligations: Tuition fees and related costs for our programs are outlined in the official tuition schedule provided to students during the enrollment process. In addition to tuition, there may be associated costs such as textbooks, uniform,

certifications, and transportation expenses for clinical rotations or externships. Students are responsible for fulfilling all financial obligations to InSpiredCare Academy.

3. Financial Aid: InSpiredCare Academy does not offer federal financial aid programs. However, students may explore alternative sources of funding, scholarships, grants, or loans from third-party providers. It is the responsibility of the student to research and secure the necessary financial support.

4. Certification and Licensure: Our programs are designed to prepare students for certification exams and licensure in their respective fields. Successful completion of our programs does not guarantee certification or licensure. Students are responsible for understanding the certification requirements specific to their chosen program, as well as any additional requirements imposed by external certifying bodies or state licensure boards.

5. Transferability of Credits: Transferability of credits earned at InSpiredCare Academy to another institution is at the discretion of the receiving institution. It is the responsibility of the student to verify transfer credit acceptance with the intended institution.

6. Clinical Placements and Externships: Our programs may involve clinical placements or externship experience in healthcare facilities. While InSpiredCare Academy will make reasonable efforts to facilitate these placements, it is important to note that external factors such as availability, scheduling, and approval by healthcare providers may impact the timing and location of clinical experiences.

7. Job Placement: InSpiredCare Academy does not guarantee job placement or employment upon program completion. However, we provide career development support, including resume building, job search assistance, and interview preparation, to help students with their career goals.

8. Grievance and Complaint Procedures: InSpiredCare Academy has established a grievance policy allowing students to voice concerns, complaints, or grievances. Details of the grievance procedure, including how to submit a complaint or grievance, are provided to students during orientation and are available in the Institution Catalog.

It is essential for students to read and understand these disclosure statements before enrolling in InSpiredCare Academy programs. The statements provide valuable information about our programs, policies, and financial obligations, ensuring transparency and informed decision-making.

STUDENT RIGHTS AND RESPONSIBILITIES

As a student at InSpiredCare Academy, you have the right to an inclusive and supportive learning environment. Along with these rights come certain responsibilities that all students are expected to uphold. It is important to read and understand the following Student Rights and Responsibilities as they play a significant role in maintaining a positive school culture.

Student Rights

1. All students have the right to be treated fairly, without discrimination based on race, gender, religion, nationality, disability, or any other protected characteristic.
2. Students have the right to learn in a safe and secure environment. This includes freedom from bullying, harassment, and any form of physical or emotional harm.
3. Every student has the right to receive a high-quality education. This includes access to necessary resources, qualified teachers, and a curriculum that is relevant and engaging.
4. Students' personal information and data shall be protected and used only for educational purposes or as required by law.
5. Students have the right to express their opinions and ideas, provided it is done respectfully and without infringing on the rights of others.

Student Responsibilities

1. Students are expected to treat all members of the school community with respect, including teachers, staff, and fellow students. This includes using appropriate language and gestures, as well as showing consideration for others' opinions and backgrounds.
2. Students are responsible for attending classes regularly, completing assignments on time, and actively participating in their learning. Plagiarism and cheating are considered serious violations of academic integrity.
3. Students should use technology and the internet responsibly, respecting others' privacy, and adhering to the school's acceptable use policy. Cyberbullying or engaging in inappropriate online behavior is strictly prohibited.
4. Students have a responsibility to report any safety concerns or incidents of bullying or harassment. They should take an active role in creating a positive and inclusive school environment.
5. Students are expected to adhere to all school policies, rules, and regulations as outlined in the handbook. This includes following dress code guidelines, attendance policies, and any other rules set forth by the administration.

By adhering to these Student Rights and Responsibilities, we can create a thriving community where every student feels valued, safe, and inspired to learn and grow.

REGULATIONS AND LAWS

InSpiredCare Academy policies and practices are in accordance with all applicable laws and regulations including, but not limited to

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Part 100 (barring discrimination based on race, color, or national origin)
- Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 106 (barring discrimination based on sex)

- The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99
- The Age Discrimination Act of 1975 and the implementing regulations 34 CFR Part 110; and
- The Americans with Disabilities Act of 1990 and the implementing regulations in 28 CFR Part 36.

NON-DISCRIMINATION, EQUAL OPPORTUNITY, AND HARASSMENT POLICY

InSpiredCare Academy is committed to providing a safe and inclusive learning environment for all students, staff, and visitors. To foster a culture of respect, fairness, and equality, we have implemented the following Non-Discrimination, Equal Opportunity, and Harassment Policy.

Non-Discrimination and Equal Opportunity

1. InSpiredCare Academy prohibits discrimination based on race, color, national origin, age, sex, gender identity, sexual orientation, religion, disability, or any other characteristic protected by applicable laws and regulations.
2. All members of the school community shall be treated with dignity and respect and have equal access to educational programs, activities, and facilities.
3. The Academy will provide reasonable accommodation to individuals with disabilities in accordance with applicable laws.
4. Admissions, recruitment, and employment practices will be conducted without discriminatory practices and will be based solely on an individual's qualifications and abilities.

Harassment Policy

1. InSpiredCare Academy maintains a zero-tolerance policy for harassment in any form, including but not limited to, bullying, intimidation, cyberbullying, sexual harassment, and any behavior that creates a hostile or offensive environment.
2. Harassment is defined as any unwelcome conduct, including verbal, written, or physical behavior, that interferes with an individual's academic performance, work environment, or participation in school activities.
3. Students, staff, parents, and visitors are encouraged to report any incidents of harassment promptly. Reports can be made to a teacher, counselor, administrator, or through established reporting procedures.
4. All allegations of harassment will be taken seriously, and the Academy will promptly and thoroughly investigate each complaint in a fair and impartial manner.
5. Individuals found in violation of the harassment policy may be subject to disciplinary actions, up to and including expulsion or termination of employment, as applicable.

Reporting Procedures

1. Individuals who believe they have been subjected to discrimination or harassment or who have witnessed such behavior are encouraged to report the incident as soon as possible using the designated reporting procedures.
2. The Academy will promptly and confidentially investigate all reports of discrimination or harassment, taking appropriate actions to stop the behavior and prevent its recurrence.
3. Retaliation against any individual who reports or participates in an investigation of discrimination or harassment is strictly prohibited.

At InSpiredCare Academy, we are committed to fostering an environment that embraces diversity, promotes equal opportunity, and provides a safe and respectful space for all. This policy applies to all members of the school community and is essential in ensuring the well-being and success of our students and staff.

HOURS OF OPERATION

InSpiredCare Academy is dedicated to providing quality education and support to our students. InspiredCare Academy is open for business Monday through Friday 9 AM to 4 PM. RDS Students may request an appointment by telephone or email for advisement and support services during the posted office hours.

Walk-in assistance is welcome Monday through Thursday, from 9 a.m. to 4 p.m. Appointments outside of this time can be made by calling the main number.

Holiday and Vacation Dates

InSpiredCare Academy follows a regular academic calendar with scheduled holidays and vacation periods. Below are the School Holidays for S.Y 2024-2025

New Year's Day	January 1
Martin Luther King Day	January 15
President's Day	February 19
Memorial Day	May 27
Juneteenth	June 19

Independence Day	July 4
Labor Day	September 2
Veterans Day	November 11
Thanksgiving	November 28-29
Winter Break	December 25-27

Emergency and Inclement Weather

In the event of an emergency or inclement weather, InSpiredCare Academy may have alterations to its regular hours of operation. Any changes or closures will be communicated to students, parents, and staff through our designated communication channels, including email, phone calls, and our official website.

At InSpiredCare Academy, we strive to maintain a consistent schedule to ensure a structured learning environment for our students while providing support and flexibility when needed. We encourage students and parents to contact the school office if they have any questions or require further information regarding our hours of operation.

2.0 ADMISSION POLICY

ADMISSIONS REQUIREMENTS

To be eligible for admission into these programs, applicants must meet the following requirements:

1. Applicants must be at least 18 years old at the time of enrollment.
2. A high school diploma or equivalent is required for admission. Applicants must provide proof of completion by submitting an official high school transcript or a recognized equivalency diploma (GED).
3. Evaluated and translated Foreign High School Transcripts (If Applicable).
4. All applying students must complete an Enrollment Agreement

To be considered for admission, it is required that students who submit proof of high school completion from a foreign country should furnish a translation and evaluation of their academic credentials. The translation and evaluation should be obtained from an organization that has been approved and recognized by the Department of Education.

Please note that meeting these admissions requirements does not guarantee acceptance into our programs. The selection process may also involve an interview with program coordinators to assess an applicant's motivation, commitment, and suitability for the program.

TRANSFER OF CREDITS

Transfer of credit is subject to the discretion of the receiving institution and is governed by its policies and guidelines. Accreditation alone does not guarantee the transfer of credits.

Applicants seeking to transfer credits earned from a previous post-secondary institution must submit official transcripts, sealed by the issuing institution, to the Office of the Registrar within 30 days of beginning their program at our institution. The student can only transfer a maximum of 25% of clock hours needed to complete the program. At least 75% of the program must be completed at InSpiredCare Academy.

For credits to be considered for transfer, the institution where the credits were earned must be accredited by a recognized agency approved by the United States Department of Education and/or the Commission for Higher Education Accreditation (CHEA).

We regret to inform you that credit earned through the College-Level Examination Program (CLEP) will not be accepted for transfer credit.

Our institution does not grant credit for advanced standing or allow students to proficiency out of required courses.

The following criteria must be met for transfer credits from prior education to be considered:

1. College courses must have been completed within the past 20 years, counted from the time of admission to our institution.
2. A minimum grade of C or higher must have been achieved in the transferred course.

If a student wishes to submit transcripts from a foreign educational institution for evaluation and consideration of transfer credits, the transcripts must be translated into English and evaluated by an approved organization recognized by the Department of Education.

This Transfer of Credit Policy is subject to change and may not necessarily represent the current policy of our institution. Please refer to the most recent version of our institutional catalog or contact the Office of the Registrar for the most up-to-date policy and procedures.

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS

The accepting institution has the authority to determine the transferability of credits, and it is the responsibility of the student to verify whether credits will be accepted by their chosen institution. InSpiredCare Academy cannot guarantee the transferability or acceptance of credits earned at InSpiredCare Academy by other institutions. Each institution has its own policies regarding the acceptance of credits from other institutions. Students are advised to inquire about credit transfer policies at the institution they are seeking admission to.

TRANSFERRING TO A COLLEGE OR ANOTHER SCHOOL

It is advisable for students who intend to transfer to another college to verify with their desired institution about the transferability of courses from InSpiredCare Academy. The receiving college has the ultimate authority to decide which course(s) from InSpiredCare Academy will count towards their own institution. Therefore, InSpiredCare Academy cannot provide any guarantees regarding the transferability of courses or programs to other institutions that are owned and/or operated by different entities.

TRANSCRIPT REQUEST

To request a transcript, students should submit a written request signed by themselves at least two (2) weeks prior to when they need the transcript. The request must include the complete address of the intended recipient. There is a fee of $15.00 per transcript requested, and students who request expedited service may incur additional fees, including shipping fees for the transcripts. It is important to note that transcripts will only be released once all financial obligations have been fulfilled by the student.

3.0 ACADEMIC POLICIES

PROGRAM OFFERINGS

InSpiredCare Academy is currently offering Home Health Aide and Phlebotomy Technician Program.

GRADING SYSTEM

Letter	Numeric Grade	Grade Point Value
A	94 -100	4.0
B	85-93	3.0
C	75-84	2.0
D	Below 75	1.0

P – Pass; Successful completion of coursework with a non-letter grade is considered equivalent to earning a grade of C or above and does not contribute towards the calculation of quality points.

IP – In Progress; If the necessary coursework is not yet completed, the student and instructor must mutually agree upon the method and time for its completion in writing. Failure to complete the outstanding work within the agreed-upon time will result in an automatic change of the grade to an F. If a student does not fulfill the requirements by the designated course end date, they may receive a grade of In Progress (IP).

T – Transfer of Credit; the process by which a student's previously earned academic credits from a different educational institution are recognized and applied towards their current program of study at a new institution. This recognition allows the student to be exempt from certain courses or requirements, saving time and effort in completing their degree or certification.

PL - Prior Learning Credit; a process by which a student's previous education, work experience, or other relevant knowledge is assessed and evaluated for potential academic credit towards their current program of study. PL recognizes the skills and knowledge acquired outside of traditional classroom settings, giving students the opportunity to demonstrate their competencies and earn college credit for their prior learning experiences.

S – Satisfactory; refers to meeting the expected standards or requirements set for a particular course, assignment, or academic performance. It indicates that the student has successfully attained the desired level of achievement and has met the necessary criteria to pass or receive credit for the task or course.

U – Unsatisfactory; indicates that a student has not met the expected standards or requirements for a given course, assignment, or academic performance. It signifies that the student has not achieved the necessary level of proficiency or has failed to meet the criteria for a passing grade.

W – Withdraw; refers to the action taken by a student to officially remove themselves from a course or a program of study. When a student chooses to withdraw, they are discontinuing their participation in the course or program, and the course will not appear on their academic record.

WP – Withdraw P – Pass; notation used when a student successfully withdraws from a course after a specific deadline but is awarded a passing grade by their instructor. The student is considered to have met the requirements for a passing grade despite no longer actively participating in the course.

WF – Withdraw F –Fail; notation used when a student withdraws from a course after a specific deadline but is awarded a failing grade by their instructor. The student is considered to have not met the requirements for a passing grade and is given a failing grade, even though they are no longer participating in the course. This grade will be reflected in their academic record.

Unit Of Credit

At InSpiredCare Academy, the accepted Unit of Credit is the clock hour system. A clock hour is determined by a minimum duration of 50 minutes during which students actively engage in learning activities on campus or at an approved externship facility.

To meet the requirements for a unit of credit, students must complete at least fifteen hours of instruction relevant to their desired qualification level during a semester. Additionally, they are expected to allocate a reasonable amount of time outside of instruction for tasks related to their learning experiences, such as preparing for classes, studying course materials, or fulfilling educational projects as mandated by the institution.

Repeating Courses

At InSpiredCare Academy, students are allowed to retake courses if they have previously obtained a "W" or "F" grade. A course may be retaken up to two times. Only credit from the final grade received is considered for a repeated course. The transcript will display both the repeated course and the first attempt. However, the cumulative grade point average (GPA) calculation will only factor in the grade from the final attempt.

STANDARD OF ACADEMIC PROGRESS (SAP)

The institution, InSpiredCare Academy, has established the "Standards of Academic Progress" as a structured process to identify and assist students who encounter academic challenges. These standards serve as a means of alerting students to their academic difficulties. The institution aims to provide support throughout every phase of their academic journey at InSpiredCare. When a student fails to meet the Standards of Academic Progress, a formal meeting is conducted between the faculty and student to create an improvement plan and discuss potential consequences if progress is not achieved. It is important to note that these standards are not meant to discourage or penalize students sincerely seeking to utilize the school's instructional services effectively. Rather, they reflect the dedication of the faculty and administration at InSpiredCare Academy to assist students in achieving their educational goals. The objective of these standards is to enhance the performance of students facing academic challenges and garner public support for the Institute's commitment to providing high-quality educational programs.

If a program's duration is less than 240 clock hours, satisfactory academic progress will be assessed on a weekly basis. Students progressing through the program must maintain a minimum grade point average (GPA) of 2.0 ("C") or higher to be considered as making satisfactory progress. Students falling below this standard will be placed on academic probation. For programs with a duration less than 240 clock hours, students will remain on academic probation until their average returns to 2.0 or higher. Students with a GPA below 2.0 will not be able to participate in externship. If, by the time of clinical externship, the student has not been able to improve their academic progress to the minimum standard, they will be academically dismissed. Academically dismissed students may be eligible for re-entry by following the re-entry policy.

For programs with a duration exceeding 240 clock hours and/or 60 credit hours, a quarterly assessment of satisfactory academic progress is conducted. All students are required to maintain a minimum average of 77% in each course of the program to be eligible for graduation and licensure exams. A minimum overall GPA of 2.0 is also necessary for graduation.

Degree/Diploma Type	Hours or Credits Needed to Complete	Maximum Attempted credits/hours
Diploma (Home Health Aide)	83 contact hours	133 contact hours
Diploma (Phlebotomy Technician)	174 contact hours	226 contact hours

ACADEMIC PROBATION

InSpiredCare Academy has implemented a policy to ensure satisfactory academic progress for students enrolled in different programs. The criteria for measuring satisfactory progress vary based on the program length.

For programs lasting less than 240 clock hours, students must maintain a grade point average (GPA) of 2.0 or higher (equivalent to a "C" grade) to be making satisfactory progress. The institution will monitor the academic progress of these students on a weekly basis. If a student's GPA falls below 2.0, they will be placed on academic probation. The probationary period will continue until the student is able to raise their average to 2.0 or higher. Students who fail to meet this minimum standard will not be allowed to proceed to the clinical externship. If a student is unable to improve their academic progress to the minimum standard by the time of the clinical externship, they will be academically dismissed. However, academically dismissed students will have the opportunity to re-enter with another group by following the re-entry policy.

On the other hand, for programs lasting over 240 clock hours and/or 60 credit hours, a quarterly system is used to measure satisfactory academic progress. In this case, students are required to maintain a minimum average of 77% in each course of the program to make satisfactory progress. If a student's grades are in the marginal range (between 77-79), a conference with the Instructor/Coordinator will be held, and the student will be placed on academic probation. The probationary status will be reviewed for signs of improvement at three and five weeks following the conference.

These policies ensure that students in different programs maintain the required standards of academic progress and provide opportunities for students to improve and continue their education.

ACADEMIC DISMISSAL/WITHDRAWAL

When students fail to meet the minimum requirements during academic probation, they may face consequences such as "Academic Dismissal" from InSpiredCare Academy. This dismissal signifies the separation of the student from the institute for a duration of no less than three (3) months.

A student who voluntarily withdraws from the institute is classified as a "Withdrawn" student. In such cases, the date of the student's last physical attendance is considered as their official withdrawal date, regardless of whether the student is dismissed or withdraws of their own accord. Any applicable refunds will be calculated based on this last date of attendance.

Following dismissal, students have the opportunity to re-apply for enrollment at InSpiredCare Academy. However, re-enrollment requests are processed on a petition basis. To have the request approved, the petition must provide evidence of significant changes in the student's circumstances. Conversely, a withdrawn student may choose to re-enter the institute at any time without the need for a petition.

ATTENDANCE POLICY

The institution understands and acknowledges the importance of attendance in the learning process. Regular attendance is essential for students to fully engage in academic activities and succeed in their educational pursuits. To ensure a productive learning environment and promote student success, the following attendance policy is implemented:

- Students are expected to attend all scheduled classes and academic activities unless they have valid and documented reasons for their absence.
- Attendance requirements may vary for different programs or courses, and students should refer to specific course syllabi or program guidelines for any additional requirements.
- Online and remote learning courses also require regular attendance and participation as per the guidelines specified by the instructor.
- Students are responsible for notifying instructors in advance or as soon as possible in case of an unavoidable absence.
- Excused absences are granted for compelling circumstances such as illness, family emergencies, official university events, etc.
- Students must provide appropriate documentation for excused absences, including medical certificates, official letters, or documentation provided by university officials.
- Instructors have the discretion to determine whether an absence is excusable or not.
- Students who miss ten consecutive days of classes will be terminated from the program.
- Students who miss 20% of the program will be terminated from their program of study.

Attendance Policy for Online Programs

The institution recognizes the unique nature of online programs and understands the importance of active participation and engagement for student success. With online courses, attendance is measured and tracked through participation in online discussions, completion of assignments, and other designated activities. The following attendance policy is established specifically for online programs:

- Students are expected to actively participate in online courses by engaging in discussions, completing assignments, and adhering to course requirements.
- Attendance in online courses will be measured by monitoring the frequency and quality of student participation and completion of assigned tasks.
- Faculty members will define specific criteria for active participation, such as minimum posting requirements, completion of quizzes or exams, or submission of assignments.
- Attendance will be tracked through the institution's learning management system (LMS) and other online tools utilized in the course.
- Students are responsible for accessing the LMS regularly, checking course announcements, and completing assigned tasks within the designated times.
- Regular engagement with course materials and interactions with instructors and peers are essential for a meaningful learning experience.

- If unable to participate or complete assignments due to unexpected circumstances or technical issues, students are expected to promptly communicate with the instructor or course coordinator.
- Instructors may require appropriate documentation for excused absences and will provide guidance on how to submit such documentation.

Make-Up Work and Attendance Recovery

- In cases of excused absences, students may be given the opportunity to make up missed work or complete alternative assignments.
- It is the student's responsibility to initiate communication with the instructor, explain the reason for the absence, and propose a plan for making up missed attendance or coursework.
- Students are expected to submit assignments and participate in discussions within the specified deadlines.
- Late submissions may be subject to grade deductions or other penalties as outlined in the course syllabus.
- Students are encouraged to manage their time effectively and seek assistance from instructors if they anticipate difficulties meeting deadlines.
- Students are encouraged to communicate proactively with instructors regarding any concerns or questions related to attendance or participation.
- Instructors should provide clear guidelines on attendance expectations, communication channels, and office hours for addressing attendance-related issues.

Leave of Absence

At InSpiredCare Academy, students are required to submit a written, signed, and dated request for a Leave of Absence (LOA) before their intended time off. However, in case of unforeseen circumstances preventing a prior written request, InSpiredCare Academy may still consider granting a student's LOA and document their decision in the student's file. The written request should be collected within 30 days.

A student can be granted an LOA for a maximum of 60 days. The number of days for the LOA starts from the day after the student's last day of attendance.

Upon returning from the LOA, students are allowed to continue with their unfinished coursework without facing any penalties. A subsequent LOA can be taken if it does not exceed 30 days and if the institution deems it necessary due to unforeseen circumstances. Valid reasons for a subsequent LOA include jury duty, military obligations, or situations covered under the Family and Medical Leave Act of 1993. If a student fails to resume attendance at the institution before the end of their LOA, they will be considered withdrawing from the program. The calculation of tuition charges for the period of attendance will adhere to the refund policy outlined in the student's enrollment agreement.

GRADUATION REQUIREMENTS

To be eligible for graduation and receive a diploma, students must fulfill the following requirements:

1. Fulfill all financial obligations owed to the institution.
2. Successfully complete the specified number of credit hours needed for their program of study and maintain a cumulative grade point average (CGPA) of 2.0 or higher.

STANDARDS OF CONDUCT

Students who enroll in InSpiredCare Academy are expected to adhere to a code of conduct that aligns with the institution's role as an educational establishment. InSpiredCare Academy reserves the right to enforce order within the school environment and act against individuals who disrupt the educational process.

The following behaviors are considered prohibited and may result in disciplinary action:

1. Engaging in physical or sexual assault on any person within InSpiredCare Academy's campus, or behaviors that pose a threat to the health or safety of individuals. This includes acts of assault against InSpiredCare Academy students, faculty, or staff members.
2. Causing considerable damage to InSpiredCare Academy-owned or leased property, or to the property of students, employees, faculty, or visitors. This includes unauthorized entry or occupation of restricted areas within InSpiredCare Academy's premises.
3. Participating in activities that can be classified as hazing. Hazing involves actions or situations that deliberately endanger the mental or physical well-being of a student, with the purpose of initiation or affiliation with an organization approved by InSpiredCare Academy.
4. Using alcohol or illegal substances while on campus or at an externship site. As students at InSpiredCare Academy are being trained for careers involving direct contact with patients and individuals, any form of clinical activity performed under the influence of drugs or alcohol not only compromises patient safety but is also considered a criminal offense. Individuals found engaging in such conduct will be reported to the local authorities. Drug testing may be conducted if students display signs of drug abuse.
5. InSpiresCare Academy takes an extraordinarily strong stand against academic misconduct. Academic misconduct such as giving and/or receiving unauthorized aid during a test or other assignment, not reporting another student who is observed cheating in any way or knowingly plagiarizing any material will result in disciplinary action including potential program dismissal.

It is important for all students at InSpiredCare Academy to familiarize themselves with and uphold these guidelines to maintain a safe and conducive learning environment.

ACADEMIC APPEAL

If a student wishes to have their final grade reviewed, they can initiate this process by scheduling a meeting with their professor. During the meeting, the professor will go over how the grade was assigned. If the student still disagrees with the grading method, and believes it was not in accordance with the grading and evaluation section outlined in the course syllabus, they have the option to appeal the grade through the Administration. The Administration will carefully assess all relevant information and decide regarding whether a grade change should be made or if the original grade aligns with the syllabus criteria.

GRIEVANCE PROCEDURE

The administration, faculty and staff of InSpiredCare Academy 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 InSpiredCare Academy. InSpiredCare Academy grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.

2. If the grievance cannot be settled at this level, the student may ask for the intervention of the Student Services office 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 school President. The school President will evaluate the grievance and gather information. The student will be kept informed by the school President as to the status of the grievance, as well as the resolution of the problem. Students must submit a grievance no later than a week after the incident in consideration. The school President will respond to the grievance in writing within 7 business days.

When writing your grievance statement please include the following:

- ✓ Your name, address, and contact number
- ✓ Facts of your complaint: date and time of the incident, where it took place, the names of the people involved, the names of all witnesses.
- ✓ Supporting evidence for your complaint
- ✓ Describe any steps taken informally to resolve the matter.
- ✓ Include a reasonable solution for your complaint.
- ✓ Sign and date your statement.

3. In cases where the grievance is not settled at the institutional level, the student may also contact the Department of Education Commission that regulates the institution:
The Commission for Independent Education (CIE), 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Phone: (850) 245-3200, Toll free: (888) 224-6684 www.fldoe.org/cie

4.0 STUDENT SERVICES

CLASS SCHEDULE

Upon enrollment, students will receive their class schedules, which will also be clearly stated on the enrollment agreement. For more details regarding the anticipated start schedules, please refer to Page 11: Academic Calendar.

ACADEMIC ADVISEMENT

At InSpiredCare Academy, both the faculty and administrative staff are committed to supporting students throughout their academic journey. As a result, any student requiring academic advisement will be provided with an appointment to meet with a staff member. Our administrative personnel are readily available to offer academic guidance, establish milestones for improvement, progress, and program completion. In cases where students are at risk of failure, it is mandatory for them to meet with faculty, program leadership, and/or administration. This ensures that they can access the necessary resources and support required to successfully complete their program. Additionally, a roadmap will be developed to guide students towards their desired academic outcome.

FINANCIAL ADVISEMENT

The Business Office will provide students with information on how to obtain private funding, loans, or set up payment plans. Although InSpiredCare Academy does not offer financial aid, there are various payment options available to all students. These options include:

1. Paying the full tuition cost at the time of signing the enrollment agreement.
2. Paying the registration fee at the time of signing the enrollment agreement, with the remaining balance due before the program start date.
3. Paying the registration fee at the time of signing the enrollment agreement, with the remaining balance due before graduation.

Students are required to pay the remaining balance of tuition in installments as agreed upon with the Business Office.

CAREER SERVICES

Students receive assistance with job placement and are provided with the names and addresses of potential employment opportunities. Any inquiries from potential employers that are received by

the school will be posted on the school bulletin board, will be posted online through school's social media accounts and through the school portal. While the school will do its best to assist students with finding employment, it cannot guarantee it. It is important to note that this service is offered free of charge.

REGISTRATION

Students can register for a program either in person or via online once all the requirements are met, detailed instruction will be sent via email for online registration. Registration is continuously available. For anticipated program start date, please refer to Page 11: Academic Calendar.

STUDENT RECORDS

The Registrar is responsible for keeping all official student academic records. This includes maintaining transcripts, processing final grades, and updating student information such as addresses, names, and approved grade changes. Upon request, the office can provide both official and unofficial copies of a student's academic records to individuals, institutions, or agencies.

Additionally, the Registrar can provide official certifications of a student's enrollment and academic status to external entities such as insurance companies and financial institutions. If requested, a hard copy of the Final Grade Report can be obtained from the Registrar. They also handle the processing of applications for diplomas and certificates.

To ensure the safety of student records, the school will permanently retain them in a fire-proof filing cabinet. A duplicate record is kept at a separate location and can be accessed by students upon individual request. Student records will only be provided to potential employers after the student has submitted a written request.

STUDENT'S RIGHTS TO PRIVACY ACT

InSpiredCare Academy is in accordance with the confidentiality and student accessibility stipulations of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, Section 438), commonly referred to as the Buckley Amendment. The confidentiality of a student's records is strictly maintained. Information about students is not accessible to anyone unless:

- The student provides a written request/release
- A court order is obtained
- Accreditation agency requirements mandate access

However, parents of minor students and guardians of "tax dependent" students have the right to examine and contest the information contained in a specific student's records.

5.0 DRUG-FREE CAMPUS AND WORKPLACE

InSpiredCare Academy is committed to maintaining a drug-free environment on its campus and in the workplace. The use, possession, sale, distribution, or manufacture of drugs, including illegal drugs and controlled substances, is strictly prohibited.

Prohibited Conduct

a) The use or possession of illegal drugs or controlled substances, including marijuana (unless otherwise prescribed for medical purposes), on campus or during working hours is strictly prohibited.
b) The sale, distribution, or facilitation of drugs on campus or during working hours is strictly prohibited.
c) The possession or use of drug paraphernalia, including equipment used for the preparation, ingestion, or concealment of drugs, is strictly prohibited.

Drug Testing

a) Students: InSpiredCare Academy reserves the right to require drug testing for students as deemed necessary, particularly in circumstances where there is reasonable suspicion of drug use or as a requirement of clinical placements or externships.
b) Employees: All employees may be subject to drug testing in accordance with applicable laws, regulations, and employment agreements.

Reporting

Any student, faculty, or staff member who becomes aware of a violation of this policy has a responsibility to report it to a designated authority within the institution.

Consequences

Violation of this policy may result in disciplinary action, up to and including dismissal from the institute for students and termination of employment for staff and faculty. Violations may also be referred to law enforcement agencies, as appropriate.

6.0 TUTION, FEES AND PAYMENT SCHEDULE

TUITION AND OTHER FEES

HOME HEALTH AIDE

ITEM	DESCRIPTION	COST
Registration Fee	All students required (nonrefundable)	$100.00
Tuition	HHA Program	$650.00
Textbooks, Training Materials	Textbooks, Training materials	$125.00
Other Fees	Uniform, other supplies	$75.00
Total Program Cost		**$950.00**

PHLEBOTOMY TECHNICIAN

ITEM	DESCRIPTION	COST
Registration Fee	All students required (nonrefundable)	$100.00
Tuition	Phlebotomy Program	$725.00
Textbooks, Training Materials	Textbooks, Training materials, Uniforms	$425.00
Other Fees	Exam fees, lab supplies and other costs	$375.00
Total Program Cost		$1,625.00

The Registration fee is due at the time of signing the enrollment agreement. And students have an option to make payment by credit/debit card (with additional processing fee), money order or cashier's check.

FINANCING OPTIONS

Although InSpiredCare Academy does not offer financial aid, there are various payment options available to all students which includes an in-house payment plan with no interest to assist students and parents in paying their tuition. These options include:

1. Paying the full tuition cost at the time of signing the enrollment agreement.
2. Paying the registration fee at the time of signing the enrollment agreement, with the remaining balance due before the program start date.
3. Paying the registration fee at the time of signing the enrollment agreement, with the remaining balance due before graduation.

Students are required to pay the remaining balance of tuition in installments as agreed upon with the Business Office. In addition to the Registration fee and down payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

If a student's account is sent to collections, InSpiredCare Academy shall be entitled to collection, attorney fees and cost on the account thereof.

CANCELLATION AND REFUND POLICY

1. Cancellations are made in person, by electronic mail, by Certified Mail, or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three business days after the signing of the enrollment agreement and making the initial payment except for the entrance exam and application fee
3. Cancellation after the third business day, but before the first class, results in a refund of all monies paid, except for the entrance exam and application fee.
4. The institution will not charge more than $150.00 in nonrefundable fees regarding admissions and registrations. The refund will be less deduction for books, supplies, materials, and kits which are not returnable because of use or not returned in new condition within 3 working days from the student's signing an enrollment agreement or contract.
5. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund. Following the schedule below.

Withdrawal Schedule by term	Refund Percentage Amount
Within 1st week (Drop/Add Period)	100% of tuition and fees for the program
2nd week of the program	75% of tuition and fees for the program

3rd week of the program	50% of tuition and fees for the program
4th week of the program prior to 40% of the program	25% of tuition and fees for the program

6. Cancellation after completing 40% of the program will result in no refund.
7. The withdrawal date is the last date of physical attendance. Refunds will be calculated according to the refund policy.
8. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used to calculate unless written notice is received.
9. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from student.

7.0 PROGRAMS AND CURRICULUM

HOME HEALTH AIDE

83 CLOCK HOURS | 5 WEEKS

Mode of Delivery: Hybrid (Online & On-campus)

Credential Issued: Diploma

Program Objective

Upon completion of the Home Health Aide Program, graduates will have the necessary qualifications and expertise to seek entry-level employment opportunities as Home Health Aides in a range of healthcare settings. These may include clinics, assisted living facilities, hospitals, and other healthcare practice facilities.

Program Description

The Home Health Aide Program is designed to equip students with the necessary skills and knowledge to provide essential care and assistance to patients in their own homes. This program offers comprehensive training that prepares graduates for entry-level employment as Home Health Aides in various healthcare settings.

Throughout the program, students will learn about the fundamental principles of healthcare, including infection control, vital signs monitoring, and basic medical terminology. The students will have 32 hours of lab to practice, demonstrate and perform procedures associated with bedside client care. Additionally, the program will cover topics like patient safety, emergency response, and ethical considerations in home healthcare.

The curriculum is carefully crafted to ensure that graduates are well-prepared to meet the needs of diverse patient populations, including the elderly, individuals with disabilities, and those recovering from illness or surgery. Graduates will develop excellent communication and interpersonal skills, enabling them to establish rapport with patients and their families, creating a supportive and nurturing environment.

This program follows a hybrid approach, combining online and in-person components. The theoretical portions of the program will be delivered online, using both asymmetric and symmetric formats. The lab sessions, on the other hand, will be conducted in person. To evaluate students' progress, the program will include quizzes, exams, discussion posts, assignments, lab work, and

attendance. The final grade for each student will be determined by their performance in these various assessments.

Upon successfully completing the program, students will receive a diploma in recognition of their achievement.

Program Outline

Course Number	Course Title	Theory Hours	Lab Hours	Total Clock Hours
BHW 101	Basic Healthcare Worker	4	0	4
CPR 100	CPR – Cardiopulmonary Resuscitation and First Aide	0	4	4
HHA 100	Verbal and Written Communications	4	0	4
HHA 101	Law and Ethical Standards for Home Health Aides	2	0	2
HHA 102	Physical Comfort and Patient Safety	5	5	10
HHA 103	Nutrition	10	5	15
HHA 104	Infection Control Procedure	3	1	4
HHA 105	Home Health Care: Skills and Procedure	11	17	28
HIV 101	HIV/AIDS Education	4	0	4

Effective Date: 08/2024

PD 101	Student Success	4	0	4
PD 102	Career Development	4	0	4
	TOTAL	51	32	83

Program Course Descriptions

BHW 101   Basic Healthcare Worker   **Clock Hours: 4**

This introductory Basic Healthcare Worker course focuses on the healthcare team and delivery systems. You will learn and discuss topics including legal responsibilities, ethical issues, safety and security, information technology applications in healthcare, emergencies, infection control, communication, interpersonal behaviors, employability skills, blood-borne diseases, wellness, disease, and basic math and science. This is the core of phlebotomy and home health aide programs and must be successfully completed prior to beginning programmatic courses.

CPR 100   CPR – Cardiopulmonary Resuscitation and First Aide   **Clock Hours: 4**

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the test, students will be certified in CPR.

HHA 100   Verbal and Written Communications   **Clock Hours: 4**

This course is designed to enhance verbal and written communication skills. Students engaged in this course will learn basic sentence structure and grammar, for the purpose of developing the ability to communicate clearly and concisely in the healthcare setting. Verbal communications will be developed through oral presentation and word enunciation.

HHA 101   Law and Ethical Standards for Home Health Aides   **Clock Hours: 2**

Students will learn the laws and ethical standards that govern the activities of the Home Health Aide. Students will hold active discussion on ethical issues that are faced in the Home Health setting. This course has a lab component.

HHA 102   Physical Comfort and Patient Safety   Clock Hours: 10

Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients. This course has a lab component.

HHA 103   Nutrition   Clock Hours: 15

Protocols for patient care include nourishment, nutrition, and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, and other special needs diets and essential nutritional care for patients. This course has a lab component.

HHA 104   Infection Control Procedure   Clock Hours: 4

This course is designed to train students on procedures for infection control. Students will demonstrate knowledge of OSHA guidelines, as well as skills in isolation procedures, gloving, and appropriate hand washing techniques. This course has a lab component.

HHA 105   Home Health Care: Skills and Procedure   Clock Hours: 28

Students will become oriented as to the purpose and history of home health care. Students will learn about the medical workers involved in home health care and in the role of the Home Health Aide in the home health setting. Students will practice patient care skills and administrative skills in home health care. This course has a lab component.

HIV 101   HIV/AIDS Education   Clock Hours: 4

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

PD 101   Student Success   Clock Hours: 4

This course lays the foundation of how to be successful in the student's chosen program. Orientation to the school and program, Online Orientation to the LMS system, study and test taking

techniques, time management, and helping to create a student life balance are just a few of the successful strategies that will be taught in this class.

PD 102   Career Development   **Clock Hours: 4**

This course is designed to assist in the transition of students to professionals. Students will learn how to create a resume, handle workplace conflict, chain of command, and how to prepare for a career.

PHLEBOTOMY TECHNICIAN

174 CLOCK HOURS | 8 WEEKS

Mode of Delivery: Hybrid (Online & On-campus)

Credential Issued: Diploma

Program Objectives

After successfully completing this program, graduates will acquire the necessary skills and knowledge to pursue employment as entry-level Phlebotomy Technicians. This qualification opens opportunities for employment in a range of medical settings such as hospitals, outpatient centers, clinics, diagnostic labs, medical centers, and other healthcare facilities.

Program Description

The Phlebotomy Technician Program is designed to provide students with the necessary skills and knowledge to pursue a rewarding career as a Phlebotomy Technician. This program equips students with comprehensive training in the techniques and procedures involved in blood collection and processing.

Throughout the program, students will develop a thorough understanding of venipuncture, capillary puncture, and other blood collection methods. They will also learn about the proper handling and preservation of blood samples, as well as infection control protocols to ensure a safe and sanitary work environment.

The curriculum includes a combination of theoretical instruction and hands-on laboratory practice. Students will learn about anatomy and physiology, medical terminology, and medical laws and ethics to enhance their understanding of the role and responsibilities of a Phlebotomy Technician.

Upon successful completion of the program, graduates will be eligible to take the certification examination to become a Certified Phlebotomy Technician through American Medical Certification Association (AMCA). This credential will provide them with a competitive edge in the job market and qualify them for employment in various healthcare settings such as hospitals, outpatient centers, clinics, diagnostic laboratories, and medical facilities.

Overall, the Phlebotomy Technician Program offers a comprehensive educational experience that prepares students for a rewarding and in-demand career in the field of phlebotomy. This program follows a hybrid approach, combining online and in-person components. The theoretical portions of the program will be delivered online, using both asymmetric and symmetric formats. The lab sessions, on the other hand, will be conducted in person. To evaluate students' progress, the program will include quizzes, exams, discussion posts, assignments, lab work, and attendance. The final grade for each student will be determined by their performance in these various assessments.

Program Outline

Course Number	Course Title	Theory Hours	Lab Hours	Total Clock Hours
BHW 101	Basic Healthcare Worker	90	0	90
IC 100	Bloodborne Pathogens – HIV/AIDS	8	0	8
PH 100	Anatomy and Physiology for Phlebotomist	8	4	12
PH 102	Phlebotomy Techniques	10	30	40
PH 103	Phlebotomy Equipment	0	8	8
PH 104	Special Considerations	5	0	5
PH 105	Legal Issues in Phlebotomy	3	0	3
PD 101	Student Success	4	0	4

PD 102	Career Development	4	0	4
	TOTAL	132	42	174

Program Course Descriptions

BHW 101   Basic Healthcare Worker   **Clock Hours: 90**

This introductory Basic Healthcare Worker course focuses on the healthcare team and delivery systems. You will learn and discuss topics including legal responsibilities, ethical issues, safety and security, information technology applications in healthcare, emergencies, infection control, communication, interpersonal behaviors, employability skills, blood-borne diseases, wellness, disease, and basic math and science. This is the core of phlebotomy and home health aide programs and must be successfully completed prior to beginning programmatic courses.

IC 100   Bloodborne Pathogens – HIV/AIDS   **Clock Hours: 8**

This course teaches students how bloodborne pathogens are spread, how to avoid exposure, and what to do if exposed to infection material.

PH 100   Anatomy and Physiology for Phlebotomist   **Clock Hours: 12**

This course describes the characteristics of distinct types of blood cells, differentiate between serum and plasma, and explains anatomy and physiology of the Cardiovascular System (heart and blood vessels, circulations of the blood flow). Locate the veins in the arm, systolic and diastolic pressure, and explain the purpose of the lymph systems. The course includes general composition of the different organ systems in the human body and their functions. This course has a lab component.

PH 102   Phlebotomy Techniques   **Clock Hours: 40**

After taking this course, the student will be able to explain three skills used in collecting blood, explain the importance of correct patient identification, list components necessary for proper specimen labeling, list four common venipuncture sites, list techniques that make veins easier to feel, describe step-by-step procedures for drawing blood, list four ways to prevent hemolysis during venous collection, explain hemoconcentration and how to prevent it. Explain the four

precautions in blood collection, locate veins in the feet and ankles, and explain how to handle different patient reactions to venipuncture, discuss the three blood collection alternatives when a patient has an IV running in one arm, describe the equipment used and preparation of equipment for arterial puncture, describe the Allen test, locate the four arterial sites, and explain the proper procedure for handling arterial blood. Proper manipulative procedure using the syringe and vacutainer with the right method to obtain adequate blood specimens. This course has a lab component.

PH 103   Phlebotomy Equipment   Clock Hours: 8

Students will be able to describe the units of the International Metric System, Apothecary System and Household System as well as conversions between units of measure. Also study Roman numerals. Describe the proper use of syringes in specimen collection, differentiate between bore size and the gauge of a needle, explain the principle of the evacuated systems, describe how certain anticoagulants prevents coagulation, will be able to name anticoagulant associated with color coded tubes, know the purpose of additives, describe the three basic types of tourniquets, define hemoconcentration, describe the different type of lancets, and list the different types of micro collection equipment available. The student must be able to interpret the medical order, select the appropriate equipment to make the blood draws and use the tubes in the correct order of extraction and inversion. This course has a lab component.

PH 104   Special Considerations   Clock Hours: 5

Students will learn about collections of non-blood specimens. These include the ability to describe types of urine specimens and demonstrate how to collect a clean-catch urine specimen, describe tests performed on stool and instructions for handling a stool specimen, demonstrate how to obtain a throat culture and discuss other swabbing procedures.

PH 105   Legal Issues in Phlebotomy   Clock Hours: 3

Students will understand the difference between law and ethics, be able to explain HIPAA and discuss ways to protect patients' privacy, explain CLIA and laboratory certification, and understand negligence, abuse, and consent in healthcare.

PD 101   Student Success   Clock Hours: 4

This course lays the foundation of how to be successful in the student's chosen program. Orientation to the school and program, Online Orientation to the LMS system, study and test taking

techniques, time management, and helping to create a student life balance are just a few of the successful strategies that will be taught in this class.

PD 102   Career Development   Clock Hours: 4

This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job seeking portfolio including their resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques, and professionalism as well as participation in a mock interview.

COURSE NUMBERING SYSTEM

The course numbering system is comprised of a five or six-digit alphanumeric identifier, with prefixes representing the type of course and suffixes indicating the sequence in which they are taught.

Currently, at InSpiredCare Academy, all courses are considered first level courses due to the school being a clock hour institution. The prefixes in the course codes are derived from letters found in the course title, while the codes themselves are based on the program and related topics. Here is how they are defined:

HHA: Home Health Aide Courses

PH: Phlebotomy Courses

BHW: Basic Healthcare Worker Courses

HIV: HIV/AIDS Education Courses

PD: Student Success and Career Development Courses

CPR: Cardiopulmonary Resuscitation Course

8.0 DISTANCE EDUCATION

At InSpiredCare Academy, we are dedicated to equipping our students with the necessary skills and knowledge to thrive in an ever-evolving environment. Recognizing the need for flexibility and accessibility, we are committed to providing exceptional learning experiences through collaborative learning and skill development.

In today's fast-paced world, traditional education settings are not always feasible for everyone. That is why our hybrid programs, which include an online portion, have been designed to offer flexibility without compromising the quality of education. We believe that education should adapt to fit the unique needs and circumstances of each student.

Whether you are a working professional seeking to enhance your current skills or someone looking to start a new career, hybrid programs provide the foundation for success. Through concept formation and collaborative learning, our students gain a deep understanding of the subject matter and develop the practical skills needed to excel in their chosen fields.

Emphasizing the importance of teamwork and collaboration, our online courses foster an environment where students can engage in meaningful discussions, share experiences, and learn from their peers. Our dedicated instructors bring their expertise to the virtual classroom, facilitating interactive sessions that encourage critical thinking and problem-solving.

With the flexibility of online learning, students can study at their own pace, allowing them to balance education with other commitments. Whether you prefer to study during the day or at night, from the comfort of your home or while on the go, our online courses provide the freedom to tailor your education to suit your lifestyle.

At InSpiredCare Academy, we believe that distance should never be a barrier to education. We are committed to providing a transformative learning experience that empowers students to adapt their skills and knowledge to meet the demands of a rapidly changing world.

COMPUTER SYSTEM REQUIREMENT

To ensure a smooth and effective experience in participating in distance learning programs, it is essential to have a computer system that meets the necessary requirements for online learning. Here are the recommended computer system requirements:

- Preferably Windows 10 or MacOS with a processor Intel Core i3 or equivalent AMD processor (or higher) for optimal performance.
- Stable broadband internet connection or WIFI with a minimum speed of 5 Mbps for smooth streaming of online lectures, video conferences, and access to learning materials.
- Integrated or external webcam and microphone to actively participate in video conferencing, virtual classrooms, and collaborative sessions.
- A PDF viewer (e.g., Adobe Acrobat Reader) for reading course materials in PDF format.

- Word processing software (e.g., Microsoft Word, Google Docs) for assignments and document submissions.
- Personal Email Address

ACADEMIC REQUIREMENTS

Each type of course has its own set of requirements. Online courses that are theory-based are delivered differently from lab courses that focus on critical thinking and concepts. Regardless of the delivery method, students are responsible for completing their assignments. Assignments are weighted to ensure that students actively participate in the online classroom and meet the required time commitment as if they were on campus. While some students may finish assignments more quickly than others, the weighted assignments are designed to measure academic engagement in an online setting. Theory courses may include lecture-based assignments, workbook projects, quizzes, and other activities to assess students' progress. Concept-based courses may involve discussion boards, chats, projects, and assignments similar to those in residential campus classes. These courses require more cognitive and metacognitive measures, with instructors evaluating students' knowledge through discussions and hands-on demonstrations.

In concept courses, students can expect weekly discussion boards, writing assignments, research tasks, and participation in knowledge-based quizzes. Online courses demand the same level of academic engagement as on-campus courses. Lectures, both live and recorded, will be provided through the online platform, and corresponding assignments will be required for submission. Homework is also a part of online courses and will contribute to the final grade. Students are encouraged to review the school catalog for grading system details and consult the syllabus to understand the evaluation categories.

Depending on the schedule, students are expected to complete all assignments, participate in discussion boards, and chat sessions, watch lectures, and maintain regular communication with instructors via email. InSpiredCare Academy collects this information for grading purposes as well as to assess and improve online programming.

All academic assignments are evaluated to ensure the level of academic engagement and "attendance" in the online course. Attendance is not solely determined by the number of logged hours but also by the weight and completion of assignments.

Likewise, students enrolled in clock hour programs that offer online courses or segments will participate in various academic activities provided online. These programs engage students in substantive online coursework that meets the clock hour requirement and satisfactory academic progress standards.

ONLINE COMMUNICATION

Maintaining regular communication with instructors is crucial for online students. Any doubts or queries should be addressed through emails, allowing students to ask their questions and seek clarification. If necessary, students can also request additional chat sessions to further discuss and clarify information. To ensure a productive conversation, instructors will schedule chat room meetings, phone calls, or even in-person meetings on campus. It is essential for students to anticipate that every communication will be followed up with a written summary provided by the instructor. These summaries will be shared with students either through email or letters, ensuring that all important discussions and information are documented and readily accessible.

DISCUSSION BOARDS

- Discussion boards will be posted frequently, up to three times per week, to assess students' understanding of concepts and delivered data.
- Each student enrolled in the course is required to respond to the discussion board question and engage with their peers by responding to their posts.
- Students must respond to the discussion board at least two times.
- One-word answers or repeating the same response as others will not be considered sufficient.
- The discussion board questions aim to encourage diverse opinions, approaches, and information to be shared.
- Students should use facts to support their statements, demonstrate wisdom and professional courtesy when expressing an opinion, and respect other's opinions even if they disagree.
- Complete statements are expected, and one-sentence answers may receive a failing grade.
- When responding to classmates, use the person's name to identify the idea or statement you are responding to.
- All statements must be posted within the specified time and should not be plagiarized.
- Proper citation of sources, excluding Wikipedia, is necessary when referencing information.
- Discussion boards are crucial for assessing cognitive knowledge, thinking skills, and communication skills, which are essential for success in any career field.

ASYCHRONOUS EDUCATION

Asynchronous experiences in education refer to activities where the instructor and student do not interact in real-time or in the same virtual space. At InSpiredCare Academy, most of the distance education courses are designed to be asynchronous. However, there may be occasions when instructors include live chat or teleconferences as part of the learning activities, known as synchronous education. These events are scheduled and listed in the syllabus, and students are required to attend unless specified as optional by the instructor.

LIVE CHAT/VIRTUAL MEETINGS

To enhance the learning experience, instructors may include a schedule of live chat sessions in the online course and syllabus. Online students are required to attend these chat sessions within the chat rooms provided in the learning management system. The instructor will communicate the session information through email or announcements. Attending these live chats offers students multiple benefits, like receiving oral lectures on specific topics, getting answers to their questions, clarifying concepts, discussing assignments and upcoming exams, among others. Students who fail to attend these scheduled sessions will face grade penalties. Furthermore, attendance during the live chats may also be counted towards the final grade if the instructor specifies it.

RECORDED LECTURES

Occasionally, instructors may record their lectures and share links for students to access these recordings. It is important for students to remember that even in an online classroom, attending class is still necessary. Therefore, students should treat their academic responsibilities in the same way as they would if they were physically present in a classroom on campus. This means that if the lecturer refers to a specific page in the medical terminology textbook, it is in the student's best interest to locate and refer to that page to follow along with the lecture effectively. Recorded lectures are intended to provide clarity on complex topics and serve as a valuable resource for students. Online programs or courses often provide PowerPoint presentations as study materials, which students are required to review as part of the classroom experience. Many midterm and final exam questions may be derived from classroom discussions on important topics, so it is crucial for students to study the PowerPoint presentations and lectures diligently to take accurate notes and make progress successfully.

SYLLABUS

The syllabus for each course will be regularly updated and made available to students. It is crucial for students to thoroughly review the syllabus to gain a clear understanding of the weekly course outline. By doing so, students will be informed about the dates for the midterm and final exams and whether these exams will be conducted online or on campus. Additionally, the syllabus will provide students with the necessary information to identify the required textbook and supplemental resources for the course.

The syllabus encompasses all pertinent information about the course, including the learning objectives. Comparing your own progress with the outlined learning objectives is a beneficial practice to assess your individual growth. The contact details of the instructor will be readily available on the syllabus, and it is recommended to utilize email for any discussions to have a documented record of communication.

It is essential for students to acknowledge the significance of the syllabus as it outlines all the course requirements, rules, and regulations. The syllabus also provides clarity regarding any penalties that may be imposed for late submissions. Should any queries or concerns arise concerning the syllabus, students are encouraged to reach out to their instructor using the email address provided.

APPENDIX A

ACADEMIC CALENDAR

PHLEBOTOMY TECHNICIAN	
START DATE	**END DATE**
08/12/2024	10/05/2024
10/14/2024	12/07/2024
12/16/2024	02/08/2025
02/18/2025	04/12/2025
04/21/2025	06/14/2025
06/23/2025	08/16/2025
08/25/2025	10/18/2025
10/27/2025	12/20/2025

HOME HEALTH AIDE	
START DATE	**END DATE**
8/05/2024	9/072024
9/16/2024	10/19/2024
10/28/2024	11/30/2024
12/09/2024	01/11/2025
01/21/2025	02/22/2025
03/03/2025	04/05/2025
04/14/2025	05/17/2025
05/27/2025	06/28/2025
07/07/2025	08/09/2025
08/18/2025	09/20/2025
09/29/2025	11/01/2025
11/10/2025	12/13/2025

Effective Date: 08/2024

APPENDIX B

STAFF AND FACULTY LISTING

ADMINISTRATIVE STAFF

Andrea Spencer, President/CEO, Administrator

- Registered Nurse from Jersey College, Tampa, FL
- Bs Health Care Administration Keiser College, Fort Lauderdale, FL

FACULTY MEMBERS

FACULTY MEMBERS	COURSE(S) TAUGHT	DEGREES/DIPLOMAS HELD & AWARDING INSTITUTION
Andrea Spencer	Home Health Aide, Phlebotomy Technician	Registered Nurse Jersey College Bs Health Care Administration Keiser College
Deena Kunins	Home Health Aide, Phlebotomy Technician	MSN Herzing University Registered Nurse Medlife Institute

APPENDIX C

CATALOG RECEIPT

I, _____ certify that I have received the most recent copy **of**

INSPIREDCARE ACADEMY Volume 1 catalog.

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

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

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

_____

Student Signature   Date

_____

Admission Representative   Date